

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-24-10
<u>Closing Date:</u>	Open until filled
<u>Position Title:</u>	Policy and Management Analyst
<u>Grade/Salary:</u>	CL 26 (\$60,266 - \$97,925) – Entry Level CL 27 – CL 28 (\$66,197 - \$128,992) – Experienced Level Salary determined by qualifications and experience as outlined below. Promotion up to CL 29 may occur without further posting or competition.
<u>Position Location:</u>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [click here](#).

Position Overview

The Policy and Management Analyst is responsible for performing policy, analytical, and administrative duties that support the effective functions of the office and the court. The incumbent drafts, analyzes, coordinates, and maintains court administrative and operational policies and procedures; provides programmatic and analytical support to the court's process improvement program through project management and development, data analysis, and process improvement recommendations; and coordinates various operational responsibilities of the Circuit Executive.

Responsibilities of the Policy and Management Analyst may include, but not limited to:

- **Policy Coordination:** Analyze and evaluate federal statutes and regulations; directives and regulations from the U.S. Judicial Conference and Administrative Office of the U.S. Courts (AO), policies and procedures; and court rules and orders affecting the operation and work of the court. Draft and coordinate the development and review of court administrative policies, standard operating procedures, and other policies in areas such as procurement, human resources, facilities, security, information technology, and court operations and administration. Provide substantive support to court offices and subject matter experts in implementing procedural and policy changes. Support the development, implementation, and maintenance of the court's third-party standards and risk management compliance programs. Research court records, codes, and rules to draft and review public notices, procedures, forms, orders, legal memoranda, and other documents.

Conduct research on policy questions of relevance to the court and Clerk's Office and prepare memoranda on the results. Assist with the development and maintenance of work instructions for all court units. Coordinate responses to requests from the AO.

- **Program Analysis:** Manage and support process improvement projects. Collect, review, and analyze data related to court operations, special projects, and activities. Research and prepare reports in support of court operations, including recommending operational or administrative changes as needed. Evaluate quality-related data from court operations and process improvement activities and report these data using statistical techniques. Review and assess collected data, including identifying problems, trends, and areas for efficiency or improvement based on the data developed and analyzed. Review, recommend, and assist with the development and implementation of data-driven projects, processes, and changes designed to improve overall quality, effectiveness, and efficiency of court operational functions as needed. Design or specify quality system evaluation mechanisms and processes. Analyze limitations and constraints on processes and systems, recommend appropriate changes, and coordinate solution implementation. Recommend revision of quality standards and assist subject-matter experts in formulating quality assurance policies and procedures. Develop, recommend, and facilitate presentations and training programs on quality management concepts and tools and quality systems, court quality training needs and requirements, and project planning and management.
- **Court Rules Coordination:** Review and analyze the court's local rules and procedures, administrative orders, internal operating procedures, clerical procedures, policies, and guidelines for compliance with applicable laws, rules, and regulations. Review and draft changes to local rules, internal operating procedures, clerical procedures, administrative orders, public notices, forms, and guidelines. Assist the Chief Deputy Clerk in managing the court's rule amendment process, public notice requirements, and publication of the court's local rules. Assist the Circuit Executive and Clerk of Court and the Chief Deputy Clerk in the development of guidelines by which the federal and local rules are applied within the Clerk's Office in cases filed with the court.
- **Communications Support:** Provide content management support for the court's website. Draft administrative orders and public notices for review and consideration by the Chief Judge or Circuit Executive and Clerk of Court. Draft responses to inquiries to the Circuit Executive and Clerk of Court regarding procedures or information requests about the court's processes or procedural matters. Prepare responses to requests for assistance from the AO or other courts and judiciary offices regarding proposed amendments to policies, codes, rules, and official forms. Respond to surveys and requests for information relating to court operations and procedures.
- **Circuit Executive Office Support:** Provide operational and administrative support to the Circuit Executive and Clerk of Court's duties to the Federal Circuit Judicial Council and administrative duties concerning intracircuit and intercircuit assignments, actions under the Judicial Conduct and Disability Act, and other matters requiring coordination with the AO's Office of General Counsel. Assist the Circuit Executive and Clerk of Court in coordinating and preparing for meetings of court committees, the Judicial Conference of the United States, and national advisory groups. Prepare documents for review and approval by the Circuit Executive. Assist with the coordination of meetings by preparing agendas, minutes, and other materials.
- **General Responsibilities:** Communicate and respond to judges, chambers staff, and management requests regarding court operations. Answer procedural questions for judges, staff, and the public. Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer and quality service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Develop, implement, and maintain written procedures for assigned functions. Support office financial processes and court sessions, as needed. Comply with *The Guide to Judiciary Policy*,

applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

Entry-Level Candidates

Entry-level candidates will receive tailored training and experience necessary for the incumbent to develop the knowledge, skills, and abilities required to progressively assume increasing responsibilities.

- CL 26 (\$60,266 - \$97,925): To be considered at this level, candidates must possess one year of specialized experience and a bachelor's degree from an accredited college or university with at least one of the following superior academic achievements:
 - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
 - Standing in the upper third of the class;
 - "3.5" average or better in a major field of study that would prepare a candidate well to perform in this position; or
 - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies

Experienced Candidates

Experienced candidates must have a minimum of two years specialized experience which is defined as progressively responsible technical experience directly related to the duties and responsibilities of the position. Examples may include experience in a professional work environment that provided the opportunity to acquire a knowledge of the concepts, principles, policies, and practices of quality management; process improvement; project management; business or public administration; policy coordination, development, and analysis; or legal research and analysis.

- CL 27 (\$66,197 – \$107,614): To be considered at this level, candidates must possess two years of specialized experience.
- CL 28: (\$79,339 - \$128,992): To be considered at this level, candidates must possess three years of progressively responsible specialized experience in two or more functional areas.
- Educational Substitute: Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, public policy, political science, law, or other fields closely related to the subject matter of the position may be substituted for two years of specialized service.

Entry-Level and Experienced Candidates must also possess:

- Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing.
- Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities, often with conflicting deadlines.
- Ability to think independently and work cooperatively and accurately in a fast-paced office environment.
- Knowledge of and experience with SharePoint Online, Microsoft Office 365, and Adobe Acrobat.

For entry-level candidates only: The above required knowledge and experience may be demonstrated through relevant coursework, internships, other non-professional, or unpaid

experience, and/or professional experience.

Preferred Qualifications

- Demonstrated strong writing, editing, and research skills in a professional environment.
- Experience in project management or directing the work of others on substantive assignments.
- Prior non-litigation operational or administrative experience in either the federal or state judiciary.
- Experience in drafting or performing compliance work involving regulations or policies.
- Certification in Lean Six Sigma, quality management, or project management.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. A self-edited writing sample of no more than ten pages reflecting the applicant's critical analysis of a subject. The writing sample must be solely the work product of the applicant and have any sensitive or privileged information redacted.
4. A copy of academic transcripts (unofficial or official).
5. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
6. Completion of the online aptitude test and personality assessment.

Once you have the cover letter, résumé, writing sample, and transcripts (items 1, 2, 3, and 4 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 5 and 6 above): <https://www.ondemandassessment.com/link/index/JB-54IT1KU7H?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov. Applications submitted to this email address will not be reviewed.

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- Additional benefits information can be found at <https://www.uscourts.gov/careers/benefits>.

Additional Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for relocation is not available. The court reserves the right to modify the conditions of this

announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC; however, telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.