

**UNITED STATES JUDICIAL PANEL**  
**on**  
**MULTIDISTRICT LITIGATION**

**CHAIRMAN:**  
John G. Heyburn II  
United States District Court  
Western District of Kentucky

**MEMBERS:**  
Kathryn H. Vratil  
United States District Court  
District of Kansas

W. Royal Furgeson, Jr.  
United States District Court  
Northern District of Texas

Paul J. Barbadoro  
United States District Court  
District of New Hampshire

Marjorie O. Rendell  
United States Court of Appeals  
Third Circuit

Charles R. Breyer  
United States District Court  
Northern District of California

**DIRECT REPLY TO:**

Jeffery N. Luthi  
Thurgood Marshall Federal  
Judiciary Building  
One Columbus Circle, NE  
Room G-255, North Lobby  
Washington, D.C. 20002

Telephone: [202] 502-2800  
Fax: [202] 502-2888 or 4833  
<http://www.jpml.uscourts.gov>

**VACANCY ANNOUNCEMENT**  
**JPML 12-02**

**Position Title:** Administrative Officer  
**Position Information:** Full-time, Permanent  
**Opening Date:** October 15, 2012  
**Closing Date:** October 31, 2012 (*Applications **must be received** in office by 4:00 PM on closing date*)  
**Duty Location:** Washington, DC  
**Salary Range:** CL-27 / CL-28 (\$49,975 – \$97,366)\*  
*(\*Commensurate with qualifications, salary history, and experience)*

**Job Summary**

This position is located in the Clerk's Office of the U.S. Judicial Panel on Multidistrict Litigation (Panel). The Panel was created by Congress in 1968. The statute (28 U.S.C. § 1407) provides that the Panel shall consist of seven Article III judges appointed by the Chief Justice, each of whom must reside in a different Circuit. The statute gives the Panel the authority to "centralize" related actions pending in different districts by ordering the transfer of all such actions into a single district for pretrial management.

The incumbent serves as budget administrator, human resources coordinator, and personnel/payroll officer for the Panel. Incumbent demonstrates an in-depth knowledge and understanding of budget administration, human resources, and personnel/payroll policies and procedures. The Administrative Officer reports to the Chief Deputy Clerk.

The Administrative Officer as budget administrator develops and justifies budget requirements and executes approved budgets. Incumbent is responsible for development of estimates of anticipated project costs that include review and analysis of budgetary and financial data incident to past, current, and projected projects. Incumbent is responsible for preparation and analyses of a variety of reports related to status of funds which requires monitoring the use and rate of expenditure of budgeted funds. Incumbent acts as certifying officer for all Panel payments.

The Administrative Officer as human resources coordinator and personnel/payroll officer performs and coordinates administrative, technical, and professional work related to human resources programs, which includes ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent provides the full range of human resource management services and makes recommendations to the Clerk and Chief Deputy on planning and developing personnel policies and procedures, hiring practices and court operations.

**Representative Duties**

The Administrative Officer's duties include, but are not limited to, the following:

- I. Budget Administration –
  - Responsible for development of budget plan and estimates to fund all operating costs of the Panel. Prepares justification for each object class and the overall budget summary justification.
  - Develops and monitors spending plans once the budget allotments are received. Recommends reprogramming actions when necessary and other actions that may cause deficits.

- Ensures adherence to the *Court Budget Operating Manual (CBOM)* in reference to the judiciary's budget process. Must ensure internal controls comply with budget roles, responsibilities and structure.
- Prepares recurring reports of obligations and expenditures for managers and the Budget Division of the Administrative Office (AO).
- Maintains the Personnel Projection System (PPS). Enters budget-related personnel data into the PPS program, runs various reports, enters various scenarios, and reconciles salary compensation on a bi-weekly basis with the PPS reconciliation report provided by the AO in InfoWeb.
- Develops local policies and procedures for budget administration within the Panel which establishes the budget cycle in terms of action dates on projections, formats, required justification and the like.

## II. Human Resources –

- Participates in budget preparation as it relates to human resources. Formulates, implements, and administers the full range of human resources policies, procedures, and standards for the Panel.
- Ensures adherence to the *Guide to Judiciary Policies and Procedures* and *Human Resources Manual* on human resources practices. Monitors compliance with internal controls.
- Advises unit executives, managers, supervisors, and employees, on human resources matters, procedures and practices. Advises these same groups on employee relations, disciplinary actions, performance management, staffing, budgeting and cost projections, benefits, alternative organizational structures, and related issues. Participates in management meetings as necessary.
- Performs analyses using various personnel scenarios and conducts modeling based on those scenarios. Makes recommendations to management regarding budgetary and staffing needs. Provides advice on organizational structures and classification standards and guides management on staffing and other HR related changes.
- Coordinates with managers and unit executives on the assessment and evaluation of staff performance throughout the year and maintains tracking system for employees' evaluations and step increases.
- Performs duties related to benefits administration, recruitment, classification, budget, payroll, workers compensation, personnel action processing, records maintenance, etc. Maintains local personnel files, budget, and payroll records for audit purposes.
- Manages automated systems for HR activities including personnel projections, Human Resources Management Information System (HRMIS), electronic records management, etc.

## Required Qualifications

- High school diploma required. A minimum of one year of *general* experience which is defined as progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and written; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.
- A minimum of two years of *specialized* experience which included experience that is in, or closely related to the work of the position and has provided the knowledge, skills and abilities to successfully perform the duties of the position. To qualify for a CL-27, at least one year of the *specialized* experience must include work equivalent to the CL-25. To qualify for a CL-28, at least one year of the *specialized* experience must include work equivalent to the CL-27. *Specialized* experience must have included progressively responsible administrative, technical, and professional experience that is in, or closely related to the work of the position, such as budget, finance, accounting, payroll and human resources that provided a knowledge of the rules, regulations, and terminology in these areas.
- Some of the specialized experience may be waived if the candidate has completed the requirements for a bachelor degree from an accredited college or university and one of the following superior academic achievement requirements: (1) an overall "B" grade point average of 2.9 or better on a 4.0 scale; (2) standing in the upper third of the class; (3) grade point average of 3.5 or better in the major field of study related to the position; or (4) election to membership in one of the College Honor Societies.
- Skill in the use of automated equipment including word processing, spreadsheet, database applications and software.

### **Federal Court Experience Preferred**

- Familiarity with federal judiciary budget, finance, payroll and human resources procedures, policies, and systems highly desired.
- Working knowledge of the judiciary's financial system (FAS4T) desired.
- An undergraduate degree from an accredited college or university desired but not required.

### **Benefits**

Benefits include retirement, health insurance, dental and vision insurance, life insurance, long term care insurance, flexible spending account, transit subsidy program, paid federal holidays, annual and sick leave, on-site fitness center, and on-site credit union.

### **General Information**

- Employees of the Panel fall within the Judicial Branch of the U.S. Government, serve under excepted appointments and are considered *at will*.
- Positions are classified on the Court Personnel System (CPS) and employees receive prescribed salary progression through a classification level based on acceptable performance.
- Employees of the Panel are required to adhere to the Judicial Code of Conduct.
- Applicants must be U.S. citizens or eligible to work in the United States.
- Panel employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

### **How to Apply**

Qualified applicants must submit the following in order to be considered:

(1) Cover letter (including position title and announcement number) outlining qualifications and specific experience and skills as they relate to the duties and qualifications of the position; (2) resume (a resume without the cover letter addressing the qualifications will not be considered); and (3) a completed *Federal Judicial Branch Application for Employment* (Form AO 078) which can be downloaded from the Judiciary's website at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>. Application materials can be mailed or hand-delivered to:

Judicial Panel on Multidistrict Litigation  
Re: Administrative Officer  
Thurgood Marshall Federal Judiciary Building  
One Columbus Circle, NE  
Room G-255, North Lobby  
Washington, DC 20002

### **Additional Information**

- The Panel provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Panel. The decision to grant reasonable accommodation will be granted on a case-by-case basis.
- Once your application is received, an evaluation will be considered on all applicants' qualifications. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview.
- Only those applicants selected for an interview will be contacted.
- Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.
- Receipt of individual applications will not be acknowledged. Facsimiles will not be accepted. Submitted application materials will not be returned.
- The successful candidate will serve a one-year probationary period.
- The Panel reserves the right to modify the conditions of this announcement, to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

***The United States Judicial Panel on Multidistrict Litigation is an Equal Opportunity Employer***