

United States Bankruptcy Court District of Minnesota

Vacancy Announcement #2019-06

Position: Project Manager - NextGen CM/ECF

Salary: CL-28 (\$63,957 - \$103,984) based on qualifications

Location: Minneapolis or St. Paul, Minnesota

Closing date: September 1, 2019 or until filled

The United States Bankruptcy Court for the District of Minnesota is accepting applications for a Project Manager to lead the court's transition to NextGen CM/ECF and to provide ongoing NextGen support, oversight and training. This is a full time, permanent position in either the Minneapolis or St. Paul office.

POSITION OVERVIEW

The Next Gen Project Manager is responsible for preparing for and implementing the court's transition to the NextGenCM/ECF system, including dictionary clean-up, coordination and testing of functional changes, and training of attorneys and court staff.

On an ongoing basis, the Project Manager is responsible for analyzing, clarifying requirements for, coordinating, testing, troubleshooting, and communicating about functional changes to the court's case management/electronic filing system (NextGen CM/ECF), as necessitated by national software releases, software developments from inside and outside the court, local and national rule and form changes, and suggestions from Judges or staff. The Project Manager will also be responsible for internal and external training on NextGen and related functions and changes.

The position does not require a software development background; formal and informal training is available for the more technical aspects of the position. The Project Manager will report to the Clerk of Court, will serve as a member of the court's management team and as a standing member of the training committee, and will work closely with the IT staff in managing the migration to and maintenance of NextGen CM/ECF.

Essential Job Functions:

- Plan, design and implement the court's transition to NextGen CM/ECF, working in collaboration with the AO's implementation team, mentor court(s), and court management, IT and operations staffs. Visit or communicate with bankruptcy courts currently on NextGen CM/ECF to gather advice and "lessons learned," analyze the court's current dictionary and determine which events should be modified or deactivated, and oversee all necessary steps to prepare the court for the initial NextGen meetings.

- Attend all meetings, analyze proposed changes, develop and oversee testing plans and training.
- Analyze and implement NextGen CM/ECF changes necessitated by national software releases, national and local rule and forms changes, changes in judicial and nonjudicial staffing, rotation of judicial duties, appointment of new trustees and caseload shifts. Perform testing in conjunction with new releases and programs to verify how new functionality works and how it impacts existing functionality. Create testing plans and coordinate testing by other court personnel.
 - Gather and clarify requirements from users for ongoing changes to NextGen CM/ECF to support and improve court operations. Prioritize, research and analyze solutions to satisfy those requirements. Perform testing on and validate solutions before they are put into production.
 - Create, modify, and maintain a customized NextGen CM/ECF database dictionary and related tables.
 - Serve as a resource to judges, chambers staff, clerk's office staff, and outside users (attorneys, trustees, creditors, and others) for NextGen CM/ECF issues. Analyze reported issues, provide procedural information, identify potential work-arounds, report issues to the IT Manager and programmers, coordinate testing of provided fixes, and communicate to users about problems, maintenance, and downtime.
 - Provide communication and training, including job aids, written materials, and in-person training, on new NextGen CM/ECF features and procedures for court and external users.
 - Perform designated administrative functions in NextGen CM/ECF, as needed.
 - Monitor national NextGen CM/ECF calls, websites, and communications for information regarding errors/issues, change requests and status of pending releases.
 - Network with peers in other courts to exchange information on problems, solutions, and enhancements.
 - Participate in court management team meetings and support court improvement initiatives.
 - Supervising one or more CM/ECF dictionary and/or help desk staff

QUALIFICATIONS

Education and Eligibility Requirements:

- Minimum of a Bachelor's degree or equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

Position Requirements:

Work history and experience that demonstrates the ability to meet the following requirements of the position:

- Leadership experience and ability to guide and motivate a team.
- Understanding of how CM/ECF is used in day to day operations, and skill in editing, use of reports and troubleshooting.
- Strong organizational skills and ability to handle multiple priorities with professionalism, accuracy, and attention to detail.
- Ability to interpret and apply existing and new rules, governing policies and procedures to work duties and to make recommendations to management for improvement and implementation.
- Ability to communicate professionally, both orally and in writing, and to relay complex information and policies simply and effectively to individuals with varying levels of understanding.

- Ability to communicate and work collaboratively with informational technology professionals to explain operational issues and problems and to develop and implement technical solutions to address them.
- Ability to develop and deliver training on operational and technical changes.
- Skill in analyzing enhancement requests and user issues.
- Skill in developing, modifying, and executing software test plans.
- Knowledge and skills in the use of computers and software applications, email, data entry, and report generation.
- Skill in performing complex work with minimal supervision, including the ability to prioritize tasks, projects, and user requests, and meet deadlines and targeted goals.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Ability to handle confidential and sensitive information appropriately.

Preferred Work Experience:

One or more of the following:

- Federal judiciary bankruptcy experience.
- Knowledge of bankruptcy rules and procedures.
- Experience with docketing and case management.
- Experience working with the CM/ECF dictionary, including a familiarity with how to create, modify and deactivate events and relief codes.
- In-depth knowledge of ECF database and interrelationship between user actions, events and accuracy of end product.

CONDITIONS FOR EMPLOYMENT:

Candidates must demonstrate organizational skills, good judgment, and willingness to work with legal, technical, administrative and operations staff in a cooperative environment. Candidates must maintain absolute confidentiality of sensitive information.

All employees of the court are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request.

Benefits:

- Paid vacation and paid sick leave
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance
- Participation in the Federal Employee Retirement System (FERS)
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K)
- Public transit subsidy as the budget permits
- 10 paid holidays per year
- Options for telework and/or compressed scheduling
- This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

Additional Information:

- Applicants must be citizens of the United States or be authorized to work in the United States. Please note citizenship requirements:
- <http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>
- Only the most qualified applicants will be contacted for personal interviews. No telephone calls please.
- Applicants to be interviewed may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), and a list of references.
- Applicants selected for interview must travel at their own expense.
- The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview or relocation expenses.
- This position is subject to an FBI fingerprint check. In addition, the successful applicant will be hired subject to a probationary period of no less than six months.

APPLICATION:

Qualified applicants should email a cover letter and resume in a single document to: mnb_applications@mnb.uscourts.gov. Please refer to ANNOUNCEMENT #2019-06 in the email transmittal.

The U. S. Bankruptcy Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" employees.

Please visit the employment (<http://www.mnb.uscourts.gov/employment>) section of our website for other requirements and benefits information.

THE UNITED STATES BANKRUPTCY COURT
IS AN EQUAL OPPORTUNITY EMPLOYER.