



# CAREER OPPORTUNITY

## United States Bankruptcy Court Central District of California

**Los Angeles Division**  
255 E. Temple Street  
Los Angeles, CA

**Santa Ana Division**  
411 West Fourth Street  
Santa Ana, CA

**Riverside Division**  
3420 Twelfth Street  
Riverside, CA

**San Fernando Valley**  
21041 Burbank Boulevard  
Woodland Hills, CA

**Northern Division**  
1415 State Street  
Santa Barbara, CA

**Position:** Operations Manager  
(Internal Clerk's Office Applicants Only)

**Location:** Santa Barbara

**Salary:** CL 28 \$ 80,875 - \$ 131,489  
CL 29 \$ 96,186 - \$ 156,336  
(Starting salary depends on qualifications  
and experience).

**Announcement:** 25-01

**Opening Date:** December 17, 2024

**Closing Date:** January 2, 2025

### POSITION OVERVIEW

The Operations Manager is responsible for managing, overseeing, and performing bankruptcy operations in the divisional office. Specific duties include, but are not limited to: planning, organizing, directing, evaluating, analyzing, coordinating, and performing the operational and administrative activities and functions of the division; fostering and maintaining an environment that promotes high morale, productivity, quality and customer service; implementing operational practices to increase the effectiveness and efficiency of the division's functions including Intake, Courtroom Services, Fiscal, etc.; developing and administering performance management plans, handling employee relations; overseeing space and facilities issues; gathering and analyzing data; preparing statistical and other reports; interacting effectively with judges and chambers staff and developing positive relationships to ensure work flows smoothly and efficiently; coordinating and assisting with outreach functions and programs with the Bar and the community; and serving on district-wide committees as needed. This position reports to the Chief Deputy of Operations.

### QUALIFICATIONS

To qualify for the position of Operations Manager, applicants must have a minimum of three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience which provided an opportunity for the applicant to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. Prior experience must be in a position of substantial managerial or supervisory responsibility, where the incumbent demonstrated effective leadership skills and employee relations expertise. Knowledge of bankruptcy operations, procedures, local bankruptcy rules, and the U.S. Bankruptcy Code, and excellent oral and written communication skills are essential. Project management experience a plus. The successful candidate should be highly organized, possess sound judgment, and a high degree of initiative.

## EDUCATION

Completion of a bachelor's degree in business, accounting, public administration, or related field is highly desirable. Education in an accredited college or university institution may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required. MSU Judicial Administration Program coursework, completion of Court or FJC sponsored management development and leadership training programs preferred.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

## BENEFITS

The Judiciary offers a generous benefits package to its employees which may include:

- 11 paid holidays per year
- 13 days of paid vacation (for the first three years)
- 20 days paid vacation (after three years)
- 26 days paid vacation (after fifteen years)
- Medical coverage with a government contribution (choose from a variety plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance
- Life insurance program with government contribution (optional participation)
- Long-term disability insurance for employee and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Account (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (employee matching, similar to 401K, optional participation)
- Student Loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF)

## INFORMATION FOR APPLICANTS

Applications should be submitted by email to [HRApplications@cacb.uscourts.gov](mailto:HRApplications@cacb.uscourts.gov). Attached documents must be in PDF format and the email should reference the *position title and vacancy no.* in the subject line. Applications may be mailed or submitted in person to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The [Ninth Circuit EEO Plan](#) is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.