



# U.S. District Court for the Northern District of Alabama U.S. Probation & Pretrial Services

Position Title:	Data Quality Analyst
Position Status:	Permanent, Full-Time
Announcement Number:	2024-02
Opening Date:	May 2, 2024
Closing Date:	Open until filled (preference given to applications received by May 23)
Duty Station:	To Be Determined
Classification Level (CL)/Salary:	CL-26 (\$53,324 – \$86,645) CL-27 (\$58,572 – \$95,218) The above salary ranges are based on the Birmingham (BHM) pay table. Starting salary depends upon qualifications, experience, and duty station Promotion potential up to a CL-28 without further competition.
Area of Consideration:	Open to all qualified individuals

## **Position Overview**

The U.S. Probation and Pretrial Services Office for the Northern District of Alabama, headquartered in Birmingham with divisional offices in Anniston, Huntsville, and Tuscaloosa, is currently seeking a talented Data Quality Analyst. A Data Quality Analyst is responsible for ensuring the accuracy and integrity of the unit's Probation and Pretrial Case Tracking System (PACTS) database and extractions. The incumbent provides quality assurance of all electronic entries by applying a high-level of problem solving and data verification techniques and provides guidance and training to staff. This position also provides a variety of administrative, technical, and professional assistance within the Court to ensure the smooth and efficient functioning of the services of the office and will participate in special projects related to administrative and operation functions. This position has the option of working in one of our divisional offices or full-time telework; however, periodic travel may be required.

## **Representative Duties**

- Maintains accuracy and completeness of official case records from opening to final disposition. Checks the accuracy of daily data entries. Maintains user log errors. Reviews entries made to the PACTS/Decision Support System (DSS). Performs automated quality check on client records. Verifies case openings and closings.
- Performs edits and corrective actions to ensure the accuracy of data, files, and records. Tests new events. Generates deadlines and deficiency notices for missing documents. Archives records.
- Generates statistical and other reports for review by the court and management. Submits reports to the Administrative Office (AO) as necessary. Communicates on a regular basis with the AO, Probation and Pretrial Services Office, Chief, and Deputy Chief, regarding quality of data.
- Acts as project manager for PACTS/DSS process improvements and other database initiatives. Reviews suggested operational changes, holds staff meetings to gather input and ideas, develops project plans, makes proposals to management, and assists in implementing initiatives.

- Performs workload analysis. Generates monthly and quarterly statistical and customized reports for review by management. Submits reports to the AO as necessary.
- Generates, analyzes, and reports quality control information.
- Maintains PACTS/DSS database information. Reviews content and determination information for archiving and purging, establishes users to gain entrance to the system, and modifies the database as necessary.
- Acts as PACTS 360 project manager and Data Quality point of contact.
- Provides training and coaching to current users on proper data entry, modification, and retrieval procedures necessary to ensure the integrity of the database and develops revised procedures for data entry. Provides training to new employees on PACTS/DSS.
- Assists with project process improvements for PACTS/DSS and other database initiatives.
- Responds to research requests from the Management Team and prepares reports regarding trends in statistical data which may be critical to the Evidence-Based Practices approach.
- Compiles, arranges, and prepares various information and data, including periodic reports and newsletters. Some of these materials are disseminated to judges and the legal community.
- Assists in the production of training material including on-the-job manuals and updates material/manual.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of the roles and functions of the federal probation and pretrial services office. Knowledge of the practices and procedures used in probation and pretrial services processing, including knowledge of the administrative requirements to support these activities. Thorough knowledge of the PACTS database and how case data is reflected from investigation through final disposition. Knowledge of court policies and procedures. Knowledge of automated/internet resources and systems available for accessing current PACTS information and functions.
- Skill in proofreading, researching, and problem-solving. Skill in analytical reasoning. Skill in compiling information accurately. Ability to organize and prioritize work. Ability to work under pressure of short deadlines. Ability to follow detailed instructions accurately. Ability to work independently and conduct research to develop policy and procedural information.
- Knowledge of theories and principles and advanced training in relational databases, practices and techniques of database design and data communications. Skill in anticipating and analyzing probation and pretrial services requirements and planning for and implementing recommendations to meet those needs. Skill in identifying problems and reviewing related information to develop and evaluate options and implement viable solutions.
- Knowledge of the national workload formula, and the ability to identify fields and tables within PACTS that correlate to the workload formula.
- Skill in identifying problems and reviewing alternative solutions. Knowledge of relational database theory. Skill and ability in breaking down projects into manageable components.
- Knowledge of training policies, procedures, practices, and standards. Ability to train staff on PACTS policies and usage procedures. Ability to assess and address training needs. Skill in developing presentation materials and training aids.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Skill in reviewing procedures, policies, and manuals. Ability to communicate effectively (both orally and in writing). Ability to interact effectively and appropriately, providing customer service and resolving

difficulties while complying with regulations, rules, and procedures.

- Skill in use of automated equipment including word processing and spreadsheet applications. Proficient in Word, Excel, PowerPoint, and similar information technology. Knowledge of and skill in the use of PACTS applications, its design, and applicable programming language. Skill in analyzing, interpreting, and presenting research findings to prepare report design specifications. Ability to learn and administer data extractions through electronic report writing. Skill in developing and implementing solutions using various technologies to increase use and efficiency.

### **Qualifications**

High school graduation or equivalent; and

To qualify as a CL-26, applicant must have one year of specialized experience equivalent to work at a CL-25.

To qualify as a CL-27, applicant must have two years of specialized experience equivalent to work at a CL-26.

### **Specialized Experience**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

### **Court Preferred Qualifications**

- Completion of a bachelor's degree
- Clerical and/or administrative experience in a federal Probation and/or Pretrial Services office
- At least two years of specialized experience

### **Conditions of Employment**

- Applicants must be a U.S. citizen.
- Work is generally performed in an office setting and may occur at off-site locations or temporary duty stations, where offenders with violent backgrounds are often present. Travel may be required.
- The selected candidate will be subject to a background check or investigation and subsequent favorable suitability determination and that selectees to high-sensitive positions are subject to updated background investigations every five years.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- All court employees are EXCEPTED appointments and employed "at will". Federal Civil Service classifications and regulations do not apply.

### **Benefits**

Federal benefits include paid vacation and sick leave, 11 paid holidays each calendar year, periodic salary increases, retirement benefits, participation in the Thrift Savings Plan, and the judiciary's supplemental benefits. Other benefits include health, dental, vision and life insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and employee assistance programs. Additional information is

available at <https://www.uscourts.gov/careers/benefits>.

### **How to Apply**

To be considered for this position, applicants are required to provide the following:

- Letter of interest outlining experience as it relates to this position
- Current resume
- Three professional references (name, address, and telephone number)
- Application for Federal Judicial Branch Employment (Form AO-78)<sup>1</sup>
- College transcript(s) (an unofficial copy is acceptable)
- Signed copies of the two most recent performance evaluations (if not applicable, include an explanation in your letter of interest)

Submit the above documents in the format below:

1. Combine all documents into **one PDF in the above order**;
2. Save the single document by your name (**Last Name, First Name, e.g., Johnson, Taylor**);
3. On the subject line of your email, enter **2024-02 Data Quality Analyst – preferred duty station(s) (Anniston, Birmingham, Huntsville, Tuscaloosa, All, Telework, etc.)** and
4. Email the complete packet to [resumes@alnp.uscourts.gov](mailto:resumes@alnp.uscourts.gov) one time.

Applicants who do not follow instructions may not be considered. Due to the volume of applicants, we will only communicate with those individuals who are selected for an interview and only applicants who are interviewed will receive a response regarding their application status. Travel and relocation expenses are non-reimbursable.

**Please no phone calls.**

The U.S. Probation and Pretrial Services Office reserves the right to modify, withdraw, and/or fill more than one position from this announcement without prior notice. If modified, applicants to the original announcement will automatically be considered. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**

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<sup>1</sup> Form AO-78 (<http://www.uscourts.gov/forms/AO078.pdf>).

**This position is not covered under the Fair Chance to Compete (FCA) and requires you to complete the optional background information on the AO-78.** The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.