



U.S. Probation Office
Eastern District of California
501 I Street, Suite 2-500
Sacramento, CA 95814
(916) 930-4300

(The salary at time of appointment will be set in accordance with the Court Personnel System. Lateral transfers will be considered for budget and procurement managers currently employed in other districts. A lateral transfer is considered a manager's current Classification Level (up to CL-30) and Step from their current pay table to pay table of duty station. The agency is unable to match locality pay.)

U.S. PROBATION OFFICE EASTERN DISTRICT OF CALIFORNIA

Vacancy Announcement: 26-13

Budget and Procurement Manager

LOCATION: [Sacramento](#)

POSTED: October 5, 2026

CLOSING DATE: 4 P.M. Pacific Standard Time on October 30, 2026

REPORTS TO: Chief U.S. Probation Officer

STATUS: Full-Time Permanent

CLASSIFICATION: Depending on Qualifications

CL-29: \$94,378 - \$153,393 per annum

CL-30: \$111,518 - \$181,277 per annum

Classification level and salary at time of appointment is dependent upon experience, qualifications, and salary history in accordance with the Court Personnel System. If appointed at CL-29, there is potential promotional opportunity to the next grade level up to CL-30 (based upon performance and available funds) without further competition.

The United States Probation Office is seeking a highly organized and experienced Budget and Procurement Manager to oversee budget management, procurement, property, and related business functions that support the mission of the U.S. Probation Office in the Eastern District of California.

The position serves as a key administrative resource to management and staff and is responsible for ensuring that financial, procurement, and administrative activities are conducted efficiently, accurately, and in accordance with applicable policies, procedures, and federal requirements.

The ideal candidate is a detail-oriented, forward-thinking professional who anticipates needs, identifies potential budget and procurement challenges, and takes proactive steps to address them before they become problems. The successful candidate will demonstrate strong leadership and people-management skills, effectively organize and motivate staff, foster a collaborative and unified team environment, and ensure that team members work together toward common goals. The candidate must be able to manage competing priorities, safeguard government resources, provide excellent customer service, and work effectively with probation officers, staff, and other stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES

- **Manages the agency's decentralized budget**, including budget formulation, annual spending plans, long-range financial planning, forecasting, monitoring of obligations and expenditures, reprogramming, and financial reporting using the Judiciary Integrated Financial System (JIFMS) and related financial systems.
- **Advises the Chief and management team on budget and financial matters** by analyzing financial and personnel data, developing projections and spending scenarios, identifying trends and potential issues, and providing timely recommendations to support sound fiscal decision-making.
- **Serves as the agency's primary liaison with the Administrative Office of the U.S. Courts (AO)**, as well as other Judiciary and external partners, on budget, procurement, facilities, and related administrative matters. Prepares and coordinates budget estimates, spending plans, financial appeals, supplemental requests, reprogramming requests, and required reports.
- **Oversees the agency's procurement and purchasing operations**, including complex procurements, solicitations, contracts, purchase orders, Reimbursable Work Authorizations (RWAs), and vendor relationships. Ensures procurement activities comply with the Guide to Judiciary Policy and applicable federal requirements.
- **Supervises and develops procurement staff**, ensuring the quality, accuracy, and timely completion of work. Provides direction, training, performance feedback, and opportunities for increased responsibility while fostering a collaborative and accountable work environment.
- **Oversees financial payment and certification activities**, including the review and certification of payment vouchers, supporting documentation, travel vouchers, and payments for goods and services.
- **Manages agency facilities, space, and property functions**, including construction, renovation, office moves, space planning, furnishings, and non-IT property. Coordinates projects and serves as the agency's liaison with the General Services Administration (GSA), Circuit Executive staff, AO Facilities Management, and other stakeholders.
- **Develops, implements, and monitors internal controls** to ensure financial, procurement, property, and administrative practices comply with the Guide to Judiciary Policy and agency requirements. Oversees the agency's JIFMS Internal Controls Evaluation (ICE) program and supports internal and external audits.
- **Serves as a member of the agency's management team**, contributing to short and long-term strategic planning and organizational initiatives. Evaluates existing administrative practices, recommends improvements, and assists with the development and implementation of policies and procedures.
- **Promotes a culture of teamwork, accountability, and excellent customer service** by fostering effective communication, collaboration, professionalism, and positive staff morale. Handles sensitive and confidential information with discretion and interacts tactfully with probation officers, staff, and stakeholders.
- Performs other duties as assigned by the Chief United States Probation Officer or Deputy Chiefs.

QUALIFICATIONS

To qualify, candidates must possess the following:

CL-29: Two years of specialized experience, including at least one year equivalent to working at the CL-28 level.

CL-30: Two years of specialized experience, including at least one year equivalent to working at the CL-29 level.

SPECIALIZED EXPERIENCE

Candidates must possess at least two years of progressively responsible, specialized experience that has provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of budget and procurement management such as expense forecasting, data validation, auditing, supplier sourcing, contract management, purchase order management, and vendor relations management. This experience must include at least one year of experience at or equivalent to a CL-28.

EDUCATION

A bachelor's or master's degree from an accredited college or university in public administration, business administration, finance, accounting, or similar field.

SECURITY INVESTIGATIONS

Applicants considered for this position must undergo a full Office of Personnel Management (OPM) background investigation, as well as a local background investigation.

CITIZENSHIP

Applicants must be citizens of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

APPLICATION PROCESS

To apply for this position, qualified candidates must submit the following **in one pdf document in the following order**:

- a cover letter (limited to two pages) addressed to Chief U.S. Probation Officer Scott Storey, 501 I Street, Suite 2-500, Sacramento, CA 95814 **explaining why you are interested in the position and what overall qualities and strengths you bring as a Budget and Procurement Manager.**
- a detailed resume with a minimum of three professional references with contact information
- AO-78, Federal Judicial Branch Application for Employment, Revised 5/2024 (download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- three letters of recommendation
- please email the titled pdf document (**Last Name – First Name – 26-13**) to **caep_hr@caep.uscourts.gov**

Failure to submit the cover letter, resume, and AO-78, in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

- The U.S. Probation Office is not authorized to reimburse candidates for testing, interviewing, or relocation expenses.
- Applicants must possess a valid driver's license.

- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- The manager's performance will be monitored closely during the first year in this position.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Non-Law Enforcement Officer employees are considered "at will" employees.
- Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.
- **Applications received after 4 PM Pacific Standard Time on October 30, 2026 will not be considered.**

****The U.S. Probation Office for the Eastern District of California is an Equal Opportunity Employer****