



**UNITED STATES BANKRUPTCY COURT**  
**NORTHERN DISTRICT OF CALIFORNIA**

[www.canb.uscourts.gov](http://www.canb.uscourts.gov)

# IT Security Analyst

## TEMPORARY

<b>Announcement:</b>	CS05-25	<b>Opening Date:</b>	12/17/2025
<b>Assignment:</b>	<b>Temporary</b> with possible extension based on needs of the Court and available funding	<b>Closing Date:</b>	Until Filled
<b>Location:</b>	Full-time telework or work in one of our offices (San Francisco, Oakland, or San Jose)	<b>Positions available:</b>	1
<b>Salary Range:</b>	CL 28, \$88,626- \$144,031, if you work within the district. Salary depends upon experience, qualifications, and worksite. Telework salary will be the locality pay at your residence in the United States. Court Personnel System Pay Rates can be found at <a href="https://www.uscourts.gov/careers/compensation/court-personnel-system-pay-rates-non-law-enforcement-officer">https://www.uscourts.gov/careers/compensation/court-personnel-system-pay-rates-non-law-enforcement-officer</a>		

The United States Bankruptcy Court for the Northern District of California seeks an IT Security Analyst who will embrace a temporary opportunity. You will work with our IT Manager on the management of information technology security policy, planning, development, implementation, training, and support for the court unit. You will be collaborating to identify and collectively advance security initiatives, and you will provide actionable advice to improve IT security and to fulfill security objectives within the court.

### **REPRESENTATIVE DUTIES:**

Analyze and evaluate new and innovative information technology policies that will constructively transform the information security posture of the court unit. Make recommendations regarding best practices and implement changes in policy.

Provide advice on matters of IT security, including security strategy and implementation.

Review, evaluate, and make recommendations on the court's technology security program, including automation, telecommunications, and other technology utilized by the court. Promote and support security services available throughout the court.

Assist in the maintenance of court security policies and guidance, the remediation of identified risks, and the implementation of security measures.

Provide security analysis of IT activities to ensure that appropriate security measures are in place and are enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilize standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.

Assist with the identification, implementation, and documentation of security safeguards on information systems. Prepare justifications for budget requests. Prepare reports for the court unit, as needed.

Establish mechanisms to promote awareness and adoption of security best practices.

Performs other job-related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

- Must have 2+ years of experience in IT, with at least one-year experience that is in, or closely related to, the work of the position that has provided the knowledge, skills, and abilities to successfully perform the duties of the position.
- Good judgment, be dependable, be a proactive self-starter, and demonstrate initiative in problem-solving.
- Experience with O365 (Word, Excel)
- Knowledge of IT security applications.
- Ability to follow instructions and work independently to meet short deadlines.
- Ability to communicate effectively (orally and in writing).

### **PREFERRED QUALIFICATIONS:**

- Experience with IT security tools used by the US Courts (Splunk, Nessus, KACE, Forcepoint, KnowBe4, Apex One, Deep Security (Trend Micro), Palo Alto (JFS), VMware VRa8 and CIS Critical Security Controls v8).
- Experience in, or with, the US Courts, government or large organizations.
- Ability to create and maintain policies, end-user documentation, and instructions.
- Ability to perform internal IT security assessments and self-audits, and monitor policy adherence; understanding of CIS Critical Security Controls v8 (Center of Internet Security).

### **APPLICATION INSTRUCTIONS**

Qualified candidates are invited to apply by emailing the following to [jobs@canb.uscourts.gov](mailto:jobs@canb.uscourts.gov)  
The email subject line should reference the **IT Security Analyst** position.

1. A résumé.
2. Provide a written response to the following question:

*What IT security applications and tools do you find most effective, and what have you used them for?*

The court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references.

Applicants who are non-United States citizens must meet the requirements for federal employment. Relocation expenses will not be reimbursed.

As a condition of employment, the selected candidate must complete a background check investigation. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

***The United States Bankruptcy Court is an Equal Employment Opportunity Employer.***