

Duties

The Supervisory Program Analyst, serving as the Training Logistics Branch Chief, manages training logistics for the Defender Services Office (DSO). The incumbent oversees, supervises, assists, and supports Training Division Logistics Branch staff. The incumbent participates in a wide variety of in-person and virtual training initiatives for federal defenders and Criminal Justice Act panel attorneys, with a focus on ensuring effective planning, coordination, and execution of training logistics.

The duties of this position include, but are not limited to:

1. Directing and supervising training logistics staff, including providing technical and administrative guidance, coaching and mentoring.
2. Assigning and coordinating work across functional areas, facilitating collaboration among staff, and developing new mechanisms and workflow models.
3. Serving on the management team representing the Training Division and, upon request, attending and participating in meetings conducted by or on behalf of the Training Division Chief.
4. Establishing priorities, identifying solutions, developing short and long-term program and project timelines, and ensuring deadlines are met.
5. Establishing and managing short- and long-term goals for the branch and integrating work with broader program objectives.
6. Overseeing the branch's site selection process for conferences, workshops, and seminars, including supervising coordination with agency procurement officials to obtain hotel bids.
7. Supervising branch personnel responsible for conference registration and for applying for continuing legal education credits for training programs.
8. Overseeing budget estimate developments for the request of appropriated funds allocated to training and conferences.
9. Serving on or leading various committees, meetings, and working groups.
10. Acting as a liaison and developing and maintaining effective working relationships with stakeholders within the division and inside and outside the Judiciary.
11. Providing interpretation, analysis, advice, and recommendations on policies and procedures to Training Division staff.
12. Serving as a subject matter expert and/or supervising subject matter experts for Training Division logistics functions.

Link to the full announcement: [USAJOBS – Job Announcement](#)

Closes: April 27, 2026