



**BONNEVILLE POWER ADMINISTRATION**  
**DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY**  
**INTEREST ANNOUNCEMENT FY24-NSTP-001- Supply Systems Analyst-GS-**  
**2003-12- Detail-Temporary Promotion**

**Supply Systems Analyst**  
**For Classified position J07614 GS-2003-12**  
**Pay Range: \$93,543 to \$121,601 per year**  
**Full time for 120 days**  
**Number of Vacancies: 1**

**OPENS:** 05/14/2024

**CLOSES:** 05/24/2024

**POSITION LOCATION:** Vancouver, WA

**WHO MAY APPLY:** Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-11 or GS-12 grade level. This is a non-competitive temporary promotion or detail NTE 120 days. Employees must confirm they have their supervisor's approval when applying for the non-competitive temporary promotion or detail.

Employees who have non-competitively served a total of 120 days in a temporary promotion or detail to a higher grade within the preceding 12 months are not eligible for a higher-graded opportunity. Contact HR Help at (503) 230-3230 or [hrhelp@bpa.gov](mailto:hrhelp@bpa.gov) if you have questions regarding your eligibility.

**NOTES:** The successful candidate will be detailed or non-competitively temporarily promoted to the position of **Supply Systems Analyst**. Selection from this interest announcement is subject to the requirements of applicable employment practices. Any promotion associated with this announcement will be subject to the following:

- When an employee already holds the same grade or higher as the position of interest on a permanent basis, then the action will be processed as a detail and may be made for a period up to one year, in 120-day increments. When appropriate, details may be extended for an additional year, in 120-day increments.
- When an employee holds a lower graded position or is in a position with lower-graded promotion potential than the position of interest, s/he is prohibited from serving in a higher-graded position for more than 120-days in a 52-week period. The action may be processed as a detail or non-competitive temporary promotion at management's discretion. Employees selected for a non-competitive temporary promotion must meet

time in grade, experience, and any minimum education requirements specified under Special Skills & Abilities below. Those who do not meet the time in grade or qualifications requirement(s) may be eligible to accrue experience during a detail. Non-competitive temporary promotions or details to a higher grade may not be extended or made permanent.

- The employee will be returned to his/her permanent position of record (i.e., position prior to detail) upon completion of the non-competitive temporary promotion or detail opportunity.
- Temporary promotions and details may be terminated at any time based on the needs of management.
- Multiple selections may be made from this interest announcement to fill the position on a rotational basis.

**GENERAL INFORMATION:** The incumbent will report to Julie Jenkins, Supervisory Supply Systems Analyst

This position is located in the Technology Planning (NSTP) organization of Technology and Strategic Planning (NST), Supply Chain Services (NS), Office of the Chief Administrative Office (N), Bonneville Power Administration. Technology and Strategic Planning provides both strategic planning and analytical support for NS, as well as ensuring that the technology supporting business operations is effective and properly deployed. This organization provides the resources necessary to keep BPA's Supply Chain and the BPA's use of Asset Suite and Sunflower, continuously improving by sponsoring and monitoring industry best practices and LEAN initiatives and by determining what improvements (whether in processes or technology) should be made in the areas of customer requirements delivery, inventory management, warehousing, transportation, and procurement. This organization ensures that NS employs business appropriate technology and utilizes that technology to its fullest. This organization also maintains the Supply Chain strategic plan, balanced scorecard, and performance metrics. And it provides assistance with market intelligence, financial and spend analysis, inventory analysis, process analysis, and risk analysis; as well as A-123 and audit support in conjunction with process controls.

The purpose of this position is to serve as a Supply Systems Analyst responsible for performing analytical work to provide functional support for implementations, upgrades, and maintenance for the following systems: Asset Suite, and Annam's Sunflower, eCommerce, SLIM, Shipping and other supply chain applications. This work is accomplished in coordination with Enterprise Application Support Group. The incumbent applies specialized knowledge of both supply systems and information technology methods and techniques.

**DUTIES:**

- Performs analytical work to provide functional support for implementations, upgrades, and maintenance for the following systems: Asset Suite, and Annam's Sunflower, eCommerce, SLIM, Shipping. Assignments involve various projects, studies, or evaluations requiring the application of many different and unrelated processes, differing regulatory criteria and procedures, and significant departures from established practices.
- Monitors a block of computer programs to determine their efficiency in meeting established information requirements and recommending changes in data flow, sources of input, report formats, and calculations to satisfy supply management information needs. Accepts requests for system changes, conducts research to determine the validity of requests, refines the information provided, and prepares specifications for IT specialists to use in programming, testing, and implementing changes in the automated supply systems. In collaboration with IT specialists, evaluates problems with new and modified systems, including the logical flow, input errors, interconnections among data fields and program elements within a flow of related programs, and recommends solutions to both supply staff and IT specialists.
- Participates on project teams for software upgrades and new functionality implementation, and process improvements. Manages conflicts and facilitates agreements between sponsors, internal clients and IT organizations.
- Performs maintenance, configuration and usage of assigned modules and applications, including look-ups and related web applications. Performs root cause analysis and solves difficult problems with effective solutions. Provides help desk support for applications. Follows change control procedures for configuration modifications, data changes, enhancements and other system changes with appropriate documentation.
- Determines and maintains integration points and ensures consistent data between assigned application components, including PassPort, HRMIS, PeopleSoft Financials, BMI, Sunflower, Shipping and other asset management applications.

**SPECIAL SKILLS & ABILITIES:**

Employees with at least one year of specialized experience at the next lower grade level in the Federal service may be eligible for temporary promotion. Specialized experience for this position is defined as:

The supervisor sets the overall objectives and decides on the resources available. The employee consults with the supervisor in determining which projects to initiate, develops deadlines, and identifies staff and other resources required to carry out an assignment. The employee, having developed expertise in the particular supply specialty or program area, is responsible for planning and carrying out the work, resolving most of the conflicts that arise, integrating and coordinating the work of others as necessary, and interpreting policy in terms of established objectives. The employee keeps the supervisor informed about progress, potentially controversial matters, issues with far-reaching implications, and intractable problems. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other supply program requirements, or effectiveness in meeting objectives and achieving expected results.

Guidelines consist of broad supply guidance and laws, regulations, decisions, and business principles; policy statements from BPA's Head of Contracting Authority (HCA), Chief Information

Officer (CIO) and Chief Technical Officer (CTO); and procedural guides such as the BPI, BPA Manual, and Asset Management Instructions) and technical manuals. Guidelines provide a general outline of the concepts, methods, and goals of supply programs but are not specific on how they are to be defined, implemented, and monitored. Due to the lack of specificity, the guidelines are often insufficient to accomplish specific objectives. The incumbent exercises considerable judgment and has broad latitude in determining how the supply systems must be tailored/modified or implemented across BPA to comply with federal regulations and procedures and agency policy and requirements.

The work involves serving as a Supply Systems Analyst responsible for performing analytical work to provide functional support for implementations, upgrades, and maintenance for the following systems: Asset Suite, and Annam's Sunflower, eCommerce, SLIM, Shipping. Assignments involve analyzing and evaluating the adequacy of automated supply systems to identify needs for system improvements in the input, flow, output, and uses of data used in supply management programs in a centralized supply records and information support activity. The employee identifies new computer support requirements based on program and policy changes, additions, and deletions; performs steps necessary to define the flow of information and source material in the existing supply system; identifies the kinds of data bases required, the variety of programs needed to make a complete system, and production requirements; translates subject matter requirements for IT specialists; and evaluates system tests to determine the adequacy of prototype programs. Analysis and recommendations are based on supply program objectives and policies. Assignments involve various projects, studies, or evaluations requiring the application of many different and unrelated processes, differing regulatory criteria and procedures, and significant departures from established practices. The employee makes decisions, or develops and implements new methods and techniques, that satisfy broad policy and technical requirements. The employee makes recommendations for changes in basic policy issuances and implementing instructions covering established supply techniques, practices, and methods based on personal analysis of very general policy directives and objectives. Decisions regarding what needs to be done are complicated by the number and nature of existing supply programs, regulatory guidance, overlapping requirements, or distinct local, environmental, or other considerations that have an impact on the ability to apply established methods. The employee must consider the total range of existing policies, procedures, laws, and regulations. Typically, there are conflicting requirements; problems that are poorly defined or require projections based on variable information or technological development; or some degree of change that must be anticipated in mission requirements, related supply systems, or funding requirements. The work involves originating new supply techniques, establishing criteria, developing new information and approaches to problem solutions, and/or developing and interpreting broad supply policies and regulations.

**HOW TO APPLY:**

Complete a brief memo of interest describing your interest in this detail – temporary promotion assignment and your relevant experience. Submit your memo and a signed Supervisory Acknowledgement statement (below) by close of business on **05/24/2024** to [jajenkins@bpa.gov](mailto:jajenkins@bpa.gov)  
Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

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Temporary Promotion**

I acknowledge that \_\_\_\_\_ has requested consideration for this position. I understand this temporary assignment is a detail or temporary promotion NTE 120 days.

I am willing to consider approving the detail and understand the salary, travel, lodging, M&IE costs and/or FTE for the duration of the detail will be funded by the NFC org.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Routing: \_\_\_\_\_