

**Department of Energy**

Official File

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

CORPORATE

March 3, 2005

In reply refer to: KDP-7

Ms. Margaret Buis  
870 Armstrong Avenue  
Eugene, OR 97404  
(541) 746-2534

RE: FOIA Request #05-022

Dear Ms. Buis:

I am writing regarding your Freedom of Information Act (FOIA) request #05-022. We are unable to meet the initial deadline for completion of this FOIA request; as permitted by statute; we will take a ten working-day extension of time in which to respond to your request. The extension will also provide us with enough time to collect and complete the review process of the materials gathered in response to your FOIA request. The new due date for this FOIA is March 22, 2005.

If you have any questions, please contact me at (503) 230-5110. Thank you for your patience.

Sincerely,



Annie Eissler  
Freedom of Information Officer



## Department of Energy

Official File

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

CORPORATE

March 17, 2005

In reply refer to: KDP-7

Ms. Margaret Buis  
870 Armstrong Ave  
Eugene, OR 97404  
541-746-2534

RE: FOIA Request #05-022

Dear Ms. Buis:

This letter responds to your Freedom of Information Act (FOIA) request dated February 7, 2005, designated as FOIA log #05-022. In your letter, you requested copies of documents containing information on applicants rated and ranked for the position of Substation Operator Chief III for the Alvey District in Eugene, Oregon.

There was only one other applicant for the calendar year 2005 bid (other than yourself) for this position and location, and no selection was ultimately made for the position. Therefore, there are very few documents that exist in response to your FOIA request.

The documents located by BPA in response to your request were (1) the rating sheets for both you and the other applicant, (2) a copy of a BPA Personnel Letter, and (3) the Crediting Plan for the position. Enclosed are the non-exempt portions of these documents. BPA has determined that some of the information contained in these documents should be withheld in whole or part under applicable FOIA exemptions, as explained below. There are no responsive documents that include the gender, ethnicity, or years of experience as a substation operator of applicants rated and ranked.

### Exemption 6

BPA is withholding the names of the Subject Matter Experts (SMEs) from your rating sheets, and is withholding the entire rating sheets of the other applicant in entirety. 5 USC § 552(b)(6) of the FOIA (exemption 6) protects personnel, medical and similar files from disclosure when the disclosure would result in a clearly unwarranted invasion of personal privacy. This exemption is intended to protect individuals from the injury and embarrassment that could result from an unnecessary disclosure of personal information.

In order to determine whether information should be withheld under exemption 6, an agency must (1) identify whether a privacy interest exists for the information, (2) identify whether release of the information would further the public interest by shedding light on the operations and activities of the Government, and (3) weigh the identified privacy interests in withholding the information against the public interest in disclosing the information, in order to determine whether disclosure of the information would constitute a clearly unwarranted invasion of personal privacy.

First, we have determined that a privacy interest exists in the information being withheld. If the names of SMEs were made available, it could potentially subject SMEs to unwanted questions or potential harassment and/or intimidation from applicants who were unhappy or disagreed with the scores they were assigned. In addition, we find that a privacy interest exists in the rating sheets for the other applicant who applied for this position.

Unsuccessful applicants for Federal employment have a different expectation of privacy than applicants that are selected. Persons that apply for these positions may choose whether or not to publicize the fact they applied for a particular position to others. It also can be embarrassing for some people to have others learn they received on their they applied for a job but were ultimately not selected. In addition, it could be embarrassing for an applicant to have others learn the scores they received when they were ranked and rated for a particular position. This is especially true in a case where the applicant was not selected for the position.

Second, we have determined that disclosure of this information would not further the public interest. Although there is a public interest in learning the qualifications of a successful applicant, there is little or no interest in learning details concerning applicants who were not selected.

### Exemption 2

BPA asserts 5 USC 552(b)(2) ("exemption 2") of the FOIA for the Crediting Plan. Exemption 2 protects material "related solely to the internal personnel rules and practices of an agency." Crediting Plans are predominately internal guides that are used by personnel officials to evaluate candidates for job promotions. The plans are commonly treated as confidential by personnel departments in both the public and private sectors and are often utilized in future competitions for the same or similar positions. Public disclosure would render the criteria in these plans operationally useless in future competitions by giving future job applicants an unfair advantage. If job candidates were given this type of information in advance, it would allow them to circumvent the selection program by giving them an opportunity to fabricate or exaggerate qualifications to fit the established internal criteria.

If you are dissatisfied with this determination, you may make an appeal within thirty (30) days of your receipt of this letter to Director, Office of Hearings and Appeals, Department of Energy,

1000 Independence Avenue, Washington, D.C., 20585. Both the envelope and letter must clearly be marked "Freedom of Information Act Appeal."

Sincerely,

A handwritten signature in cursive script that reads "Annie Eissler".

Annie Eissler  
Freedom of Information Act Officer

**BONNEVILLE POWER ADMINISTRATION  
HUMAN RESOURCES, DIVERSITY AND EEO  
Portland, Oregon**

**PERSONNEL LETTER NO. 335-2 (Rev.)**

**DATE:** October 19, 2001

**SUBJECT**

BPA Merit Promotion Plan and Implementation Procedures for Hourly Jobs

**I. PURPOSE OF ISSUANCE**

To describe BPA's Merit Promotion Plan and procedures for filling hourly jobs.

**II. PURPOSE OF REVISION**

To amend requirements regarding the frequency at which employee applications/supplemental questionnaires must be rated/ranked for PSC/PSC Craftsman and Craftsman Trainee jobs. This issuance supersedes Personnel Letter 335-2, dated April 20, 2001.

**III. REFERENCES**

- A. 5 U.S.C., Chapter 23, Merit System Principles.
- B. 5 CFR, Part 335, Promotion and Internal Placement.
- C. BPA-Columbia Power Trades Council (CPTC) Collective Bargaining Agreement.
- D. BPAM 400/300A, Employment, including other applicable references noted in that issuance.

**IV. COVERAGE**

This plan covers all actions involving hourly jobs in the competitive service in BPA, except as specifically noted in this issuance. This plan also allows for concurrent consideration of employees appointed under the Veteran's Readjustment Act (VRA), the Veterans Employment Opportunities Act of 1998 (as applicable), and/or 30 percent compensably disabled veterans.

**V. DEFINITIONS**

The following definitions apply for implementing these procedures:

- A. **Best Qualified**: Applicants who are determined to be best qualified, based upon a pre-established transmuted cut-off score (i.e., a score of 80 or higher), when assessed against qualitative job-related criteria.
- B. **Career Transition Assistance Program (CTAP)**: Provides placement consideration for displaced or surplus employees within the Agency.
- C. **Change to Lower Grade**: Voluntary or involuntary change of an employee to a lower grade when both the old and new jobs are either under the same pay schedule/system, or when there is a lesser representative rate in a different pay schedule/system.
- D. **Commuting Area**: The geographic (usually local) area that constitutes one area for employment purposes, and includes any population center and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.
- E. **Competency**: Any observable and measurable attribute (whose source may lie in knowledge, skills, values, traits, or perspectives) that contributes to success in performing a task or job.
- F. **Competitive Service**: All civilian positions in the executive, legislative, and judicial branches of the Federal government and the District of Columbia not specifically excepted from civil service laws and not in the Senior Executive Service.
- G. **Crediting Plan**: A crediting plan is an assessment instrument used to evaluate candidates objectively against job-related criteria. In merit promotion plan actions, it will be used to determine minimum qualifications and identify best-qualified candidates.
- H. **Evaluation/Selection Panel**: A group of subject-matter experts assembled to rate/rank qualified applicants in order to determine the best-qualified applicants for referral to the selection official. This group may include Human Resources Specialists (HRS's) and Diversity Management Office (DMO) as ex-officio representatives.
- I. **KSAC**: The acronym used to identify the **Knowledge, Skills, Abilities, and Competencies** (when appropriate) contained in vacancy announcements.
- J. **Learning From Experience (LFE) © Interview**: A tool used in conjunction with an applicant's credentials, technical/functional knowledge, and specific accomplishments to help selecting officials determine an applicant's ability to transfer learning from one experience to another and apply them specifically.  
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- K. **Minimum Qualifications**: The education, experience, or other job-related criteria that establishes an acceptable level of competence for successful performance in a job.
- L. **Non-Competitive Action**: Promotion, transfer, change to lower grade, reassignment, or reinstatement for which competitive procedures do not apply or are discretionary.
- M. **Promotion**: The change of an employee to a job at a higher rate of pay within the same pay system, or to a job with a higher rate of pay in a different pay system.
- N. **Ranking**: The process to determine which applicants are best qualified.
- O. **Rating**: The evaluation of applications to determine minimum qualifications of applicants for hourly jobs.
- P. **Reasonable Accommodation**: As used in Section IX of this Personnel Letter, refers to making a change in the workplace that enables an employee with a qualifying disability to enjoy equal employment opportunities. These changes may include modifications or adjustments to the work environment (i.e., modification of work schedules, modification of existing facilities or removal of workplace barriers, job restructuring to enable an employee to perform the essential functions of a position, or acquisition of special equipment) unless doing so would cause BPA undue hardship.
- Q. **Reassignment**: Moving an employee, while serving in the same department (DOE), from one job to another without promotion or change to lower grade.
- R. **Reinstatement**: The non-competitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had competitive status or was serving a probationary period when separated.
- S. **Repromotion**: Promotion, with or without competition, to a job previously held on a permanent basis in the competitive service from which an employee was separated or changed to lower grade for other than performance or conduct reasons.
- T. **Repromotion Priority List (RPL)**: The mechanism that BPA will use to grant consideration to any former competitive service employees separated by reduction-in-force or who are fully recovered from a compensable injury after more than one year.
- U. **Selective Placement Factor**: The knowledge, skills, or abilities that are required to establish basic eligibility for a position. Selective placement factors are identified in the job analysis and are identified on the vacancy announcement.

- V. **Subject-Matter Expert (SME)**: Subject-matter experts are employees who possess a thorough knowledge of the job requirements because they have either held the job, supervised the job, are currently or have served previously in a similar job.
  
- W. **Well Qualified**: Under the CTAP, applicants must be determined as well qualified to receive special selection priority. Well-qualified candidates demonstrate experience, knowledge, skills, and abilities that clearly exceed OPM minimum qualification requirements; these applicants are not required to meet the criteria of best qualified.

## VI. BASIC POLICY

- A. Promotion is based on Merit System Principles and BPA policy that have, as their foundation, the accountability of selecting officials for adhering to the requirements of these principles, key provisions of which are listed below:
  - 1. Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a workforce from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills after fair and open competition that assures that all receive equal opportunity.
  - 2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, or non-disqualifying handicap, and with proper regard for their privacy and constitutional rights.
  
- B. Whenever BPA fills jobs, the following will apply:
  - 1. Promotion actions will not be based on any personal relationship, patronage, nepotism, or other non-merit factors.
  - 2. Management will avoid prohibited personnel practices (5 USC 2302).
  - 3. Promotion is one of a variety of methods utilized in filling vacancies, all or any of which may be considered and used by the selecting official.
  - 4. Management may choose from a variety of recruitment sources and methodologies to select applicants and may, at its discretion, choose from non-competitive sources, when appropriate, to meet the business needs of the organization (5 CFR 335.103). When utilizing competitive merit promotion procedures, selection will be from among the best qualified.

5. Hourly job vacancies above the entrance level are normally filled by promotions from within, unless a sufficiently well-qualified employee is not available or it is clearly in BPA's interest to recruit from outside.
6. All jobs will be filled in compliance with placement program requirements, including OPM, and BPA programs that are covered under the RPL, the CTAP, and any other programs for surplus or displaced employees.
7. Competencies may be used in conjunction with technical and functional skills in the selection and placement process.
8. Management may interview all, some, or none of the referred applicants in accordance with established procedures. However, when applying any interviewing process to a particular job, managers must be consistent in their use of the process in order to ensure equitable interviewing opportunities for all referred applicants.

## VII. RESPONSIBILITIES

- A. **Manager, Human Resources, Diversity, and EEO:** Responsible for: (1) developing staffing policies and evaluating their effectiveness; and (2) advising, reviewing, evaluating, and monitoring selecting officials' effectiveness in achieving the goals identified in BPA's Affirmative Employment Plan and identifying systemic issues with regard to recruiting and staffing issues of the Agency.
- B. **Manager, Personnel Services:** Responsible, through assigned staff, for administering staffing policies and procedures; ensuring their effective implementation in filling jobs; and providing comprehensive advisory services to clients regarding classification, recruitment, compensation, and staffing.
- C. **Employees:** Responsible for keeping informed of promotion/placement policy requirements, submitting appropriate, complete, and timely application forms and required supplemental documentation. This includes responsibility for notifying their managers in writing of their interest in current and future vacancies, and for notifying management on how they may be contacted while away from their work sites for extended periods of time.
- D. **Managers and Supervisors:** Responsible for:
  1. Full compliance with merit system principles in recruiting, evaluating, and selecting candidates for promotion and/or placement.
  2. Upon written notification from an employee, ensuring that employees within an area of consideration, who are absent due to extended leave, leave, military duty,

injury compensation, and/or detailed/transferred to public international organizations, receive appropriate consideration for promotion.

3. Selecting officials are responsible for coordinating with appropriate organizations in the identification of applicant pools in support of BPA's diversity goals.
4. Identifying the essential work components and competencies for the position, for selecting one or more of the applicants referred to him/her on a selection certificate, consistent with merit system principles.

E. **Subject-Matter Experts (SME's):** Responsible for assisting human resources specialists and selecting officials by providing technical information and advice throughout the staffing process, including developing supplemental questionnaires and crediting plans, ranking applicants, and conducting LFE© interviews.

### VIII. PLAN APPLICATION

This policy applies to all hourly jobs in BPA in the competitive service. Competitive promotion procedures apply to the following actions:

- A. All promotions without time limitations (except those noted in "Exceptions" below).
- B. All temporary promotions over 120 days in duration, or any action which would cause an employee to be temporarily promoted for more than 120 days in a 52-week period. Service during the preceding 52 weeks under temporary promotions count toward the 120-day limit. (NOTE: Temporary upgrades may or may not be subject to the 120-day non-competitive promotion rule, depending on the circumstances. Guidance can be sought from the assigned personnel specialist in Personnel Services or Labor Relations staff.)
- C. Selection for apprenticeships and hourly training programs intended to prepare an employee for advancement or required for eligibility for higher-level jobs.
- D. An action that places an employee in a job with greater promotion potential (greater than the job currently or previously held), unless accomplished under reduction-in-force procedures.

### IX. EXCEPTIONS TO THE POLICY

Competition is NOT required for the following actions:

- A. Promotion to and through intervening steps for apprentices and trainees up to the full performance level previously competed for.
- B. Promotion from Craftsman level I to level II.

- C. Promotion to and through intervening levels for hourly helpers.
- D. Promotion resulting from the employee's job being reclassified at a higher rate of pay because of additional duties and responsibilities.
- E. Selection of an applicant in compliance with placement program requirements, including OPM and BPA programs which are covered under the RPL, the CTAP, and any other programs for surplus or displaced employees.
- F. Repromotion to a job from which an employee was changed to a lower rate of pay without personal cause or that was not based on conduct issues.
- G. Promotion of an employee entitled to priority consideration because a previous promotion plan action was not properly processed.
- H. Job Change permitted by Reduction-in-Force regulations.
- I. Placement, in compliance with OWCP requirements, of an employee who has incurred an on-the-job injury.
- J. Placement, under reasonable accommodation procedures, in an equivalent or lower-grade position with a higher full performance level (promotion potential) than the employee's current job.
- K. Non-competitive promotion or placement in accordance with the provisions of the BPA-CPTC Collective Bargaining Agreement

**X. VACANCY ANNOUNCEMENT REQUIREMENTS**

The BPA policy for posting of jobs is as follows:

All hourly jobs are considered as open for bid on a continuous basis and any career or career-conditional employee may, at any time, submit an application for such reassignment, change of duty station, or promotion. When the need arises to issue a Vacancy Announcement because of insufficient bidders or a newly established job, the following applies.

Minimum Areas of Consideration: BPA-Wide

Minimum Vacancy Announcement Open Periods: BPA-Wide - 15 calendar days

Subject to the provisions of the BPA-CPTC Collective Bargaining Agreement, the Manager, Personnel Services, is authorized to make exceptions to these minimum criteria in order to fulfill business related staffing and recruitment concerns and issues.

## **XI. CONTINUOUS BID SYSTEM**

In order to assure all interested employees of consideration for reassignment, change of duty station, or promotion, all positions covered by the CPTC Agreement shall be considered as open for bid on a continuous basis. All candidates are solicited to submit annually a complete Continuous Vacancy Announcement for Filling Hourly Jobs (Bid List) identifying those jobs and locations for which they wish to be considered. Employees can update their bids at any time during the year.

## **XII. PROCEDURES FOR EVALUATING APPLICANTS**

- A. Applicants are evaluated using the procedures described in X118C (Job Qualifications System for Trades and Labor Occupations), which includes applying a Crediting Plan.
- B. **Competency Assessment:** When competencies are used in the selection process, selecting officials, in collaboration with assigned personnel specialists and subject-matter experts, identify position-essential competencies to be used in vacancy announcement/interviews. The LFE© interview (used in competency-related interviews) is described in “BPA’s Learning From Experience (LFE) Interviewing Guide.”
- C. **Rating/Ranking:** Rating/ranking is a one-step process that consists of reviewing applications and supplemental questionnaires to determine if applicants meet basic qualification requirements, as described in the Job Qualification System for Trades and Labor Occupations (X118C) handbook. Only promotion applicants, and applicants applying for jobs in a different craft, are ranked. Applicants who must be ranked are referred only if they received a transmuted score of 80, which represents a best-qualified ranking. In rating/ranking applicants on technical and functional job elements (supplemental application), both paid and unpaid experience will be evaluated.
- D. **Additional Rating/Ranking Procedures for Electrical Foreman I/II/III, Chief Operator III, and PSC/SPC Craftsman and Craftsman Trainee Jobs:**
  - 1. The rating/ranking process may occur once every 6 months (per 1-15.02 in the BPA-CPTC Collective Bargaining Agreement) by subject-matter experts. This provision applies only to Electrical Foreman I/II/III and Chief Operator III jobs.
  - 2. If a candidate receives a ranking of “best qualified” (either as a result of applying on the bid list or applying on a separate job-specific vacancy announcement) that ranking will be considered valid for a period of 5 years from the date received for all future vacancies within the same craft for which he or she applies. However, if either the supplemental questionnaire or crediting plan is revised substantially, the candidate will be notified by Personnel Services and be required to complete and submit a revised

supplemental questionnaire for rating/ranking. The provisions of this paragraph apply to Electrical Foreman I/II/III, Chief Operator III, and PSC/SPC Craftsman and Craftsman Trainee jobs.

3. In situations in which the same crediting plan is used for Foreman II and Foreman III level jobs within the same craft (due to nearly identical duties and responsibilities other than numbers of employees supervised), a candidate's ranking will apply to both Foreman levels. An example of when this would not apply, due to differing crediting plans, is the Celilo Electrician Foreman II job, the duties of which differ from all other Electrician Foreman (Maintenance) jobs, including the Electrician Foreman III at Celilo.

### **XIII. CONSIDERATION OF EMPLOYEES ON EXTENDED ABSENCE**

BPA employees who are not present in the workforce due to extended absence, leave, military duty, injury compensation, or service with an international organization will receive consideration for any jobs for which they are determined to be qualified. These employees are responsible for notifying their supervisor/manager in writing of their interest in current and future vacancies, and for notifying their supervisor/manager of how they may be contacted while away from their work sites.

### **XIV. REFERRAL AND SELECTION OF APPLICANTS**

All applicants for promotion will be rated and ranked to determine the qualified and best-qualified applicants for referral to selecting officials. This process is described below:

- A. A Selection Certificate (BPA F 3335.04) is issued with the names of best-qualified applicants listed in alphabetical order.
- B. Applicants for whom ranking is not required are referred in alphabetical order on the Attachment To Promotion Certificate (BPA F 3335.04). Such applicants must meet minimum qualifications for referral under this provision.
- C. Upon issuance of the selection certificate to the selecting official, a copy is issued concurrently to the DMO. This will offer the DMO an opportunity to provide selecting officials with information on meeting BPA's Affirmative Employment Program goals.
- D. The selecting official may choose any applicant(s) from the selection certificate.
  1. He/she may decide to interview all, some, or none of the applicants as part of the selection process. However, when applying any interview process to a particular job, managers must be consistent in their use of the process in order to ensure equitable interviewing opportunities for all applicants.

2. The selecting official and personnel specialist should collaborate to determine when reference checking is appropriate.
  3. The selecting official advises the personnel specialist of his/her decision by completing and returning the selection certificate, along with all of the applications referred for consideration.
- E.** The selecting official and personnel specialists will coordinate on timely notification to all applicants.
- F.** Within BPA, the releasing manager must make the selectee, who was selected through competitive procedures, available within one month or less. The Manager, Personnel Services, may authorize other exceptions.
- G.** Additional selections for jobs covered by the same crediting plan and at the same duty station may be made from a selection certificate within 90 days after its initial issuance to a selecting official. Documentation to this effect must be made part of the written record for the merit promotion file.

#### **XV. RECORDKEEPING**

Documentation supporting selection actions will be maintained for a period of two years or until an Office of Personnel Management evaluation occurs, whichever is first.

#### **XVI. RELEASE OF INFORMATION**

- A.** The following information from merit promotion files is releasable to individuals:
1. A sanitized copy of their individual rating/ranking.
  2. Job standards used in the qualification determination.
- B.** Information from merit promotion files is releasable to management on a “need to know” basis.
- C.** The following information from merit promotion files is NOT releasable under this process:
1. Crediting plans.
  2. The names of panel members and subject-matter experts (unless permission is given to do so by the subject-matter expert[s] involved).
  3. All competency-based information.

- D. Requests for information falling outside of the guidelines listed above must be referred to a Manager, Personnel Services.

## **XVII. EMPLOYEE APPEALS**

- A. Non-selection from a group of properly ranked and certified candidates is not grievable under the BPA-Columbia Power Trades Council Collective Agreement.
- B. Allegations of discrimination in the recruitment/selection process are processed under the Equal Employment Opportunity (EEO) complaint procedures and must be filed through an EEO counselor within 45 days, as specified in EEO regulation.

## **XVIII. QUESTIONS**

Questions pertaining to BPA policy and these procedures should be referred to the assigned personnel specialist.

Godfrey C. Beckett  
Manager, Human Resources, Diversity and EEO

**RATING/RANKING SHEET FOR  
FOREMAN/CHIEF SUB. OP. JOBS  
HOURLY BIDLIST/VACANCY ANNOUNCEMENT**

BIDLIST/VACANCY No: \_\_\_\_\_ NAME OF CANDIDATE: Bui's, Margaret

JOB TITLE: CHIEF SUBSTATION OPERATOR III

Job Elements (Title & Number)	Checklist Rating	Narrative Rating Wt. 4	Tentative Final Element Rating	Ranking Interview (Optional)	Adjusted Final Element Score
(Screenout Element)					
1) Ability to Lead or Supervise.	//////////	//////////	5/0		
2) Knowledge of electrical circuitry and theory as it applies to the electric power system.	4	2/8	12/2		
3) Ability to plan and schedule equipment outages.	4	2/8	12/2		
4) Knowledge of electrical power system technical practices.	4	2/8	12/2		
5) Ability to support and implement diversity	//////////	1	1		
6) Ability to work with others	//////////	2	2		
7) Knowledge of the safety rules and switching and clearance procedures of a large interconnected power system.	//////////	2	2		
<b>TOTAL RAW SCORE</b>	//////////	//////////	11		
<b>TRANSMUTTED SCORE</b>	//////////	//////////		//////////	
		<b>Best Qualified</b>			
		<b>Qualified</b>			
		<b>Not Qualified</b>			
SME Rater Signature				DATE	1/19/05
Personnel Reviewer Sig.				DATE	

- #2) 2 rating is based on lack of specific detail.
- #3) 2 rating is based on lack of specific detail. Lack of 2 specific examples.
- #4) 2 rating is based on lack of 2 specific details. Detail is lacking in examples.
- #5) 1 rating is based on no detail or examples to support ranking criteria
- #6) Lack of supporting detail.

**RATING/RANKING SHEET FOR  
FOREMAN/CHIEF SUB. OP. JOBS  
HOURLY BIDLIST/VACANCY ANNOUNCEMENT**

BIDLIST/VACANCY No: \_\_\_\_\_ NAME OF CANDIDATE: Buis, Marguerit

JOB TITLE: CHIEF SUBSTATION OPERATOR III

Job Elements (Title & Number)	Checklist Rating	Narrative Rating Wt. 4	Tentative Final Element Rating	Ranking Interview (Optional)	Adjusted Final Element Score
(Screenout Element)					
1) Ability to Lead or Supervise.			5/6		
2) Knowledge of electrical circuitry and theory as it applies to the electric power system.	4	2	2		
3) Ability to plan and schedule equipment outages.	4	2	2		
4) Knowledge of electrical power system technical practices.	4	2	2		
5) Ability to support and implement diversity		1	1		
6) Ability to work with others		2	2		
7) Knowledge of the safety rules and switching and clearance procedures of a large interconnected power system.		2	2		
<b>TOTAL RAW SCORE</b>			11		
<b>TRANSMUTTED SCORE</b>					
	<b>Best Qualified</b>				
	<b>Qualified</b>				
	<b>Not Qualified</b>				
SME Rater Signature				DATE	1/19/05
Personnel Reviewer Sig.				DATE	

**RATING/RANKING SHEET FOR  
FOREMAN/CHIEF SUB. OP. JOBS  
HOURLY BIDLIST/VACANCY ANNOUNCEMENT**

BIDLIST/VACANCY No: \_\_\_\_\_ NAME OF CANDIDATE: Buis, Marquet

JOB TITLE: CHIEF SUBSTATION OPERATOR III

Job Elements (Title & Number)	Checklist Rating	Narrative Rating Wt. 4	Tentative Final Element Rating	Ranking Interview (Optional)	Adjusted Final Element Score
(Screenout Element)					
1) Ability to Lead or Supervise.	//////////	//////////	S.O.		
2) Knowledge of electrical circuitry and theory as it applies to the electric power system.	4	2 (8)	2		
3) Ability to plan and schedule equipment outages.	4	2 (8)	2		
4) Knowledge of electrical power system technical practices.	4	2 (8)	2		
5) Ability to support and implement diversity	//////////	1 (4)	1		
6) Ability to work with others	//////////	2 (8)	2		
7) Knowledge of the safety rules and switching and clearance procedures of a large interconnected power system.	//////////	2 (8)	2		
<b>TOTAL RAW SCORE</b>	//////////	//////////	11		
<b>TRANSMUTTED SCORE</b>	//////////	//////////		//////////	
		<b>Best Qualified</b>			
		<b>Qualified</b>			
		<b>Not Qualified</b>			
SME Rater Signature				ATE	1/19/05
Personnel Reviewer Sig.				DATE	

ELEMENT 2 - LACKED SPECIFIC INFORMATION; NAMES, DATES, LOCATIONS,  
 ELEMENT 3 - LACKED 2 SPECIFIC EXAMPLES CITING <sup>COMPLETE</sup> INVOLVEMENT AS LEAD TO CONCLUSION.  
 ELEMENT 4 - PROVIDED ONLY ONE EXAMPLE SUITED TO INSTRUCTIONS  
 ELEMENT 5 - LACKED EXAMPLE OF TRAINING.  
 ELEMENT 6 - PROVIDED ONLY ONE EXAMPLE  
 ELEMENT 7 - EXAMPLES DID NOT GO BEYOND ASSISTING - I.E. NO LEA