



Department of Energy

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

PUBLIC AFFAIRS

July 24, 2009

In reply refer to: DK-7

Marian Wilcox
586 Morrvue Drive
Cincinnati, OH 45238

RE: FOIA #09-044

Dear Ms. Wilcox:

After reviewing your request for information, it was determined that you addressed all the criteria of a proper request under the Freedom of Information Act (FOIA), Department of Energy (DOE), and Bonneville Power Administration (BPA) regulation that implements the FOIA at Title 10, Code of federal Regulations, Part 1004. You have agreed to pay \$25.00 in fee charges.

You have requested the following:

A copy of the Position Descriptions, to include grade, of all current DOE FOIA officers and other individuals that process FOIA requests.

This is your final response to your request for information from the Bonneville Power Administration (BPA) under the Freedom of Information Act (FOIA).

You will find enclosed a copy of the Position Descriptions of staff of the BPA FOIA office in their entirety.

If you are dissatisfied with this determination, you may make an appeal within thirty (30) days of receipt of this letter to the Director of Office of Hearings and Appeals, Department of Energy, 1000 Independence Avenue SW, Washington, DC 20585. Both the envelope and the letter must be clearly marked "Freedom of Information Act appeal." There is no charge for your request.

I appreciate the opportunity to assist you with this matter. If you any questions or concerns about this letter, please contact Laura M. Atterbury, FOIA/Privacy Act Specialist, at 503-230-7305.

Sincerely,

/s/Christina J. Brannon

Christina J. Brannon
Freedom of Information Act/Privacy Act Officer

Enclosures (3)

Communications Specialist	Position Description
GS-301-11	2/11/08
J01603	DK

Introduction

Public Affairs is responsible for developing a comprehensive public affairs strategy and managing the centralized support of the agency implementation of that strategy. This includes direction and support for national, regional, and tribal relations, media and internal and external communications. This function is responsible for fostering support, knowledge, and awareness of BPA's activities, achievements, and value to the Pacific Northwest. Public Affairs is also responsible for ensuring that programs are in place to secure appropriate public input into BPA's decision-making processes.

The Chief Public Affairs Officer (CPAO) serves as BPA's official Freedom of Information Act (FOIA) Officer and Privacy Act Officer and directs the FOIA Liaison staff processing and coordinating of responses to FOIA requests and provides advice on FOIA compliance. The CPAO reports to the BPA Deputy Administrator.

Public Affairs promotes high quality communications with employees and external groups and fosters understanding and awareness of the activities and achievements of the agency. To carry this out, Public Affairs ensures that BPA involves and considers the views of interested and affected public in the development of new policy and agency decisions. Public Affairs ensures that BPA communicates with employees and the public in a timely, accurate, clear, and complete manner. Public Affairs prepares executive speeches, presentations, other policy materials, prepares release and outreach plans, develops communication strategies including messages, advises and supports business units on Public Affairs considerations, and monitors impacts of strategies.

Duties

- Conducts studies and analyses in a variety of areas such as product quality, outreach and community education, and media coverage to manage outcomes and ensure collaborative relationships, both internally and externally
- Provides advice and consultation on all matters related to communications, performance metrics, and Public Affairs' return on investment
- Supports development of communication plans, policies and strategies
- Obtains data and prepares reports relative to the status of communication initiatives and policies.
- Assists with activities reporting and management study, analyses and reporting in relationship to communication goals and objectives.
- On a special request basis, conducts studies and analyses on resource planning and administrative programs for public affairs managers.

- Supports and represents communication strategy, policy and planning in agency-wide initiatives.
- Provides executive level administrative support for Chief, Public Affairs Officer
- Provides back up support for FOIA Specialist

Factor 1 - Knowledge Required by the Position - Level 1-7

This level requires knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by specialists and technicians in the subject matter field or fields that perform the organization's mission specific activities. Additionally, this level is typified by a sound operational and working knowledge of the regulations, policies, and precedents encompassing the major issues, program goals and objectives, work processes, and administrative operations associated with the Bonneville mission activity(ies) being performed by the organization.

Knowledge is applied in developing new or modified work methods, management processes, and operational procedures for program mission activities. This may include recommending new courses of action that significantly change or establish Bonneville policy or precedent as operating within the organization which contains the position.

Factor 2 - Supervisory Controls - Level 2-4

The incumbent is responsible for planning and carrying out projects or assignments, including resolving most problems, coordinating the work with others, interpreting policy in terms of established objectives, determining the approach(es) to be taken, and the methods and techniques to be employed.

The supervisor establishes the overall objectives with the employee responsible for determination of the resources required for completion.

Completed work is reviewed only from an overall standpoint in terms of compatibility with other activities or effectiveness in meeting objectives.

Factor 3 - Guidelines - Level 3-4

Guidelines are agency policy statements or broad precedents and are applicable in establishing a general program direction or setting a tone but not totally sufficient for dealing specifically with the more complex, intricate, or unusual situations, issues, or problems encountered on a recurring basis.

The incumbent is often required to deviate from traditional methods and to develop new evaluative criteria and methodology. The incumbent's increasing visibility and ongoing working relationships with policymaking bodies require judgment and ingenuity in maintaining objective, technical standards.

Factor 4 - Complexity - Level 4-5

The incumbent is often required to deviate from traditional methods and to develop new evaluative criteria and methodology. The incumbent's increasing visibility and ongoing working relationships with policymaking bodies require judgment and ingenuity in maintaining objective, technical standards.

The complexity of analyses may require that the individual coordinate the effort of several participants in the assignments. The work requires the incumbent to review, summarize, and present findings to aid policymakers in examining complex policy proposals.

Factor 5 - Scope and Effect - Level 5-4

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations or to analyze and resolve problems in data collection, methodology, and tracking mechanisms. Work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives. Work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and/or administrative support activities at different echelons and/or geographical locations within the organization.

Completed assignments include providing authoritative information on, and analysis of a range of agency activities and to summarize alternatives for consideration by policymakers.

Factor 6 - Personal Contacts - Level 6-3

Personal contacts are with a variety of individuals both internal and external to Bonneville. Internal contacts include Bonneville top management officials as well as individuals throughout the organization. External contacts include management officials of other agencies, public/private utilities, congressional staff members, members of the media, etc. These contacts are unstructured and characterized by the need to establish parameters, etc.

Factor 7 - Purpose of Contacts - Level 7-c

The purpose of such contacts is to synthesize a variety of information and data into a comprehensive package and to present alternative approaches, present policy issues, and to establish working relationships between members of Bonneville and the affected publics.

Factor 8 - Physical Demands - Level 8-1

The work is sedentary, although some slight physical effort may be required in stooping, kneeling, bending, etc.

Factor 9 - Work Environment - Level 9-1

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Supervisory Public Affairs Specialist	Position Description
GS-1035 –15	March 22, 2005
Job Code: J02225	DK
Related Job Codes: N/A	

Introduction:

Public Affairs is responsible for developing a comprehensive public affairs strategy and managing the centralized support of the agency implementation of that strategy. This includes direction and support for national, regional, and tribal relations, media and internal and external communications. This function is responsible for fostering support, knowledge, and awareness of BPA’s activities, achievements, and value to the Pacific Northwest. Public Affairs is also responsible for ensuring that programs are in place to secure appropriate public input into BPA’s decision-making processes.

The Chief Public Affairs Officer (CPAO) serves as BPA’s official Freedom of Information Act (FOIA) Officer and Privacy Act Officer and directs the FOIA Liaison staff processing and coordinating of responses to FOIA requests and provides advice on FOIA compliance. The CPAO reports to the BPA Deputy Administrator.

Public Affairs promotes high quality communications with employees and external groups and fosters understanding and awareness of the activities and achievements of the agency. To carry this out, Public Affairs ensures that BPA involves and considers the views of interested and affected public in the development of new policy and agency decisions. Public Affairs ensures that BPA communicates with employees and the public in a timely, accurate, clear, and complete manner. Public Affairs prepares executive speeches, presentations, other policy materials, prepares release and outreach plans, develops communication strategies including messages, advises and supports business units on Public Affairs considerations, and monitors impacts of strategies.

Supervisory Controls:

The Chief Public Affairs Officer reports directly to the Deputy Administrator. The incumbent is frequently in direct working relationships with Bonneville Executive Management; organization managers at all levels; Department of Energy counterparts; officials of other Federal agencies and of state and local agencies in the Pacific Northwest; counterparts at public and privately-owned utilities; manufacturers and providers of goods and services utilized by Bonneville; professional groups and organizations, regulatory organizations and a variety of stakeholder groups. Performance is evaluated in terms of the incumbent’s effectiveness in developing and implementing a strategically focused communication and liaison program.

Major Duties:

The Chief Public Affairs Officer provides direction and leadership in the strategic development, planning and administration of “best in class” communication and liaison program, which

includes developing and implementing systems and work processes that are necessary for the support of the Agency's implementation of that program. These duties/activities include:

Communications and Public Involvement. Directs strategy and oversees the external involvement in BPA business and policy issues. Develops political, communication, media, and public affairs strategies to engage internal and external audiences in BPA projects and programs. Develops public involvement and response strategies, along with supporting materials, that address public comments and concerns. Promotes high-quality communications with employees and external groups and fosters understanding and awareness of BPA's business and strategic targets and overall strategic direction. Ensures that BPA involves and considers the views of interested and affected publics, including employees, in the development of new policy. Ensures that BPA communicates with employees and the public in a timely, accurate, clear and complete manner.

Regional Affairs. Directs strategy and oversees the BPA relationships with the Northwest Power Planning Council, state legislatures and executive agencies, public utility and regulatory commissions, local governments, and Northwest communities. Shapes and articulates policy and overall communications with respect to the Northwest Power and Conservation Council. Ensures effective communications and relationships with the four Northwest states and public interest groups concerned with regional energy, environment, and fish and wildlife issues. Contributes to the development of Agency policy with consideration for the needs and views of constituent groups. Supports BPA presence in local communities and interaction with local governments concerning Agency operations and public responsibilities. Coordinates processes for public input to BPA policy setting and the funding of outreach projects throughout BPA in a manner that best support Agency objectives. Serves as focal point for responding to requests for BPA speakers and volunteers, visits to BPA facilities, and requests for funding and sponsorship of outside conferences and events. Represents BPA in partnerships and forums with environmental, energy, and science educators in the Federal, State, business, non-profit, and education communities.

National Affairs: Collaborates with the Vice-President for National Affairs in the development and implementation of strategy and provides guidance and feedback in the development and maintenance of the BPA relationship with organizations in Washington, D.C., including Congress, the Department of Energy, other Executive Branch Agencies, and Washington, D.C. based interest groups. Provides final check and administrative service to the day-to-day information flow necessary to maintain ongoing functions with the Department and other governmental entities in Washington, D.C.

Tribal Affairs: Directs strategy and oversees the BPA relationship with Pacific Northwest tribes, their governments and their interest groups. Contributes to the development of Agency policy with consideration for the needs and views of tribal governments. Supports BPA presence in tribal communities. Coordinates resolution of tribal problems concerning BPA operations. Leads the development of Agency plans and policies that pertain to relations with tribal governments and their tribal constituents. Promotes an ongoing dialogue and understanding throughout all levels of BPA of tribal concerns in the interest of seeking solutions that respect tribal values. Ensures that BPA employees understand and carry out BPA tribal policies and

protocols.

Media relations: The incumbent oversees a proactive and comprehensive media relations program that encompasses print and electronic local, regional and national media, including trade journals. Directs a program that fosters ongoing relationships with key media to promote understanding of BPA's mission, direction and overall value to the Northwest, and to foster accurate understanding of BPA issues and decisions. Supports timely response to media requests information. Acts as chief Agency spokesperson or delegates as appropriate.

Employee communications: The incumbent oversees a comprehensive employee communications program to ensure that employees are kept informed in a timely way of BPA events and decisions across the Agency and of Administration and other federal Agency events and decisions that might affect them. Directs emphasis on promoting understanding of BPA's business, mission and direction as is conducive of a high-performance workplace. Supports Agency-wide alignment of executives, managers, supervisors and all staff.

Marketing and recruiting: The incumbent supports programs such as product marketing and job applicant recruiting with communications, advertising, graphics, design and writing services.

Other communication related duties: The incumbent oversees a public education program targeted to schools and educators and supervises Agency events planning. Oversees content management and the look and feel of Agency web pages and web site navigation. Incumbent directs support and production staff that includes writers, graphic designers, photographers and production specialists.

The incumbent serves as a member of the BPA senior management team and is a key policy formulator and decision-maker for long and short range strategic planning in support of the overall Agency mission. With respect to the organization managed (The Office of the CPAO), the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the organization for their effective and efficient utilization in support of BPA's goals, objectives, and functional responsibilities.

As the Office of the CPAO provides expert and technical support to BPA managers and staff throughout the Agency who communicate and interact with external parties, the incumbent has an inherent critical responsibility for ensuring team-oriented, effective, harmonious, and productive formal and informal working relationships between his/her organization and other BPA organizations and groups. This is key to the effective accomplishment of the Agency's business objectives.

The incumbent creates and maintains a cost-consciousness, market-driven, and results-oriented atmosphere that is characterized by innovation, client focus, continuous improvement, and competitive orientation.

As a senior manager, the incumbent provides understanding, support, and leadership in administering the BPA equal employment opportunity program for all applicants to and employees in the CPAO organization. To the full extent of the CPAO's authority and

responsibility, the incumbent provides and ensures fair and equitable treatment for all employees under BPA personnel policies and practices including recruitment, selection, placement counseling, training, career development, promotion and adverse action.

Freedom of Information and Privacy Specialist
GS-301-11
J02867
Related Job Code: J02843 (GS-9)

Position Description
9/18/07
DK

Introduction

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Duties

The incumbent of this position is responsible for analyzing, interpreting, and responding to all FOIA and PA requests received by the Agency. The incumbent:

- Evaluates fee waiver requests and other administrative determinations involved in analyzing, interpreting and responding to FOIA/PA requests.
- Resolves technical questions relating to the FOIA/PA requests
- Develops timely responses to FOIA requests and coordinates release/denial with other interested parties to ensure that the BPA actions are in the best interest of the government and are consistent with established policy, case law, and department regulations.
- Works closely with requesters and program personnel to clarify and delineate nature and parameters of information desired and explain limitations imposed by law, availability of information, nature of fees, etc.
- Ensures that proper safeguards are provided for personnel information, computerized and manual PA systems.

- Receives and processes recommended denials of PA information from PA systems managers.
- Assists in compiling data for use in preparing required reports by FOIA and PA.
- Maintains Agency e-FOIA room and web site.
- Maintains and administers BPA congressional correspondence program.
- Ensures that sensitive and controversial issues of national significance are handled in a legally-sound, technically-correct manner.
- Applies guidance based on case law and provides data for factual analyses on assigned questions; assists in the compilation of data from other Federal agencies regarding FOIA regulations and referral of FOIA documents.
- Collaborates with agency attorneys on complex cases and FOIA appeals.
- Coordinates the resolution of FOIA issues, such as interpretation of FOIA exemptions, with affected programs.
- Stays abreast of all policies and procedures affecting records retrieval practices as well as developments in FOIA and Privacy Act law and legislation.
- Accurately maintains the FOIA database.
- Maintains a tracking system of Congressional correspondence requiring reply. Assigns date response is due; forwards correspondence to appropriate staff for response, reminds staff of due dates as necessary, and ensures response complies with correspondence regulations.

Factor 1 - Knowledge Required by the Position - Level 1-7

This level requires knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by specialists and technicians in the subject matter field or fields that perform the organization's mission specific activities. Additionally, this level is typified by a sound operational and working knowledge of the laws, regulations, policies, and precedents encompassing the major issues, program goals and objectives, work processes, and administrative operations associated with the Bonneville mission activity(ies) being performed by the organization.

Knowledge is applied in developing new or modified work methods, management processes, and operational procedures for program mission activities. This may include recommending new courses of action which significantly change or establish Bonneville policy or precedent as operating within the organization which contains the position.

Factor 2 - Supervisory Controls - Level 2-4

The incumbent is responsible for planning and carrying out projects or assignments, including resolving most problems, coordinating the work with others, interpreting policy in terms of established objectives, determining the approach(es) to be taken, and the methods and techniques to be employed.

The supervisor establishes the overall objectives with the employee responsible for determination of the resources required for completion.

Completed work is reviewed only from an overall standpoint in terms of compatibility with other activities or effectiveness in meeting objectives.

Factor 3 - Guidelines - Level 3-3

Guidelines consist of standard agency reference materials, texts, and techniques (statistical, descriptive, evaluative), precedent studies, and /or a wide variety of administrative regulations, organizational procedures, policies and regulations.

The incumbent analyzes subject material and uses best judgment to adapt current and appropriate authorities to complete assignments.

Factor 4 - Complexity - Level 4-4

The assignments given to the incumbent require the regular use of a variety of unrelated analytical methods and techniques associated with the unit's professional field and discipline. The incumbent: (1) selects, organizes, and presents information, identifies bias, analyzes relationships, and presents and evaluates policy and decision options; (2) deals with unusual circumstances, chooses appropriate courses of action, and identifies and defines unclear issues; and, (3) decides on form, content, scope, and depth of response and interprets and presents balanced findings.

Factor 5 - Scope and Effect - Level 5-3

The work involves analysis and evaluation of routine information in a conventional format or the presentation of limited research and analysis of mission oriented programs and processes.

Analyses, evaluations, and presentations serve to define or clarify Bonneville policy/programmatic issues and to identify alternative approaches to technical problem resolution for immediate management.

Factor 6 - Personal Contacts - 6-3

Personal contacts are with a variety of individuals both internal and external to Bonneville. Internal contacts include Bonneville top management officials as well as individuals throughout the organization. External contacts include management officials of other agencies, public/private utilities, congressional staff members, members of the media, etc. These contacts are unstructured and characterized by the need to establish parameters, etc.

Factor 7 - Purpose of Contacts - Level 7-c

The purpose of contacts is to synthesize a variety of information and data into comprehensive presentation, provide alternative approaches, present policy issues; and to establish working relationships between members of Bonneville and the affected publics.

Factor 8 - Physical Demands - Level 8-1

The work is sedentary, although some slight physical effort may be required in stooping, kneeling, bending, etc.

Factor 9 - Work Environment Level 9-1

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.