

BPA Policy 130-10

Management of Business Unit Functional Statements

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1. Purpose & Background

The purpose of this policy is to establish requirements and responsibilities regarding the establishing, maintaining, documenting, and retirement of business unit functional statements. This policy will eliminate the duplication of maintaining two complete sets of functional statements.

Functional statements describe the functions, roles, responsibilities, and authorities of an organization to provide clear delineation and line of sight for accountability across BPA's business lines and units. Previously, the Policy Program Office maintained functional statements in the policy library for Tier 1 through Tier 4 business units. In addition, the BPA HR Service Center also maintained a record of functional statements for Tier 1 through Tier 4 business units.

2. Policy Owner

The Executive Vice President of Compliance, Audit, Risk Management and EEO is the owner of this policy.

The Policy Program Office is responsible for its implementation and administration.

3. Applicability

This policy applies to all BPA business units.

4. Terms & Definitions

A. **Business Units:** Represent a specific organizational segment of BPA that is responsible for a specific function. Business units are divided into Tiers 1 through 4 as subordinate business units.

5. Policy

- A. All BPA business units will establish and maintain accurate functional statements that reflect the business unit's roles and responsibilities and will be approved by the Tier 1 executive.
- B. Major changes to Tier 1 functional statements due to reorganization will be coordinated and updated by the HR Service Center. The HR Service Center will then notify the Policy Program Office of these changes.
- C. The Policy Program Office will only maintain Tier 1 business unit functional statements as an appendix to this policy document.

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- D. Functional statements are reviewed and updated as required due to changes in delegations of authority, statutory changes, or organizational changes.
- E. The HR Service Center will maintain a complete record of Tier 1, 2, 3, and 4 functional statements at: <https://pdlookup.bud.bpa.gov/> using Search for Job Code “J00000”, which is the system of record for functional statements.

6. Policy Exceptions

None.

7. Responsibilities

A. Tier 1 Executives:

- 1. Are responsible for the accuracy of subordinate business unit functional statements.
- 2. Will ensure that each subordinate Tier 1 through Tier 4 primary business unit has a current functional statement which is aligned with and supports the Tier 1 functional statement.

B. Tier 2 through Tier 4 Business Unit Managers:

- 1. Are responsible for maintaining functional statements that reflect the business unit’s roles and responsibilities, which are aligned and support the Tier 1 functional statement.
- 2. Will ensure their functional statements are properly recorded with the HR Service Center.
- 3. Are responsible for the accuracy of their business unit functional statements.

C. Policy Program Office:

- 1. Will maintain all Tier 1 functional statements as an appendix to this policy.
- 2. Will ensure the published Tier 1 functional statement is the most current version available.

D. HR Service Center:

- 1. Will maintain the complete record of all functional statements in the approved system of record.

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8. Standards & Procedures

- A. Major changes to Tier 1 functional statements due to reorganization will be coordinated and updated by the HR Service Center. The HR Service Center will then notify the Policy Program Office of these changes.
- B. Updates to Tier 2 through Tier 4 units should be made as necessary when updating positions descriptions and directed to the HR Service Center.
- C. Minor updates to Tier 1 functional statements will be routed through the business unit's Policy Working Group representative to the Policy Program Office. The Policy Program Office will notify the HR Service Center of any changes to Tier 1 functional statements.

9. Performance & Monitoring

The Executive Vice President, Compliance, Audit, Risk Management and Equal Employment Opportunity, working through the Policy Working Group is responsible for monitoring compliance with this policy and for periodically evaluating its continuing effectiveness. Triggers for periodic evaluation include but are not limited to, Tier 1 reorganization, change of Tier 1 leadership, or major changes in Tier 1 responsibilities and authorities.

10. Authorities & References

- A. HR Directive 410-01, *Managing Positions, Organizations and Workforce Restructuring* (Version 2.0, 4/18/2016).
- B. Bonneville Project Act, Employment of Personnel, 16 U.S.C § 832i

11. Review

At a minimum, the Policy Working Group will review the accuracy and relevance of this policy every five years in accordance with the sunset review standard.

Changes to the Tier 1 business unit functional statements listed in the appendix can be made without going through a formal review process.

12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1.0	2/6/2020	Replaces BPA Policy 130-1 thru 130-9 series of functional statements. Previously, each Tier I organization had its own document describing functions below the Tier I level.

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Appendix A: Tier 1 Business Unit Functional Statements

Administrator and Chief Executive Officer

The Administrator and Chief Executive Officer provide overall leadership and direction in the planning, development, and administration of policies that govern the operation of a large public utility. The Administrator interacts at the highest levels with key customers and government, business, and interest group leaders. The Administrator represents Bonneville Power Administration (BPA) policies and strategies to the congressional delegation and other high-ranking government officials.

The Administrator provides leadership on overall business strategic objectives and ensures that BPA responsibilities established by statutes and directives are carried out. The Administrator provides general leadership on overall agency strategic objectives, as well as decisions that impact those strategic objectives. The Administrator oversees and provides direction and guidance for program execution and administration to the Chief Financial Officer and the General Counsel, which report directly to the Administrator.

The Administrator delegates responsibilities to the Deputy Administrator, Chief Operating Officer (COO), Chief Administrative Officer (CAO), and several other executives. See BPA Policy 140-1, *Delegations of Authority to Bind the Bonneville Power Administration* (Version 2.2, 12/31/2018) for further details, as well as the order of succession for delegations.

The Administrator is a Shared Senior Officer under Federal Energy Regulatory Commission (FERC) Standards of Conduct rules.

Deputy Administrator

The Deputy Administrator is a principal BPA executive and policy advisor to the Administrator and is a Shared Senior Officer under Federal Energy Regulatory Commission's (FERC's) Standards of Conduct (SOC) rules. The Deputy Administrator is responsible for leadership, strategic planning, compliance and regulatory affairs, and public affairs oversight. The Deputy Administrator oversees and provides direction and guidance for program execution and administration to the Executive Vice President of Compliance, Audit,

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Risk Management, and EEO; the Director of Communications; and the Technology Innovation and Intergovernmental Affairs organizations.

Chief Operating Officer

The COO is a principal BPA executive and policy advisor to the Administrator and is responsible for leadership of agency operations. The COO is the key strategy formulator for program operations and is a Shared Senior Officer under FERC’s SOC. The COO oversees and provides direction and guidance for program execution and administration to the Senior Vice Presidents of Power Services and Transmission Services; the Vice President of Environment, Fish and Wildlife; the Deputy Executive Vice President of the Business Transformation Office; and the Director of Customer Support Services.

The COO provides internal management oversight and leadership to enable the CEO to carry out the agency mission in accordance with statutory and contractual obligations, and achieve the agency’s strategic business objectives.

The COO leads or has oversight over several executive-level, decision-making bodies. The COO provides leadership to internal management efforts in the enhancement of performance of BPA systems, processes, and culture.

Chief Administrative Officer

The CAO is a principal BPA executive and policy advisor to the Administrator and is responsible for leadership of agency operations. The CAO is the key strategy formulator for program operations, and is a Shared Senior Officer under FERC’s SOC rules. The CAO oversees and provides direction and guidance for program execution and administration to the Senior/Executive Vice Presidents, Directors, and Managers of Safety; Human Capital Management; Supply Chain Services; Work Place Services; Security and Emergency Response; and Information Technology.

The CAO is responsible for providing policy and strategic guidance concerning agency internal operations. This function provides leadership at the agency level for strategic direction and policy.

The CAO provides internal management oversight and leadership to enable the CEO to carry out the agency mission in accordance with statutory and contractual obligations, and achieve the agency’s strategic business objectives.

Compliance, Audit, Risk Management & Equal Employment Opportunity

The Executive Vice President of Compliance, Audit and Risk Management and EEO (CARE) reports to the Deputy Administrator. The Executive Vice President (CARE) is a principle BPA executive and is responsible for leadership, strategic planning, and oversight of Civil Rights & EEO, Compliance and Governance, Risk Management, and Internal Audit. The CARE oversees and provides direction and guidance for policy and program integration and

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execution that rigorously maintains regulatory compliance with applicable laws, rules and regulations, and proactive risk management in support of BPA’s mission, values, and goals.

The CARE provides internal management oversight and leadership to enable the CEO to carry out the agency mission in accordance with statutory and contractual obligations, and achieve the agency’s strategic business objectives.

Business Transformation Office

Business Transformation Office’s (BTO) mission is to successfully execute on BPA’s key strategic initiatives (KSIs) by partnering with agency business units and utilizing value-based Portfolio/Program/Project Management, Enterprise Architecture, Business Analysis, and Change Management methodologies for project execution – thereby positioning BPA for long-term competitiveness and financial strength. The BTO embodies a structured approach to program management and execution of programs within the portfolios of cross agency transformational initiatives. BTO is responsible for driving enterprise business process change, communication, and continuous improvement while leveraging technology investments that enable an adaptive application set to support flexibility and integration with quickly progressing industry trends. The BTO is responsible for the successful development and execution of critical business initiatives designed to ensure BPA will be an engine of the Northwest's economic prosperity and environmental sustainability. This includes defining large initiatives involving people, processes, and technology; ensuring programs and projects (change initiatives) meet objectives on time and on budget and that adoption is optimal to drive benefit realization; establishing enterprise architecture and management standards that ensure consistent and optimal approaches across the agency portfolio and deliver best-fit and cost-effective solutions; leveraging change management strategies and plans to engage stakeholders, assess business impacts, enable transitions, and drive solution adoption and benefits realization to achieve business transformation. BTO establishes agency-wide policies for portfolio, program, and project management practices and standards, and acts as a PMO center of excellence for the agency. This function works directly with the Enterprise Board and VPs to strategize, plan, develop, and execute various cross agency transformational initiatives (e.g. Stakeholder Analysis, Change Impact Assessment, Communication Analysis, Transition Plan, and Adoption Plan).

Environment, Fish & Wildlife

Environment, Fish and Wildlife (EF&W) is responsible for managing the environmental component of BPA’s transmission and power sales businesses. It develops and implements policies and strategies for environmental compliance associated with BPA actions, and addressing fish and wildlife issues integral to BPA’s business responsibilities and its commitment to stewardship of the region’s natural and cultural resources.

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EF&W ensures that all BPA business functions are carried out in accordance with established environmental laws and their associated regulations (e.g., National Environmental Policy Act (NEPA), Clean Water Act, National Historic Preservation Act (NHPA), Endangered Species Act (ESA), and Northwest Power Act), and relevant state and local regulations and requirements, legal mandates, and prudent business practices. EF&W participates in environmental coordination at the regional level through new and ongoing relationships with other federal agencies, Indian tribes, state, and local governments, privately and publicly owned utilities, major manufacturers, professional groups, research and development organizations, congressional delegations and committees, natural resource groups, and the general public.

Power Services

Pursuant to BPA’s enabling statutes and in accordance with its mission, Power Services’ serves the Northwest by providing cost-based, reliable, low carbon products and services. With considerable customer input and public involvement, Power Services manages the production and marketing of BPA’s power products and services through its Business Operations, Energy Efficiency, Generation Asset Management, Requirements Marketing, and Bulk Marketing organizations.

Transmission Services

Transmission Services provides reliable open access, non-discriminatory transmission service on the BPA transmission network for utilities, generators, and power marketers consistent with various regulatory requirements. Transmission Services markets and sells transmission products and services, both regulated and unregulated, and provides asset management services for the transmission assets of the FCRPS through its Chief of Staff, Engineering & Technical Services, Field Services, Operations, Planning & Asset Management, Marketing & Sales and Transmission Technology organizations.

Finance

Finance provides leadership and services in financial planning and analysis, accounting and financial reporting, and financial strategy and operations for the FCRPS and BPA.

Finance provides analytical insights and support for rate case and regulatory proceedings, and public engagement processes. Finance oversees and manages all cash management operations including meeting the annual U.S. Treasury payment. Finance proactively addresses accounting matters to achieve a clean audit opinion.

Finance has primary responsibility for strategic and long-term financial initiatives. Finance has primary responsibility for relationships with federal and non-federal banking communities, rating agencies, investors, and others in the financial community. Finance has

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primary responsibility for the development of a robust and thorough cost management effort across the agency to ensure that the lowest possible costs are reflected in budgets and in rates over the long term.

Finance provides leadership in developing proposals and policies on strategic issues that affect the agency’s long-term financial integrity and competitiveness or that have an impact on customers, constituents, and other stakeholders. Finance will promote and execute sound debt management actions as reflected in a strong balance sheet and income statement.

Finance establishes financial policies and procedures for agency-wide guidance and internal controls including asset management to ensure that the on-going stewardship of the region’s hydro and transmission assets continues.

General Counsel

General Counsel provides legal expertise, which supports Bonneville Power Administration programs through legal advice and representation, including but not limited to the general areas of: transmission, power, ratemaking, natural resources, federal resources, treaties and agreements, generation, finance, personnel, and business operations.

Information Technology

Information Technology (IT) develops and supports agency-wide business automation systems and provides information technology governance, planning, and standards for the agency’s enterprise business activities. The Chief Information Officer (CIO) has overall responsibility and accountability for all BPA information technology-related (non-Grid Ops) programs. This includes establishing IT strategies, objectives, and performance standards in alignment with financial targets and agency direction.

Responsible for meeting BPA’s mission and objectives by developing and supporting BPA-wide business automation systems and providing information technology governance, planning, and standards for BPA’s enterprise business activities. As EVP and CIO, has overall responsibility and accountability for all BPA information technology-related programs. This includes establishing IT strategies, objectives, and performance standards in alignment with financial targets and agency direction. Has indirect responsibility for IT systems supporting electric grid operations.

The EVP & CIO directs the development, implementation, maintenance, enhancement, and operation of BPA’s automated information systems and develops strategic, tactical, and capital information technology plans, processes, and budgets to support BPA’s mission. The incumbent is responsible for the protection of BPA’s mission critical and essential IT systems

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through strengthened cyber security management and technical controls. The EVP and CIO collaborates and provides oversight for BPA-wide IT activities and defines and implements policies, procedures and guidelines to ensure efficient and cost-effective information resources planning, acquisition and cyber/computer security in support of BPA’s mission. Responsible for managing and leading BPA’s Cyber Security Program. Responsible for maintaining a collaborative relationship with the US Department of Energy (DOE) CIO, participating in DOE Cyber and IT governance boards (and related bodies), and responding to DOE CIO requests and directives.

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