



BONNEVILLE POWER ADMINISTRATION
DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY
INTEREST ANNOUNCEMENT BPA-26-IA-MPO-045

Management Analyst

For Classified position J08543 GS-0343-12

Pay Range: \$96,443 – 125,378

Full-time for 120 days

Number of Vacancies: 1

OPENS: 9/17/2026

CLOSES: 9/26/2026

POSITION LOCATION: This position is located in the Bonneville Power Administration (BPA) in the Internal Operations and Performance Office (MPO) of the Strategic Planning and Performance Office (MP), Business Development and Management (M).

Portland, OR

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 will need to 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 Wilson Bowlby at wjwbowlby@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 Management 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 individual selected will report to the Director of Internal Operations and Performance.

The purpose of this position is to serve as the Budget and Compliance subject matter expert (SME) for the M organization. The position will coordinate and track operational budgets – Start of Year (SOY) planning, monthly reporting, quarterly forecast adjustments, and End of Year (EOY) closeouts and coordinate and track compliance requirements (records, privacy, policy, security, and internal controls).

DUTIES:**MAJOR DUTIES****Internal Operations**

- Tracks and coordinates compliance requirements across the M organization (policy, records, privacy, security, internal controls), helping ensure managers are prepared to meet requirements.
- Facilitates Information Governance programs, including M Information Asset Plans (IAP), Electronic Information Systems (EIS) tracking, and Essential Records program requirements.
- Coordinates budget requests and reports, analyzes financial data, and resolves issues accurately and efficiently.
- Prepares budget reports, quarterly executive budget summaries, and presentations for the M Leadership Team to support SOY planning, quarterly forecasting adjustments, and EOY closeouts.
- Serves as SharePoint site administrator for the M organization ensuring sites are configured with appropriate permissions, structure, and branding.

Program Analysis

- Participates in the development and streamlined execution of BPA-wide operations. This could include updates and coordination of existing strategies that support the MP or MPS organizations.
- Serves as a subject-matter expert regarding policy development, changes or updates to existing policies and procedures.
- Analyzes and recommends methods for enhancing the efficiency and effectiveness of programs and procedures through process development, modification and application of evolving technology and business practices.

Communication

- Creates reports, slides, and other materials that are tailored to specific audiences.
- Manages monthly communication cadences, including the monthly compliance newsletter to M-LT and M managers, monthly budget expense updates, and monthly INFOPRO Staff meeting reporting.
- Delivers oral presentations via webinar and in person at meetings, conferences, and other events.
- Solicits input from SMEs, stakeholders, and managers on reports, analyses, presentations, and communications. Participates actively in team meetings.
- Ensures reports, presentations, and other communications adhere to agency standard guidelines.

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: experience 1) gathering, verifying, and analyzing financial data and budgets, 2) coordinating project activities by tracking schedules and milestone deliverables, 3) preparing briefings and written summaries to communicate analytical findings to project leads and internal stakeholders, 4) SharePoint site administrative duties (permissions, configuration, site set-up).

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 **9/26/2026** to Ted Rydmark at tdrydmark@bpa.gov. Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

INTEREST ANNOUNCEMENT (BPA-26-IA-MPO-045)

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 MPO

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____