



**BONNEVILLE POWER ADMINISTRATION
NON-COMPETITIVE REASSIGNMENT OPPORTUNITY
INTEREST ANNOUNCEMENT BPA-26-IA-P-001**

Executive Associate Officer

For Classified position J07816/GS-0301-11 or J07817/GS-0301-12

Pay Range: \$80,465 – \$125,378

Full Performance Level: 12

This is a full-time, permanent position

Number of Vacancies: 1

OPENS: 01/13/2026

CLOSES: 1/22/2026

POSITION LOCATION: P-6, HQ, Portland, Oregon

WHO MAY APPLY: Bonneville Power Administration employees currently at grade 11 or 12 are encouraged to apply.

NOTES: Selection from this announcement is subject to the requirements of applicable personnel regulations, policies, and BPA HR Directives. There is no promotion associated with this interest announcement (i.e., employee will retain their current rate of pay).

GENERAL INFORMATION: The incumbent will report to the Senior Vice President for Power Services.

This position serves as a senior analyst and advisor providing analysis, information and assistance in planning, organizing, managing, integrating and evaluating the full range of programs and activities. In a developmental capacity, the position serves as a key point of contact for internal and external customer service and communications and leads one or more administrative or clerical support staff.

MAJOR DUTIES:

- Participates in and supports the planning, policy formulation, direction, and evaluation activities. Provides information and drafts recommendations from a BPA-wide perspective, based on knowledge of BPA goals, objectives, and mission. Provides administrative support and participates in the development of corporate strategies, plans, and budgets for all functional areas of the organization.
- Participates in internal meetings and working groups involving administrative and management issues and supports the development of organizational goals and objectives. Conducts the appropriate data gathering and analyses to prepare/provide responses personally or coordinates the preparation of responses by appropriate staff. Notifies appropriate parties when policy decisions are pending and/or being made.
- Assists in the development and preparation of appropriate information, reports, and correspondence. Develops and coordinates the preparation of agendas, information, and other materials for meetings and conferences. Plans and makes arrangements for conferences, programs, projects, and meetings including speakers, materials, and program development.
- Provides administrative support and serves as a liaison in obtaining a variety of internal business services, such as human resources, budget, procurement, and workplace services. Coordinates with internal service providers to assure the executive officer and other managers are provided with effective responses to needs and problems and participates in the preparation of appropriate documentation for requested actions.
- Supports the administration of the executive officer's calendar and travel. Under the direction of the Senior Vice President, follows-up with and monitors progress of customer service issues and work on priority issues, including coordination with the Administrator's office.
- Coordinates and oversees a record management system, associated protocols, and tracking tools to respond to records management needs for the organization. Consults with managers and monitors their record

management plans in compliance with federal law and BPA policies. Continuously assesses whether technological or other improvements could simplify or streamline records management for the organization.

QUALIFICATIONS REQUIREMENTS:

- Employee must have held the grade of this position on a permanent basis. If this position has promotion potential, the employee must have either held the grade of the full performance level on a permanent basis or held a position on a permanent basis that had promotion potential to the full performance level.
- Specialized Experience: Employees must have at least one year of specialized experience at the next lower grade level in the Federal service. Specialized experience for this position is defined as:

Experience providing administrative support to an Executive, including performing analytical and advisory services to support organizational programs and activities. Services include performing analyses, providing information, and assists in planning, organizing, integrating, and evaluating the full range of the organization's programs and activities

HOW TO APPLY: Complete a brief memorandum of interest giving a description of your relevant experience and reasons for applying for this reassignment. Submit your memorandum, along with the completed supervisory acknowledgment statement below by close of business 1/22/2026 to: Michelle Cathcart, mmcathcart@bpa.gov. Do NOT submit a resume.

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SUPERVISOR'S ACKNOWLEDGEMENT

INTEREST ANNOUNCEMENT (internal number)

I acknowledge that _____ has requested consideration for this position. I understand this assignment is a permanent reassignment.

I am willing to consider approving the reassignment.

Supervisor's Signature _____ Date: _____

Supervisor's Title: _____ Routing: _____