



BONNEVILLE POWER ADMINISTRATION

DETAIL OPPORTUNITY INTEREST ANNOUNCEMENT FY25-J-01

Management Associate I
For Classified position J06154 GS-0301-09
Pay Range: \$65,846 – \$85,598
Full-time, and expected duration (120 days to one year)
Number of Vacancies: #1

OPENS: 5/16/25

CLOSES: 5/28/25

POSITION LOCATION: *J-DITT-2 Vancouver, WA*

WHO MAY APPLY: Bonneville Power Administration employees currently at *(grade level(s) and/or equivalent hourly position)* 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)

- When an employee already holds the same grade or higher as the position of interest on a permanent basis, then the detail 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, he/she is prohibited from serving in a higher-graded position for more than 120-days in a 52-week period.
- The employee will be returned to his/her permanent position of record (i.e., position prior to detail) upon completion of the detail opportunity.

(Also include any additional information, such as travel required, expectation of which organization carries FTE, etc.)

GENERAL INFORMATION: The incumbent will report to *Kim Hunter, Director of Operational Technology*).

The purpose of this position is to serve as an analyst and advisor to the organization's manager and other managers within the organization, the position serves as a point of contact for internal and external customer service and communications and may serve as a performance manager for one or more administrative or clerical support staff.

MAJOR DUTIES:

Serves as an analyst and advisor to the organization's manager in providing analysis, information, and assistance in planning, organizing, managing, integrating, and evaluating the organization's programs and activities.

- Participates with the manager and other managers within the organization in planning, direction, and evaluation activities. Disseminates program and project documentation and guidance for use by the staff for a variety of assignments.
- As a staff advisor to the organization's internal management team, participates in external and internal meetings, working groups, and task forces involving administrative and management issues, including organizational realignments, administrative support, and human resources. As a member of the management team, participates in the development of long-range plans, and budgets. Works with the manager to develop the manager's performance contracts with criteria to measure the attainment of program and organizational goals and objectives.
- Applies analytical techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature sufficient to participate in analytical and evaluative work related to the analysis of problems and issues impacting the organization. Typical analyses include evaluation of customer service and priority issues, reporting systems, management practices and procedures, and systems and controls. Develops and presents recommendations to the management team. Serves as a point of contact for customer service and priority issues. Represents the organization in contacts with both external and internal clients, including representatives of Indian Tribes, other Federal agencies, State and regional organizations, and internal Business Lines. Notifies appropriate parties when policy decisions are pending and/or being made. Responds to inquiries and issues brought to the manager. Conducts the appropriate data gathering and analyses to prepare/provide responses personally or coordinates the preparation of responses by appropriate staff. Based on knowledge of the organization's internal groups and functions, recognizes how issues interrelated, and integrates internal projects and priorities to respond to customer requests. Assures requested consultations are scheduled with appropriate personnel.
- Coordinates and builds relationships with other organizations for issues related to the organization's functions. Assists the manager through 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.
- Serves as a liaison between the organization and the Corporate human resources representative to obtain a variety of services related to staffing and human resources management. Advises the manager and other managers in the organization on the implications of proposed management decisions with respect to personnel, and takes initiative in identifying personnel needs and potential problems. Coordinates with the Corporate human resources representative to assure the manager and other managers are provided with effective responses to personnel needs and problems. Participates in the preparation of appropriate documentation for human resources actions.
- Exercises exclusive control over the manager's calendar, with complete authority for commitments of time. Insures all official social obligations are met. Arranges the manager's travel when appropriate. May serve as a performance manager for one or more administrative or support staff.
- 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.

SPECIAL SKILLS AND ABILITIES: *(optional)*

HOW TO APPLY: Complete a brief memorandum of interest giving a description of your relevant experience and reasons for applying for this detail. Submit your memorandum, along with the completed supervisory acknowledgment statement below by close of business on *(closing date)* to: kahunter@bpa.gov Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

INTEREST ANNOUNCEMENT *(internal number)*

I acknowledge that _____ has requested consideration for this position. I understand this assignment is a detail *(not to exceed or duration, part-time or full-time)*.

I am willing to consider approving the detail and understand the *(salary and/or FTE)* for the duration of the detail will be funded by *(indicate which organization will carry the FTE or fund the salary, or if either of these are negotiable)*.

Supervisor's Signature _____ Date: _____

Supervisor's Title: _____ Routing: _____

