



**BONNEVILLE POWER ADMINISTRATION
DETAIL OPPORTUNITY
INTEREST ANNOUNCEMENT 26-HT-008**

Supervisory Program Specialist (Workforce Development)

For Classified position J09022, GS-0301-13

Pay Range: \$ 105,383 - \$ 171,268

Full-time for 120 days

Number of Vacancies: 1

OPENS: 11/12/2025

CLOSES: 11/21/2025

POSITION LOCATION: Portland, OR

WHO MAY APPLY: Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-13 grade level. This is a 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.

Contact Richard Howard, rjhoward@bpa.gov if you have questions regarding your eligibility.

NOTES: The successful candidate will be detailed to the position of Supervisory Program Specialist (Workforce Development). 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.
- The employee will be returned to his/her permanent position of record (i.e., position prior to detail) upon completion of the detail opportunity.
- 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:

This position is located in the Learning and Workforce Development (HT) organization of the Bonneville Power Administration (BPA) Human Resources Service Center (H), Department of Energy (DOE).

The purpose of this position is to serve as a supervisor in HT responsible for ensuring work is carried out and accountable for outcomes and results, e.g., timely delivery of quality work products and services produced by the team. The position serves as an expert advisor in the areas of leadership development, employee development, and organizational development activities, including team building, facilitating leadership and employee

development, conflict resolution, coaching, project management, and various other functions specific to the position in support of the business units and their business or organizational needs.

DUTIES:

1. (50%) Serves as a supervisor of Workforce Development and is responsible for planning, supervising, and leading all assigned programs, systems, and work processes necessary to perform the critical mission and support activities required of the group.

Exercises delegated supervisory authorities and responsibilities, directing, coordinating, and overseeing the work and providing similar oversight of contractors when appropriate. Implements DOE, OPM, and other relevant human resources management policies.

- Plans work to be accomplished by subordinates, sets and adjusts priorities, and prepares schedules for completion of work.
- Assigns work to subordinates based on priorities, consideration of the difficulty and requirements of assignments, and employees' capabilities.
- Provides guidance in resolving work problems presented by subordinates and contractors.
- Gives employees advice, counsel, and instruction on work and administrative matters.
- Hears and resolves grievances and complaints from employees.
- Develops performance standards. Evaluates the work performance of subordinates. Assures reasonable equity of performance standards and rating techniques among subordinates and comparable equity in the assessment by subordinates of the adequacy of contractor work.
- Recommends awards and bonuses for subordinates and changes in position classification.
- Approves expenses comparable to within-grade increases, extensive overtime, and employee travel.
- Interviews candidates for positions and makes selections, promotions, and reassignments.
- Administers disciplinary measures, including severe disciplinary actions such as suspensions.
- Identifies developmental and training needs of employees and provides or arranges for needed development and training. Makes decisions on non-routine, costly, or controversial training needs and training requests of subordinates.
- Ensures adherence to the BPA EEO program for all applicants and employees. To the full extent of delegated authority and responsibility, provides and ensures fair and equitable treatment for all employees in personnel policies and practices, including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.
- Ensures team-oriented, effective, harmonious, and productive formal and informal working relationships within the organization, between the organization and other organizations, and with those positions critical to effectively accomplishing BPA's business, marketing, and customer service objectives.
- As a steward for HT, creates and maintains a cost-consciousness, market-driven, and results-oriented atmosphere characterized by innovation, customer focus, and continuous improvement. Identifies and implements ways to eliminate or reduce significant bottlenecks and barriers to production or increase the quality of the work directed.
- Exercises significant responsibilities in interacting with other BPA managers and supervisors and in advising senior-level BPA managers.

Activities Supervised or Managed:

The employee exercises knowledge of HR principles and comprehensive employee development principles, concepts, practices, and procedures in supervising one or more of the following activities as assigned:

- Annual organizational training needs assessment, annual training plan, and annual training summary.
- Development and maintenance of the training catalog.
- Instructional systems design and delivery.
- Leadership development program, required training program, individual development plan program,

- Individual Development Plan (IDP) program, and course academies as assigned
- Administration and implementation of the Learning Management System (LMS) administration. Ensure that all training completed by federal employees is recorded in the System of Record (SOR).
- External training registration, Academic Degree Program, Tuition Assistance Program, Professional certification program, and Continued Service Agreements.

2. (50%) Serves as a principal advisor to BPA management and staff on a wide variety of issues and topics related to workforce development, including assessment and consultation regarding individual and organizational performance skill gap issues; preparation, delivery, and assessment of the effectiveness of training, development, and career management products; conduct of training needs assessments; and development, delivery, and evaluation of BPA training and development programs.

- Advises management on how the benefits of a comprehensive, on-going training needs identification and training program will yield positive organizational results and training and on workforce development problems, needs, and issues that affect individual career progression or that impact on specific occupational groups.
- Identifies ways to prioritize training and development programs relative to management needs and points of view.
- Plans, develops, and coordinates the delivery of business-line specific employee development and management development programs and practices that support the creation of a high performing organization. Assesses immediate and long-term skill needs and supports staff and supervisors in meeting those needs. Provides focus and direction to business-line employee development efforts, consistent with integrated staffing plans. Assists BPA organizations, supervisors, and individual employees with decisions on resources, level-of-effort, and type of development action to be taken.
- Identifies performance deficiencies due to lack of training. Provides guidance in developing individual development plans to assist employees in reaching short- and long-term career goals.
- Tracks and reports trends in the distribution of training effectiveness and assesses costs and benefits.

Performs other duties as assigned.

SPECIAL SKILLS & ABILITIES:

Experience with agency wide strategic initiatives and data analytics preferred.

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 **11/21/2025** to Alisa Yannello at ajyannello@bpa.gov. Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

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I acknowledge that _____ has requested consideration for this position. I understand this temporary assignment is a detail NTE 120 days, may be extended up to 2 years.

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 HT.

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____