



**BONNEVILLE POWER ADMINISTRATION**  
**DETAIL OR NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY**  
**INTEREST ANNOUNCEMENT BPA-25-IA-JLP-016**

**Business Specialist**

*For Classified position J07607 GS-1101-12*

*Pay Range: \$95,488 – \$124,140*

*Term Length: Full-time (120 days to one year)*

*Number of Vacancies: 1*

**OPENS: 06/09/2025**

**CLOSES: 07/09/2025**

**POSITION LOCATION:** This position is located in the Bonneville Power Administration (BPA), in the IT Project Management (JLP) organization of Enterprise Shared Services (JL), Information Technology (J). Duty Station: Portland, OR.

**WHO MAY APPLY:** Any Bonneville Power Administration employees with current competitive career/career conditional status currently at the GS-11 or 12 grade level or equivalent grade level. This is a non-competitive temporary promotion or detail, not-to-exceed (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 Randi Smith at RLSmith@bpa.gov or (971) 666-2478 if you have questions regarding your eligibility.

**NOTES:**

Selection from this announcement is subject to the requirements of applicable personnel regulations, policies, and BPA HR Directives.

- 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 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 Specialized Experience Requirements 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 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 Supervisory IT Project Manager, Don Valentine.

The purpose of the position is to serve as a business specialist and IT contract management specialist, representing the IT organization in the management of technology contracts in the role of Contracting Officer's Representative (COR). The incumbent performs a wide variety of analytical and evaluative work requiring

knowledge of business and trade practices and the characteristics and use of IT hardware and software in providing expert contract management services and support to project managers; other CORs; and the business, legal, and supply chain staffs. Assignments require planning and carrying out difficult and complex assignments; developing new methods, approaches, and procedures; providing advice and guidance on a wide range and variety of complex issues; interpreting policies, standards, and guidelines; and evaluating and recommending adoption of new or enhanced approaches to delivering support and services.

**DUTIES:**

- Serves as a senior business specialist and a senior IT contract management specialist, representing the IT organization in the management of technology contracts in the role of Contracting Officer's Representative (COR).
- Performs a wide variety of analytical and evaluative work requiring knowledge of business and trade practices and the characteristics and use of IT hardware and software in providing expert contract management services and support to project managers; other CORs; and the business, legal, and supply chain staff.
- Works with and supports the supply chain with reference to all IT contracts in pre- and post-acquisition phases, safeguarding IT interests.
- Recommends/makes decisions that involve major uncertainties regarding the most effective approach or methodology to be applied.
- Evaluates the impact of technological change and conceives of solutions to highly complex issues.
- Presents, explains, and defends controversial issues; and persuades program managers and other decision-making officials with widely differing goals and interests to follow a recommended course of action consistent with established policies, objectives, and regulations.
- Communicates with PMO Manager and PMO Portfolio Managers about possible barriers and recommends solutions in all phases of Projects.

**SPECIALIZED EXPERIENCE REQUIREMENTS:** Employees with at least one year of specialized experience at the next lower grade level (GS-11) in the Federal service may be eligible for temporary promotion. Specialized experience for this position is defined as:

*Experience in managing assigned contacts, providing guidance on a range of issues, interpreting policies, and recommending improvements to enhance service delivery.*

**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 **07/09/2025** to [dhvalentine@bpa.gov](mailto:dhvalentine@bpa.gov). Do NOT submit a resume.

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***SUPERVISOR'S ACKNOWLEDGEMENT***

**INTEREST ANNOUNCEMENT (BPA-25-IA-JLP-016)**

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 JLP.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Routing: \_\_\_\_\_