



**BONNEVILLE POWER ADMINISTRATION**  
**DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY**  
**INTEREST ANNOUNCEMENT FY24-K-003 Executive Associate Officer – GS-0301-**  
**11/12-Temporary Promotion-Detail**

**Executive Associate Officer**

*PD- J07811, J07810*

*For Classified position GS-0301-11/12*

*Pay Range: \$ 78,044-\$ 121,601*

*Full-time for 120 days*

*Number of Vacancies: 1*

**OPENS:** 04/02/2024

**CLOSES:** 04/11/2024

**POSITION LOCATION:** Portland, OR

**WHO MAY APPLY:** Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-09, 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 Richard Howard at [rjhoward@bpa.gov](mailto:rjhoward@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 Executive Associate Officer. 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:**

This position is located in the Executive Office of the Chief Operating Officer (K), within the Bonneville Power Administration (BPA), and reports to the Deputy Chief Administrative Officer.

The purpose of this position is to serve as an analyst and advisor providing analysis, information, and assistance in planning, organizing, managing, integrating, and evaluating all of the organization's programs and activities.

## **DUTIES:**

Under the direction of the Chief Operating Officer and the Deputy Chief Administrative Officer, and in collaboration with other Executive Associate Officers, performs 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.

- Works closely with other Executive Associate Officers to provide day-to-day leadership; works with Front Office staff to ensure a high performance, customer service-oriented work environment which supports achieving BPA's mission, vision, values and agency strategic plan; attends senior staff and other specialized meetings.
- Acts as Front Office manager providing office support and guidance to staff. Coordinates and schedules executive assignments to ensure coverage for all key assignments.
- Serves as a key point of contact for Front Office for agency customer service and priority issues; responds to inquiries and issues brought to the Front Office; conducts the appropriate data gathering and analyses to prepare and provide responses personally or coordinates preparation of the responses.
- Researches, develops, recommends and implements plans and systems to meet strategic established goals for BPA's Executive Office program, participates in developing program designs, features and metrics; develops and recommends associated program policies and operating and administrative procedures; develops an annual work program and calendar; plans, organizes and implements work activities to meet established overall program goals and objectives; analyzes alternative methods or processes to meet program and service delivery goals; ensures program compliance with all applicable internal and external agency requirements.
- Plans, organizes, controls, integrates and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Under the supervision of the Front Office executives collects information and data, and plans, develops and manages the executive office budget including requesting budget changes and approving purchases; use of the agency procurement card for Front Office expenditures, and maintains accounting systems to track expenses.
- Researches and assembles information from a variety of sources for the preparation of records, reports and special projects; manages and conducts special studies as requested and recommends organizational, procedural or other changes; designs reports for Front Office use; participates in external and internal meetings, working groups, and task forces involving a wide range of substantive administrative and management issues, including organizational realignments, administrative support, and human resources; serves as team leader on projects and directs staff, provides guidance, sets goals, coordinates work programs and allocates resources and assignments.
- Plans, coordinates, organizes and conducts difficult administrative, management and legislative analysis studies relating to assigned issues and/or programs; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares and presents reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; drafts reports, recommended legislative or policy change documents and presentation materials for management.

- Represents the agency as the Executive Correspondence Officer (ECO), and ensures correspondence for the Administrator's signature (Transmittal for CEO and Administrator Action – TAC) and action are in accordance with all federal regulations and guidelines and are assigned and executed in a timely manner. Documents and ensures all Administrator signatory actions are executed and tracked through a specialized Executive Office database.
- Initiates, manages and coordinates significant domestic and international travel for the Chief Operating Officer. Works effectively with internal and federal agencies to ensure travel documents such as government passports and TSA pre-checks are up to date. Documents and electronically processes frequent travel authorizations and vouchers using agency electronic system – Concur. Ensures travel is completed and vouchers are processed in a timely manner, in accordance with federal and agency travel procedures and policies. Reconciles government credit card statements with actual travel expenses.
- Manages and coordinates all processes included in BPA's annual SES Performance Plans; specifically, initiation and completion of start of year, mid-year and end of year SES Performance Plans via internal BPA systems and DOE's ePerformance electronic system. Manages and coordinates all aspects of SES hiring interviews by Executive Office, including scheduling for internal and external applicants; arrangements for invitational travel; completion of internal documents to finalize interview process.
- Acts as IT services coordinator for Front Office Executive staff; troubleshoots and coordinates technical assistance of computer and VTC hardware; provides for agency-specific database security and user access; trains Executives on the use of agency software, specifically the highly interactive and extensive Executive Office Sharepoint site, using Microsoft's Surface tablets; coordinates design, enhancement and/or implementation of computer applications with Information Technology staff to meet reporting requirements and improve work processes; coordinates services and maintenance with BPA's IT organization.
- Serves as a liaison between the Front Office and the agency human resources representative to obtain a variety of services related to staffing and human resources management. Produces and tracks highly confidential Executive Office reports, including performance planning appraisal reports, merit increase reviews, consulting contracts, disciplinary actions and related matters.
- Performs other duties as assigned.

#### **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** is defined as:

Experience independently, performing administrative duties in support of a senior manager, to include (1) advising the senior manager on policies, procedures, regulations and other pertinent directives; (2) serving as the key point of contact for internal and external customer service and communications; and (3) representing senior management in contacts with both external and internal clients.

#### **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 **04/11/2024** to [lnice@bpa.gov](mailto:lnice@bpa.gov). Do NOT submit a resume.

***SUPERVISOR'S ACKNOWLEDGEMENT***

**INTEREST ANNOUNCEMENT - FY24-K-003 Executive Associate Officer – GS-0301-11/12-Temporary Promotion-  
Detail**

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 K.

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

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