



BONNEVILLE POWER ADMINISTRATION
DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY
FY24-NSSS Micro-Purchase Program Coordinator-GS1101-11/12-Temporary
Promotion -Detail

MICRO-PURCHASE PROGRAM COORDINATOR
For Classified position J08938 GS1101-11/12
Pay Range: \$78,044-\$121,601 per year
Full-time for 120-days
Number of Vacancies: 1

OPENS: 01/23/2023

CLOSES: 02/02/2023

POSITION LOCATION: Vancouver, WA

WHO MAY APPLY: Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-11/12 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 HR Help at (503) 230-3230 if you have questions regarding your eligibility.

NOTES: The successful candidate will be detailed or non-competitively temporarily promoted to the position of Micro-Purchase Program Coordinator. 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.

DUTIES:

Micro-Purchase Program (50%)

- Performs assigned technical and administrative functions necessary to ensure an operating purchasing card program. Serves as a subject matter expert of the BPA Micro-Purchase Program (MPP), providing client service and day to day communication with clients, affected employees and their supervisors. Performs duties and processes to ensure the fiscally sound operation of the program. Acts as an internal expert and point of contact for micro-purchase uses at BPA (p-card, ATP, etc.), and provides collaborative problem solving with respect to apparent conflicts between client business needs and policy, best practices and efficiencies, as well as program oversight.

Compliance, Audits and Reviews (25%)

- Conducts compliance audits and reviews to ensure organizational compliance with existing laws, regulations, policies, procedures and processes, including managing A-123 processes. The coordinator performs data mining and risk based analytic techniques to effectively ensure compliance. Audits transactions and documentation to determine compliance with BPI, Inventory, Property and other BPA policies, MPP manual, IG and HCA auditing results, and NSS performance standards. Participates in pre-decisional reviews as necessary. Develops and analyzes reports to identify possible violations and enacts or revises local policies and procedures to solve issues. Isolates questionable transactions and trends, initiating corrective action, as appropriate. Serves as NSS liaison with Purchasing/Property Governance, Finance, Legal and other offices. Partners with them to establish Supply Chain processes and procedures and to conduct compliance reviews. Manages and maintains monthly metrics and key performance indicators. Considers risk and risk mitigation strategies. Works with Performance Managers to implement corrective measures, including initiating timely enforcement of policies or procedures to minimize the risk of micro-purchase misuse. Maintains operating procedures and, if applicable, functional playbooks. Ensures processes and programs are appropriately documented.

Clear and Concise Communication: (25%)

- Communication, training, data analysis and audit response. In coordination with external client managers and/or supervisor, develops and implements communication and training plans, techniques and tools to ensure acknowledgement of pecuniary liability and responsibilities to over 800 program participants. Conducts and or coordinates informal and formal training to assure program compliance. May mentor or coach individuals as requested. Provides technical and administrative support to prepare responses to the Department of Energy Inspector General (IG) and Government Accounting Office (GAO), who audit BPA's program externally and performs the same function for internal auditing bodies such as conducted by the Office of the Head of Contracting Activity (HCA) and internal audit for OMB Circular A-123 compliance. Provides reports and information to requesting organizations as required. Manages and maintains client service measurements and monitors client satisfaction. Provides techniques for improving quality and reducing costs, considers stakeholder requirements, internal drivers, risk drivers and industry best practices. Supports innovative alternative methods or procedures to correct deficiencies and increase productivity, client service and reduce resource requirements. Initiates processes and procedures from a strategic or efficiency gaining standpoint to maximize best business practices and improvements.

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 for this position is defined as: (1) Developing organizational direction (e.g. goals, strategies, policies, procedures, activities, analysis, etc.) in response to Micro-Purchase Program policies; (2) ensuring an organization meets established internal and external Micro-Purchase Program compliance requirements; (3) researching and studying Micro-Purchase Program resiliency best practices to develop and implement process improvements and new technology.

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 **February 2, 2024**, to Jose I. Rojas at jrojas@bpa.gov. Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

INTEREST ANNOUNCEMENT #: FY24-NSSS-11/12 Micro-Purchase Program Coordinator-GS1102-12-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 NSS.

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____