

# INTEREST ANNOUNCEMENTS



**BONNEVILLE POWER ADMINISTRATION**  
**DETAIL OPPORTUNITY**  
**INTEREST ANNOUNCEMENT FY25-PG-002-Management Associate I- GS-0301-09-**  
**Detail**

**Management Associate I**

*For Classified position J06154 GS-0301-09*

*Full-time for 120 days*

*Number of Vacancies: 1*

**OPENS: 4/16/2025**

**CLOSES: 04/28/2025**

**POSITION LOCATION:** Power Generation Asset Management, PG, Portland, OR

**WHO MAY APPLY:** Bonneville Power Administration employees currently at the *GS 8 or 9 level or equivalent hourly position* are encouraged to apply. This is a non-competitive detail NTE 120 days. Employees will need to confirm they have their supervisor's approval when applying for the non-competitive detail.

Employees who have non-competitively served a total of 120 days in a detail to a higher grade within the preceding 12 months are not eligible for a higher-graded opportunity. Contact HR Specialist, Gena Vaughan, at GLVaughan@bpa.gov or 360-947-5342 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. 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.
- Details may be terminated at any time based on the needs of management.

**GENERAL INFORMATION:** The incumbent will report to *Michelle Cathcart, VP- Power Generation Asset Management*.

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 VP of Power Generation Asset Management (PG) in providing analysis, information, and assistance in planning, organizing, managing, integrating, and evaluating the organization's programs and activities.

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- Responsible for VP of Power Generation Asset Management (PG) and their deputy's calendars and travel.
- Leads of the PG administrative staff team to support the PG organization
- Coordinates and oversees PG's record management system.
- Supports the development of long-range plans, budgets and the manager's performance contracts.
- Responds to inquiries and issues brought to the VP of PG, by coordinating analysis and response efforts
- Plans and makes arrangements for conferences, programs, projects and meetings including speakers, materials, and program development.

## **SPECIAL SKILLS AND ABILITIES:** *(optional)*

Experience in providing analysis, information, and assistance in planning, organizing, managing, integrating, and evaluating the organization's programs and activities.

**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 4/28/2025 to: Pam Van Calcar, Deputy to VP of PG: pmvancalcar@bpa.gov. Do NOT submit a resume.

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## ***SUPERVISOR'S ACKNOWLEDGEMENT***

### **INTEREST ANNOUNCEMENT FY25-PG-002-Management Associate I- GS-0301-09- Detail**

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: \_\_\_\_\_