



**BONNEVILLE POWER ADMINISTRATION  
DETAIL OPPORTUNITY**

**INTEREST ANNOUNCEMENT FY24-CGI-001 Government Information Specialist –  
GS-0306-09/11- Detail**

**Government Information Specialist**

*PD – J08549/J08550*

*For Classified position GS-0306-09/11*

*Pay Range: \$64,504 – \$101,454 per year*

*Full-time for 120 days*

*Number of Vacancies: 1*

**OPENS: July 18, 2024**

**CLOSES: August 1, 2024**

**POSITION LOCATION:** Information Governance (CGI-7) Portland, HQ

**WHO MAY APPLY:** Bonneville Power Administration employees currently at grade levels GS-09 or GS-11 are encouraged to apply.

**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.

**GENERAL INFORMATION:** The incumbent will report to the Supervisory Government Information Specialist in Information Governance.

Information Governance provides planning, development and administration of programs, systems, and processes which are functionally critical for successful management and support of BPA's information governance and lifecycle management (including agency-level program management of the Federal Records Act, Freedom of Information Act, Privacy Act, and Paperwork Reduction Act).

The purpose of this position is to perform as a Government Information Specialist responsible for processing requests for records made under the Freedom of Information Act (FOIA) and/or the Privacy Act (PA) including search and collection of records, review and evaluation for responsiveness, application of redactions, and interaction with subject matter experts to ensure the timeliness, completeness, and accuracy of records releases.

**MAJOR DUTIES:**

- Provides expertise and implementation support to BPA programs on FOIA and PA request requirements. Serves as a FOIA/PA case coordinator assigned to process requests for records made under the FOIA and/or PA. Reviews and evaluates requests for records in accordance with established procedures.

- Works closely with internal record custodians to ensure the record collection is accurate, complete, and validated. Organizes and manages the collected records throughout the FOIA review process.
- Reviews all information submitted and determines whether it is releasable or falls within one or more exemption categories and redacts information as appropriate. Identifies records that contain information submitted by a third party or another Federal agency and prepare packages to solicit review from third parties or consultations with outside Federal agencies.
- Facilitates the FOIA review process, preparing records for Attorney review, and preparing the final response package for FOIA Officer approval. Drafts correspondence, including final response letters.
- Documents request process status in the established tracking log, ensuring information is accurate and up-to-date.
- Explains appeal rights and prepares justification for decisions as needed.

**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 August 1, 2024 to: [cdpalen@bpa.gov](mailto:cdpalen@bpa.gov). Do NOT submit a resume.

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**SUPERVISOR'S ACKNOWLEDGEMENT**

**INTEREST ANNOUNCEMENT FY24-CGI-001 Government Information Specialist – GS-0306-09/11-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: \_\_\_\_\_