



BONNEVILLE POWER ADMINISTRATION
DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY
INTEREST ANNOUNCEMENT FY24-K-004 Management & Program Analyst – GS-
0343-13-Temporary Promotion-Detail

Management & Program Analyst

PD – J07511

For Classified position GS-0343-13

Pay Range: \$ 111,234 - \$ 144,608 per year

Full-time for 120 days

Number of Vacancies: 1

OPENS: 06/28/2024

CLOSES: 07/08/2024

POSITION LOCATION: Portland, HQ

WHO MAY APPLY: Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-12 or 13 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 or (971) 438-8221 if you have questions regarding your eligibility.

NOTES: The successful candidate will be detailed or non-competitively temporarily promoted to the position of Enterprise Portfolio Management 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:

Serves as the policy advisor and technical coordinator to the Chief Operating Officer, concentrating on enterprise-wide strategic alignment, prioritization, execution, and decision making. Provides Front Office liaison to executives, managers, subject matter experts (SMEs), and staff to ensure the highest priorities of the Front Office are effectively defined and executed upon. Directs BPA's executive governance and decision-making program; develops strategic agendas and presides over all Enterprise Board and Executive Team engagements; partners with BPA executives and staff to ensure Board actions and decisions are communicated and completed; advises on enterprise governance; supports operations reporting, strategy implementation, and strategic planning.

DUTIES:

- Directs all functions of BPA executive governance, including the Enterprise Board (EB) and Executive Team (ET).
- Independently plans and establishes meeting agendas based on strategic decision making, strategic initiative program prioritization, business and utility landscape, and major agency work streams.
- Advises executive sponsors and briefers to ensure the right type of information is prepared for executives to facilitate strategic decision making.
- Presides over and directs the twice monthly EB meetings and schedules special meetings as needed or as directed by the administrator (chairperson of the EB). Coordinates with executives and SMEs to determine strategic briefing goals and objectives and guides development of high-level executive briefings and read-ahead meeting materials.
- Communicates EB actions and decisions and synchronizes follow-up activities and responses across the enterprise. Coordinates with Communications to ensure effective delivery of EB messages to BPA executives, managers, workforce, DOE and customers and stakeholders. Designs and maintains multiple SharePoint sites for information dissemination, official record keeping, and action tracking.
- Integrates decisions and actions from the executive committees to the EB to include the Audit, Compliance and Governance Committee, Enterprise Architecture Governance Committee, Executive Safety Committee, Finance Committee, Technology Governance Committee, Workforce Strategy Committee, and executive subcommittees.
- Plans, coordinates, and communicates major BPA initiative project milestones to provide the Administrator and front office a coordinated means to monitor progress of key agency efforts that may require precedent-setting decisions or have significant customer or financial implications.
- Agency advisor on BPA's governance framework. Maintains and implements the governance operating model that defines and ties together governance requirements, strategic and organizational functions, and business processes.
- Maintains the enterprise governance operational framework, monitoring compliance with requirements in regulatory, governance, or legal obligations.
- Synchronizes strategy execution and reporting across eight strategy implementation committees to determine strategic and operational priorities and aligns EB and strategy implementation operations. Coordinates milestones, deliverables, and decisions to provide shared level of awareness and promote intentional and efficient long-range content and decision planning.
- Facilitates the weekly Agency Operations Call.
- Leads enterprise program engagement with front office executives.
- Serves on the COO team and advises the COO of any key enterprise program operational and tactical topics to address within the COO leadership team. Supports COO team special projects, retreats, and activities as required.
- Manages the 2K budget. Advises the COO on appropriate fiscal guidance for budget policies, fiscal year budget planning guidance, and end of year budget review and accruals.

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:

Specialized experience for this position is defined as: **Experience 1) Leading a project or team or serving as a technical expert in the preparation, planning and execution of milestones, schedules and tasks to ensure completion of program activities; 2) Developing, monitoring, and communicating strategic business objectives with senior management or higher-level officials; AND 3) evaluating current fiscal conditions and capabilities to meet future organization financial needs.**

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 **7/8/2024** to jdcook@bpa.gov. Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

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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: _____