



BONNEVILLE POWER ADMINISTRATION

DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY INTEREST ANNOUNCEMENT BPA-26-C-039

Management Associate I or Management Associate II

For Classified position J09420 GS-0301-09 or J06143 GS-0301-11

Pay Range: \$66,505 - \$86,461 or \$80,465 - \$104,610

Full-time for 120 days

Number of Vacancies: 2

OPENS: 7/24/2026

CLOSES: 8/2/2026

POSITION LOCATION: Portland, OR

WHO MAY APPLY: Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS07 – GS11 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, 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 Management Associate I or II. 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:

The individual(s) selected will report to either the Executive Vice President of Compliance, Audit, and Risk Management or the Chief Compliance Officer.

The Compliance, Audit, and Risk Management Division (CAR) provides direction and guidance for policy and program integration and execution that rigorously maintains regulatory compliance with applicable laws, rules and regulations and proactive risk management in support of BPA's mission, values and goals. The CAR provides internal management oversight and leadership to enable the CEO to carry out BPA's mission in accordance with statutory and contractual obligations and achieve BPA's strategic business objectives. The CAR provides leadership to the internal management efforts in the enhancement of performance of BPA systems, processes and culture.

DUTIES:

Management Associate I (GS09)

- Advise and Guide Organizational Leadership - Serve as a principal analyst and close advisor to your organization's manager. You will provide critical business data, evaluate program effectiveness, and actively assist leadership in planning, organizing, and managing team activities.
- Drive Long-Range Planning and Budgeting - Collaborate directly with the management team to design long-range plans, structure organizational budgets, and develop strategic goals. You will help draft performance metrics to measure and ensure the successful attainment of our shared objectives.
- Resolve Complex Operational Challenges - Apply advanced analytical and problem-solving techniques to identify and resolve procedural bottlenecks. You will evaluate customer service standards, tracking systems, and management practices, delivering clear recommendations to improve team efficiency.
- Serve as a Key Liaison for Human Resources - Act as the essential bridge between your organization and Corporate Human Resources. You will advise leadership on the staffing and personnel impacts of management decisions, proactively identify staffing needs, and coordinate human resources actions.
- Coordinate Critical Communications and External Relations - Represent your organization as the primary point of contact for external and internal partners-including other Federal agencies, tribal representatives, state groups, and BPA business lines. You will gather data, analyze issues, and craft official, high-level responses on behalf of your manager.
- Manage Executive Commitments and Scheduling - Exercise complete authority over your manager's official calendar and time commitments. You will evaluate scheduling priorities, manage logistical arrangements for business travel, and ensure all official obligations are executed seamlessly.

Management Associate II (GS11)

- Advise and Guide Organizational Leadership - Serve as a principal analyst and close advisor to your organization's Executive Vice President. You will interpret critical business data, evaluate program effectiveness, and actively assist leadership in planning, organizing, and managing team activities and providing management advisory services on substantive issues. You will provide guidance and counsel from a BPA-wide perspective, based on knowledge of BPA goals, objectives, and mission.
- Drive Long-Range Planning and Budgeting - Collaborate directly with the management team to design long-range plans, structure organizational budgets, and develop strategic goals. You will help draft performance metrics to measure and ensure the successful attainment of our shared objectives.
- Resolve Complex Operational Challenges - Apply advanced analytical and problem-solving techniques to identify and resolve procedural bottlenecks. You will evaluate customer service and priority issues, organizational structures and support functions, reporting systems, utilization and management of human resources, management practices and procedures, and systems and controls. Develops and present recommendations to the Executive Vice President and management team.
- Represents the Executive Vice President in coordinating and building relationships with the Federal and Regional executives for issues related to the organization's functions. Develops and coordinates the preparation of agendas, information and other materials for meetings and conferences. Plans and makes arrangements for conferences, programs, projects and meetings including speakers, materials, and program development.
- Serve as a Key Liaison for Human Resources - Act as the essential bridge between your organization and Corporate Human Resources. Advises the Executive Vice President and other managers on the implication of proposed management decisions with respect to personnel and takes initiative in identifying personnel needs and potential problems.

- Coordinate Critical Communications and External Relations - Represent your organization as the primary point of contact for external and internal partners-including other Federal agencies, tribal representatives, state groups, and BPA business lines. You will gather data, analyze issues, and craft official, high-level responses on behalf of your manager.
- Manage Executive Commitments and Scheduling -Exercise complete authority over the Executive Vice President's official calendar and time commitments. You will evaluate scheduling priorities, manage logistical arrangements for business travel, and ensure all official obligations are executed seamlessly. Ensures all official social obligations are met and customer service and work on priority issues continues without interruption.

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:

GS-09:

Specialized experience for this position is defined as: experience providing administrative support to a manager through tasks such as developing reports, tracking information, maintaining records, and coordinating meeting logistics.

GS-11:

Specialized experience for this position is defined as: 1) experience providing administrative support to a manager through tasks such as developing reports, tracking information, maintaining records, and coordinating meeting logistics; AND 2) serving as an organizational liaison to coordinate human resources actions, manage executive calendars, and assist managers with basic budgetary tracking

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 **8/2/2026** to mspraggins@bpa.gov . Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

INTEREST ANNOUNCEMENT (BPA-26-C-039)

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 C org.

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____

