



BONNEVILLE POWER ADMINISTRATION
DETAIL OR NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY

INTEREST ANNOUNCEMENT BPA-26-IA-CGI-023

**Records & Information Management Specialist
(Essential Records Program Lead)**

For Classified position J08845, GS-0308-13

Pay Range: \$114,684 – \$149,091

Term Length: Full-time, not-to-exceed 120 days

Number of Vacancies: 1

OPENS: 02/05/2026

CLOSES: 02/14/2026

POSITION LOCATION: This position is located in the Bonneville Power Administration (BPA) organization of Information Governance and Compliance (CGI); Compliance and Governance (CG); Compliance, Audit and Risk (C). Duty Station: Portland, OR.

WHO MAY APPLY: Any Bonneville Power Administration employees with current competitive career/career conditional status currently at the GS-12 or 13 grade level or equivalent grade level. This is a non-competitive temporary promotion or detail, not-to-exceed (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 Randi Smith at RLSmith@bpa.gov or (971) 666-2478 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.

- 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 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 Specialized Experience Requirements 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 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 selected will report to the Supervisory Government Information Specialist, Candice Palen.

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 to ensure compliance with the Federal Records Act, Freedom of Information Act, Privacy Act, and Paperwork Reduction Act).

The purpose of this position is to serve as the Essential Records Program Lead responsible for planning, organizing, conducting, and leading governance and compliance projects and initiatives to ensure compliance with relevant Federal Emergency Management Agency (FEMA), National Archives and Records Administration (NARA), and Department of Energy (DOE) requirements. This position is also designated as BPA's Primary Essential Records Liaison in accordance with DOE O 243.IC, *Records Management Program*.

DUTIES:

- Plans, organizes, leads, implements, and manages BPA's Essential Records Program to ensure that essential records are adequately identified, inventoried, and are protected and retrievable in the event of an emergency. Leads BPA efforts to measure, evaluate, and continuously improve the Essential Records Program.
- Plans work to be accomplished by the program each year; sets and adjusts short- and long-term priorities and prepares schedule for completion of work. Measures the effectiveness of the program and develops, tracks, and reports on program metrics and presents to management.
- Plans and conducts operational and program evaluations and compliance reviews to determine whether BPA organizations are complying with FEMA, NARA, and DOE requirements related to essential records and BPA essential records policy and procedure. Identifies program strengths and weaknesses, prepares reports of finding and recommendations, identifies required actions, and recommends changes to improve program effectiveness and efficiency as needed. Coordinates with responsible organizations to ensure steps are taken to address findings, and tracks completion.
- Applies knowledge of the causes and probabilities for risks to essential records, methods of mitigation or resolution, and strategies and/or approaches to ensure protection of essential records.
- Applies risk assessment and analysis to determine risks to essential records in accordance with FEMA, NARA, and DOE requirements.
- Coordinates with Continuity of Operations, IT, and other program offices to establish processes and controls to ensure the survival of essential records or copies of essential records in case of an emergency.
- Coordinates with the DOE Essential Records Program as needed.

SPECIALIZED EXPERIENCE REQUIREMENTS: Employees with at least one year of specialized experience at the next lower grade level (GS-12) in the Federal service may be eligible for temporary promotion. Specialized experience for this position is defined as:

Specialized experience is defined as experience in: (1) implementing information management laws, rules, regulations, and procedures; (2) evaluating work processes to identify non-compliance and risk and identifying risk mitigation actions; and (3) planning and conducting program evaluations to formulate and recommending program changes.

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 **02/14/2026** to cdpalen@bpa.gov. Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

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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 CGI.

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____