



**BONNEVILLE POWER ADMINISTRATION**  
**DETAIL OR NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY**

**INTEREST ANNOUNCEMENT BPA-26-IA-MOA-026**

**Management Analyst**

*For Classified position J09696 GS-0343-12*

*Pay Range: \$96,443 – \$125,378*

*Term Length: Full-time (120 days to one year)*

*Number of Vacancies: 1*

**OPENS: 2/24/2026**

**CLOSES: 3/5/2026**

**POSITION LOCATION:** This position is located in the Bonneville Power Administration (BPA), in the Asset Management (MOA) organization of the Operational Performance (MO) organization under the Strategy, Business Transformation and Customer Services office (M).

Duty Station: Portland, OR

**WHO MAY APPLY:** Any Bonneville Power Administration employees with current competitive career/career conditional status currently at the GS-11 or GS-12 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 Luisa Monroy Flores at [lfmonroyflores@bpa.gov](mailto:lfmonroyflores@bpa.gov) 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 Operations Performance Administrator, Robin Blair.

The purpose of this position is to serve as an analyst and project coordinator responsible for planning, organizing, and managing projects, studies, and initiatives to determine and improve the efficiency, effectiveness, and productivity of BPA's Asset Management programs, systems, and processes, which are necessary to promote the efficient and economical use of all physical assets in line with BPA's Strategic Direction.

**DUTIES:**

1. Program Analysis (40%)

- Plans, organizes, supports and manages projects, studies, and analyses, including analyses of existing and proposed process improvements and efficiencies, organizational procedures, organizational structures, staffing, and administrative methods. Isolates and defines issues or conditions where various efforts and related studies must be coordinated and integrated. Uses initiative and resourcefulness in researching and implementing new and improved methods and procedures to resolve issues.
- Analyzes and recommends methods for enhancing the efficiency and effectiveness of programs and procedures through process development, modification and application of evolving technology and business practices. Coordinates, supports and conducts comprehensive benchmarking studies.
- Participates in the development of BPA-wide operations. This could include updates and coordination of existing strategies that support the M organization and BPA asset category organizations. Serves as a subject-matter expert regarding policy development, changes or updates to existing policies and procedures.
- Participates in the development and implementation of business metrics, plans and processes, including those related to established business targets and objectives.
- Establishes criteria for identifying and analyzing trends in activities and in measuring organizational effectiveness in achieving objectives and goals.
  - Develops new information and establishes criteria to identify and measure program accomplishments.
  - Develops methods to improve the effectiveness with which programs are administered.
  - Develops new approaches to program evaluation.
  - Develops standard procedures for continuity and succession planning.

2. Project Coordination (40%)

- Performs a full range of project coordination functions for assigned projects, studies and analyses. Plans, coordinates, and oversees projects.
- Consults with clients or customers to define project scope, requirements, and deliverables. Prepares proposed plans, milestones, and schedules. Implements project plans to meet objectives. Coordinates and integrates project activities. Maintains project schedules and documentation.
- Monitors project activities and resources to mitigate risk. Makes improvements, solves problems, or takes corrective action when problems arise.
- Participates in phase, milestone, and final project reviews. Identifies project documentation requirements or procedures.
- Develops and implements product release plan. Serves as the expert on assigned projects. Provides advice, counsel and guidance to BPA management and staff.

- When required, monitors contractor activities to ensure contractors execute project plans on time, meeting deliverable milestones within budget and with satisfactory quality. Provides updates and reports on contractor performance to management. Ensures assigned activities are integrated within M and BPA. Ensures compliance with internal controls to prevent waste, fraud, and abuse in assigned activities. Ensures compliance with quality assurance, environmental, and safety and health requirements in assigned activities. May be required to perform as a Contracting Officer's Representative (COR).
- Represents the BPA in conferences and meetings in efforts to obtain all viewpoints regarding proposed policies and/or plans and to ensure concerted action by all parties involved. When required, communicates or negotiates BPA's position.
- Participates as a technical expert in committees and working groups for resolving critical problems in existing BPA- and DOE-wide programs requiring innovative solutions. Evaluates and makes recommendations concerning overall plans and proposals for major projects and implementing national level guidance in DOE standards, guidelines, or policies for program activities.

### 3. Communication, Coordination and Change Management (20%)

- Creates reports, slides, and other materials in hard copy and electronic format that are tailored to specific internal, regional, and national audiences.
- Delivers oral presentations via webinar and in person at meetings, conferences, and other events to internal, regional, and national audiences.
- Uses a variety of software programs to develop customized diagrams, charts, and other visual representations of complex data and tailors' concepts to the needs of specific audiences.
- Solicits input from subject matter experts, stakeholders, and managers on reports, analyses, presentations, and communications. Participates actively in team meetings.
- Ensures reports, presentations, and other communication adhere to agency standard guidelines.
- Evaluates and assess business capability (process, people, information, technology change impacts and recommends appropriate change mitigation activities.
- Facilitates, supports and assists with the development of multi-year project and change management implementation plans as requested.
- Plans, facilitates, and promotes change management / informational presentation and/or sessions with a variety of employees ranging from line workers to executives, in both small and large groups, to promote buy-in and change satisfaction.

Performs other duties as assigned.

**BASIC REQUIREMENTS:** (To be entered by Recruitment and Placement once IA is received)

**SPECIALIZED EXPERIENCE REQUIREMENTS:** Employees with at least one year of specialized experience at the next lower grade level (GS-11) 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) assisting in the analysis of programs and procedures by gathering data, preparing preliminary findings, and supporting project coordination through tasks such as tracking milestones and maintaining documentation; and 2) developing business communications, such as reports and presentations for internal and external stakeholders.

**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 **mm/dd/yyyy** to [reblair@bpa.gov](mailto:reblair@bpa.gov). Do NOT submit a resume.

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***SUPERVISOR'S ACKNOWLEDGEMENT***

**INTEREST ANNOUNCEMENT (BPA-25-IA-ORG-###)**

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 ORG.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Routing: \_\_\_\_\_