



BONNEVILLE POWER ADMINISTRATION
DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY
INTEREST ANNOUNCEMENT BPA-26-IA-PE-001

Secretary

For Classified position J06763 GS 0318 08

Pay Range: \$60,212-\$78,272

Full-time for 120 days
Number of Vacancies: 2

OPENS: 2/24/2026

CLOSES: 3/5/2026

POSITION LOCATION: Portland, OR

WHO MAY APPLY: Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the 7-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 Gena Vaughan at GLVaughan@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 Secretary. 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:

Secretary providing administrative support for the Energy Conservation (PE) organization. Provides general administrative support for one or more of the Energy Conservation group's departments. Works closely with the PE management team to ensure departmental operations are smooth and effective.

DUTIES:

- Serves as the principle administrative support assistant to the Manager and the subordinate staff by performing general office work auxiliary to the work of the organization.
- Plans, coordinates, and carries out all of the day-to-day administrative support activities which are required to accomplish the work of the organization.
- Keeps the manager's calendar, schedules appointments and advises the manager of appointments and other commitments that might have a bearing on future decisions.
- Assists the manager through the development and preparation of appropriate information, reports, and correspondence.
- Arranges conferences, meetings, and presentations, including space, time, contacting people, and other matters. Develops and coordinates the preparation of agendas, information, and other materials.

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:

- 1) Obtain and monitor a range of office support services such as printing, maintenance, IT, and supply services;
- AND 2) Use automated systems or programs to prepare a variety of recurring internal reports and documents from information obtained from the staff, files, and other sources to support the administrative work of an organization.

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 3/5/2026 to Dan James at dmjames@bpa.gov.

SUPERVISOR'S ACKNOWLEDGEMENT

INTEREST ANNOUNCEMENT BPA-26-IA-PE-001

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 PE.

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____