

INTEREST ANNOUNCEMENTS



BONNEVILLE POWER ADMINISTRATION
DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY
INTEREST ANNOUNCEMENT FY25-DKS-001- Science Bowl Co-Coordinator- GS-
1035-13- Detail-Temporary Promotion

Science Bowl Co-Coordinator

For Classified position J00103 GS-1035-13

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

Full-time for 120 days

Number of Vacancies: 1

OPENS: 12/16/24

CLOSES: 12/26/24

POSITION LOCATION: Portland, Oregon

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 HR Specialist Wilson Bowlby at wjbowlby@bpa.gov 503-230-3117 if you have questions regarding your eligibility.

NOTES: The successful candidate will be detailed or non-competitively temporarily promoted to the position of Science Bowl Co-Coordinator. 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.

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GENERAL INFORMATION:

The incumbent will report to *the Strategic Communications and Stakeholder Engagement manager, HQs.*

The Strategic Communications and Stakeholder Engagement (DKS) organization within the Communications (DK) organization is hiring for a short-term Science Bowl co-coordinator to work alongside the lead coordinator and another co-coordinator within the DKS organization. The Communications organization reports to the Chief Workforce and Strategy Officer (D).

The BPA Regional Science Bowl is a fast-paced academic competition that tests student knowledge in all aspects of science: math, geology, chemistry, energy, physics, environmental science and more. The competition is round-robin, double elimination style and lasts all day on the campus of the University of Portland.

DUTIES:

The person hired for this temporary opportunity would help with prepping kits, organizing coach and competitor information packets and taking inventory of needed supplies and equipment for the two competitions slated for February 2025. The person hired is required to be onsite at the University of Portland for set-up for both events on the evenings of Jan. 31 and Feb. 21 and be onsite for both competitions on Feb. 1 and Feb. 22 competitions. The shifts for the set-up days would be about 4 hours each and the days of competition would require about 13 hours each. There will be a significant amount of walking from classrooms to common areas and between buildings.

Essential Duties and Responsibilities:

- Become familiar with BPA's Regional Science Bowl competition flow of events and be an advocate for its mission to increase STEM awareness.
- Prepare and organize digital and paper copies of information required for planning and execution of the events
- Must be available to work onsite at Portland HQ as needed for hands-on portions of event preparation.
- Organize bins of equipment and supplies for the events and be able to explain to other team members how the supplies are organized.
- Organize and oversee teams of volunteers who will set up the competition rooms and common areas at the University of Portland. This will include moving tables, chairs and other equipment, lifting heavy objects, pushing rolling carts and walking to and from classrooms and between buildings.
- Be an on-site coordinator of the competitions, ensuring other volunteers and workers are assigned appropriate tasks and are, indeed, accomplishing their roles.

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:

- Previous volunteer work at Science Bowl competitions
- Must be able to lift 50 pounds
- Must be able to walk long distances and stand off and on for 12 hours at a time
- Must be available to work onsite at Portland HQ as needed for hands-on portions of event preparation.

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- Able to move tables, chairs and other equipment, lifting heavy objects, pushing rolling carts and walking to and from classrooms and between buildings.
- Event planning experience preferred
- Must possess organizational and collaboration skills
- Must demonstrate excellent English language skills, both verbal and written
- Able to exercise good judgement in high-stress situations
- Comfortable speaking in public and addressing large groups of students and coaches in an engaging manner
- Must possess excellent judgement, diplomacy, and discretion in receiving and providing information in high-stress situations

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 **12/26/24** to Heidi Helwig, hyhelwig@bpa.gov. Do NOT submit a resume.

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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 DKS.

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____