

**BONNEVILLE POWER ADMINISTRATION
DETAIL OR NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY
INTEREST ANNOUNCEMENT BPA-26-IA-TFAB-001**



**Business Analyst
For Classified position Job Code J07204
GS-1101-13**

Pay Range: \$114,684-\$149,091

**Full-time 120 days
Number of Vacancies: 1**

OPENS: 2/27/2026

CLOSES: 3/8/2026

POSITION LOCATION: Business Transformation, TFAB, Vancouver, WA.

WHO MAY APPLY: Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-12 grade level or above are encouraged to apply. 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 90 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 Shaunna Young at sxyoung@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 Business Analyst. 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 if additional rotations are needed.

GENERAL INFORMATION: This position is located in the Business Transformation group of Field Strategy and Operational Excellence (TFA), Transmission Field Services (TF), Transmission Services (T), Bonneville Power Administration (BPA). The purpose of this position is to serve as a Business Analyst to evaluate TF project business

proposals, plan and oversee project execution, coordinate on the integration of business operations consistent with TF's strategic business objectives and provide expert-level change management services in support of TF initiatives.

DUTIES:

(60%) Leads or works on a matrix team of subject-matter experts to evaluate proposed and in-flight TF initiatives. Interprets and applies a wide range of concepts and practices related to business management, including business case preparation; financial planning and decision-making, risk assessment, strategic planning, internal controls, process management, and management and utilization of software sufficient to integrate IT requirements into on-going project management activities. Develops holistic assessments of operational, cultural, and organizational capabilities, resources, and risk factors to determine whether ongoing programs, projects, operational processes, and IT support systems should be initiated, eliminated, or redesigned to ensure initiative outcomes can be successfully managed, integrated and implemented.

Performs risk analysis to predict likely outcomes based on factors such as available financial programming levels, cross-functional and portfolio integration requirements, effectiveness of cost and project management controls, and level of effort required for project completion. Recommends the appropriateness and timing of integrating each project into the overall TF portfolio consistent business goals and objectives. Collaborates with advisory groups and implementation teams to ensure systems and process support are operational and that critical employee competencies are available prior to implementing each phase of the plan. Integrates in-flight projects into the overall Portfolio based on priorities and other business factors, develops an approach to ensure successful project execution, and oversees and manages work processes and program evaluation activities to ensure timely completion within project scope, cost, and schedule.

Provides expert-level change management services in support of TF initiatives. This includes designing change management deliverables such as a phased project plan and schedule incorporating multiple TF data systems projects, training project teams on the change management approach and coaching TF stakeholders on change management activities. BPA has chosen Prosci's change management methodology as the foundation for the change management activities at BPA and the Prosci tools and methodology will serve as the framework and building blocks for the integrated change management program to be developed. Execute to drive success on project initiatives through development and implementation of change plans in the areas of sponsorship, training, communication, coaching, and resistance management. Monitor effectiveness of change plans and strategies through various feedback loops or measurements and continuously improve to gain maximum benefit, mitigate risks and address identified deficiencies. Use Prosci methodology as well as new data sources (as appropriate) to assess change saturation within TF and make appropriate recommendations to project teams, sponsors and stakeholders. Drive organizational change across departmental boundaries as needed.

(30%) Leads and manages the planning and execution of milestones, schedules and tasks to ensure successful completion of assigned initiatives. Identifies project deliverables and deadlines, including coordination of communication plans, change management plans, "as is" and future state assessments, user guides, and other necessary support tools. Executes on planned activities as appropriate. Identifies risk factors to successful implementation of cross-functional process improvements and systems and develops/implements mitigation plans. Develops program evaluation criteria and procedures that incorporate performance metrics, compliance requirements, and lessons learned. Recommends programmatic and process changes to executives and functional managers based on trends and stakeholder feedback.

Serves as business process management advisor providing direction and leadership in organizational and process analysis, reengineering, program planning and evaluation, and transition planning to facilitate the successful development and implementation of Transmission's business and strategic initiatives. Leads a matrix team to plan, organize, and conduct projects and analyses critical to the resolution of organizational effectiveness issues, including detailed analyses of existing and proposed processes, procedures, organizational structures, administrative methods, applications development, and supervisory and management practices.

Analyzes organizational structure, functions, and processes in order to recommend changes for more effective allocation of resources, personnel utilization, management practices and procedures, systems and controls, delegations

of authority, operational methods, and organizational efficiency. Recommends methods for enhancing the efficiency and effectiveness of projects, programs and procedures through process modification and application of evolving technology.

Provide coaching to management at all levels to build leadership/sponsorship capabilities and address change management (CM) initiatives. Serve as an expert in change management processes, provide guidance and coaching to project and leadership teams on change management. Collaborate with other CM Specialists to share best practices, provide assistance on critical needs, and coordinate on Transmission-wide initiatives. Maintain and improve change management toolkits (e.g., deliverables, templates, techniques) that are simple, effective and designed for different audiences. Align change management strategies, plans and tools with BPA's Human Capital Management strategy in this space. Collaborate to create and implement a comprehensive TF communication strategy. Supervise and coach TF project leads to ensure quality deliverables on a wide range of communication mediums and topics. Plan and carry out the training project or assignment (delivery) including resolving most problems, coordinating the work with others, incorporating current BPA policy in terms of established objectives, determining approach to be taken, and the methods and techniques to be employed, and training the trainers if appropriate. Develop formats of the specified training courses and determine the emphasis to be placed upon each segment. Research necessary information to develop training manuals and materials. Develop methods to evaluate trainee progress in the business process-related training, as well as for continuing education.

(10%) Communicates effectively both verbally and in writing, to develop and deliver briefings, project papers, status/staff reports, and correspondence in order to foster understanding and acceptance of findings and recommendations and present, explain, and defend recommended changes. Effectively uses negotiation, consensus building, and conflict resolution techniques to establish and maintain collaborative relationships and to persuade managers and other decision-making officials with widely differing goals and interests to follow a recommended course of action consistent with Transmission Strategy Implementation Plan goals and objectives.

BASIC REQUIREMENTS: N/A

SPECIAL SKILLS & ABILITIES: Employees with at least one (1) year of specialized experience at the next lower grade level, GS-12, in the Federal service may be eligible for temporary promotion.

SPECIALIZED EXPERIENCE REQUIREMENTS: A qualified candidate's online application and resume must demonstrate at least one year of specialized experience equivalent to the next lower grade level (GS-12) in the Federal service. Specialized experience for this position is defined as: experience in Specialized experience is defined as experience in 1) research, analyzes, and evaluation of proposed and/or active business initiatives to ensure outcomes are integrated and managed successfully, 2) participation in the development and implementation of process improvement, organizational change, or strategic planning and policy development, and 3) developing and delivering briefings, project documents, status reports and correspondence to foster understanding and acceptance of findings and recommendations.

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 **3/8/2026** to crwilson@bpa.gov. Do **NOT** submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

INTEREST ANNOUNCEMENT (26-TFAB-001)

I acknowledge that _____ has requested consideration for this position. I understand this temporary assignment is a detail or temporary promotion from 120 days to one (1) year.

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 (TFAB).

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____