

ATTACHMENT C – DETAIL/TEMPORARY PROMOTION TEMPLATE



BONNEVILLE POWER ADMINISTRATION
DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY
INTEREST ANNOUNCEMENT BPA-25-IA-FAB-023

Supervisory Budget Analyst (FAB)

For Classified PD JO7266

GS-0560-14

Pay Range: \$134,180-\$174,433

Full-time for 120 days

Number of Vacancies: 2

OPENS: 06/23/2025

CLOSES: 07/05/2025

POSITION LOCATION: Budget Operations, FAB-2, Portland, Oregon

WHO MAY APPLY: Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-13 or GS-14 grade level 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 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 Wilson Bowlby at wjbowlby@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 Supervisory Financial Analyst, GS-0560-14. 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: The incumbent will report to Kyna Alders, klalders@bpa.gov.

This position is located in the Budget Operations (FAB) organization of Financial Planning and Analysis (FA), Finance (F), Bonneville Power Administration (BPA). The purpose of the position is to serve as the supervisor of the Budget Operations organization and a member of the Financial Planning and Analysis management team. The incumbent provides direction and leadership in the planning, development, and administration of programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the organization. The incumbent is responsible for supervising all activities of the Budget Operations organization.

MAJOR DUTIES:

1. (90%) Supervisory Responsibility: Exercises the following delegated supervisory authorities and responsibilities, directing, coordinating, and overseeing the work and providing similar oversight of contractors when appropriate. The staff directed ranges in grades from GS-09 through GS-13 and consists of approximately 12 Federal employees. The grade level which best characterizes the nature of the mission-oriented non-supervisory work directed is GS-13.

- Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work.
- Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees.
- Evaluates work performance of subordinates.
- Gives advice, counsel, or instruction to employees on both work and administrative matters.
- Interviews candidates for positions in the organization and recommends appointment, promotion, or reassignment to such positions.
- Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher-level supervisor or manager.
- Effects minor disciplinary measures such as warnings and reprimands, recommending other action in more serious cases.

- Identifies developmental and training needs of employees, providing or arranging for needed development and training.
- Finds ways to improve production or increase the quality of the work directed.
- Develops performance standards.
- Ensures team-oriented, effective harmonious and productive formal and informal working relationships within the organization, between the organization and other organizations, and with those positions key to the effective accomplishment product and service delivery objectives.
- Creates and maintains a collaborative, team-oriented atmosphere, which is characterized by cost-consciousness, innovation, customer focus, continuous improvement, and competitive orientation.
- Provides understanding support, and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of authority, and responsibility, provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement counseling, training, career development promotion and adverse action.

2. (10%) Representational Responsibility: Represents the FAB, FA, and Finance in conferences and meetings with Bonneville managers and staff and officials of other federal agencies, as functionally required. Leads or participates as a technical expert in committees and working groups for resolving problems in existing BPA-wide financial systems and programs requiring innovative solutions. Evaluates and makes recommendations concerning overall plans and proposals for BPA projects and implementing national level guidance in standards, guidelines, or policies for major programs.

Performs other duties as assigned.

Activities Supervised and/or Managed:

The incumbent applies mastery of the concepts, principles, practices, laws, and regulations of budgeting and the financial and budgetary relationships between subordinate and most senior levels of financial management and budgeting within the BPA and between the organization and programs of other Federal, State, and local governments, private industry, and large public organizations to supervise the following activities:

- Assuring budget targets match long-term strategy.
- Providing cost management training, cost tracking, and budget services to Power Services, Agency Services and Transmission Services managers by integrating strategy, efficiency recommendations and staffing plans into a multi- year budget database for cost control and management
- Providing support to managers' development of expense and capital project information for cost management and long-term planning estimates.
- Translating long-term budget targets into individual manager's budgets and providing support to agency managers and staff tracking of actual financial results, forecasted end-of-year (EOY) expenditures, and advising managers on certain types of accounting corrections.

- Tracking of work orders, cost allocation pools and assisting managers with miscellaneous financial issues

Other Significant Facts Pertaining to this Position are:

Per DOE Order 326.1, this position is required to file a Confidential Financial Disclosure Report.

SPECIAL SKILLS & ABILITIES:

Employees with at least one year of specialized experience at the next lower grade level, GS-13, in the Federal service may be eligible for temporary promotion.

Specialized experience for this position is defined as: 1) managing budgets or similar financial data necessary to facilitate executive-level decision making; 2) leading projects or teams completing critical work to support organization mission; and 3) identifying problems in existing financial systems, programs, or data and developing proposals to resolve those problems.

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 07/02/2025 to Kyna Alders at klalders@bpa.gov. Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

INTEREST ANNOUNCEMENT (BPA-25-IA-FAB-023)

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 FAF.

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____