



# BPA VACANCY ANNOUNCEMENT (#002755-05-BPA)

U.S. DEPARTMENT OF ENERGY  
BONNEVILLE POWER  
ADMINISTRATION

**POSITION AND LOCATION:** Olympia Regional Manager, GS-1601-14/15, Olympia, WA

<b>OPENING DATE</b> 10/01/04	<b>CLOSING DATE:</b> 10/15/04	<b>ANNUAL PAY RATE:</b> GS-14: \$85,574 - \$111,249 GS-15: \$100,660 - \$130,862
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Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

**WHO MAY APPLY:** Career and Career Conditional Employees of Bonneville Power Administration only.

**POSITION LOCATION:** Transmission Business Line, Transmission Field Services, Olympia Region - TFO

**NOTES:**

The full performance level of this position is GS-15.

**This position may be filled at the GS-14 or GS-15 level. You must indicate on your application the grade level(s) for which you are applying.** Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

Hourly employees who have one year of full-time specialized experience equivalent to at least the GS-13 level are encouraged to apply. All experience (both BPA and external, paid and unpaid) will be evaluated. Qualification determinations will be made based only on the written experience descriptions provided in the application. For information on the GS equivalency of BPA positions, please click on the following link: <http://www.jobs.bpa.gov/Home/ToApply/GSEquivalent.cfm>. **If you have questions after reviewing this information, please contact Ben Stevenson, TBL Business Partner, at (360) 418-8764.**

**CONFIDENTIAL FINANCIAL DISCLOSURE:** Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.

**Supervisory/Managerial Probationary Period:** First time supervisors/managers will be required to serve a 1-year probationary period.

**Competency based interviews will be used. Competencies are: Approachability, Developing Direct Reports, Managing Diversity, Integrity and Trust, Motivating Others and Building Effective Teams.**

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement (**Please note that time-in-grade requirements do not apply to applicants currently in hourly positions**).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE**

**PROGRAM (ICTAP):** Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they

meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

**MAJOR DUTIES:**

The incumbent of this position 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. These duties/activities include all responsibilities associated with developing a comprehensive annual work plan for all activities in the Region; maintaining continuing relationships with managers and employees within and outside of Bonneville; and is a key policy- and decision-maker for long- and short- range strategic planning in support of the overall Bonneville mission; determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the organization for their effective and efficient utilization in support of the organization's goals, objectives, and organizational and functional responsibilities.

**QUALIFICATION REQUIREMENTS:** Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience for each grade is defined below:**

**GS-14:**

Experience providing direction and leadership in planning, development, and administration of electrical utility programs, systems and work processes and experience performing technical work in Operations, Maintenance, Construction, and/or Engineering programs.

**GS-15:**

Experience providing direction and leadership in planning, development, and administration of electrical utility programs, systems and work processes and experience performing technical work in *major functions* of the Operations, Maintenance, Construction, and/or Engineering programs.

**Note:** In order to be rated as qualified for the position, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

**TIME-IN-GRADE RESTRICTION(s):** Applicants must have served 52 weeks at the next lower grade level in the Federal service. (Time-in-grade restrictions do not apply to applicants currently in hourly positions).

**BASIS OF RATING:** No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score **and** non-referral to the selecting official.

- 1. Ability to provide supervision and leadership through the effective use of teambuilding, coaching, and mentoring; assign accountability and responsibility as appropriate; establish standards of quantity and quality for work products; provide feedback on work accomplishments; develop and motivate.** *(Describe your experience assigning and reviewing work, developing work plans, counseling employees, and ensuring assignments are carried out effectively. Also describe your role and experience, if any, establishing/reviewing performance management standards/processes, resolving employee relation situations, and/or identifying/justifying selections for employment as well as your scope of supervisory responsibilities (i.e., similar functions, varying occupational fields), if appropriate).*
- 2. Ability to establish and define long- and short-term organizational goals; define required work results and establish parameters for accomplishment of these results; to facilitate a collaborative decision-making process; to encourage problem solving by subordinates; make functional assignments based on recognized employee strengths; develop and gain support for the organization's vision.** *(Describe your experience formulating work plans, assigning program responsibilities, and/or evaluating overall office goals related to evaluation of work. Also include your scope of work environment responsibilities (i.e., similar functions, varying occupational fields).*
- 3. Ability to clearly and concisely share information with subordinate staff; to present both verbally and in writing ideas which are shared with employees at all levels; to develop an atmosphere of teamwork through shared ideas and goals; to negotiate resolution or controversial issues; to build relationships throughout the organization which facilitate the accomplishment of work.** *(Describe the audience (i.e., individual, size of groups, make up of groups, level of management, etc.) and your experience providing oral and written instructions as well as policy and/or program information that may have been complex and/or controversial in nature.)*

4. **Ability to recognize employee diversity and build on strengths; to ensure a discrimination and harassment-free workplace for all employees; to provide developmental and training opportunities for employees; to support and promote Bonneville's equal opportunity program; to equitably provide career opportunities for all employees, including minorities, women, handicapped, etc.** (Describe your role and participation in diversity and EEO programs relative to employment advancement and/or training opportunity availability for employees.)
5. **UTILITY WORK PRACTICES. Experience in an electric utility in Operations, Maintenance, Construction, and/or Engineering programs.** (Please describe your experience working in an electric utility including your involvement with the above programs.)

#### **APPLICATION INFORMATION:**

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

#### **HOW TO APPLY:**

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.

#### **REQUIRED INFORMATION ON RESUMES\***

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

**\*Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration .**

**FORMS AVAILABILITY:** All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

***Applicants should retain a copy of their application as BPA does not return applications or provide copies.***

#### **WHERE TO APPLY:**

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232.

#### **RECEIPT OF APPLICATION:**

Your complete application must be received no later than 12 midnight Pacific Daylight Time (PDT) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PDT.

Applicants will be notified of receipt of their application package.

**FAX APPLICATIONS:**

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

**EMAIL APPLICATIONS:**

Applications should be sent as email attachments to: [jobs@bpa.gov](mailto:jobs@bpa.gov). The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.**

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<a href="http://www.va.gov/">http://www.va.gov/</a>	<a href="http://www.jobs.bpa.gov/">http://www.jobs.bpa.gov/</a>	<a href="http://www.usajobs.opm.gov/">http://www.usajobs.opm.gov/</a>	<a href="http://www.opm.gov/qualifications/index.htm">http://www.opm.gov/qualifications/index.htm</a>
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management

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