



BPA VACANCY ANNOUNCEMENT (#002769-05-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Customer Account Executive (Real Time Trader), GS-1101-11/12/13,
Portland, OR

OPENING DATE 10/07/04	CLOSING DATE 10/21/04	ANNUAL PAY RATE: GS-11 \$50,620 - \$65,803 GS-12 \$60,670 - \$78,868 GS-13 \$72,146 - \$93,791
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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: Power Business Line, Bulk Marketing & Transmission Services; Trading Floor - PTF

NOTES:

The full performance level of this position is GS-13.

This position may be filled at the GS-11, GS-12 or GS-13 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.

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement.

This position requires 24-hour rotational shift coverage 7 days a week, 365 days a year.

CONFIDENTIAL FINANCIAL DISCLOSURE required at GS-13 grade level: Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.

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 Trading Floor function focuses on short-term (less than 18 months sales and purchases) marketing of surplus power. This function, working closely with Generation Scheduling, attempts to optimize the value of the Federal Columbia River Power (FCRPS) and Transmission (FCRTS) Systems for the Pacific Northwest by marketing short-term surplus energy to regional and extra-regional entities. Products marketed by this function are comprised primarily of block

forward and daily spot market transactions. This position staffs a real-time desk focused primarily on real-time marketing opportunities. Primary focus will include: 1) California Independent System Operator (CAISO) Hour Ahead (A/H) bidding in the ancillary services (A/S) real-time markets; 2) Northwest and Southwest bi-lateral market purchases and sales; 3) Power purchases to protect system load; and, 4) Assisting scheduling staff during real-time curtailments. Within established parameters and in consultation with other affected work groups, incumbent performs the following: Self-directed, proactive monitoring of the hourly bi-lateral markets. With minimal oversight develop hour-ahead energy bids and offers into various markets and market (purchase and sell) energy as appropriate. Proactive monitoring and bidding into the hour ahead spinning, non-spinning and replacement reserves market with minimal oversight or direction. In coordination with the day ahead traders, optimize trading opportunities between real-time markets and day ahead markets. With minimal oversight or direction, bid into CAISO Supplemental Energy market. Prepare etags. With minimal oversight, arrange transmission for appropriate schedules. Other duties as assigned by the senior staff, team leads, or management team.

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 (GS-11): Experience that demonstrates knowledge of a utility market (such as power billing; power scheduling, energy accounting, power contract/agreement development and/or administration; power rate analysis; financial management; commodities trading; risk management; or comparable work in a natural gas utility operation.)

Specialized Experience (GS-12): Experience that demonstrates knowledge of wholesale electricity market, including knowledge of customers, competitors, and market prices.

Specialized Experience (GS-13): Experience trading in wholesale electricity markets in the Pacific Northwest and/or the Western United States, including knowledge of customers, competitors, and market prices.

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.

Substitution of education for experience: 3 full years of progressively higher level graduate education leading to a Ph D or Ph. D. or equivalent doctoral degree at the GS-11 grade level. **You must submit a copy of college transcripts if substituting education for experience.**

TIME-IN-GRADE RESTRICTION(s): Applicants must have served 52 weeks at the next lower grade level in the Federal service.

For GS-11, 52 weeks at GS-9.

For GS-12, 52 weeks at GS-11.

For GS-13, 52 weeks at GS-12.

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. **Knowledge of utility markets and participants.** (Describe your role and experience working with utility markets and their participants such as those in the Pacific Northwest or Western United States.)
2. **Ability to recognize market trends and perform analytical work while applying these to real-time markets.** (Describe your experience recognizing market trends, and types of trends such as weather and/or unit outages. Describe your experience performing analytical work dealing with real-time markets.)
3. **Knowledge of regional power generation and transmission systems.** (Describe your experience working with regional power generation and transmission systems such as experience with the Federal Columbia River Power (FCRPS) and Transmission (FCRTS) systems, or similar systems.)
4. **Knowledge of the elements of team effectiveness such as group dynamics, roles and responsibilities in building and sustaining the team, managing individual differences and conflicts collaboratively, overcoming barriers to team performance, effective listening and response, and group decision making and problem solving sufficient to work effectively as a team member to meet program and production goals and to make a significant contribution to improving how the team functions.** (Describe your experience as a member of a team and specific contributions you made to improve how the team functioned. Also describe any education or training you completed which addressed the elements of team effectiveness.)

5. **Knowledge of effective negotiating techniques and methods sufficient to sell ideas to others, work confidently with others to resolve issues, and develop win-win solutions.** (Describe your experience in negotiating with others. Provide specific examples of issues resolved and win-win solutions developed or other results obtained.)

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.
3. College transcripts are required only if substituting education for experience at the GS-11 level.

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 11th 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 11th 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. 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.

http://www.va.gov	http://www.jobs.bpa.gov	http://www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management
