



BPA VACANCY ANNOUNCEMENT (#002818-05-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Supervisory Public Utilities Specialist (Metering), GS-1130-14, Vancouver, WA

This is a temporary promotion/detail opportunity, NTE 2 Years

OPENING DATE 11/09/04	CLOSING DATE 11/23/04	ANNUAL PAY RATE: GS-14 \$85,255 - \$110,833
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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, Operations & Planning, Transmission Metering & Revenue Settlement - TMM

NOTES:

The full performance level of this position is GS-14.

This is a temporary promotion/detail opportunity, not to exceed 2 years. Temporary promotions may be extended up to five years or be made permanent without further competition. If this opportunity is not extended or made permanent, the employee will be returned to their original position of record, or to a different position of equivalent grade and pay. Temporary promotions may be terminated at any time based on the needs of management. Note: Applicants must meet the qualification requirements of the position to be eligible for temporary promotion.

Details are available to applicants who are currently employed at a grade at least equivalent to, or a higher grade than, the advertised position- no salary increase is associated with accepting a detail. Applicants do not need to meet the qualification requirements of the position to be eligible for a detail. Details can be extended up to a total period of two years (in 120-day increments). Detailed employees will be returned to their original position of record. Details may also be terminated at any time based on the needs of management.

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

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.

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

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 serves as the supervisor for Metering Services and reports directly to the Transmission Metering Services and Revenue Settlement Manager. Performs as supervisor for the Metering Services work unit and performs a significant technical leadership role on a wide range of strategic and operational analyses, provides engineering review of meter equipment as related to meter data management and develops plans and requirements for meter data management processes and systems. Responsible for implementing a comprehensive meter data management program that spans across Business Lines, including, establishing a comprehensive strategy for meeting meter data requirements under FERC's Standard Market Design (RTO); developing wide-ranging strategies to address immediate/emerging meter data requirements; implementation of products and services to meet stakeholder meter data needs; and developing recommendations for changes in facilities, equipment, and systems to meet stakeholder needs in the most cost-effective and economical manner.

QUALIFICATION REQUIREMENTS (For temporary promotion): 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 is experience:** Experience in any of the following: using the MV90 system to gather meter data designing, programming, or maintaining meters, validating, editing, and estimating meter data for multiple purposes.

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.

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 Bonneville's meters, meter data, and collection methods and systems.** (Please describe your experience using the MV90 system, designing, programming, or maintaining meters, or validating, editing, and estimating meter data. Include all that apply and indicate for what purpose(s).)
- 2. 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; and develop and motivate employees.** (Describe your experience/training that demonstrates your experience and/or potential for performing supervisory duties, including prior experience as a manager, supervisor, and/or team lead; experience providing guidance and training to employees; coordinating and integrating the work of others into a completed work product; experience as a "project" leader; resolving problems; providing advice to others; evaluating work products; and improving or devising new work methods, procedures, or improvements.)
- 3. 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; and develop and gain support for the organization's vision.** (Describe your experience formulating or participating in the establishment of work plans, work unit objectives, working with other individuals/organizations/work units in resolving problems and issues, and identification of resources necessary to accomplish objectives, including the stability of the work unit.)
- 4. Ability to clearly and concisely share information with subordinate staff; too 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; and to build relationships throughout the organization which facilitate the accomplishment of work.** (Describe the audience and your experience providing oral and written policy and/or program information.)
- 5. 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; and 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.)

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 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 Standard Time (PST) 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 PST.

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.

www.va.gov	http://www.jobs.bpa.gov/	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
