



United States Department Of Energy
Southwestern Power Administration

Recruiting Announcement

Job Announcement #:
DEU-SW-2009-04

Opening Date:
1-12-2009

Closing Date:
2-5-2009

POSITION:

Deputy Assistant Administrator
GS-301-14/15 (One Vacancy)

SALARY:

GS-14: \$95, 010 - \$123,519
GS-15: \$111,760 - \$145,290

ORGANIZATIONAL LOCATION:

U. S. Department of Energy
Southwestern Power Administration
Office of the Administrator

DUTY LOCATION:

Washington, D.C.

PROMOTION POTENTIAL:

Full performance level of this position
is GS-15.

REPORT OF FINANCIAL INTEREST:

Yes

WHO CAN APPLY:

All U. S. Citizens May Apply. All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor. Position is advertised under this Announcement and SW-2009-07.

**THIS IS AN EXCEPTIONAL
CAREER OPPORTUNITY**

Southwestern Power Administration delivers the most reliable and clean wholesale power benefiting over 7 million users, across a six-state region, at the lowest cost possible. In addition to supporting that significant mission, this position provides:

- ▶ A mission-focused career providing the opportunity to promote a clean, reliable and renewable source of energy – hydroelectric power – while working out of the Department of Energy's Forrestal Headquarters facility, Washington, D.C., in the Power Marketing Administration's Liaison Office (PMLO), in support of two of the four National Power Marketing Administrations: Southeastern Power Administration (Southeastern), headquartered in Elberton, Georgia, and Southwestern Power Administration (Southwestern), headquartered in Tulsa, Oklahoma.
- ▶ Relocation expenses may be paid.

GENERAL INFORMATION:

This position works out of the U.S. Department of Energy's Forrestal Headquarters facility, Washington, D.C., in the Power Marketing Administration's Liaison Office (PMLO), where the incumbent supports two of the four national power marketing administrations: Southeastern Power Administration (Southeastern), headquartered in Elberton, Georgia, and Southwestern Power Administration (Southwestern), headquartered in Tulsa, Oklahoma. (The PMLO is shared by the Western Area Power Administration.) The prime objective of both Southwestern and Southeastern is to market electric power and energy generated by the Federal reservoir projects (multi-purpose dams) while encouraging widespread use of the power at the lowest possible cost to consumers. For more information, visit the Internet web sites at: Southwestern, www.swpa.gov; Southeastern, www.sepa.doe.gov.

APPLICANT CERTIFICATION:

Before appointment, applicants will be required to certify that all information contained in or attached to his/her application is complete, true, accurate, and made in good faith, as well as, provide other suitability information. This certification will be made with the understanding that the information may be investigated; and false or fraudulent information on the application may be grounds for not hiring you, for firing you after you begin work, or be punishable by fine or imprisonment.

DUTIES:

The incumbent is responsible for providing to Southwestern and Southeastern (the Administrations) substantive guidance and support, by policy and strategy, for communicating budgetary program levels with Department of Energy (DOE), Office of Management and Budget (OMB), and Congress through verbal and written communications. Incumbent performs a critical role in analysis, preparation, formulation, and execution of policies with respect to budget and program planning and other financial planning and management matters; advises both Administrations' management about developments in Washington, D.C., which affect their programs, and recommends strategies for dealing with subject developments; tracks proposed Congressional legislation and hearings applicable, or of interest, to the Administrations; attends Congressional hearings and provides written reports and analyses of the proceedings; within the Washington office, assumes lead technical responsibilities for both Administrations on all issues regarding power rates, power contracts, and power marketing issues; negotiates with other Federal officials and organizations on behalf of the Administrations; presents information, explanations, and justifications regarding the programs and policies of Southeastern and Southwestern; prepares, or provides input for, and conducts briefings to the Office of the Deputy Secretary of DOE, other DOE officials, OMB, Congressional staff, interest groups, and the general public on the programs of the Administrations; conducts special studies, provides narrative analysis, or compiles data and statistics in response to requests; participates in projects involving research into activities, expenditures, or procedures of the two Administrations, DOE, and the U.S. Army Corps of Engineers; and makes recommendations based on studies or projects for improvement of organizational activities or new or changed procedures, delegations, work flow, and related activities. The incumbent of this position is the back-up to the PMLO staff of Western Area Power Administration.

QUALIFICATIONS:

The qualification requirements are generally addressed by the U. S. Office of Personnel (OPM) Qualification Standards for General Schedule Positions, Group Coverage Qualifications Standards for Administrative and Management Positions, which can be found on the Internet at <http://www.opm/qualifications/SEC-IV/A/GS-ADMIN.asp>. The qualifications are highlighted as follows:

Basic Requirements:

Applicants must have one year *specialized experience* equivalent to at least the next lower grade level (GS-13 level experience for the GS-14 position or GS-14 level experience for the GS-15 position.) Equivalent combinations of education and experience are *not* qualifying; i.e., there is *no* substitute for the specialized experience requirement.

Specialized Experience:

Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully and that is typically in, or related to, the work of the position to be filled is considered specialized. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Examples of specialized experience for this vacancy might be: Experience performing budget or program analysis, legislative analysis, power marketing, electric utility operations, Congressional staff functions, or related functions.

Note: Status applicants (current Federal employees) must meet qualifications and time-after competitive appointment requirements within 30 days of the closing of this announcement.

BASIS OF EVALUATION:

Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below.

To receive consideration, all applicants must address the set of ranking factors listed below on a supplemental sheet and include this as a part of their application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.

(See Keys to Addressing Ranking Factors below.)

For each of the ranking factors below, please indicate your source of knowledge (information), how you have used this knowledge in the past (actions), and, where possible, describe the outcome of your actions (results).

Ranking Factors are:

1. Knowledge of wholesale power marketing business practices, rates and repayment practices, and financial practices in the high-voltage transmission and wholesale power marketing businesses.

2. Knowledge of the structure, policies, procedures, and roles of the Office of Management and Budget (OMB), other government departments and agencies, and the Congress in order to advise Power Marketing Administration (PMA) management on national energy policy issues and proposed legislation that could impact PMAs.
3. Knowledge of the Federal budget process and an understanding of procedures for managing financial resources in order to defend and support budgetary program levels with the Department of Energy (DOE), and OMB, and Congressional staff.
4. Demonstrated ability to develop working relationships at all levels of an organization, external customers and stakeholders, and Congressional staff based on trust and confidence. Recognizes the value of teamwork and embraces collaboration in addressing cross-cutting issues and programs.
5. Demonstrated skill of interpersonal influence by articulating complex or technical information so that others can understand. Is an active listener, fosters open, two-way information exchange, and is skilled in both written and verbal communication.
6. Knowledge and understanding of management principles and practices.

KEYS TO ADDRESSING THE RANKING FACTORS:

In your address of the ranking factors above, our subject-matter experts (raters) are looking for clear, concise examples that show the level of accomplishment and degree of responsibility. Examiners and raters are not permitted to infer anything about your application, so be sure that your statements are specific and complete. *Examples* that show depth of knowledge, level of skill, degree of ability, and evidence of what you actually did and the results that were obtained are essential to ensure an appropriate rating of your application. Each ranking factor should be addressed individually with no more than two per sheet of paper. Applicants are encouraged to limit their response to each ranking factor to no more than one page. ***Remember, please indicate your source of knowledge (information), how you have used this knowledge in the past (actions), and, where possible, describe the outcome of your actions (results).***

SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

1. Applicants must be citizens of the United States (or owe allegiance to the United States.)
2. Applicants must be at least 16 years of age to apply for this vacancy.
3. Public Law 103-356 requires direct deposit of Federal wage, salary, travel reimbursement, and retirement payments by electronic funds transfer from recipients.
4. Incumbent is subject to frequent travel.
5. The selectee is subject to a brief background investigation prior to entering on duty. This brief background investigation may take up to three weeks to successfully

- adjudicate before selectee may begin employment. A comprehensive background investigation will commence upon effective date of hire and may take up to 9 months to adjudicate. Unsuccessful adjudication will result in the termination of employment.
6. Minimum Background Investigation (MBI): This is a Noncritical-Sensitive (Level 2) position that requires completion and favorable adjudication of a Minimum Background Investigation (MBI) *prior* to appointment to this position. There is no provision for a waiver for this position. Unfavorable adjudication will require non-selection.
 7. Incumbent will be required to obtain a “Q” clearance in order to meet the demands of the position.
 8. Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from registration under the Selective Service Law.
 9. Position may be filled at the GS-14 or GS-15 level. If filled at the GS-14 level, incumbent may be non-competitively promoted, at the discretion of management, to the GS-15 level upon meeting all qualification and performance requirements.
 10. The first year of Federal civilian service of an employee who is given a career or career-conditional appointment is a probationary period, in accordance with 5 CFR Section 315.801. Unsatisfactory performance or misconduct during the probationary period may lead to termination of employment, per Section 315.804.
 11. Relocation expenses may be paid.

PLACEMENT ASSISTANCE PROGRAMS:

Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy’s Career Transition Assistance Program (CTAP) *must* submit the documentation listed below with their application package:

1. RIF separation notice; a letter from OPM or your agency documenting your priority consideration status;
2. Current (last) performance appraisal rating of record (must be successful or equivalent – or better);
3. Narrative statement (GS positions) addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
4. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies that have no higher promotion potential.)

Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities that clearly exceed the minimum qualification requirements for the position.

REASONABLE ACCOMMODATION:

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

VETERANS' PREFERENCE:

The Veterans' Preference Act of 1944, as amended, provides veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns preference over others in hiring from competitive lists of eligibles. A veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. As defined by 5 U.S.C. 2101(2), Armed Forces means the Army, Navy, Air Force, Marine Corps, and Coast Guard. When applying for Federal jobs, eligible veterans should claim preference on their application or resume and include a copy of their DD-214. For more information about this and other veterans' issues, refer to the Vet Guide, published by the Office of Personnel Management, at <http://www.opm.gov/veterans>.

Note: The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during the period, regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the *Vet Guide* that may be found on the U. S. Office of Personnel Management web site at <http://www.opm.gov/veterans>.

Change in Service-Connected Disability Veterans Preference Eligibility: According to the Office of Personnel Management, on February 6, 2007, the Merit Systems Protection Board issued a decision in *Hesse v. Department of the Army*, 104 M.S.P.R. 647 (2007), that affects eligibility for veterans' preference based on a service-connected disability under section 2108(2) of Title 5, United States Code. The Board decided that the term "active duty" as used in 5 U.S.C. 2108(2) "...may consist entirely of service for training purposes."

CONTACT:

For further information, you may contact Margaret Skidmore at 918-595-6619 or Margaret.Skidmore@swpa.gov.

HOW TO APPLY:

Candidates may submit a resume, curriculum vitae, other documents such as an optional Federal employment application, or a general employment application form.

1. Your application must contain, at a minimum, the following information:
Announcement Number (DEU-SW-2009-04), title (Deputy Assistant Administrator), and grade of position applied for (GS-14, GS- 15, or both grades) on front page of application or resume, your full name, mailing address, telephone numbers, social security number, country of citizenship, and your work and education background.
2. **The following material should be included in your application package:**
 - **Most recent copy of your SF-50, Notification of Personnel Action, if applicable**
 - *Supplemental address of ranking factors (mandatory for consideration)*
 - **Copy of most recent performance evaluation.**
 - **Ethnicity and Race Identification form (SF-181) (optional)**

Submission of the form, Ethnicity and Race Identification, is voluntary and can be found at Southwestern Power Administration's website at: <http://www.swpa.gov/jobopenings.aspx>.

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.**

IMPORTANT: Applications must be received in Southwestern's Human Resources Management Office (address below) *on or before the closing date*. Hand-delivered, e-mailed, or faxed application packages must be received by 5:00 CT on the closing date. Mailed applications must be postmarked by the closing date and received in Southwestern's Human Resources Management Office within 3 days of the closing date. Do not send original documents; applications will not be returned. *Applications mailed in Government-franked envelopes or faxed using government fax machines will not be accepted.*

Send complete application package to:

Southwestern Power Administration
ATTN: Margaret Skidmore, S-6200
One West Third Street
Tulsa, OK 74103

E-mail: Margaret.Skidmore@swpa.gov
Phone: (918) 595-6619
FAX: (918) 595-6656

There is only one vacancy for a permanent position in the competitive service. This position is advertised under two Announcements, Merit Promotion SW-2009-07 and DEU-SW-2009-04. Management reserves the right to hire more than one individual should another position become available

within 90 days of the closing date of this Announcement. This Announcement is only one source of candidates the selecting official may use to fill positions.

The U. S. Department of Energy is an Equal Opportunity Employer.