

Announcement No.: SW-2009-11

MERIT PROMOTION Vacancy Announcement

Opening Date: May 5, 2009

Closing Date: May 27, 2009

U.S. DEPARTMENT OF ENERGY
SOUTHWESTERN POWER ADMINISTRATION

AMENDED

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POSITION: POWER SYSTEM DISPATCHER
AD-0303-3/4

SALARY RANGE: AD-3: \$71,133 - \$91,235 per annum
AD-4: \$78,246 - \$102,726 per annum

ORGANIZATION LOCATION: Office of Corporate Operations
Division of Scheduling and Operations

DUTY LOCATION: Springfield, Missouri

PROMOTION POTENTIAL: AD-0303-4

REPORT OF FINANCIAL INTEREST: No

NUMBER OF POSITIONS: 1

This job announcement is only one source of candidates the selecting official can use to fill positions. Management reserves the right to fill multiple positions from this announcement within six months of the closing date. This is a permanent, full-time position in the competitive service.

WHO MAY APPLY

Status candidates. (Status candidates are current career or career-conditional employees of the Federal Government.) 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. This position is advertised under two announcements, **SW-2009-11** and **DEU-SW-2009-07**. If you are a current federal employee, eligible for reinstatement, eligible under a special appointing authority, or a preference-eligible veteran, you may apply under both announcements and receive dual consideration. If you do not meet these conditions, you must apply under **DEU-SW-2009-07**. This is a permanent, full-time position.

GENERAL INFORMATION ABOUT SOUTHWESTERN

Southwestern Power Administration (Southwestern) was created in 1943 to market power and energy produced at the U.S. Army Corps of Engineers hydroelectric power projects. Twenty-four Federal multi-purpose water resource projects (dams) generate electricity that is provided to homes and businesses in a six-state area: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas. To integrate the operation of the hydroelectric generating plants, Southwestern maintains 1,380 miles of high-voltage transmission lines, 24 substations, and 46 microwave towers. Seventeen of the 24 generating plants are scheduled directly by Southwestern. Nineteen generating plants contribute to the interconnected system operations. Generation at five projects serves specific customer loads. Southwestern is responsible for repaying the U.S. Treasury for all costs associated with the production and marketing of hydroelectric power.

Southwestern offers employees the standard Federal benefit packages with performance awards, a peer recognition program, alternative work schedules, employee assistance programs, and training. For more information about Southwestern, visit our Internet web site at: www.swpa.gov.

APPLICANT CERTIFICATION

Before appointment, applicant will be required to certify that all information contained on 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 Power System Dispatcher analyzes the Energy Management System (EMS) log, other available data, and verbal information from other staff members to ascertain present resource situation; develops plans for resource utilization of generation schedules, hydro release criteria, thermal operating criteria, anticipated firm loads, and supplemental sales for the day; monitors load/resource balance and takes appropriate action to ensure operating reserves are maintained. When balancing area resources are insufficient to serve load, this position initiates action with the appropriate generating entity to balance resources and obligations; when necessary, utilizes reserve sharing arrangements to correct resource shortage situations; and if resources are insufficient to meet loads, has full authority, without concurrence from management, to initiate manual load shedding with appropriate load serving entity. The Power System Dispatcher operates in a manner that meets all NERC Control Performance requirements.

This position administers contracts for the sale, interchange, and purchase of power, energy, transmission and ancillary services; and reviews draft contracts or proposed agreements and offers input on their viability in the operating environment.

This position coordinates interchange schedules with other balancing areas; provides functional supervision of the Scheduler on the assigned shift; and operates the computer based interchange scheduling and accounting system to record all transactions for sales or purchases of power and energy made during the assigned shift. This position assumes all responsibility for approval of energy tags and proposed schedule transactions during periods when the Schedulers are not available.

This position coordinates work requiring clearances or hot line orders with area maintenance offices; directs all routine and emergency switching required for changing system interconnections, restoring service after a disturbance, and removing equipment from service for routine or emergency maintenance; is responsible for ensuring that the switching actions performed result in safe working conditions for the maintenance personnel; and monitors the power system and maintains system voltage within established guidelines.

This position takes immediate remedial action to safeguard the public or to prevent overload or damage to power equipment during unusual or abnormal conditions and equipment troubles; and reports system problems to appropriate authorities, and orders line patrols, and inspection and testing of faulted equipment.

This position is responsible to conduct the operation of the Southwestern equipment and balancing area in compliance with NERC Standards, and to Regional Reliability Standards.

This position maintains a log by collecting data from a variety of sources to document system operation and decisions implemented.

During periods of forced generation required by flood control operations, The Power System Dispatcher utilizes various contractual arrangements to dispose of surplus energy in a manner which combines maximum benefit to Southwestern and equitable distribution to customers. During periods in which use of hydro generation is curtailed, this position schedules the purchase of energy to support contractual obligations in a manner that satisfies load requirements and minimizes expense to Southwestern and its customers.

This position monitors the communication system to ensure continuity of control, protective relaying, and automatic generation control communication circuits; and reports equipment failures or abnormalities to the maintenance personnel.

This position performs flight following services for aerial line patrols, and acts as central contact and coordinator for situations involving an overdue flight.

In addition to the duties listed above, the AD-0303-04 position furnishes technical instruction and guidance to trainee positions assigned to the shift and provides technical advice to office support personnel as needed.

QUALIFICATIONS

Applicants must be found qualified to do the work of a Power System Dispatcher. In their application material, they must indicate that they possess sufficient experience, knowledge and skills to perform transmission dispatching, generation dispatching, and reliable operation of an electric power transmission system and balancing area. Applicants must demonstrate knowledge of power system operating concepts, principles, practices and policies established by the North American Electric Reliability Corporation (NERC).

Specialized Experience:

To qualify for the AD-3 position, the applicant must have had at least one year experience in generation dispatching or transmission dispatching at a large power system (115-kV or above).

To qualify for the AD-4 position, the applicant must have had at least one year experience in BOTH generation dispatching and transmission dispatching at a large interconnected power system (115-kV or above).

In addition to the specialized experience noted above, the incumbent must possess and maintain NERC (North American Electric Reliability Corporation) Certification as required. At a minimum, current Certification is required in Balancing, Interchange, and Transmission (BIT). Failure to maintain certification could result in the termination of employment.

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, 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 five 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:

1. Knowledge of advanced power system operating concepts, principles, practices, and policies established by the North American Electric Reliability Corporation (NERC) and associated regional councils.
2. Knowledge of interconnected power systems, power marketing contracts and administration of such contracts, transmission service information networks, and interchange scheduling and accounting.
3. Knowledge of electric resource coordination involving hydro, thermal, and renewable (solar, wind, etc.) resources.
4. Knowledge of energy management systems and power system supervisory control and data acquisition (SCADA)-type equipment.
5. Knowledge of electric power system switching and clearance procedures.

KEYS TO ADDRESSING THE RANKING FACTORS:

In your responses to the questions on the Supplemental Qualifications Statement, 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. ***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 may be subject to travel.
5. **Background Investigation:** The selected individual is subject to a Minimum Background Investigation (MBI) 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. **Random Drug Testing.** This position is subject to drug testing. The selected applicant must test negative prior to being appointed to this position and will be subject to random testing thereafter. Failure to pass subsequent tests could result in disciplinary action, up to and including removal from the Federal service.
7. **Shift Work:** This position requires 24 hour coverage. The selected individual will work a rotating shift with a combination of 12 and 8 hour shifts. The shifts include nights, weekends, and holidays.

NOTE: Relocation incentives may be paid at the discretion of the Agency, depending upon budgetary considerations.

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 **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 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 EMPLOYMENT OPPORTUNITIES ACT (VEOA) OF 1998:

The Veterans Employment Opportunities Act of 1998, as amended by Section 511 of the Veterans Millennium Health Care Act (Pub. Law 106-117), of November 30, 1999, provides that agencies must allow eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. A VEOA eligible who competes under merit promotion procedures and is selected will be given a career or career-conditional appointment. Veterans' preference is not a factor in these appointments. *This announcement is recruiting outside the Department of Energy workforce, thus allowing eligible veterans to make application for this position, which is open to current Federal employees. Eligible veterans may apply and receive consideration as if they were current Federal employees, but such veterans will not receive preference in the form of extra points added to their rating. Additional information is available in OPM's Vet Guide, found at: <http://www.opm.gov/veterans/ref.asp>.*

CONTACT:

For further information, you may contact Janet Hagar at 918 595-6622 or at janet.hagar@swpa.gov

HOW TO APPLY

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

- A. Your application must contain the following information: Announcement number (SW-2009-11), title (Power System Dispatcher), and grade of position for which you are applying (AD-0303-3 or AD-0303-4) on the front page of the application or resume; your full name, mailing address, telephone numbers; your social security number; country of citizenship; your work and education background.
- B. Additional information/completed forms should be submitted if applicable:

- Most recent copy of your SF-50, Notification of Personnel Action (if applicable)
- Supplemental address of ranking factors (mandatory for consideration)**
- 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>.
- DD-214 if requesting Veterans' Preference
- Proof of current NERC certification

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 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*. Application packages which are emailed or faxed must be received by midnight Central Time on the closing date. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes, faxed using government fax machines, or emailed using Government email accounts will NOT be accepted.**

Submit complete application package to:

**Southwestern Power Administration
Attn: Janet Hagar, 6200
One West Third Street
Tulsa, OK 74103-3502**

**E-mail: janet.hagar@swpa.gov
Phone: (918) 595-6622
Fax: (918) 595-6656**

THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.