



United States Department Of Energy
Southwestern Power Administration

Recruiting Announcement

Job Announcement #:
DEU-SW-2008-20

Opening Date:
08-29-2008

Closing Date:
09-19-2008

POSITION:

Power Operations Specialist (Training & Compliance Manager) – One Vacancy
AD-0303-05/06

**THIS IS AN EXCEPTIONAL
CAREER OPPORTUNITY**

SALARY:

AD-05: \$82,206 - \$107,925

AD-06: \$86,317 - \$113,321

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

ORGANIZATIONAL LOCATION:

U.S. Department of Energy
Southwestern Power Administration

- A mission-focused career providing the opportunity to promote a clean, reliable, and renewable source of energy—hydroelectric power—through management of the training program for system operators and the NERC Reliability Standards Compliance Program.
- A salary and benefits plan second to none.
- Networking opportunities with a wide range of industry stakeholders on the cutting edge of this dynamic field.
- A possible relocation incentive for highly qualified applicants.
- A Career Development plan with non-competitive promotion potential to the AD-06 level.

DUTY LOCATION:

Springfield, MO

PROMOTION POTENTIAL:

AD-06

REPORT OF FINANCIAL INTEREST:

No

WHO CAN APPLY:

All U.S. citizens may apply. No previous Federal employment is required. 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-2008-28 and DEU-SW-2008-20.

HOW TO APPLY:

See Page 7 for a list of required documents to include in your application package.

DUTIES

The incumbent serves as Southwestern's subject-matter expert on Electric Reliability Organization (ERO) Standards, includes NERC (North American Electric Reliability Corporation) and the regional entity SPP (Southwest Power Pool). Incumbent monitors all actions related to standard review, modification, and implementation and ensures Southwestern has opportunity to comment and vote on proposed standards.

Incumbent coordinates activities related to NERC standards compliance with U.S. Army Corps of Engineers and entities connected to Southwestern's transmission system.

The incumbent coordinates compliance activities closely with the Supervisory System Operator and the Power Operations Specialist (Training) to ensure Southwestern is fully informed on all issues related to compliance.

Oversees development and implementation of a comprehensive training program to assure that system operators are fully trained on operational and dispatching procedures, including those elements required for system operator certification.

Oversees development and coordination with non-Southwestern entities of a training program for the Operations personnel in safe operating practices to ensure safety of workers and to prevent equipment damage related to substation switching activities located within the jurisdiction of Southwestern.

The incumbent oversees the recording and collection of all data needed to meet the documentation requirements of the compliance program.

The incumbent is familiar with the terms of power sale and transmission service contracts as they relate to: electrical, communications, and metering facilities; sales, purchase, exchange, banking, and wheeling of power and energy; and the standby obligations required of the system as they relate to power system operations. Issues instructions and advises others in accordance with provisions of the operating agreements to ensure an efficient and effective program that complies with the policies and procedures associated with the contracts.

The incumbent directly, or through others, coordinates system operator training events with the Southwest Power Pool.

Incumbent is knowledgeable of all aspects of interchange scheduling and tagging of energy transactions and procedures associated with the creation and implementation of transaction tags and interchange schedules.

The incumbent may be called upon to work the system operator desks in emergencies and must maintain proficiency at performing these duties.

At the grade level of AD-05, the incumbent will receive closer supervision than at the AD-06 level.

QUALIFICATIONS (Page 1 of 2)

The qualifications are *highlighted* as follows:

Basic Requirements:

1. Applicants must have *specialized experience*¹ equivalent to at least next lower grade level (AD-05 or GS-13). Equivalent combinations of education and experience are NOT qualifying for the AD-06 grade level, i.e., there is no substitute for the specialized experience at the appropriate level. In addition, current DOE employees must meet qualification and time-after-competitive-appointment requirements within 30 days of the closing date of this announcement. **Examples of qualifying specialized experience** include:

- **For the AD-06 Level:** (1) Experience equivalent to the AD-05 level directly supporting a power system operator staff of a power system with 115-kV or higher voltage transmission lines, substations, and interconnections to other utilities as one of the following: Lead or supervisor; Power Operations Specialist; Operations/outage coordinator; or Power system operator trainer. (2) Engineering experience equivalent to the GS-13 level or higher in design, planning, maintenance, construction, SCADA, EMS, or operation of the power system.
 - **For the AD-05 Level:** (1) Experience equivalent to the AD-04 level directly supporting a power system operator staff of a power system with 115-kV or higher voltage transmission lines, substations, and interconnections to other utilities as one of the following: Power Operations Specialist, Operations/outage coordination, or power system operator/trainer. (2) Engineering experience equivalent to the GS-12 level in design, planning, maintenance, construction, SCADA, EMS, or operation of the power system.
2. Must be currently certified as a North American Electric Reliability Corporation (NERC) Certified System Operator in Reliability (RC).
3. GS-12/13 engineering personnel who qualify for this position must possess a NERC Certified System Operator, Reliability (RC) certificate **within one year** from the effective date for this position. The selectee will remain at their current GS-12/13 level until the effective date of certification; at which time, the GS-12/13 employee will be reassigned at a comparable AD-05/06 level the first full pay period following the effective certification date. GS-12/13 personnel who have submitted proof of certification at the time of selection will be reassigned at a comparable level of the AD-05/06 grade on their effective start date.

¹ 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.

QUALIFICATIONS-Continued (Page 2 of 2)

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 six ranking factors listed on Page 4 as a supplemental to their resume/application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration. 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.**

In addressing the ranking factors, our subject-matter experts (raters) are looking for clear, concise examples that show an applicant's level of accomplishment and degree of responsibility. Examiners and raters are not permitted to infer anything about an application, so applicants must ensure their statements are specific and complete. Examples that show depth of knowledge, level of skill, degree of ability, and evidence of what the applicant actually did and the results that were obtained are essential to ensure an appropriate rating of the application.

Ranking Factors are:

1. ***Selective Ranking Factor: Knowledge of the North American Electric Reliability Corporation (NERC) Reliability Standards and the Compliance Program.** *(Instructions: Be specific about your knowledge; i.e., what you know, how you know it, and how you utilized the knowledge.)*
2. **Ability to develop, change, and improve work methods to satisfy NERC standards, the compliance program, and management goals.**
3. **Ability to articulate complex or technical information so that others can understand. Ability to foster open, two-way information exchange in both written and verbal communications formats.** *(Instructions: Provide examples of the written and verbal complex/technical information you have communicated, discussing special circumstances or approaches.)*
4. **Recognizes the value of teamwork and embraces collaboration in addressing cross-cutting issues and programs by fostering a spirit of teamwork, cooperation, trust, and valuing diversity in pursuing solutions to meet organizational goals and program plans.**
5. **Knowledge of teaching, training, making presentations, and other methods of instruction.**
6. **Working knowledge of the principles of the generation and transmission of electrical energy and the fundamentals of interconnected system operations.**

***Selective Factor:** Specific qualifications which are absolutely required because a person cannot perform successfully in the position without such qualifications. A selective factor is part of the minimum requirements for a position, and applicants who do not meet a selective factor are ineligible for consideration.

SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

Applicants must be citizens of the United States (or owe allegiance to the United States) and must be at least 16 years of age to apply for this vacancy. Public Law 103-356 requires direct deposit of Federal wage, salary, travel reimbursement, and retirement payments by electronic funds transfer from recipients.

Random Drug Testing. This position is subject to drug testing. The selectee 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.

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. Unfavorable adjudication will require non-selection. (A comprehensive background investigation will commence upon the effective date of hire and may take up to 9 months to adjudicate.)

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.

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.

The person selected for this position must complete (or have already completed) a one-year *supervisory* probationary period.

BENEFITS AND OTHER INFORMATION

An incentive (i.e., a lump-sum payment not to exceed 25% of adjusted base pay) may be authorized. Relocation expenses are not authorized.

Placement Assistance Programs:

Individuals entitled to priority consideration under the 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 DOE 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. For this vacancy, refer to Basic Requirements under Qualifications (Page 4).

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.

BENEFITS AND OTHER INFORMATION

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 VetGuide, 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 VetGuide 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."

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.

A. Your application must contain, at a minimum, the following information: Announcement number (SW-2008-28), title (Power Operations Specialist – Training & Compliance Manager), and grade of position applied for (AD-05 or AD-06 or both) on front page of application or resume, your full name, mailing address, telephone numbers, your social security number, country of citizenship, and your work and education background.

B. 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 NERC certification(s)**
- 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, mailed, e-mailed, or faxed application packages must be received by 5:00 p.m. on 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.**

Submit complete application package to:

**Southwestern Power Administration
Attn: Lynn King, S-6200
One West Third Street
Tulsa, OK 74103**

**E-mail: Lynn.King@swpa.gov
Phone: (918) 595-6617
Fax: (918) 595-6656**

There is only one vacancy for a permanent position in the competitive service. This one vacancy is advertised in two announcements, SW-2008-28 and DEU-SW-2008-20. 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 job announcement is only one source of candidates the selecting official can use to fill positions.

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