



## **Transmission Job Titles and Descriptions**

**FERC Order 717 Requirement [18 CFR Section 358.6 (f)(1)] : A transmission provider must post on its Internet website the job titles and job descriptions of its transmission function employees.**

### **Transmission Services Manager**

**GS-0340-15**

The primary purpose of this position is to serve as the Transmission Services Manager for the Rocky Mountain Customer Service Region (RMR) and the Desert Southwest Customer Service Region (DSW) and the Colorado River Storage Project Management Center (CRSP-MC). The Transmission Services Manager is responsible for planning and managing transmission operations for all power facilities located in the WACM and WALC Balancing Authorities. In coordination with RMR and DSW Federal Power Program, the CRSP-MC and Operations makes contract and agreement requirements for transmission sales, purchase, interchange, broker transactions, wheeling, and coordination of surplus programs. The functions directed impact the RMR, DSW, CRSP and the other customers and regions which interface with RMR and DSW Balancing Authorities. This position provides innovative leadership in meeting customer needs and in establishing Western-wide policies and procedures in collaboration with the other Regional Operations Managers and Transmission Services Managers. The Transmission Services Manager will conduct all transmission business related to RMR, DSW and CRSP including: administration of Western's tariff, establishment of transmission and ancillary services rates, managing OASIS and all interconnection and transmission service requests.

### **Organizational Setting/Supervisory Controls**

Under the administrative delegation of the CRSP Manager and administrative direction of Rocky Mountain Regional Manager, the incumbent is responsible for exercising broadly delegated program authority to accomplish assigned missions within the framework of basic legislative, Departmental, and Western policies and guidelines. The incumbent is expected to make business decisions within these policies and guidelines for transmission related issues for all Federal projects in RMR and DSW and CRSP.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Directs the preparation of power resources requirement studies for the interconnected system and the scheduling of all generation of Government power plants, designated customer facilities, and exchanges with outside systems to meet these requirements. Directs the implementation of complex and unique customer and industrial supply, service, and integration agreements critical to regional power system reliability and integrity. These arrangements are also critical to the economic viability of the specific customer as well as regional economics. Prepares resource plans of system loads and implements program in support of purchase power requirements and the seasonal amounts of firm, surplus, and interchange power available for sale and delivery to customers.



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### **Transmission Services Manager (continued)**

2. In collaboration with Western Transmission Services team, regional operations and Federal Power Program teams, customers, customer groups and the Bureau of Reclamation prepares and reviews hydraulic and operation plans and studies to meet the integrated function of the irrigation and power features of the control area facilities. Ensures that plans fit current conditions and accomplish efficient and economic overall system operation and maximum return to customers and rate payers. Seeks opportunities to minimize costs and maximize revenues.
3. In coordination with Operations, Federal Power Program negotiates the transmission, power, energy, and reactive exchange schedules and agreements with major connected systems. Supervises transmission operation of interconnected systems of RMR and DSW in conformance with NERC and WECC standards, operating criteria, power system interconnected reliability parameters, with contract terms and operating agreements with other systems and customers. Consults and negotiates with customers, and customer organizations on matters of customer generation and operation of customer's system in conjunction with Western's system.
4. In collaboration with Western transmission services managers and operations managers, develops, and implements transmission operating policies and procedures pertaining to operation of Western's power facilities in response to customer need and the changing utility market and market forces.
5. Arranges and conducts meetings for the instruction and training of operating personnel in all phases of transmission services function.
6. In coordination with Federal Power Program and Operations, the Transmission Services Manager establishes transmission rates for all Federal projects in RMR, DSW and the CRSP. In addition, the Transmission Services Manager, in coordination with FPP and Operations will develop rates for ancillary services to transmission of RMR, DSW, and CRSP and other balancing authority services.
7. Responsible for coordination and oversight of transmission planning and operating studies and analyses such as power flow studies, transient stability studies, and fault study models to ensure reliable operation of the interconnected system for WACM and WALC balancing authorities.
8. Recommends transmission upgrades and additions, and analyzes transmission modifications requested by others.



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### **Operations Manager**

**GS-0340-15**

The primary purpose of this position is to serve as the Operations Manager in the Rocky Mountain Customer Service Region (RMR). The Manager is responsible for planning and managing power operations for all power facilities located in the Rocky Mountain Region control area, and in so doing makes contract and agreement requirements for power sales, purchase, interchange, broker transactions, wheeling, and coordination of surplus programs. The functions directed impact the RMR and the other customers and regions which interface with the RMR. This position provides innovative leadership in meeting customer needs and in establishing Western-wide policies and procedures in collaboration with the other Regional Operations Managers.

### **Organizational Setting/Supervisory Controls**

The incumbent is accountable to the Regional Manager (an SES), who reports to Western's Administrator. Incumbent is responsible for exercising broadly delegated program authority to accomplish assigned missions within the framework of basic legislative, Departmental, and Western policies when carrying out program responsibilities.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Directs the preparation of power resources requirement studies for the interconnected system and the scheduling of all generation of Government power plants, designated customer facilities, and exchanges with outside systems to meet these requirements. Directs the implementation of complex and unique customer and industrial supply, service, and integration agreements critical to regional power system reliability and integrity. These arrangements are also critical to the economic viability of the specific customer as well as regional economics. Prepares resource plans of system loads and implements program in support of purchase power requirements and the seasonal amounts of firm, surplus, and interchange power available for sale and delivery to customers.
2. In collaboration with Western operations team, regional operations and marketing teams, customers, customer groups and the Bureau of Reclamation prepares and reviews hydraulic and operation plans and studies to meet the integrated function of the irrigation and power features of the control area facilities. Ensures that plans fit current conditions and accomplish efficient and economic overall system operation and maximum return to customers and rate payers. Seeks opportunities to minimize costs and maximize revenues.



## Transmission Job Titles and Descriptions

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### **Operations Manager (continued)**

3. Negotiates the power, energy, and reactive exchange schedules and operating agreements with major connected systems. Supervises operation of interconnected tie-line regulations in conformance with NERC and WSCC operating criteria, power system interconnected reliability parameters, with contract terms and operating agreements with other systems and customers. Consults and negotiates with customers, and customer organizations on matters of customer generation and operation of customer's system in conjunction with Western's system.
4. In collaboration with Western operations managers, develops, and implements operating policies and procedures pertaining to operation of Western's power facilities in response to customer need and the changing utility market and market forces. Supervises and directs dispatching of the power system Responsible for coordinated planning, development, implementation and acceptance of all water releases orders affecting power operations Directs operation of system voltage control and regulation. Works closely with customer groups, interconnected utilities, and operating officials in the preparation of maintenance schedules for system generating and transmission facilities and for certain water handling facilities affecting operation of the power system.
5. Directs the preparation of the Power Operation Procedures Manual and Switching Diagrams for use by operational personnel Establishes procedures to be followed in all dispatching operations, assigns duties and responsibilities of subordinate& Arranges and conducts meetings for the instruction and training of operating personnel in all phases of system operations. Interprets and ensures applications of the Safe Clearance Procedure on switching operations.
6. Is responsible for managing (energy management systems) control area computer programs and operations and for software installations and maintenance on (energy management systems) control area computer systems.
7. Directs the implementation and administration of revenue and accounting systems to insure proper collection of revenue for services provided, and disbursement of those revenues to appropriate accounts. Directs the accumulation and processing of meter data and scheduling data required to prepare bills for service in accordance with contractual requirements.
8. As a member of the Western Area Power Administration Power Systems Operations Council, provides leadership for the development and implementation of Western-wide transmission reliability policy and to coordinate development and implementation of regional power system operations policy, guidelines, procedures, and related activities in accordance with the Western Area Power Administration Transmission Policy, Power Market Delegation Order, and other applicable requirements.



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### **Transmission Business Unit Manager**

**GS-0301-14**

The Transmission Business Unit Manager is responsible for marketing the Federal transmission projects within the Rocky Mountain Customer Service Region (RMR), Desert Southwest Customer Service Region (DSW) and, the Colorado River Storage Project (CRSP). The manager is responsible for implementation of Western's tariff including but not limited to: managing all interconnection requests, transmission service requests, administration of WACM and WALC OASIS, administrating long term transmission sales, administration and in coordination with FPP and Operations, the development of transmission and ancillary services rates for both the WACM and WALC balancing authorities.

The incumbent represents Western in regional transmission group activities, reliability council committees, and in other meetings that impact Western's transmission system capabilities and services. Assignments often require the incumbent to actively participate with Western Managers in the formulation and/or evaluation of Western policy issues. Collaborates with other Western managers to ensure resource activities meet Western-wide policy and procedure objectives

### **Organizational Setting**

Under the administrative direction of the Transmission Services Manager, the incumbent is responsible for exercising broadly delegated program authority to accomplish assigned missions within the framework of basic legislative, Departmental, and Western policies and guidelines. The incumbent is expected to make decisions within these policies and guidelines to maintain resource effectiveness.

Consultation with higher management normally occurs only on highly controversial issues or on matters that may establish or alter policy. The incumbent works with a high degree of initiative and originality in resolving technical and administrative problems, including changing work situations. Work is reviewed only for overall effectiveness and compliance with policy and attainment of objectives.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. In coordination with Operations, Federal Power program, and Transmission Planning, is responsible for the development of transmission, and ancillary services rates for all Federal projects in RMR, DSW and the CRSP.
2. Ensures compliance of RMR and DSW with Western's Open Access Transmission Tariff and manages the transmission and interconnection queues.



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### **Transmission Business Unit Manager (continued)**

3. Manages RMR and DSW OASIS with respect to postings, ATC calculations, and the development of necessary business practices to communicate and implement Western's transmission business policies.
4. In coordination with Transmission Planning, recommends transmission upgrades and additions, and analyzes transmission modifications requested by others. Ensures Western's transmission and ancillary services are understood by actively participating in regional transmission groups (Southwest Area Transmission (SWAT, WestConnect, etc.), reliability council committees/work groups (Western Electricity Coordinating Council) and various transmission project study groups.
5. Serves as the single point of contact for transmission interconnection- and transmission service related activities for RMR, DSW, and CRSP. Works with top Western administrative officials on issues impacting Western's transmission system policies. Collaborates with peers, Regional Offices and the Corporate Services Office to develop Western wide transmission business policies.
6. Represents the RMR, DSW and CRSP on interagency, interregional committees/work-groups, and transmission customer work groups dealing with transmission services development. Conducts meetings with customers, potential customers, and/or other Western, Federal, and State Offices to explain coordinated transmission services.
7. Coordinates and approves recommendations as to material, equipment, and personnel necessary to carry out work. Assures timely accomplishment of work tasks and projects; explains work requirements related to procedures, policies, and directives; and reviews work for technical accuracy and adequacy.
8. Promotes teamwork, quality improvement, customer service, and other initiatives to improve work products and progress. Promotes equal employment opportunity. Ensures on-the-job safety and health for employees. Strives to develop positive and proactive labor/management relations.



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### **Project Manager (Interconnection Queue and Tariff)**

#### **GS-301-13**

The Project Manager is responsible for supporting the Transmission Services Division's needs for project management expertise. The incumbent provides Project Management support for Transmission Planning North and South, Transmission Business Unit, the Transmission Services Manager, Transmission Policy Advisor and special projects. The incumbent provides analysis, advice, and recommendations for developing plans and information to be incorporated into various Transmission Services studies, contracts and implementation plans. The incumbent represents the organization with internal and external customers, public and private utilities, regulatory agencies, regional transmission entities, electric reliability organizations, regional reliability organizations, and in other meetings that impact Western's transmission system capabilities. The nature of the work predominately involves problems and issues that cross regional boundaries and are Western-wide in scope, requiring the incumbent to establish and manage regional, and cross regional teams. Projects usually involve numerous functional areas including engineering, transmission system maintenance, operations, and power marketing. Collaborates with other Western managers to ensure resource activities meet Western-wide policy and procedure objectives.

### **Organizational Setting**

Under the direction of the Transmission Business Unit Manager, the incumbent is responsible for exercising broadly delegated program authority to accomplish assigned missions within the framework of basic legislative, Departmental, and Western policies and guidelines. The incumbent is expected to make decisions within these policies and guidelines to maintain resource effectiveness. Consultation with higher management normally occurs only on highly controversial issues or on matters that may establish or alter policy. The incumbent works with a high degree of initiative and originality in resolving technical and administrative problems, including changing work situations. Work is reviewed only for overall effectiveness and compliance with policy and attainment of objectives.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Creates Business Practices for CRCM based upon FERC Orders. Administers transmission contracts. Maintains CRCM's transmission and interconnection queue.
2. Organizes, staffs, budgets, directs, plans, and controls the projects he/she is assigned. Coordinates team activities, reviews deliverables, monitors progress, and establishes priorities to ensure that mission and goals are accomplished as chartered and milestones are achieved as planned. This includes performing necessary day-to-day administrative and logistical duties, which may include negotiating for resources.





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### **Project Manager (Interconnection Queue and Tariff)**

3. Develops, coordinates and maintains guidelines and procedures for project activities, including defining roles and responsibilities of project team members for executing these projects. Keep executive project sponsor, senior management and pertinent functional managers fully informed about project status, cost, timing, and issues. Provides proposed courses of action and authoritative recommendations for addressing issues and concerns.
4. Directs and coordinates assigned regional and/or cross-regional projects. Manages planning activities, execution, quality control, and monitors through project completion and closeout.
5. Verifies timely and complete OASIS postings, including SOC and Order 890 related postings.





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### **Electrical Engineer (Transmission Policy Advisor)**

**GS-0850-14**

Serves as a Transmission Policy Advisor in the Office of the Transmission Services Manager. The engineer is responsible for making recommendations regarding the development of an application of standards and procedures for the operation of Western's transmission system in the Rocky Mountain Region and Desert Southwest Region, and plays an active role in determining what Western's operational power operations and transmission policy will be. The engineer provides expert advice as to the safety, practicality, and technical soundness of such standards and procedures. The engineer is a technical expert on the most recent developments in power system operations. The engineer is a liaison between RMR and DSW Federal Power Program, Operations, and other division which impacts transmission services function to assure seamless implementation of Western's goals and mission.

Serves as a Rocky Mountain Region (RMR) team lead for special projects, RTO interactions, and project management. This responsibility includes serving as the team lead for J7000 to ensure that special projects are technically correct, meet sound business principles, and meet overall objectives consistent with RMR's strategic plans; ensures projects assigned to their purview are managed using sound project management principals and is responsible for meeting operation's reporting, planning and scheduling requirements. Represents the RMR Transmission Services Manager on operations and transmission-related issues as assigned.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Negotiates for Western concerning operational issues involving multiple companies involving issues that include the implementation of complex operational matters. These negotiations often result in major operational changes for Western and other utilities and may have substantial financial impact upon Western. Primary contact for operations with connected utilities, customers, contractors, other government agencies, RTO and CSO for assigned issues pertaining to operations and budget.
2. Is an expert on NERC and WECC operating policies and guidelines. Provides expert advice and guidance for revisions or additions to improve system security and reliability. Serves as technical expert for operations associated with high voltage power facilities. Reviews Western power marketing policies and contracts for operational efficiency and Feasibility.
3. Performs the full range of team lead functions including; justifying the project, determining the resources needed, planning the implementation, managing the employee resources during implementation to help assure the quality and cost effectiveness of the job, and making modifications during implementation to achieve a quality product.



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### **Electrical Engineer (Transmission Policy Advisor) (continued)**

**GS-0850-14**

4. Responsible for risk management review of conceptual system additions to ascertain any additional risk to Western's system from a reliability standpoint. Provides technical analysis and interpretation of power system data accumulated during system disturbances for purposes of improving system reliability. Provides technical analysis and support for implementing and troubleshooting special and unique requirements for operations.
5. Keeps aware of current TIGER and SCADA requirements and envisions what future requirements are likely to be. Makes critical analyses and evaluations of the ramifications, advisability, and impacts of prospective engineering projects to meet these requirements. Recommends and implements optimum technical and economic trade-offs.
6. Thoroughly learns and understands RMR's business. Develops knowledge of how RMR and DSW regions component organizations interact, and how this interaction relates to Western's products and to Western's customers.
7. Organizes, staffs, budgets, directs, plans, and controls the projects he/she manages. Coordinates team activities, reviews deliverables, monitors progress, and establishes priorities to ensure that mission and goals are accomplished as chartered and that milestones are achieved as planned. This includes performing necessary day-to-day administrative and logistical duties.
8. Keeps senior management and pertinent functional managers fully informed about project status, cost, timing, and prospects. Provides proposed courses of action and authoritative recommendations. Directs and coordinates specific regional and cross-regional programs and monitors budget execution. Manages these programs and coordinates Western and customer participation.



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### **Operations Support Specialist (OASIS Manager)**

**GS-301-13**

This position is located in the Transmission Business Unit division. The incumbent serves as the expert for the Rocky Mountain Region (RMR) and the Desert Southwest Region (DSR), and the Colorado River Storage Project (CRSP) providing expertise in all areas regarding the management of the Open Access Same-time Information System (OASIS), including document postings, ATC, Calculation, and development of necessary business practices to communicate Western's transmission business policies and practices. As the technical lead for OASIS Management, the incumbent serves as a key liaison coordinating between Regional personnel and divisions within the Regional Offices, as well as between the Regional Offices and neighboring utilities for all aspects of OASIS Management, including the impacts of transmission, interchange, and reporting relative to all power and transmission contracts administered by the Rocky Mountain Region and the Colorado River Storage Project. The incumbent is responsible for implementation of applicable sections of FERC Rules applicable to implementation of OASIS, and advising the Transmission Business Unit Manager and the Transmission Services Manager of its impacts. Receives general supervision from the Manager of the Transmission Business Unit.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Is responsible for providing technical guidance on all aspects of OASIS Management, including interaction with customers and other utilities. Establishes and implements methodologies for calculation of Available Transfer Capability (ATC), including the determination of Total Transfer Capability (TIC), Capacity Benefit Margin (CBM), Transmission Reliability Margin (TRM), and Existing Transmission Commitments (ETC).
2. Is responsible for required OASIS document posting, including outages, Standards of Conduct required postings, and business practice postings. Reviews the work of lower grade employees within the division for the timeliness and compliance with existing contracts, policies, procedures, instructions, and guidelines.
3. Responsible for FERC, NERC, and WECC reports associated with management of OASIS and specifically the Transmission Service Provider requirements. Develops the standards for the collection of OASIS data and preparation of statistical reports and records for the Region; other Western Area Power Administration Offices; and for FERC, NERC, and WECC.
4. Maintains liaison with customers and Regional Office's personnel in matters pertaining to contract negotiations, review, revisions and, renewal of existing contracts and other matters pertaining to the scheduling of power and energy over Government facilities under DSW, RMR, and CRSP Office jurisdiction.



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### **Supervisory Power System Dispatcher**

**AD-0303-05**

The position serves as a manager for one of the Western Area Power Administration (Western) power system dispatch functions. The duties include program direction and supervision, as well as providing technical support to the applicable power system dispatch function; the manager is responsible for the execution and coordination of power system dispatching activities of the assigned function(s) in the respective region. Through the applicable power system dispatch staff, the incumbent executes the activities of the respective function. The activities include a combination of some of the following: scheduling generation to meet load; maintaining system frequency; activating contingency reserves; administering OASIS and energy tagging programs; monitoring system voltages and power flows; reacting to changing system configurations; maintaining system security and reliability; switching activities related to forced outages, clearances, hot-line orders, general switching, special work permits, and authorizations to work; and the safety and coordination requirements thereof. The incumbent is responsible for meeting applicable NERC Standards; FERC Orders; and DOE/Western policies, procedures, and guidelines.

### **ORGANIZATIONAL SETTING/SUPERVISORY CONTROLS**

Under the administrative direction of the Operations Manager, the incumbent plans and carries out the work of the organization. Assignments are given only in terms of general responsibilities and broad work objectives. Overall objectives and requirements are broadly defined. The manager advises on policy and administrative matters, and observes the general progress of the function in terms of programs, plans, and schedules. The incumbent has independent responsibility for actions, decisions, commitments required to plan, coordinate, and execute the work. The incumbent generally handles difficult or novel problems or situations independently, but may seek advice on policy matters. Work is reviewed only in terms of soundness of decisions and recommendations, effective operations, and compliance with policy. The incumbent is considered an expert in power system operations and recommendations, judgments, and suggestions are generally accepted without technical change.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for developing and implementing written operating plans, standards, and procedures to be followed in connection with the operation of the Western Area Power Administration power system.
2. Assures the effective and efficient control and operation of the system for the generation and delivery of capacity and energy to customers in coordination with interconnected utilities.



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### **Supervisory Power System Dispatcher (continued)**

3. Responsible for the initial preparation and issuance of normal and emergency operating orders and instructions for transmission system operations in accordance with established standards, guidelines, policies and procedures. Also collaborates with personnel of Bureau of Reclamation and/or Corps of Engineers power plants in the implementation of similar instructions at those locations. Is responsible for administration of all switching programs and procedures and associated work programs in order to assure that system stability, voltage, and reliability will be maintained.
4. Maintains strict compliance with FERC standards of conduct, NERC Standards, WECC Standards and Operating Reliability Criteria. Takes prompt and appropriate action to maintain compliance. Takes or directs timely and appropriate real-time actions during normal and emergency conditions to ensure the stable and reliable operation of the Bulk Electric System. These actions shall include shedding of firm load to prevent or alleviate System Operating Limit or Interconnection Reliability Operating Limit violations. Dispatchers have the authority and responsibility to perform these actions without obtaining approval from higher-level personnel.
5. Monitors and executes real-time power system studies utilizing state estimation and advanced application tools to insure system reliability is in a secure state.
6. Collaborates with other area utility dispatchers to provide uninterrupted service to various direct service customers throughout the area served. Within the limitations of applicable operating criteria, plans, limits, standards, and policies, is expected to accomplish maximum reliability and efficiency in the operation of the applicable power system. Is responsible for review, analysis, and documentation of system disturbances and direct service customer outages. Keeps Transmission Customers fully informed of progress on all additions to the power system and on changes in existing equipment in order that these activities on the part of others may be coordinated with system operations in such a manner as to minimize interruption of service to customers.
7. In collaboration with the Managers, Transmission Business Unit, Operations Engineering, and Planning ensures accurate posting of available transfer capability on the applicable OASIS for transmission system outages. Ensures compliance with standards of conduct.
8. Maintains liaison with key operating personnel in the other organizations for coordination purposes and is responsible for developing and maintaining highly effective working relationships with such personnel.
9. Develops adequate schedules for system operation which will properly provide for maintenance, construction, and installation of new or replacement of facilities, as may be required.



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### **Supervisory Power System Dispatcher (continued)**

10. Responsible for providing real-time generation-based ancillary services, including, but not limited to contingency reserves, regulating reserves, energy imbalance, and losses. Cooperates and collaborates with other Regional staff on power and water schedules, relay protection, loading of transmission lines, communications, etc., in effecting an efficient operation, maintenance, and construction program. Maintains liaison with key operating personnel in the other organizations for coordination purposes and is responsible for developing and maintaining highly effective working relationships with such personnel.
11. Supervises the preparation and reconciliation of required daily, monthly, and annual operating data and reports and the collection and assembly of such data as necessary for operational studies, regulatory reporting, operating committee reporting, power billing, and other purposes. Initiates correspondence, reports, or other data when needed.
12. Keeps the applicable regional dispatching and system operation processes and procedures updated and compatible with other interconnected systems. Recommends additions or changes in SCADA equipment, operating devices, and computer programs for improvement of automated system control, data acquisition, logging, and recording.
13. Represents Western at policy and decisional meetings with neighboring utilities, WECC committees, generator operators, load serving entities, customers, etc.

**Public Utilities Specialist (Pre-Scheduling) –** Ensures that daily pre-scheduling activities are properly coordinated to ensure the real-time staff has an operating plan that are timely, accurate, and flexible. Ensures that daily posting and scheduling of transmission business is accomplished. Assists in implementing sections of the FERC Rule 889 that pertain to OASIS, transmission availability, and standard of conduct issues.

**Power System Dispatcher (Scheduling Desk) -** Operates OASIS on a real-time basis. Responds to OASIS requests for transmission service in accordance with established timing requirements and procedures. Ensures appropriate ancillary services exist to support requests. Dispatcher Updates available transmission capacity (ATC), as necessary. Dispatcher also administers (approves/denies/curtails) energy tag requests per Western's business practices and the business practices of those entities for which Western is agent.