EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Energy Analysis **CLASSIFICATION NUMBER:** 014138 **GRADE LEVEL:** 12

DEPARTMENT: Energy Analysis **DIVISION:** System Operations & Planning **LOCATION:** Stanton Tower

JOB PURPOSE:

Under the general supervision of the AVP System Operations, is responsible for supervising, coordinating and directing the daily load forecast for SRSG and pre-arranged energy schedules for System Control; accuracy of all data records in the department's data bases including OASIS and E-Tag systems; reports as required by the department and transmission issues and contract administration.

EDUCATION AND/OR SPECIAL TRAINING:

1. Graduation from a recognized college or university with a Bachelor's of Science Degree in Electrical Engineering or a Bachelor's of Business Administration Degree in Accounting or an equivalent combination of training and experience.

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Eight (8) years in an increasingly responsible capacity with at least five (5) of those in an electrical utility System Operation area.
2. Extensive knowledge of generally accepted accounting principles; FERC, SEC and State Commission accounting procedures and reporting practices; budgeting; research methods, system maintenance; and accounting control procedures.
3. Ability to supervise the work of others; coordinate diverse functions; meet deadlines, interpret and comply with applicable accounting principles and regulatory rules and regulations; and prepare financial reports and statements.
4. Broad knowledge in electrical power grid systems.
5. Broad knowledge and ability in computer operation.
6. Extensive knowledge and ability in contract administration.
7. Ability to interpret and ensure consistent application of organizational policies.
8. Ability to communicate effectively, both orally and in writing.
9. Ability to maintain a strong sense of propriety concerning confidential matters.
10. Ability to establish and maintain good working relationships with officers, managers, supervisors, fellow employees, representative of the agencies, outside consultants and the public.

ESSENTIAL JOB FUNCTIONS:

1. Oversees coordination with other Section members and the Meter Section to investigate and evaluate accuracy of field data used in interchange accounting and generation control.
2. Oversees coordination of unit and tie line maintenance schedules with other departments and companies as required.
3. Oversees the monitoring and evaluation of daily logs of energy transactions, tie line meters, inadvertent, interchanges, etc., checking for accuracy of data and efficiency of overall system operations.
4. Ensures accuracy of reports and data requests for other departments, utilities and regulators. Reviews and approves transmission contract administration and assures compliance with contract terms.
5. Oversees monitoring of OASIS transmission reservations and ensures transmission postings are updated.

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6. Ensures Electronic Transaction Tagging is monitored and processed.
7. Reviews and approves the department's Requests-for-Information received in response to-interrogatory or rate case filings.
8. Reviews and approves the Bulk Power billing process.
9. Develops and maintains procedural documentation and is responsible for Energy Analyst training and development.
10. Reviews recommendations and submits for coordination proposed amendments and revisions to the Bulk Power contracts.
11. Trains and develops Energy Analysts in preparing next days' expected system load, generation requirements energy transaction schedules with other utilities, and daily control area checkouts with interconnected utilities.
12. Responsible for ensuring the enforcement of and compliance with all applicable Company policies, procedures and code of ethics as well as all applicable governmental laws and regulations to include employment, safety and environmental standards and regulations.

OTHER JOB FUNCTIONS:

1. Performs other related tasks that are not included, but are within the context of duties defined.

ENVIRONMENTAL DEMANDS:

1. None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administration work).

PHYSICAL DEMANDS:

1. Sedentary work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently, or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This position will require sitting most of the time.
2. Talking: Expressing or exchanging ideas by means of the spoken word. Must convey detailed and/or important information through oral communication.
3. Hearing: Ability to receive detailed information through oral communication and really correct information to co-workers.
4. Fingering: Picking, typing or otherwise working primarily with fingers rather than with the whole hand or arms as in handling.
5. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
6. Visual acuity: Color, depth perception and field of vision to include measurement devices for close inspection and analysis.

REVIEWED BY:
EMPLOYEE RELATIONS AND DEVELOPMENT_____
Developed 2/02

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ATTRIBUTES:

1. Functional/Technical Skills.
2. Demonstrated leadership skills
3. Experienced in planning workload
4. Proven problem solving skills
5. Excellent interpersonal relationship skills

REPORTS TO: AVP System Operations **APPROVAL:** **DATE:** 07/09