EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE:	Analyst – Senior Energy	**CLASSIFICATION NUMBER:**	026287	**GRADE LEVEL:**	09
DEPARTMENT:	Energy Analysis	**DIVISION:**	Systems Operations & Planning	**LOCATION:**	Stanton Tower

JOB PURPOSE:

Under the general supervision of the Supervisor of Energy Analysis, is responsible for preparing forecasts, transmission and tie line schedules, maintenance of transmission costs and requested reports, and ensures compliance and recommends revisions to contract terms.

EDUCATION AND/OR SPECIAL TRAINING:

1. Bachelor's Degree from a recognized college or university in Business Administration, Accounting, Engineering or related field; or an equivalent combination of related training and experience.

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Seven (7) years experience with a utility company in Contracts, System Operations, or similar capacity.
2. Broad knowledge of power system operations, WSCC, NERC and FERC mandated industry practices, forecasting techniques, energy pricing techniques, contract and tariff administration and energy accounting methods.
3. Understanding of the regulatory process and issues affecting control areas, transmission providers and power generation.
4. Ability to operate personal computer, EMS, various software applications; prepare energy schedules, transmission reports and analysis; prepare various accounting reports.
5. Ability to make presentations and teach new developments in the electric utility field to System Controllers and others.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to establish and maintain good working relationships with officers, managers, supervisors, fellow employees, representative of the agencies, outside consultants and the public.
8. Ability to maintain a strong sense of propriety concerning confidential matters and follow established codes of conduct.

ESSENTIAL JOB FUNCTIONS:

The following essential job functions are accomplished by utilizing personal computer, calculator, telephone, facsimile machine, photocopy machine, and other related equipment.

1. Directs daily load forecasts using weather and recent load data.
2. Directs energy prescheduling through verification and coordination of OASIS reservations, E-tag and feedback from the company's marketing department.
3. Assists in the development and implementation of accounting methods to properly confirm and record each transaction with regard to control area, contract compliance and billing requirements.
4. Coordinates unit and tie line maintenance schedules with other departments and companies as required.
5. Monitors daily interchange, tie line meters and inadvertent interchange logs, checking for accuracy of data, and efficiency of overall system operations.
6. Resolves interchange scheduling and pricing disputes with utilities and power marketing entities.

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7. Prepares and distributes reports and data requests to other departments, utilities and regulatory agencies.
8. Administrates interchange and transmission contracts and ensures compliance with contract terms; reviews and develops recommendations, submits for coordination proposed amendments and revisions to the contracts.
9. Assists in the development and maintenance of the energy accounting database system.
10. Assists in the invoicing process of bulk power transactions, preparation of interrogatory files and requests for information.
11. Posts transmission path data on the OASIS and analyzes transmission requests requiring review and scheduling.
12. Complies 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. The incumbents in this classification are not substantially exposed to adverse environmental conditions; primary work environment is typically of an office or administrative nature.

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.
2. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
3. Talking: Expressing or exchanging ideas by means of the spoken word; those activities in which detailed or important spoken instructions must be conveyed to other workers accurately, loudly or quickly.
4. Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
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 REPRESENTATIVE_____

Revised 01/19/98
Revised 11/00
Revised 08/01

REPORTS TO:	Supervisor - Energy Analysis	**APPROVAL:**		**DATE:**	07/09

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ATTRIBUTES:

1. Ability to communicate well.
2. Ability to handle multiple tasks.
3. Ability to handle accounting and/or engineering skills.
4. Ability to perform under the stress of meeting demanding deadlines.

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