



TRANSMISSION FUNCTION EMPLOYEES JOB TITLES AND JOB DESCRIPTIONS

Revised 10/11/2024

PURPOSE:

The Federal Energy Regulatory Commission (FERC) requires transmission providers, such as El Paso Electric Company (EPE), to post on their websites the job titles and job descriptions of their transmission function employees. See 18 CFR § 358.7 (f)(1)]

- As defined by the FERC, a "transmission function employee is an employee, contractor, consultant or agent of a transmission provider who actively and personally engages on a day-to-day basis in transmission functions. See 18 CFR § 358.3 (i).
- Further, transmission functions are defined as the planning, directing, organizing or carrying out of day-to-day transmission operations, including the granting and denying of transmission service requests. See 18 CFR § 358.3 (h).

A list of EPE's Transmission Function Employees (by job titles and descriptions) is provided below.

ACRONYMS USED:

EIM:	Energy Imbalance Market
FERC:	Federal Energy Regulatory Commission
NERC:	North American Electric Reliability Corporation
NMPRC:	New Mexico Public Regulation Commission
OASIS:	Open Access Same-Time Information System
OATI:	Open Access Technology International, Inc.
PUCT:	Public Utility Commission of Texas
SRSG:	Southwest Reserve Sharing Group
WECC:	Western Electricity Coordinating Council

TITLE	DESCRIPTION
DIRECTOR—SYSTEM OPERATIONS & PLANNING	Responsible for development and administration of departmental policies and procedures and the evaluation of the performance of System Operation employees.
MANAGER - SYSTEM OPERATIONS	Responsible for managing the System Operators. Ensure System Operators receive training in procedures, software systems, and NERC applicable standards necessary for providing safe and reliable delivery of energy to EPE's customers in the safest and most cost-efficient manner. Ensure proper and timely reporting to regulating agencies such as FERC, NERC, and Utility Commissions of TX and NM. Develop and implement processes and operating procedures required to maintain compliance with FERC and NERC requirements and ensure the reliability of the bulk electric system.
SYSTEM OPERATOR LEAD	Responsible for the safe, efficient, and reliable supervision and operation of EPE's transmission, distribution, balancing & interchange, and energy imbalance market systems. Also, responsible for working with operating and field personnel to safely restore customer load, isolate equipment for maintenance, issuing hot line holds and clearances, generation switching orders and directing/monitoring switching procedures. Applies reliability tools to acquire a situational awareness of anticipated normal and contingency conditions and develops appropriate responses to correct problems and stabilize the interconnected system. Maintains on a daily basis all distribution one-lines, substation one-lines, Energy Management System (EMS) displays, Geographic Information System (GIS) displays, Smart Grid displays, and OASIS displays. Coordinates and executes routine and emergency procedures, as well as power restoration plans in accordance with EPE General Orders, and North American Electric Reliability Corporation (NERC) and Western Electricity Coordinating Council (WECC) reliability standards.
SYSTEM OPERATOR TRANSMISSION	Responsible for the safe, efficient, and reliable operation of EPE's transmission and distribution systems. Responsible for working with operating and field personnel to safely restore customer load, isolate equipment for maintenance, issuing hot line holds and clearances, and directing/monitoring switching procedures. Applies reliability tools to acquire a situational awareness of anticipated normal and contingency conditions and develops appropriate responses to correct problems and stabilize the interconnected system. Maintains the Transmission and Distribution outage information spreadsheet daily, produces a monthly report on the status of all open switching procedures, and documents response time to address open breakers. Coordinates and executes routine and emergency procedures, as well as, power restoration plans in accordance with EPE General Orders, and NERC and WECC reliability standards.

MANAGER – SYSTEM BALANCING AND INTERCHANGE	Responsible for managing the overall System Balancing and Interchange Functions. This includes the responsibility for the real-time dispatch of EPE’s generation resources; operation of EPE’s OASIS, open access transmission services and ancillary services; administration of the Southwest Reserve Sharing Group (SMSG) function; unscheduled flow curtailment; the E-tagging function, and power accounting.
TITLE	DESCRIPTION
ANALYST ENERGY	Responsible for preparing forecasts, transmission and tie line schedules, maintenance of transmission cost and requested reports, and ensures compliance with contract terms.
SUPERVISOR – BALANCING AUTHORITY RELIABILITY	Responsible for: the direct supervision of the Real-Time Schedulers and Generation Operators at System Operations; Responsible for the economic dispatch and reliable operation of EPE’s generation facilities during normal and emergency system conditions, the coordination, development and review of departmental policies and procedures as they relate to Generation operations; participation in FERC, NERC/WECC, and SMSG audits. Accountable for maintaining and updating the generator outage database, as well as, calculating forced outage rates and forecast error.
SYSTEM OPERATOR BALANCING AUTHORITY	Responsible for the economic dispatch and reliable operation of EPE’s generation facilities during normal and emergency system conditions. BA Operator is responsible for implementing energy schedules, operating the phase shifter, and issuing switching orders for generators operating within EPE’s Balancing Area, processing Real Time Electronic tags (ETags), coordinating and implementing real time energy and transmission schedules. Accountable for maintaining and updating the generator outage database, as well as, calculating forced outage rates and forecast error.
SUPERVISOR – ENERGY IMBALANCE MARKET	Responsible for providing real-time technical and operational direction, leadership and training to EIM System Operators. Ensures EIM-related systems are configured correctly and develop or improve upon existing processes and procedures for effective EIM functions. Maintains awareness of system conditions impacting the transmission system and power generating units. Ensure unit commitments are adhered to.
OASIS/OATI ADMINISTRATOR	Responsible for maintaining and administration of El Paso Electric’s (EPE) OASIS site ensuring completeness, accuracy, and timeliness of postings, coordinating any applicable data, business practice, or other information with affected neighboring entities, and participating in Industry-wide discussions concerning OASIS development. Participates in committees and project groups relating to EPE’s wholesale transmission business and associated business practices, contracts, agreements, and tariffs to ensure corporate business objectives and customer and regulatory requirements are met. Adheres to FERC rules and regulations, NERC/WECC/NAESB standards and EPE policies, procedures, and guidelines. Administrates all System Operations’ real-time OATI products and services with a focus on

	optimizing functionality, maintaining configurations, training, and supporting users and generally leveraging the Company's continuing investment in these software tools.
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TITLE	DESCRIPTION
SYSTEM OPERATOR – ENERGY IMBALANCE MARKET	Responsible for the economic dispatch and reliable operation of EPE's EIM Entity, generation, and balancing facilities during normal and emergency system conditions. Also, is responsible for implementing energy schedules, operating the phase shifter, and issuing switching orders for generators, renewables, and VERs operating within EPE's Balancing Area. Applies reliability tools to acquire a situational awareness of anticipated normal and contingency conditions and develops actions to alleviate abnormal situations. Accountable for maintaining and updating the generator outage database, as well as, calculating forced outage rates and forecast error.
DIRECTOR – SYSTEM PLANNING AND INTERCONNECTION	Responsible for supervising, coordinating and performing various short and long term local and regional transmission system planning activities of the transmission system that includes local and regional planning studies, contract negotiations, feasibility and transmission expansion studies, and technical support on intra-company issues; as well as managing, directing, and overseeing the transmission interconnection process. Duties consist of overseeing all aspects of EPE's transmission load, generation and transmission queues which identify potential interconnectors and transmission customers; and directing or performing the required engineering studies for interconnection evaluation, such as system impact studies, and facilities studies.
ENGINEER – INTERCONNECTION SYSTEMS	Responsible for coordinating, performing and managing large and small generation Interconnection on the transmission system and on dedicated distribution feeders. Also responsible for other Transmission Interconnection studies.
LEGAL CONTRACTS ADMINISTRATOR	Responsible for administering transmission-related contracts entered into by EPE, including contracts related to transmission services, transmission planning and system expansions. Participate in the development of new contractual arrangements, as necessary.

OUTAGE COORDINATOR – SYSTEM OPERATIONS	Responsible for managing and coordinating outages and scheduled maintenance with internal departments, adjacent control areas, and WECC Reliability Coordinators. Responsibility focuses on, but is not limited to, developing daily/weekly/ and monthly equipment maintenance outage plan(s) that coordinate generator outages, transmission and distribution outages, communication maintenance, and relay testing or installment activities. The Outage Coordinator will assess and schedule outage requests in accordance with system stability and economic criteria, as well as WECC and NERC reliability guidelines, procedures and protocols.
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TITLE	DESCRIPTION
MANAGER – SYSTEM PLANNING	Responsible for directing, coordinating and overseeing all aspects of EPE’s System Planning Department. Duties include oversight of short and long-term planning for the integration of transmission and distribution assets into the EPE system, integration of local planning into regional planning, operational studies and planning activities of high voltage transmission and distribution, negotiation of transmission and interconnection contracts, FERC process required to interconnect third party generators and transmission facilities and the operation of EPE’s OASIS facility. This position requires close coordination with other EPE departments and executive management.
ENGINEER – SYSTEM PLANNING	Responsible for initiating, participating, and performing short and long term technical, economic, and statistical analysis of internal and external bulk transmission systems, expansion plans, and other engineering requirements. Apply Western Electricity Coordinating Council (WECC) study criteria to North American Electric Reliability Corporation (NERC) required transmission planning studies and both oral and written reports.
SUPERVISOR – SYSTEM OPERATIONS ENGINEERS	Responsible for the direct supervision of the System Operations engineering staff, maintaining operational awareness, performing realtime assessments of the electrical system, and overseeing the power system real-time engineering function that includes the development and maintenance of Advanced Network Applications. Assists with the development and the implementation of contingency mitigation plans, conducts special studies, and provides real-time communication with system operators as well as neighboring entities. Provides, allocates and manages department resources and personnel to meet corporate business objectives and customer requirements.
ENGINEER – SYSTEM OPERATIONS	Responsible for maintaining operational awareness; performing realtime assessments of the electrical system; and performing the

EPE Transmission Function Employees

	power system real-time engineering function that includes the development and maintenance of Advanced Network Applications. Assists with the development and the implementation of contingency mitigation plans, conducts special studies, and provides real-time communication with system operators as well as neighboring entities.
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