



TRANSMISSION FUNCTION EMPLOYEES
JOB TITLES AND JOB DESCRIPTIONS

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:

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
SMSG:	Southwest Reserve Sharing Group
WECC:	Western Electricity Coordinating Council

TITLE	DESCRIPTION
SENIOR 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. Ensures 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. Ensures proper and timely reporting to regulatory agencies such as FERC, NERC, the NMPRC and the PUCT. 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 TRANSMISSION – STAFF	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.
SYSTEM OPERATOR TRANSMISSION – ASSOCIATE	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 daily all distribution one-lines, substation one-lines, Energy Management System displays, Geographic Information System displays, and Smart Grid displays. 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 DISPATCH	Responsible for managing the overall System Dispatch Function. 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 SRSG function; unscheduled flow curtailment; the E-tagging function, and power accounting.

TITLE	DESCRIPTION
SYSTEM OPERATOR GENERATION – SENIOR	Responsible for the economic dispatch and reliable operation of EPE’s generation facilities during normal and emergency system conditions. Also, is responsible for implementing energy schedules, operating the phase shifter, and issuing switching orders for generators 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. Complies with NERC and WECC reliability standards in meeting interchange, load, and generation needs as EPE Balancing Authority.
SYSTEM OPERATOR GENERATION – ASSOCIATE	Responsible for the economic dispatch and reliable operation of EPE’s generation facilities during normal and emergency system conditions. Also, is responsible for implementing energy schedules, operating the phase shifter, and issuing switching orders for generators 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. Complies with NERC AND WECC reliability standards in meeting interchange, load, and generation needs as EPE Balancing Authority.
SYSTEM OPERATOR GENERATION – STAFF	Responsible for the economic dispatch and reliable operation of EPE’s generation facilities during normal and emergency system conditions. Also, is responsible for implementing energy schedules, operating the phase shifter, and issuing switching orders for generators operating within EPE’s Balancing Authority 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. Complies with NERC and WECC reliability standards in meeting interchange, load, and generation needs as EPE Balancing Authority.
SUPERVISOR – ENERGY MANAGEMENT SYSTEM OPERATIONS	Responsible for the direct supervision of the Real-time Schedulers, Analyst Energy and Contracts Administrator; administration and maintenance of EPE’s OASIS and OATI services and products; transmission and ancillary services; the coordination, development and review of departmental policies and procedures; and direction of the wholesale transmission business, associated business practices, contracts, agreements and tariffs; and compliance with regulatory agencies.
ANALYST ENERGY – SENIOR	Responsible for analyzing transmission and tie line schedules, preparing wholesale transmission billing, budget forecasts, accounting processes, maintenance of transmission cost and requested reports, and ensures compliance with regulatory agencies and contract terms.

TITLE	DESCRIPTION
ANALYST ENERGY – STAFF	Responsible for transmission and tie line schedules, maintenance of transmission cost and requested reports, and compliance with regulatory agencies and contract terms. Assists in the administration and maintenance of OASIS and OATI services and products. Posts the Available Transfer Capability and price information on the OASIS in accordance with FERC rules. Handles transmission access transactions with transmission customers.
SCHEDULER REAL TIME – SENIOR	Responsible for processing real- time and day-ahead Electronic tags, coordinating and implementing real time energy and transmission schedules, loading schedules to the Scheduling System, balancing system interchange, monitoring and reporting contingency reserves via the SRSR reserve sharing system, monitoring EPE’s OASIS and reviewing short term transmission requests (weekly, daily, hourly), assists the Generation System Controller with duties related to system interchange and scheduling, follows and ensures compliance with WECC Business Practices, maintains reliability compliance with WECC and NERC.
SCHEDULER REAL TIME - STAFF	Responsible for processing real-time Electronic tags (ETags), coordinating and implementing real time energy and transmission schedules, loading schedules to the Scheduling System, balancing system interchange, monitoring and reporting contingency reserves via the SRSR reserve sharing system, monitoring EPE’s OASIS and reviewing short term transmission requests (weekly, daily, hourly), assists the Generation System Controller with duties related to system interchange and scheduling, follows and ensures compliance with WECC Business Practices, maintains reliability compliance with WECC and NERC.
CONTRACTS ADMINISTRATOR – PRINCIPAL	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.
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.

TITLE	DESCRIPTION
ENGINEER – SENIOR [SYSTEM PLANNING]	Responsible for initiating, participating in and performing short- and long-term technical, economic, and statistical analysis of internal and external bulk transmission systems and expansion requirements for EPE’s transmission and distribution (T&D) systems.
ENGINEER – PRINCIPAL ELECTRICAL SYSTEM [SYSTEM PLANNING]	Responsible for initiating, participating, and performing short and long term technical, economic, and statistical analysis of internal and external bulk transmission systems and expansion requirements. Responsible for coordination of Order No. 1000 planning processes.
ENGINEER – STAFF [SYSTEM PLANNING]	Responsible for initiating, participating and performing short and long term technical, economic, and statistical analysis of internal and external bulk transmission systems and expansion requirements.
ENGINEER – ASSOCIATE [SYSTEM PLANNING]	Responsible for initiating, participating and performing short and long term technical, economic, and statistical analysis of internal and external bulk transmission systems and expansion requirements.
INTERIM MANAGER – GRID OPERATIONS	Responsible for managing the System Operations’ engineering staff; ensuring the reliable and coordinated operation of distribution, transmission, and generation components of the electrical grid. Coordinates and oversees Black Start restoration activities between Peak Reliability and System Operations, Generation, Transmission and Distribution departments. Evaluates, coordinates, and approves generation, transmission, and distribution system outages. Provides, allocates and manages department resources and personnel to meet corporate business objectives and customer requirements. Also responsible for managing and coordinating outages and scheduled maintenance with internal departments, adjacent control areas, and WECC Security Coordinators. Responsibilities includes 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. Assess and schedule outage requests in accordance with economic criteria, as well as, WECC and NERC reliability guidelines, procedures and protocols.
SUPERVISOR – SYSTEM OPERATIONS ENGINEER	Responsible for the direct supervision of the System Operations engineering staff, maintaining operational awareness, performing real-time 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.

EPE Transmission Function Employees

TITLE	DESCRIPTION
ENGINEER – STAFF [SYSTEM OPERATIONS]	Responsible for maintaining operational awareness; performing real-time assessments of the electrical system; and performing 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.
ENGINEER – ASSOCIATE [SYSTEM OPERATIONS]	Responsible for maintaining operational awareness. performing real-time assessments of the electrical system, and performing 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.

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