

INFORMATIONAL SYSTEM ADMINISTRATOR (OASIS)
(System Operations Section)

PRIMARY FUNCTION

Under general direction, administers the District's open access same-time information system (OASIS) to conform to District policy and regulatory requirements.

DISTINGUISHING CHARACTERISTICS

1. The incumbent carries out responsibilities in accordance with NERC, WECC and FERC standards and directives and applicable laws.
2. The incumbent is required to interact and participate in regional planning meetings and/or other governmental entities outside of the IID. Travels periodically as needed and required.
3. This position is progressive from Transmission Dispatcher classification and will depend on vacant position.
4. The incumbent must be available on a 24-hour basis to respond to questions regarding system operations and report for emergency duty if called.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administers the District open access same time information system (OASIS) with District open access transmission tariff (OATT) or per criteria set under FERC orders for open access transmission systems, as they may pertain to the District, for transmission reservation requests and ancillary services.
2. Verifies, confirms and posts open access same time information system data for transmission segments, products, rates and ancillary services.
3. Assures compliance and conformance of District open access same time information system with all requirements of the District open access transmission systems.
4. Arranges, coordinates and verifies short-term transmission capacity purchases, sales and interchanges with other utilities, marketers, brokers and the California Independent System Operator.

5. Communicates long-term transmission services requests to District system operations section for evaluation, negation and consummation; and coordinates posting data to open access same time information system information pertaining to long-term transmission service requests with other utilities, marketers, brokers and the California Independent System Operator.
6. Manages, monitors and instructs transmission day-ahead scheduler in the entry of day-ahead schedules for predetermined purchases and interchanges of transmission capacity in accordance with production and scheduling offices of the District and interconnected utilities.
7. Assists and backs-up the transmission day-ahead scheduler in performing day-ahead check-outs for District control area net schedules; oversees the transmission day-ahead scheduler in reconciling day-ahead schedule inconsistencies via contact and confirmation with applicable effected parties.
8. Assists and backs-up the transmission day-ahead scheduler in all areas within the transmission day-ahead scheduler's scope of responsibilities including evaluating and verifying, reconciling, approving or denying all day-ahead transmission schedules for capacity purchases, sales and interchanges with other utilities, brokers, marketers and CAISO, and performing after-the-fact functions as they pertain to OASIS transmission transactions with public and private utilities, brokers, marketers and CAISO.
9. Trains and instructs system operators in the operation of the open access same time information system per criteria set under applicable FERC orders and mandates in order to transact transmission services involving District transmission system and the provision of ancillary services.
10. Coordinates and assists others in the system operation section or other departments in compilation and preparation of operational records and summaries for reports; develops reports for third-party entities, including FERC, NERC and WECC pertaining to transmission services, contingency events, curtailments, congestion management actions, emergency procedures and events and other information pertaining to the actual or planned operation of District system.

MARGINAL DUTIES AND RESPONSIBILITIES

1. Coordinates and monitors interconnected transmission outages to adjust, alter, or curtail transactions in compliance with the open access tariff, in conformance to available transmission capability and to minimize congestion.

2. Provides direction and instruction to system operations personnel pertaining to the District open access same time information system emergency procedures and protocols.
3. Recommends modifications, improvements or enhancements to the OASIS internet based service application to superiors.
4. Maintains regular contact with management, supervisory and non-supervisory personnel to discuss and coordinate transmission capacity purchases, sales and interchanges.
5. Assists system operators with compliance to NERC, WECC and FERC control performance and operating criteria.
6. May prepare and conduct presentations for supervision and operating personnel concerning scheduling contracts, practices and procedures.
7. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides work direction, but does not supervise directly assigned personnel.

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

B. S. degree or equivalent in business, economics or engineering and two years of increasingly responsible experience in electrical power system transmission and distribution operations. Directly related experience may be substituted for required education at the ratio of two years experience for one year of education.

Knowledge of

Power system operations; mathematics; North American Electric Reliability Council (NERC), Federal Electric Regulatory Commission (FERC) and Western System Coordinating Council (WECC) standards and regulations; Independent System Operator (CAISO) congestion, unscheduled flow conditions and day-ahead transmission markets; power plant economics; current industry trends, technical industry

advancements, regulatory changes, adherence to industry reliability standards, and changes to the utility or regional system reliability standards and regulations; performance is consistent with functional duties and responsibilities represented by the NERC functional model; energy management system; District service area and facility locations; and preparation of operational records and summaries.

General Abilities

Assume responsibility for conforming open access same time information system to District policy and regulatory requirements; maintain effective relations with District personnel and public and/or private agency representatives; write clear and concise reports; set priorities; be prompt and regular in attendance; understand safety rules and regulations and work safely; work courteously and cooperatively with District employees, contractors, vendors, consultants, public and/or private agency representatives, and the general public.

Tools and Equipment Used

Personal computer, monitor, keyboard, mouse, printer, Internet web-based vendor products by open access technology international, such as WebOASIS, WebTrans, WebSAS, and energy trading systems; southwest reserve sharing group program; Sunguard energy accounting application; advanced control systems energy management systems; MS Windows Operating Systems, Windows NT, Microsoft Office: Excel, Word, PowerPoint, and Access, World Wide Web, Internet Web Browsers, E-mail application, telephone, beeper, cellular telephone, work desk, fax machine, copy machine, file cabinet, pen, pencil, computer printout, manuals, code books, reference books, sedan.

Licensing

A valid driver license issued by the State of California, Department of Motor Vehicles is required.

Certified as a System Operator under the North American Electric Reliability Council (NERC).

Language Skills

Ability to read, analyze, and interpret system operation transmission information manuals, technical journals, regulations, reports, specifications, engineering plans and legal documents. Ability to respond to inquiries or prepare written documentation using personal computer. Ability to respond to technical or common

inquiries or complaints from contractors, vendors, regulatory agencies or District employees. Ability to effectively present information to management, contractors, vendors, public and/or private agency representatives, public advocacy groups or District employees.

Mathematical Ability

Fundamentals of algebra, geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to power system operations and financial situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities

Extensive travel by air or land transportation outside of service area. Required to stay overnight at lodging and attend conferences, seminars, and public hearings.

Degree of Physical Effort - 2

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works within a well-lighted office with climatically controlled temperature.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit at work desk or workstation; the employee is frequently required to use hands to finger, grip, grasp, handle or feel objects, tools, or controls; the employee is occasionally required to reach upward, downward and forward with hands and arms; the employee is frequently required to talk over the telephone, on a one-to-one basis, or before a group of individuals; the employee is frequently required to hear conversation over telephone, on a one-to-one basis, or before a group of individuals; the employee is occasionally required to stand; the employee is occasionally required to walk on concrete, asphalt, tile and carpet surfaces.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.