

TRANSMISSION DAY-AHEAD SCHEDULER

PRIMARY FUNCTION

Under the general supervision coordinates day-ahead transmission schedules and assists the OASIS Administrator in arranging short-term transmission transactions with other utilities, marketers, brokers and the California Independent System Operator; conducts after-the-fact settlements, invoicing and billing functions; verifies the availability of adequate transmission capacity to meet District customer needs.

DISTINGUISHING CHARACTERISTICS

1. Carries out responsibilities in accordance with NERC, WECC and FERC standards and directives and applicable laws.
2. Incumbent is required to interact and participate in regional planning meeting and/or other governmental entities outside of the District. Travels periodically as needed and required.
3. This position is progressive from Transmission Dispatcher classification and will depend on vacant position.
4. Incumbents must make themselves available on a 24-hour basis to respond to questions regarding system operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees all control area day-ahead interchange scheduling functions and all associated electronic tagging (E-Tag) with other utilities, brokers, marketers and CAISO.
2. Performs day-ahead merchant "set-aside" schedules from the District's Supply and Trading Section and implements those schedules into the District's Energy Management System Interchange Transaction Scheduler.
3. Coordinates with Edison, CAISO and power generation facilities on line loss payback schedules of transmission customers utilizing District's transmission system.
4. Performs after-the-fact functions as it pertains to open access same-time information system transmission transactions with third party market participants.

5. Oversees and verifies day-ahead transmission obligations as members of the Southwest Reserve Sharing Group, and resolves day-ahead schedule inconsistencies through contact and confirmation with the applicable effected parties.
6. Assists and backs-up the Informational System Administrator including arranging, coordinating and verifying short-term transmission capacity purchases, sales and interchanges with other utilities, marketers, brokers and California Independent System Operator.
9. Operates personal computer networks, energy management system SCADA system, accounting software and OATT internet-based service applications and other computer system applications that support the Transmission Day-Ahead Scheduler.
10. Oversees and verifies interchange inadvertent balancing accounting; maintains accurate data and records for reporting functions.
11. Complies with WECC Reliability Management System contractual requirements.

MARGINAL DUTIES AND RESPONSIBILITIES

1. Monitors major interconnected transmission outages in order to adjust, alter or curtail prescheduled transactions to conform to available transmission capability.
2. Provides assistance to power dispatching personnel on transmission schedule curtailment priorities and unscheduled flow mitigation procedures.
3. Discusses and coordinates prescheduled transmission capacity sales and interchanges with management and non-supervisory personnel.
4. May prepare and conduct presentations for supervision and operating personnel concerning scheduling contracts, practices and procedures.
5. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES - None

QUALIFICATION REQUIREMENTS

To perform the 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 qualified individuals with disabilities to perform the essential functions.

Education and Experience

Any combination equivalent to a Bachelor of Science degree in business, economic or engineering and two years of increasingly complex experience with electrical power systems. Certification under NERC and WSCC is required.

Experience may be substituted for required education at a ratio of two years of experience for one year of education.

Knowledge of

Power system fundamentals; mathematics fundamentals; North American Electric Reliability Council ("NERC") and Western System Coordinating Council ("WECC") standards, directives and applicable laws; Independent System Operator ("CAISO"); congestion, unscheduled flow conditions and day-ahead transmission markets; current industry trends, technical industry advancements, regulatory changes, adherence to industry or District reliability standards and changes to the utility or regional system reliability standards or regulations; MS Windows Operating Systems, Windows NT, Microsoft Office (Excel, Word, Power Point, Access), World Wide Web, Internet Web Browsers and E-Mail applications; power plant economics.

General Abilities

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

Tools and Equipment used

Personal computer, monitor, keyboard, mouse, printer, pen, pencil, copy machine, fax machine, telephone, cellular telephone, beeper, chair, work desk, file cabinet, Internet web-based vendor products by Open Access Technology International, such Web-OASIS, Web-Trans, Web-SAS, and energy trading systems; Southwest Reserve Sharing Group program; Sun-guard Energy Accounting application; Advanced

Control Systems Energy Management Systems; MS Windows Operating Systems, Windows NT, Microsoft Office (Excel, Word, Power Point, Access), World Wide Web, Internet Web Browsers and E-Mail applications, vehicle.

Licensing

A valid drivers license issued by the State of California, Department of Motor Vehicle is required.

Incumbent must be certified as a System Operator by 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 private agency representatives, public groups, and district employees.

Mathematical Skills

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability

Ability to define problem, 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 - None

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 in a well-lighted office environment with climatically controlled temperature.

The noise level in the work environment is usually quiet.

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 be seated at work desk operating computer keyboard; the employee is frequently required to use hands to finger, handle, grip, grasp or feel objects, or controls; the employee is occasionally required to reach upward, downward, and forward with hands and arms; the employee is frequently required to talk in person, over the telephone within office environment; the employee is frequently required to hear conversations in person, over the telephone and within a office environment.

The employee must occasionally 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.