



# OMAHA PUBLIC POWER DISTRICT

## *Job Descriptions*

### **Vice President – Energy Production and Marketing**

- Reports to the President & CEO
- Accountable for ensuring ample supply of electric power through the design, operation and maintenance of all fossil generating stations.
- Responsible for all nuclear and fossil fuel needs
- Ensures the development of least cost resource plans to meet energy needs
- Oversees OPPD personnel involved in the development and administration for the purchases and sales of energy in the bulk energy market
- Manages the attainment of corporate goals and objectives
- Ensures governmental, regulatory and licensing compliance

### **Energy Marketing and Trading**

#### **Division Manager – Energy Marketing and Trading**

- Reports to Vice President – Energy Production & Marketing.
- Aggressively pursue wholesale marketing opportunities within the region, including point of contact for municipal relations.
- Negotiate, develop, write, and maintain interchange contracts, energy marketer agreements, and alliance agreements.
- Develop, negotiate, and administer contracts for the purchase and sale of firm capacity and energy.
- Develop, negotiate, and administer agreements for the construction, acquisition, and/or operation of jointly owned facilities or customer-owned facilities.
- Identify, monitor and control risk exposure to ensure compliance with business unit strategy, including: identification of the source(s); quantification; clarification of the impact; assessment of the capability to internally manage; selection of the appropriate risk management products to mitigate such risk exposure; and to collaborate with Finance Department to update and enforce the EP&M Risk Management Policy.
- Oversee the day-to-day use of option, futures, forward, and margin contracts, and other market tools to enhance profit and mitigate price risk.
- Develop forward price curves to aid in forecasting future markets to capture optimal market positions.
- Utilize risk models to analyze and implement hedging strategies.
- Ensure least cost Integrated Resource Plans are developed to meet WAPA's requirements ensuring continued delivery of low-cost hydro preference power.
- Develop comprehensive analytical processes into a least-cost Integrated Resource Plan to be used to inform senior management and the Board of the District's demand- and supply-side resource needs, resource alternatives, and the preferred strategy.
- Ensure that major capital investment decisions for existing units are sound economic business decisions.
- Meet capacity requirements by acquiring, building, or purchasing capacity to avoid a MAPP deficit capacity penalty.
- Calculate and publish annual demand and energy avoided costs.



- Develop plans and budgets for Vice President approval and functions within these guidelines.
- Coordinate plans to optimally operate and maintain generating units in conjunction with the purchase and sale of firm and non-firm power and energy to meet the electric energy requirements of the District's customer-owners.
- Responsible for the forecasting of daily and weekly loads, planning of generation commitment, economic dispatch of generating units, scheduling of purchase and sales transactions to comply with reliability requirements and to fulfill economic objectives, and initiation of load reduction through demand side management.
- Support system restoration following partial and total system outages and the execution of manual load shedding contingency plans during emergency periods.
- Oversee the energy accounting functions necessary to manage on-going and after-the-fact schedules and settlement associated with energy transactions and the transmittal of this data to the Accounting Division for billing functions and inclusion into financial and operating reports.
- Foster a working environment that promotes employee excellence.
- Develop and implement training programs to ensure the development and maintenance of a competent, aggressive staff capable of performing under stressful conditions such as tight energy supply, capacity emergencies, interruption of transmission service, and partial or total system outages of District or other systems.
- Ensures that the respective Energy Marketers are NERC Certified System Operators.
- Represent the District in regional and joint planning of supply-side projects with interconnected utilities. The incumbent provides data for national and regional planners -- e.g., FERC, NERC, MAPP, NPA, and other various agencies.
- Represent the District on various MAPP, EPRI and NPA committees.
- Report to the Department of Energy on the District's commitment to reduce, avoid, or sequester greenhouse gas emissions.

## **Energy Marketing**

### **Manager – Energy Marketing**

- Reports to Division Manager – Energy Marketing and Trading.
- Supervises the daily operation of the trading floor.
- Supervises the day-to-day operations of the Energy Marketers in their normal assignments, coordinates scheduling bulk power production, and directs the study of near term and real time production costs as they relate to energy transactions and fuel coordination.
- Ensures that energy-trading operations are in compliance with the EP&M Risk Management Statement of Responsibilities and Procedures.
- Manage the economic dispatching of OPPD's generating units to minimize fuel costs.
- Manage the automatic generation control of the generating units to meet the generation requirements of the North American Electric Reliability Council (NERC) and MAPP.
- Directs the real time, hourly, daily, and balance-of-week marketing of firm and non-firm energy.
- Engage in adequate training of Energy Marketers and trainees in the operation of OPPD's generating resources and in the operation of the energy marketplace.
- Maintain effective relationships with other energy trading and marketing entities to maintain market intelligence and to ensure proper pricing of power and energy.
- Maintain control of communication equipment to assure effective and efficient operation of the trading floor.



- Coordinates the scheduling of natural gas.
- Assists Electric Operations in the formulation of load reduction and system restoration procedures relative to generating station contribution, and formulates and implements staff training.
- Responsible for the efficient energy marketing trading floor operation, such as hardware and software selection and maintenance, and the configuration of the office layout.
- Executes interchange scheduling required to implement energy transactions and generation sources to meet wholesale load demands, including the use of demand side management options.
- Supervises the pricing of energy transactions to comply with contracts and the marketplace.
- Actively promotes the sale of firm and non-firm energy.
- Initiates the use of risk management instruments such as options, forward contracts, swaps, etc. within the risk management guidelines of the EP&M.
- Submits the required reports and surveys to the MAPP Coordination Center as needed to support emergency procedures and MAPP operational studies.
- May perform the duties of the Division Manager - Energy Marketing & Trading when the Division Manager is absent.
- May perform the duties of an Energy Marketer when an unavoidable absence occurs and substitute Energy Marketers are unavailable.

### **Senior Energy Marketer**

- Reports to Manager – Energy Marketing.
- Determine wholesale energy supply needs and assures an adequate energy supply.
- Meets OPPD's retail and wholesale energy requirements while ensuring optimum efficiency, continuity of service, and safe operation of District generating facilities (nuclear, steam, combustion turbine, and leased municipal diesel).
- Meets energy supply requirements through the buying and selling of electrical energy based on hourly cost data and studies and current energy market information. Resources include utilities within the Mid-continent Area Power Pool (MAPP) and the Southwest Power Pool (SPP), municipalities within the District's service territory, independent energy marketers and brokers, and remote utilities via applicable transmission tariffs.
- Mitigates the District's risk by understanding and applying EP&M's risk management policies and guidelines. Energy transactions shall at all times meet the risk parameters of the EP&M Risk Management Statement of Responsibilities and Procedures.
- Understands and applies Unit Commitment, Economic Dispatch, and Automatic Generation Control concepts and programs.
- Participates in the Load Shedding Program and works closely with Electric Operations during the execution of subsequent Restoration Procedures.
- Curtails interruptible and curtailable retail customers as specified in their respective contracts.
- Commands and demonstrates knowledge of guidelines for power system operation provided by the North American Electric Reliability Council (NERC) and MAPP.
- Maintains good relations with the District's generating station operations personnel and with the Transmission & Distribution System Operators of Electric Operations Division. In addition, the Energy Marketer must maintain a good operating relationship with energy traders and marketers of other companies as an authorized representative of the District.



- Monitors all important factors to ensure protection against major outages and to adjust load demand forecasts as needed; i.e. weather.
- Actively participates in on-going training on the operation of the energy marketplace, keeping up to date on development and use of creative instruments to help manage price and operating risk.
- Actively participates in on-going training including load shedding and system restoration procedure review and exercises, MAPP training programs, MAPP System Operator Training Working Group projects, and American Power Dispatchers Association (APDA) meetings.

### **Energy Marketer**

- Reports to Manager – Energy Marketing.
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- Meets energy supply requirements through the buying and selling of electrical energy based on hourly cost data and studies and current energy market information. Resources include utilities within the Mid-continent Area Power Pool (MAPP) and the Southwest Power Pool (SPP), municipalities within the District's service territory, independent energy marketers and brokers, and remote utilities via applicable transmission tariffs.
- Reduces price risk associated with energy transactions through the implementation of market financial instruments such as swaps, calls, puts, and forward contracts within EP&M risk management guidelines.
- Energy transactions shall at all times meet the risk parameters of the EP&M Risk Management Statement of Responsibilities and Procedures.
- Manages the Economic Dispatch/Automatic Generation Control Program.
- Initiates the Load Shedding Program and works closely with Electric Operations during the execution of subsequent Restoration Procedures.
- Curtails interruptible and curtailable retail customers as specified in their respective contracts.
- Commands and demonstrates knowledge of guidelines for power system operation provided by the North American Electric Reliability Council (NERC) and MAPP.
- Maintains good relations with the District's generating station operations personnel and with the Transmission & Distribution System Operators of Electric Operations Division. In addition, the Energy Marketer must maintain a good operating relationship with energy traders and marketers of other companies as an authorized representative of the District.
- Monitors all important factors to ensure protection against major outages and to adjust load demand forecasts as needed; i.e. weather.
- Actively participates in on-going training on the operation of the energy marketplace, keeping up to date on development and use of creative instruments to help manage price and operating risk.
- Actively participates in on-going training including load shedding and system restoration procedure review and exercises, MAPP training programs, MAPP System Operator Training Working Group projects, and American Power Dispatchers Association (APDA) meetings.

### **Power Marketer**

- Reports to Division Manager – Energy Marketing and Trading.



- Aggressively market wholesale capacity, energy and other services to enhance generation asset profitability and establish the Company as regional wholesale power marketing. Aggressively market capacity and energy, and other District services, to enhance generation asset profitability, and establish EP&M as a regional wholesale power marketer.
- Assist Energy Marketing to ensure EP&M power requirements are met with optimum efficiency, continuity of service, and safe operation of District generating facilities (nuclear, steam, gas turbine, and leased municipal diesel).
- Satisfy EP&M power requirements from available resources through buying and selling power forward on a day ahead to multi-month basis, based on hourly cost data and studies, and prevailing power market information
- Increase the value of, and reduce price risk associated with power transactions through physical trades and administration of market physical and financial instruments such as swaps, calls, puts, and forward contracts, all within EP&M risk management guidelines.
- Conduct power price discovery, investigate, gather, assemble, and disseminate wholesale power market information regarding EP&M's traditional trading areas to individuals involved with EP&M's regional wholesale power marketing effort.
- Expand EP&M marketing efforts beyond its traditional trading areas.
- Periodically visit utilities, municipalities, and marketing entities within and beyond EP&M traditional trading areas with intent of expanding and enhancing regional wholesale power marketing presence.
- Foster good working relationships and cooperation between utilities, municipalities, and marketing entities that promote and ensure District and electric-utility industry interests.
- Represent the District on various MAPP, EPRI, and American Power Dispatchers Association committees.
- Maintain regular communications with District personnel in areas including but not limited to Energy Marketing, Production Operations, Fuels, Finance, Nuclear Operations, Transmission Services, Transmission and Distribution Planning, and Accounting.
- Actively participate in training and operation of the wholesale power marketplace, keeping up to date on the development and use of creative instruments to help manage power price and operating risk.
- Maintain sufficient familiarity with EP&M interconnection and interchange agreements (e.g., MAPP, WSPP, PP&SA, and other utility/marketer specific interconnection and interchange agreements) to ensure continuous and efficient electrical service to the District's customer-owners, and efficient and economical use of generation assets and the transmission system as viewed in the overall scheme of District operations.
- Maintain familiarity with EP&M natural gas procurement and scheduling procedures.
- Maintain good relations with EP&M generating station operations personnel and with the Transmission & Distribution System Operators of Electric Operations Division.
- Maintain good operating relationships with energy traders/marketers of other companies as an authorized representative of the District.

### **Senior Power Marketer**

- Reports to Division Manager – Energy Marketing and Trading.
- Aggressively promote and market wholesale capacity and energy, and other District services to enhance generation asset profitability and establish EP&M as a regional wholesale power marketer.



- Develop all contracts and agreements associated with interconnected operations, interchange of power and energy, firm power purchases and sales, and power supply joint-ownership, in order to support the District's Integrated Resource Plan.
- Foster good working relationships and cooperation between interconnected electric utility systems that promote and ensure District and electric-utility industry interests.
- Ensure interconnection and interchange agreements support continuous and efficient electrical service to the District's customer-owners, and efficient and economical use of generation assets and the transmission system as viewed in the overall scheme of District operations.
- Administer contracts and agreements, resolve questions, and aggressively advocate the District's position regarding disputes arising from its interconnected, interchange, municipal, and wholesale relationships.
- Responsible for timely notifying system operations and customer accounting personnel of changes regarding the operation, administration, or fees associated with any interconnection, interchange, municipal, or wholesale contract and/or agreement.
- Accumulate market and industry information and when appropriate report on issues that affect or have the potential of affecting the District's operations.
- Negotiate and draft contracts regarding District acquisition of and/or merger with other electric and/or related utility systems/concerns as directed.
- Reduce prospects of loss that will interfere with the execution of business unit strategy by identifying the source(s) of exposure, quantifying the exposure, clarifying the impact of the exposure on business unit strategy, assessing the capability to manage such exposure internally, and selecting the appropriate risk management products that will mitigate such risk exposure.
- Facilitate the lease and/or periodic use of generation, transmission, substation, and pipeline facilities of others in performance of the merchant function.
- Execute and administer agreements facilitating transmission access, and ensure no entity hinders District access to and use of the interconnected transmission system in accordance with federal and/or state regulation.
- Administer contract with Western Area Power Administration to ensure continued delivery of low-cost hydro preference power.
- Maintain regular communications with District personnel in areas including but not limited to Energy Marketing, Fuels, Production Operations, Finance, Nuclear Operations, Transmission Services, Transmission and Distribution Planning, Engineering, Accounting, and Governmental and Environmental Affairs.
- Increase the value of, and reduce price risk associated with power transactions through physical trades and administration of market physical and financial instruments such as swaps, calls, puts, and forward contracts, all within EP&M risk management guidelines.
- Represent the District on various MAPP, EPRI, and NPA committees.

## **Planning and Analysis**

### **Manager – Planning and Analysis**

- Reports to Division Manager Energy Marketing and Trading
- Evaluation of departmental operating methodology by monitoring, reviewing, and conducting analysis of historical, current, and proposed energy transactions.
- Responsible for reviewing all energy transactions conducted on the trading floor ensuring orderly monthly billing or payment for energy related services.



- May perform the duties of the Division Manager - Energy Marketing & Trading when the Division Manager is absent.
- Providing recommendations to ensure system operating standards are met as set forth by the District, the Mid-continent Area Power Pool (MAPP), the North American Electric Reliability Council (NERC), etc.
- Prepare energy transaction operating and statistical data and reports required both internally by EP&M, and by other areas of the District including active forward contracts, energy quantities, terms, duration, transmission, special conditions, and other relevant data.
- Responsible for the maintenance of official EP&M contract documents and files.
- Responsible for development of departmental budgets and responding to budget variances.
- Responsible for the development of the five year Generating Equipment Maintenance Schedule (GEMS) through chairing the GEMS Committee.
- Responsible for the monthly MAPP Load and Capability Report, MAPP Combined Maintenance Outage Schedule (CMOS), and MAPP Uniform Rating of Generating Equipment (URGE) Report.
- Provides data to MAPP, NAERO, federal and state agencies, and other organizations as required.
- May serve as a NERC, MAPP, or other agency committee member including positions on any subcommittee, working group, or task force.
- Develop methods for managing, valuing, and tracking each wholesale power transaction and the entire portfolio of transactions.
- Maintain models that determine value and risk exposure of each position or instrument in the business unit wholesale portfolio.
- Value spot and forward contract commodity prices relative to present and expected market conditions.
- Identify, quantify, and avoid EP&M exposure to energy price risk.
- Establish reliable correlation between commodity costs and wholesale power purchase and sale prices.
- Establish present degree of risk associated with wholesale portfolio, and provide a detailed plan designed to mitigate exposure to such risks.
- Establish criteria regarding relative size of positions taken and frequency of balancing the wholesale portfolio to maintain desired risk exposure.
- Coordinate with finance division to properly assess and include credit risk in wholesale power portfolio evaluation.
- Ensure that least cost Integrated Resource Plans are developed that meet WAPA's requirements to ensure continued delivery of low-cost hydro preference power.
- Develop comprehensive analytical processes into a least-cost Integrated Resource Plan to be used to inform senior management and the Board of the District's demand- and supply-side resource needs, resource alternatives, and the preferred strategy
- Ensure that major capital investment decisions for existing units are sound economic business decisions.
- Monitor and develop strategies to mitigate the effects of potentially stranded generating assets.
- Prepare fuel and purchased power budget using PROMOD software model.
- Calculate and publish annual avoided costs for both demand and energy.
- Provide the Nuclear business unit with economic analyses that compare the cost of continued operation to early shutdown, license extension, and power uprates.



- Coordinate office administration activities including mail service, office supplies, time sheet processing, secretarial duties and trip arrangements.

### **Senior Resource Planning Engineer**

- Reports to Manager – Planning and Analysis
- Maintain a working knowledge of conventional and emerging generation technologies, and applicable DSM programs, including unit types, capital costs, fuel types, size and unit options, operating costs, units availability, location constraints, and reliability. Data inputs are collected from internal and external sources.
- Monitor the industry for analytical tools and computer software packages available for resource planning.
- Develop new models, as necessary, to supplement these tools.
- Develop optimal long-range (up to 20 years) resource plans that minimize life-cycle costs while maximizing profitability of the Energy Production and Marketing Business Unit utilizing analytical processes that integrate demand- and supply-side resources into a least-cost Integrated Resource Plan.
- Ensure that the analytical processes used combine economic, financial, environmental, scenario analysis, uncertainty, probability, and reliability and risk assessment techniques.
- Compile the contents, procedures, and expected outcomes of the Integrated Resource Plan, in a clear and concise manner, to allow management and the Board of Directors to understand the respective demand- and supply-side resource needs, resource alternatives, and the preferred strategy.
- Ensure the resource planning process computer software models, supporting data, assumptions, and analysis are comprehensive and technically appropriate to provide accurate and feasible models and recommendations.
- Ensure that least-cost Integrated Resource Plans meet WAPA requirements to ensure continued delivery of low cost hydro preference power.
- Ensure that the Integrated Resource Plan treats demand-side resources analytically consistent with supply-side resources.
- Ensure that major capital investment decisions for existing units are sound economic business decisions.
- Coordinate long-range bulk power supply plans with long-range transmission and distribution plans.
- Provide the Nuclear business unit the economic analysis to compare the cost of continued operation to early shutdown, supports license extension and power uprate analysis.
- Prepare fuel and purchased power budget using PROMOD software model.
- Analyze strategies designed to mitigate the effects of potentially stranded generating assets and other underutilized District facilities.
- Calculate and publish annual avoided costs for both demand and energy.
- Assist with siting studies for new generation facilities.

### **Resource Planning Engineer**

- Provide input in the areas of equipment types and engineering considerations through the construction phase, review technical aspects for expansion projects for both supply- and demand side and provide planning perspectives and observations.



- Perform analysis and make recommendations to meet capacity requirements by acquiring existing capacity, entering joint ownership and/or participation agreements, building new capacity, or purchasing capacity to minimize the risk of MAPP deficit capacity penalties.
- Maintain a working relationship with personnel throughout the District, equipment manufacturers and vendors, colleges and universities, research and development groups, and interconnected utilities to acquire needed information and to coordinate future plans.
- Represent the District in regional and joint planning of supply-side projects with interconnected utilities.
- Provides data for national and regional planners -- e.g., MAPP, FERC, NPA, and other various agencies.
- Represent the District on various MAPP, EPRI and NPA committees.
- Report to the Department of Energy on the District's commitment to reduce, avoid, or sequester greenhouse gas emissions.
- Coordinate review of and respond to entities seeking construction and other waiver requests from the Nebraska Power Review Board.

### **Risk Analyst**

- Reports to Manager – Planning and Analysis
- Develop methods for managing, valuing, and tracking each business unit wholesale power and generation asset service transaction, as well as the entire portfolio of transactions.
- Maintain models that determine value and risk exposure of each position or instrument in the business unit wholesale portfolio.
- Develop market valuation methods that translate potential generation asset capability and cost of operation into future cash flow projections.
- Determine whether to purchase/sell capacity and/or energy positions or hedge or revise an existing position.
- Value spot and forward contract commodity prices relative to present and expected market conditions.
- Determine the appropriate set of financial tools, including contracts to provide such services, needed to manage the risks associated with wholesale marketing opportunities.
- Maintain expertise in the use of derivative contracts; forward contracts; futures contracts; option contracts; margin contracts; spark-spreads, and, swaps.
- Understand: commodity price risk; margin risk; basis risk; future price volatility and its causes; hedging; taking long- and short-positions in physical markets; arbitrage; and, financial management tools/services available through a regulated exchange.
- Identify, quantify, and avoid EP&M exposure to energy price risk.
- Establish reliable correlation between commodity costs and wholesale power purchase and sale prices.
- Analysis of fuel arbitrage and tolling opportunities.
- Develop and maintain information on electric transmission and fuel transport availability, and assess risks associated with use of each.
- Establish present degree of risk associated with wholesale portfolio, and provide a detailed plan designed to mitigate exposure to such risks.
- Establish criteria regarding relative size of positions taken and frequency of balancing the wholesale portfolio to maintain desired risk exposure.
- Coordinate with finance division to properly assess and include credit risk in wholesale power portfolio evaluation.



### **Administrative Clerk**

- Report to Manager – Planning and Analysis
- Compute daily loads and system requirements.
- Track, trend and graph daily, weekly and year to date interchange purchases and sales and Net System Requirements and prepare weekly and monthly reports.
- Track, trend and graph daily generation and daily profits for Energy Marketing & Trading Division.
- Calculate and enter into EMS, the estimated municipal loads for the next month (i.e. Peru State College, UNO, Boystown, Elk Creek, Greenwood).
- Produce monthly load graph and provide information for monthly Supplemental Statistics report.
- Inform the Risk Analyst when all purchase and sales transactions with other utilities have been verified each month.
- Track MEAN schedules on a daily basis and compare to actual after-the-fact energy usage.
- Maintain utility and marketing company database in EASY.
- Send daily load data to MAPP.
- Provide hourly load data to accounting every two weeks.
- On the 15th of each month, fax MAPP bill to accounting and enter data in 906 report.
- Process Quarterly MAPP bill.
- Process, prepare, and distribute monthly 906 reports.
- Process, prepare and distribute monthly Retail Transfer report.
- Check and verify transaction data with other utilities and marketing companies throughout the month.
- Check and verify month-end sales and purchases with all utilities and marketing companies within three working days from the beginning of the month.
- Process and check monthly bills from other utilities and marketing companies, have bills approved by Manager - Planning & Analysis, and send to accounting.
- Enter all available month-end data from OPPD transmission, wind turbine generation, fuel cell generation, WAPA information, and municipal on and off-peak regulation into EMS and EASY by 3rd working day each month.
- Provide weekly NSR totals and variance data to EEI.
- Correct billing and generation data in EMS and EASY as required, and transfer data from EMS to EASY.
- Track details of transaction discrepancies, summarize in monthly report, and keep details required for energy marketer performance measures.
- Perform other duties as assigned by manager.
- Regular and predictable attendance is required.

### **Municipal Marketing Coordinator**

- Report to Division Manager Energy Marketing and Trading
- Aggressively market wholesale capacity, energy and other services to enhance generation asset profitability and establish the Company as regional wholesale energy marketing.
- Aggressively promote and market wholesale capacity and energy, and other District services, to enhance generation asset profitability and establish EP&M as a regional wholesale power marketer.
- Foster good working relationships and cooperation between interconnected electric utility systems that promote and ensure District and electric-utility industry interests.



- Administer contracts and agreements, resolve questions, and aggressively advocate the District's position regarding disputes arising from its municipal relationships.
- Responsible for timely notifying system operations and customer accounting personnel of changes regarding the operation, administration, or fees associated with any municipal contract or agreement.
- Accumulate market and industry information and, when appropriate, report on issues that affect or have the potential of affecting the District's operations.
- Promote the District's interests and maintain business relationships with officials of the Nebraska municipal utilities which the District serves at wholesale, which are within the District's control area, or with which the District has or may have ongoing business relationships.
- Establish and maintain primary point-of-contact with non-Nebraska municipalities and other potential out-of-state full- or partial-requirement wholesale customers.
- Project future capacity and energy needs of the municipalities and other wholesale customers for use in the District's power supply efforts.
- Regularly visit wholesale municipalities, provide presentations to their Utility Boards and City Councils when requested, and attend Nebraska League of Municipalities and Nebraska Municipal Power Pool meetings.
- Facilitate the lease and/or periodic use of generation, transmission, substation, and pipeline facilities of others to enable the performance of various merchant functions.
- Maintain regular communications with District personnel in areas including, but not limited to, Energy Marketing, Fuels, Transmission Services, Transmission and Distribution Planning, Engineering, Accounting, and Governmental and Environmental Affairs.
- Increase the value of, and reduce price risk associated with, power transactions through physical trades and administration of market physical and financial instruments such as swaps, calls, puts, and forward contracts, all within EP&M Risk Management Policy.
- Represent the District on various MAPP, EPRI and NPA committees.

## **Vice President – Transmission and Distribution**

- Reports to the President & CEO
- Responsible for and directs the construction, operation and maintenance of the distribution, transmission and substation systems for the corporate service area
- Ensures the coordination of all division activities for operations, maintenance and construction with customers, utilities and contractor groups to promote cooperative and productive relationships.
- Manages the planning of transmission and distribution to ensure reliable and adequate electric system to meet existing and anticipated customer load requirements.
- Manages to ensure that future transmission plans align with MAPP design criteria by maintaining a liaison with them and interconnected utilities.
- Manages activities of the transmission system with operation of voltage control devices, systems and procedures to maintain accurate and complete transmission operation logs, load shedding procedures and other operation procedures to optimize all available options and ensures knowledge of the operation of the Open Access Same Time System (OASIS)
- Manages the attainment of corporate goals and objectives
- Ensures governmental, regulatory and licensing compliance



## **T&D Construction and Operations**

### **Division Manager – T&D Construction and Operations.**

- Reports to Vice President – Transmission & Distribution
- Directs the construction, operation and maintenance of the distribution, transmission and substation systems for the corporate service area.
- Provides response to customer service needs by ensuring the availability of properly trained and equipped personnel on a 24-hour basis through the development of an effective service restoration plan.
- Directs the coordination of all division activities for operations, maintenance and construction with customers, utilities and contractor groups to promote cooperative and productive relationships.
- Ensure a proficient and well-equipped field staff and support personnel to accomplish the division's activities through on-going training and development programs.
- Develop and direct plans for the economic utilization of all Division resources.
- Provide and maintain communication systems, protective relaying and kWh metering to assure efficient and adequate communications, protection of equipment from loss of damage and customer metering.
- Ensure the highest degree of public relations by development and training of personnel.
- Ensure an adequate corporate transportation and construction fleet.
- Ensure compliance to all Federal, State and Local environmental and governmental regulations.
- Directs the operation of the transmission and distribution system to reliably and safely serve native load and the Energy Marketers.

## **T&D Operations**

### **Manager – T&D Operations**

- Reports to Division Manager – T&D Construction and Operations T&D Operations monitors the T&D Electric System 24-hours per day and responds to any and all abnormalities including interruption of electric service and equipment failure and/or malfunction by directing field crews to safely restore the electric system to its normal condition.
- This position is responsible to supervise Operations functions according to corporate policy, approved practices, procedures and budgets and develops and implements internal work practices and procedures.
- The incumbent approves or denies outage and switching requests from operating groups and outside entities and is the operations contact person with operating and engineering groups to resolve system operating and/or technical issues.
- This Manager is also responsible to develop and implement training plans to ensure maximum utilization of human resources and to ensure that T&D System and Control Area Operators, System Scheduler and Operator Training Specialist are properly trained to keep up with technological and operational changes.
- The person in this position develops implements and administers rotating shift schedules to ensure the availability of operators for 24-hour coverage during normal and storm conditions while compensating for absences due to vacation, sickness, training, etc.
- The incumbent monitors weather conditions in the OPPD service area and places field crews on standby status and/or declares a service condition and implements the Service Restoration Procedure.
- • This position is responsible for the reliable operation of the transmission system and its conformance to established guidelines for transmission line loading and voltage profiles.



- The incumbent is responsible for sale of all short-term transmission reservations to outside entities through the operation of the OASIS system according to MAPP, NERC, and FERC guidelines.

### **Shift Supervisor – T&D Operations**

- Reports to Manager – T&D Operations
- Contribute to the District's objective of providing, dependable electric service through the supervision of T&D System and Control Area Operators, and Clerical functions to quickly and accurately respond to electric system abnormalities.
- Contribute to timely construction and maintenance of District facilities without sacrificing electric system integrity through system operator switching assignments and timely execution of switching functions.
- Supervise the execution of switching functions to ensure compliance with Hold Order and Grounding Procedures for the protection of field workers.
- Ensure optimum utilization of T&D Operation's personnel through call-out procedures, specific assignments of work and balancing the work available with the resources available.
- Support District service reliability goals by minimizing the number of customer outages and timely implementation and supervision of service restoration plans.
- Maintain effective relationships with interconnected utilities and energy marketers and keep abreast of contractual requirements and District and MAPP tariffs to assure proper pricing of transmission services.
- In accordance with Paragraph H of Section III of the District's Affirmative Action Plan, this Supervisor/Manager position is responsible for actively involving himself/herself in the Affirmative Action Program.
- Supervises to achieve dependable electric service through the development, implementation and administration of procedures to quickly and accurately respond to system abnormalities.
- Contributes to timely construction and maintenance of facilities without sacrificing electric system integrity through timely and accurate planning and execution of switching requests.
- Ensure optimization of human resources through call-out procedures, specific assignments and balancing the work available with the resources available.
- Maintain effective relationships with interconnected utilities and energy marketers and keep abreast of contractual requirements and MAPP tariffs to assure proper pricing of transmission services.
- Supervise switching functions to ensure compliance with Hold Order and Grounding Procedures for the protection of field workers.
- Ensure optimum utilization of human resources through selection, development and training of personnel and efficient assignment of work.
- Ensure optimum operation of the transmission system in accordance with reliability requirements of MAPP and NERC.

### **T&D System Operator**

- Reports to Shift Supervisor – T&D Operations
- Ensure the safe, reliable operation of the T&D System.
- Work with the Control Area Operator to monitor and control the T&D Electric System to contribute to an Average System Availability Index of 99.98%.
- Analyze and efficiently respond to electric system disturbances and interruptions to minimize the Customer Average Interruption Duration Index.



- Provide timely, accurate system status information to corporate communications and other necessary Departments and Divisions.
- Direct field crews to ensure compliance with the Hold Order System, Grounding Procedures, Switching Procedures, etc.
- Direct Troubleshooters, Substation switch personnel and other field personnel to efficiently restore electric service, respond to fire and police calls and reconnect customer service.
- Direct the available work force after-hours to ensure service restoration and/or repair of District electric equipment.
- Support Manager - T&D Operations and Shift Supervisors to ensure maximum continuity of electric service to customer-owners.
- Keep informed of load shedding procedures, interconnection agreements, and operating procedures to optimize all available options for optimal operation of the District's T&D electrical system.
- Maintain accurate and complete circuit records, substation, one-lines, and OMS and GEMMS data.

### **Control Area Operator**

- Reports to Manager T&D Operations
- Performing Energy Schedule Management. This responsibility includes the coordinated initiation of interchange schedules with other control areas, after the fact verification of hourly interchange schedules and an understanding of the need for accurate interchange energy schedule management.
- Possessing Transmission System knowledge. This responsibility includes familiarity with OPPD and neighboring bulk power system, including generator capability, watts and vars, reactive devices, transmission topology, transformer tap changing and other coordinated operating procedures.
- Managing emergency situations. This responsibility includes monitoring the transmission system, calling for line loading relief when needed, and directing generation redispatch to manage certain transmission overloads and contingencies.
- Utilizing OPPD's emergency procedures. This responsibility includes the use and management of load shedding to prevent the complete loss of OPPD load due to frequency decline. In addition, the restoration following such an event must be managed.
- Understanding MAPP and NERC policies, standards, and guides. This responsibility includes being certified as a NERC System Operator.
- Maintaining good relations with Electric Operations Division, Engineering Division, Nuclear Operations Division, and Production Operations Division personnel and with other companies as an authorized representative of the District.
- Ensure the safe, reliable operation of the T&D System.
- Monitor and control the T&D Electric System to contribute to an Average System Availability Index of 99.98%.
- Analyze and efficiently respond to electric system disturbances and interruptions to minimize the Customer Average Interruption Duration Index.
- Provide timely, accurate system status information to corporate communications and other necessary Departments and Divisions.
- Direct field crews to ensure compliance with the Hold Order System, Grounding Procedures, Switching Procedures, etc.



- Direct Troubleshooters, Substation switch personnel and other field personnel to efficiently restore electric service, respond to fire and police calls and reconnect customer service.
- Direct the available work force after-hours to ensure service restoration and/or repair of District electric equipment.

### **T&D System Scheduler**

- Reports to Manager T&D Operations
- Meets load requirements while ensuring optimum efficiency, continuity of service, and safe operation of District bulk transmission facilities.
- Plans switching procedures that adequately control system voltages.
- When necessary, coordinate with large customers to facilitate switching and outages to meet both the customer and districts needs.
- Develops switching procedures for both scheduled and emergency situations.
- Commands and demonstrates knowledge of guidelines for power system operation provided by the North American Electric Reliability Council (NERC) and MAPP.
- Actively participates in on-going training including load shedding and system restoration procedure review and exercises, MAPP System Operator training programs, MAPP System Operator Training Working Group projects, and American Power Dispatchers Association (APDA) meetings.
- The T&D System Scheduler will directly supervise the T&D records personnel

### **Energy Management Systems Operations**

- Manager – Energy Management System Operations
- Reports to Division Manager T&D Construction and Operations
- Manage and direct the activities of the T&D Computing department to ensure the accuracy, integrity, timeliness, and accessibility of data and computer applications/systems utilized by the T&D Business Unit and other related areas.
- Manage the development of new work processes, new software systems, and enhancements to existing systems in compliance with applicable industry and organizational standards and policy.
- Maintain 24-hour availability of OPPD's Operational Systems to ensure the effective operation of the system and timely service restoration.
- Manage, motivate, and develop employees of the T&D Computing department such that projects are completed on schedule and within budget while helping employees stay abreast of the rapidly changing Information Technology environment.
- Keep abreast of scientific and technological advancements that are, or will be, relevant to the utility industry information technology environment.
- In accordance with Paragraph H of Section III of the District's Affirmative Action Plan, this Supervisor/Manager position is responsible for actively involving himself/herself in the Affirmative Action Program. His/her performance, with regard to the Affirmative Action Program, will be considered in his/her annual appraisal and compensation.

### **Supervisor – Operations Systems**

- Reports to Manager - Energy Management System Operations
- Ensure selection, training, motivation and direction of staff qualified to safely and effectively carry out departmental functions.



- Ensure prompt corrective action for problems and provide professional and technical assistance on a 24-hour basis to maintain a high degree of reliability for the EMS and OMS.
- Ensure the maintenance of existing hardware and software systems as well as the installation and documentation of future additions to assure effective operations systems.
- Direct the performance of special projects as required, including the provision for training of
- Energy Control Center operators, clerks, and other District personnel relative to their use of the EMS and OMS.
- Perform the duties of the Manager – T&D Computing during his/her absence.
- Ensure departmental costs are controlled to achieve departmental responsibilities in the most economical manner.
- In accordance with Paragraph H of Section III of the District's Affirmative Action Plan, this
- Supervisor position is responsible for actively involving himself/herself in the Affirmative Action Program. His/her performance, with regard to the Affirmative Action Program, will be considered in his/her annual appraisal and compensation.

### **System Analyst Engineer – EMS**

- Reports to the Supervisor – Operations Systems
- Ensures proper performance of T&D application software by providing professional and technical direction in the analysis of system problems on a 24-hour basis.
- Formulates models, and provides engineering direction and support in the development of new, and modifications to existing, programs, databases, and documentation.
- Ensures new hardware/software is consistent with the Delivery Business unit and Information Technology computer vision and that it is configured and used consistently among all departments.
- Responsible for accessing data, developing reports, preparing web pages from various systems (including RAMS, P3, EMS, OMS, EIS, C-Vision, GEMMS) for the Delivery business unit and other end-users.
- Performs special projects as assigned including preparation of specifications and evaluation of proposals, coordination of consultants and vendors, and purchasing during the acquisition of additional hardware and software required to support T&D applications. May perform the duties of supervisor in the absence of department supervision.
- Develops training curriculum and conducts training for end-users.
- In accordance with Paragraph H of Section III of the District's Affirmative Action Plan, this
- Supervisor position is responsible for actively involving himself/herself in the Affirmative Action Program. His/her performance, with regard to the Affirmative Action Program, will be considered in his/her annual appraisal and compensation.

### **Transmission Services**

- Manager – Transmission Services
- Reports to Division Manager - T&D Strategy and Planning
- Coordinates activities of the transmission system with operation of voltage control devices.
- Develops systems and procedures to maintain accurate and complete transmission operation logs to ensure accurate after the fact operating review.
- Keeps informed of load shedding procedures and other operation procedures to optimize all available options.
- Maintain a complete working knowledge of the operation of the Open Access Same Time System (OASIS)



- Train the Control Area Operators on MAPP transmission procedures, OASIS operation, transmission service accounting and management of OPPD transmission capability.
- Market OPPD transmission services and determine appropriate tariff rates to maximize revenues.
- Investigate developing technologies and recommend transmission improvements.
- Ensure accurate and timely billings for transmission transactions.

### **Transmission Services Engineer**

- Reports to Manager – Transmission Services
- Meets energy delivery requirements by ensuring continuity of bulk transmission service and operation of bulk transmission facilities.
- Assures ancillary services are available as needed to support system reliability and stability.
- Determines Total Transmission Capacity (TTC) and Available Transmission Capacity (ATC) for appropriate transmission interfaces.
- Recommends improvements in existing TTC and ATC to maximize profits.
- Provides for appropriate accounting and billing for transmission service transactions.
- Develops and administers the tariffs submitted to the Federal Energy Regulatory Commission (FERC) and submits changes as needed by market condition.
- Serves as OPPD's compliance contact for NERC standards compliance initiative. Responds to NERC defined disturbance reporting requirements.
- Ensures OASIS is current and information is properly posted and transaction accounted for.
- Monitors MAPP OASIS transactions.
- Develops and maintains the Load Shedding Program and subsequent Bulk Transmission System Restoration Procedures.
- Performs technical and engineering analysis and is responsible for data submittals to MAPP and other organizations as needed.
- Supports Control Area Operators by training on MAPP transmission procedures, NERC operating standards, OASIS operations, interchange transactions and scheduling systems and management of OPPD transmission capacity.
- Performs real time load flow analysis to ensure system security under special conditions of power transfer and line outages.

### **Transmission and Distribution Planning**

#### **Manager – Transmission & Distribution Planning**

- Reports to Division Manager - T&D Strategy and Planning
- Direct the planning of transmission, distribution, and interconnection facility expansion to ensure an adequate electric system to meet existing and anticipated customer load requirements — so that the customers receive reliable service commensurate with lowest possible cost. This includes modernization changes to replace old, obsolete, and/or inefficient facilities and equipment.
- Assist Planning and Budgeting Services Division with the District's capital expenditure plan, to provide Management with timely data for sound planning and decision-making.
- Conduct transmission and distribution operational studies. Prepare operating guides for constrained transmission facilities. Define constrained transmission interfaces.
- Ensure the District's future transmission plans align with MAPP design criteria by maintaining a liaison with this group and interconnected utilities.



- Ensure proper planning and coordination of District's transmission and distribution system by maintaining effective relationships internally, with interconnected and regional utilities, and with planning agencies.
- Maintain thorough knowledge of the electric system and the latest in technological advancements to assist in planning, analysis and interpretation of system problems, and providing economical solutions. Provide District-wide support in power system modeling and simulation.
- Has overall responsibility for determining whether inability to maintain proper voltage at any point in the system is an operating problem, a local problem (to be handled by Engineering and/or T & D Operations), or an indication of system weakness. If a system weakness is involved, an appropriate project is entered in the project list for inclusion in the capital expenditure plan.
- Ensure the selection, development, and motivation of a qualified staff to effectively perform and fulfill departmental, divisional, and corporate responsibilities.

### **Supervisor – Distribution Planning**

- Reports to Manager – T&D Planning
- Supervise the conduct of studies which determine when, where, and how system improvements and modifications are to be made to ensure an adequate electric system to meet existing and future customer load requirements at lowest cost commensurate with reliable service.
- Conduct distribution operational studies.
- Insure resolution of electrical system problems involving system voltage control. Assist
- T & D Operations and/or Engineering in determining to what degree a voltage problem is local or involves primary distribution, and how to best correct it. Responsible to determine proper settings for the system's automatic voltage-regulating controls, with the overall result that all customers' voltage is maintained within industry standards.
- Responsible for SynerGEE software utilization and data acquisition. Helps other engineers use this sophisticated tool to do basic studies more efficiently and effectively.
- Maintain thorough knowledge of the electric system and the latest technological advancements to assist in analysis of system problems, and thus provide better or more economical solutions.
- Provide District-wide support in distribution system modeling and analysis.
- Supervise, motivate, and develop engineers and technicians to insure effective utilization of manpower.

### **Distribution Planning Engineer**

- Reports to Supervisor Distribution Planning
- Conduct studies which determine when, where, and how system improvements and modifications are to be made to ensure an adequate electric system to meet existing and future customer load requirements at lowest cost commensurate with reliable service.
- Conduct distribution operational studies.
- Ensure resolution of electrical system problems involving system voltage control. Assist T & D Operations and/or Engineering in determining to what degree a voltage problem is local or involves primary distribution, and how to best correct it. Responsible to determine proper settings for the system's automatic voltage-regulating controls, with the overall result that all customers' voltage is maintained within industry standards.



- Responsible for SynerGEE software utilization and data acquisition. Helps other engineers use this sophisticated tool to do basic studies more efficiently and effectively.
- Maintain thorough knowledge of the electric system and the latest technological advancements to assist in analysis of system problems, and thus provide better or more economical solutions.
- Provide District-wide support in distribution system modeling and analysis.

### **Transmission Planning Engineer**

- Reports to Manager – T&D Planning
- Produce a long-range transmission expansion plan that — along with plans for distribution and integrated resource facilities additions — ensures an adequate, economic, and reliable supply of power.
- Conduct transmission and distribution operational studies. Prepare operating guides for constrained transmission facilities. Define constrained transmission interfaces.
- Through knowledge of the analytical tools and methods used in power system analysis, serve as a resource/consultant to other District departments — particularly in the areas of computer simulation and system operating assessment (for both steady-state and transient conditions).
- Ensure that computer models and study data, which are employed in bulk power system analytical simulations, are complete and accurate.
- Coordinate bulk power supply plans with interconnected neighboring utilities and MAPP to provide for integrated, reliable regional plans in a systematic manner.
- Follow-up planning recommendations through facility engineering and construction to ensure operation and performance as planned.
- Maintain effective District and industry relationships to remain abreast of all factors contributing to effective long-range bulk power supply planning, and to allow for District influence in matters relating to the subject.

### **Engineer**

- Reports to Manager – T&D Planning
- Provide the analysis, evaluation, engineering and design for construction, maintenance and operation of District facilities to ensure safe, reliable, efficient and economic operations.
- Prepare and/or administer engineering plans, work orders, contracts, and estimates for construction, maintenance or modifications.
- Conduct studies, coordinate project activities, complete field inspections, analyze bids, recommend contract awards and test new projects/procedures to support the District.
- Represent the District in engineering activities associated with the work to ensure compliance with all applicable District and Governmental rules and regulations.
- Keep abreast of the latest technological advances.
- Keep the department manager, supervisor, or lead engineer informed of significant developments, trends and problems.
- Complete specific projects/assignments as required.
- Solve engineering problems with minimal assistance.
- May be required to provide technical advice, expertise or support on a 24-hour basis.



## **Vice President and Chief Financial Officer**

- Reports to the President & CEO
- Management of real estate, facilities and supported services
- Manages the development of customer requirements forecasts, load research, corporate rate philosophy, analysis and development of cost modeling
- Manages the attainment of corporate goals and objectives
- Ensures governmental, regulatory and licensing compliance

### **Division Manager Accounting**

- Reports to the Vice President & CFO
- Manages a staff of professional and technical professionals.
- Directs the development of cost of service and rate design studies and analyses to ensure effectiveness of rates and adequate rates of return.
- Directs the development of rate structures, which reflect Corporate Rate Philosophy.
- Directs the development of transmission wheeling rate schedules.

### **Manager – Pricing and Forecasting Services**

- This department is responsible for the evolution of the District's Corporate Rate Philosophy, cost of service studies, electric rate design, rate analyses, short term revenue forecasts, marginal cost studies, and load forecast and research activities. The Corporate Rate Philosophy is the framework for developing a fair, reasonable, and nondiscriminatory rate structure which maintains existing electric service business, attracts new business, is just and equitable to the customers, provides a fair return to the District, and provides the necessary capital to meet the District's growth requirements. The cost of service studies allocate the District's revenues, expenses, and electric plant investments to customer classes to determine the cost of providing electricity to each customer class or the final end use of energy. Rate design includes designing the rate schedules for various classes of electric service, which reflect the Corporate Rate Philosophy and provide the District's required revenue. This position reports to Division Manager - System Planning.
- Principal Accountabilities:
  - To design rates which provide the required revenues to ensure the financial stability of the District, offer innovative pricing products, meet all legal requirements and align with the District's strategic goals and objectives in preparing for a deregulated market.
  - To ensure the completion of timely and accurate cost of service studies.
  - To design rates for transmission applications including the unbundling of the retail rate to properly price transmission service to the District's wholesale and retail customers.
  - To coordinate the District's load research activities including development of load characteristic data. This includes the collection, maintenance, and analysis of load data gathered from the various sample groups. This requires computer systems and metering equipment to accumulate, edit, verify, and store data for analysis as required.
  - To develop reliable kilowatt-hour, peak demand and revenue forecasts using various econometric, end-use and economic modeling tools to provide a sound basis for other District planning functions.
  - To develop customer profitability systems, data structures and resulting analysis.



- To develop marginal cost studies. This requires modeling of the incremental investment and operating costs of facilities to determine the revenue required from incremental customer additions.

### **Supervisor - Rate Planning**

- This position reports to Manager - Load Forecasting and Rates. The incumbent is responsible for making recommendations which contribute to the District's Corporate Rate philosophy, including electric rate design, rate analyses, supervision of the cost of service studies, marginal cost studies, and transmission, distribution and ancillary service rate design activities. The cost of service studies allocate the District's revenues, expenses, and electric plant investments to customer classes to determine the cost of providing electricity to each customer class or the final end use of energy. This department is responsible for the District's marginal cost of service studies. These studies are used in cost of service and rate design studies in the development of fair and equitable rates for the District's customers. The marginal cost of service study is also used by this department to study the impact of major load addition on the District's revenues and construction program. The Supervisor of Rate Planning assists the Manager of Load Forecasting and Rate in achieving the Department's goals.
- Principle Accountabilities:
  - Assist the Manager of the Pricing and Forecasting Department in achieving the Department's goals.
  - The incumbent assumes direct responsibility for making recommendations which contribute to the evolution of the Corporate Rate Philosophy, supervision of the cost of service study, and the supervision of the transmission, distribution and ancillary service rate design activities.
  - Coach employees in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices, and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
  - To design rates which provide the required revenue to ensure the financial stability of the District, offer innovative pricing products, meet all legal requirements and align with the District's strategic goals and objectives in preparing for a deregulated market.
  - Prepare all cost of service and related studies.
  - The preparation and submission of the District's Open Access Transmission Tariff, Ancillary Service Fees and Distribution Service Fees in accordance with the prevailing authority for such tariffs and fees to the host Regional Transmission Organization.
  - Develop and maintain customer profitability systems, data structure and resulting analysis.
  - The preparation of Competitive Assessment Analyses which compares the District's commercial and industrial rates with the rates of competing utilities.