

Public Service Company of New Mexico Customer and Delivery Services

Title
Accountant
Administrator, Power Operations Training
Administrator, Reliability Scheduling
Administrator, Transmission Contract II, Senior
Analyst, Energy
Analyst, Field Support
Coordinator, Outage
Coordinator, Transmission Services
Director, Power Operations
Director, Transmission Development
Engineer, II, Senior, Professional, Principal
Manager, Contract Administration
Manager, System Operations
Manager, Team II
Manager, Technical Projects
Manager, Transmission Analysis
Operator, System
President & CEO of TNMP and SVP, Customer and Delivery Services of PNM Resources
Supervisor, EA-T&R Services
Supervisor, Power Operations Facility and Services
Technician, Engineering
VP, Technical Services PNM and TNMP

ACCOUNTANT

SUMMARY: Under direct supervision, applies principles of accounting to analyze financial information and prepare financial reports, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.

Distributes expenditures, encumbrances, receipts, and receivables according to schedules.

Performs statistical analyses to determine trends, estimates, significant changes, and writes narrative reports explaining findings.

Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheets, profit and loss statements, and other reports.

Summarizes and interprets current and projected company financial position for other managers.

Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.

Determines proper handling of financial transactions and approves transactions within designated limits.

Monitors compliance with generally accepted accounting principles and company procedures.

Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.

Devises and implements system for general accounting.

Makes recommendations regarding the accounting of reserves, assets, and expenditures.

Conducts studies and submits recommendations for improving the organization's accounting operation.

ADMINISTRATOR, POWER OPERATIONS TRAINING

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Supervises the ongoing revision, update, and administration of the System Operators Training Program for the training of PNM's power system dispatchers, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists Operations Engineering and Computer Support in the development of the Operators Training Simulator (OTS) Training Cases.

Administers training of the System Operators using the OTS.

Counsels the System Operators and others in on-the-job training and development by analyzing job skills, knowledge requirements, performance problems, and designing and instructing individualized training.

Develops and maintains base case scenarios used in the OTS.

Conducts classroom, shop, and field training programs, operates audio-visual equipment, lectures, leads discussions, revises materials based on feedback, and arranges program logistics.

Provides training on new computer or power system apparatus.

Reviews subject matter and consults with job experts to determine specific training and development needs.

Revises the training program as needed to identify job specific training requirements.

Creates annual developmental training for System Operators, Transmission Service Coordinators, and Reliability Scheduling Administrators.

Stays abreast of ongoing developments on PNM's and neighboring systems.

Researches, interprets, and presents statistics and data relating to training including designing data collection and communicating through reports and proposals.

Takes a lead role in training of System Operators in any new additions to the EMS computer system.

Reviews subject matter and consults with job experts to determine specific training and development needs.

Determines appropriate training approaches by evaluating the alternatives of "ready-made" courses or materials, uses of program instruction, videotapes, and other structured techniques.

Establishes and maintains good working relationships with managers, supervisors, and employees, including counseling and recommendations for employee development.

ADMINISTRATOR, RELIABILITY SCHEDULING

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Incumbent is responsible for determination, development, verification and entry of all physical prescheduled transmission schedules, daily unit participant energy schedules, prescheduled and real time interchange schedules, transmission service requests, projected and actual SRSG information. Provides back-up support to Transmission Coordinator functions. Incumbent uses contract, operations, economic, financial and accounting skills to develop reliability schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs gathering, assimilation, verification and posting of Available Transfer Capacity (ATC), Total Transfer Capacity (TTC) on the Westtrans Open Access Same-time Information System (OATIOASIS) for (hourly, daily, monthly, yearly) Firm, Non-firm and pricing.

Performs daily gathering, assimilation and verification of Transmission Coordinator trade activities or real time schedule changes.

Evaluation of PNM's transmission capacity/availability, and posting of this information and after- the-fact actual energy schedules on the OASIS as required.

Determination of ATC curtailments do to unit and line outages and the posting iterations due to these curtailments.

Verification and analyze proper scheduling requirements and the entry of this daily prescheduled or real time data into the EMS for unit participant energy schedules, interchange schedules, and the transmission schedules.

Identify and implement corrective actions to resolve scheduling problems related to the operation and performance of PNM's power system.

Assist with the new month preschedule preparations.

Assembling operating reserve information from the EMS system and entry of appropriate data into next day information into SRSG system.

Verification and accurate resolution of historical information from SRSG system.

Assists Transmission Operator in processing short-term transmission service requests, while maintaining compliance with PNM's transmission tariff.

Coordinates transmission billing, and schedule verifications with Energy Accounting.

Assist Operator in processing real time schedules with PNM and other utilities or marketing companies.

ADMINISTRATOR, TRANSMISSION CONTRACT II

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under direct supervision, supports the key role of managing PNM's inter-utility relationships by assisting in development of, and participation in, negotiations, contract development, implementation and follow-up activities of transmission products consistent with PNM's Open Access Transmission Tariff (OATT), existing bi-lateral transmission agreements, transmission participation agreements, and interconnection agreements, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Analyzes, prepares, and negotiates agreements with other utilities dealing with various TDC services and joint project participating agreements.

Prepares, analyzes, coordinates, recommends, and negotiates PNM level of participation, strategies, and costs of services to be provided by PNM or to be purchased by PNM from other utilities.

Coordinates the approval of agreement principles and negotiation strategies with other PNM departments, and middle and upper PNM management.

Interprets agreement provisions and translation of such provisions into operational requirements for various PNM departments.

Supports preparation for the negotiation of new contracts and amendments to existing contracts.

Reviews existing agreements to ensure appropriate implementation and application with guidance from Senior Administrators.

Supports the coordination efforts of various groups by obtaining information necessary to support activities that relate to PNM's business interests at both the state and federal level.

Supports representation of PNM's business interests at multi-company forums with regard to industry wide restructuring such as, Desert Star, Open Access Transmission Tariff, Ancillary Services and other activities, as required.

ADMINISTRATOR, TRANSMISSION CONTRACT SR

SUMMARY: Represents, defends, modifies, retracts or advances positions in negotiations and ensures integrity and reliability of PNM's bulk transmission system while recognizing, legal implications, rate impacts, and financial impacts of such action. Oversees the conception, design, development, and analysis of products and market opportunities while coordinating with PNM internal support areas and operation of the real time-time transmission system. Provides a wide range of highly technical expertise and services and takes the lead role and responsibility for representing PNM's business interest at the FERC, the NMPRC, and multi-company forums with regard to industry

wide restructuring and manages the TDC's administrative activities, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assesses and evaluates the market for new and existing wholesale transmission products.

Develops, promotes, and markets a portfolio of new and existing transmission products and services which build business unit profitability.

Oversees the economic and operational analysis and associated documentation required to support new proposals and business recommendations.

Prepares and presents written proposals to potential customers.

Develops and negotiates transmission agreements or appropriate application of the Open Access Transmission Tariff (OATT) with other utilities and marketing organizations.

Develops and maintains positive exposure and strategic business relationships with other utilities and marketing organizations throughout the Western System Coordinating Council power grid.

Coordinates efforts with the operation of the PNM bulk power system and other strategic areas within PNM including senior management to meet common objectives and corporate goals.

Develops, maintains, and coordinates the OATT.

Serves as a focal point for training, assisting, and overseeing personnel performing assigned duties.

Directs the preparation and implementation of the department's marketing plans.

Directs the preparation and presentation of testimony and responses to interrogatories before the FERC and the NMPRC relative to PNM contractual arrangements.

Directs the interpretation and application of regulatory policy.

Directs the interpretation and application of industry wide restructuring at multi-company forums.

Directs TDC administrative duties.

ANALYST, ENERGY

Scope of Work

Responsible for verification, documentation, reporting and analysis of all scheduled and actual interchange transactions, control area, transmission system and interconnected operations; invoicing of transmission company revenues; regulatory and reliability council compliance; project analysis and budgeting of wheeling revenue and transmission company expenses. Develops, implements and modifies often new and innovative accounting and reporting procedures to adapt to new and changing contractual obligations and operating procedures which satisfy departmental and company goals and objectives; develops, implements and modifies accounting and reporting procedures to comply with inter-utility, reliability council, state and federal regulatory reporting requirements.

Essential Functions

Verification and correction of all scheduled and actual interchange, control area, transmission system, and interconnected operations transactions (billed and other).

Reverification, checkout and invoicing of all Open Access Tariff transmission and control area service transactions, including all ancillary services.

Reporting – monthly, quarterly, and annually – a) Financial (FERC Form One, transmission budget variances); b) Energy (scheduled and actual, net generation, San Juan plan participant shares, Open Access Transmission Tariff services, deviations, deferred, FERC Form 714, inadvertent, unscheduled flow reduction).

Analysis of and response to Interrogatories/Data Requests, including but not limited to providing Regulatory Support.

Energy analysis/accounting.

Computer Database maintenance/updating (ODFS, ELF, Load/Resource). Participate in the development of new scheduling systems/databases.

Computer program maintenance.

Wheeling revenue and transmission company expense forecasting, preparation and coordination

Contract and Commission-Ruling (Stipulations) Implementation and Administration (i.e., determining accounting/billing needs/requirements, analyzing new operational commitments for impacts to Power Operations).

Documentation/Administration.

ANALYST, FIELD SUPPORT

FUNCTION: Provide research and analysis of data relating to various required state and federal filings; provide analysis relating to Transmission Cost of Service issues; and manage numerous company contracts and negotiations with outside company representatives on varying management levels.

Primary Duties and Responsibilities





















1. Track Federal Energy Regulatory Commission (FERC) rule changes and amendments, and report expected effect to TNMP.
2. Research FERC websites for TNMP data in required filings (including but not limited to Form 1, Form 714).
3. Track Public Utility Commission of Texas (PUC) website for rule changes and amendments, and report expected effect to TNMP.
4. Manage landowner notices, file documents, and/or track progress regarding TNMP CCN applications.
5. Manage pole attachment agreements and negotiations with representatives of attaching companies, including verbal and written contact.
6. Manage and support New Mexico Open Access Transmission Tariff (OATT) firm/non-firm transmission requests and agreements.
7. Support all other field initiated agreements, acting as liaison and support with TNMP Legal Department (including agreements relating to interconnection, transmission facilities extension, major distribution line extension, and easement/ROW issues).
8. Research existing agreements as requested for clarification.
9. Provide analysis on Transmission Cost of Service (Texas) issues.
10. Provide analysis on transmission revenue and contractual issues in New Mexico.

Outage Coordinator





SCOPE OF WORK:

OUTAGE COORDINATOR is directly responsible for planning and scheduling PNM's Control Area transmission switching, maintenance, outage coordination, operations and reporting. Administers and coordinates PNM's, firm and non-firm transmission resources with its firm and interruptible load on a preschedule basis in a safe, reliable, and economic manner; while achieving and maintaining operating standards in compliance with all regulatory, reserve sharing agency, and PNM standards concerning disturbance recovery, VAR flow, losses, voltage levels, operating transfer capability, positive operating nomogram margins etc. Acts as control authority for PNM's transmission system (46kV and above) by coordinating and directing switching operation and maintenance of the transmission system. Serves as liaison and generation/transmission control agent between other utilities within PNM's control area (e.g., TSGT, TNP, and LAC) and other utilities outside of PNM's control area.

















ESSENTIAL FUNCTIONS:

-   Coordinate and administer PNM's transmission switching outages for maintenance and construction on a prescheduled basis.
-   Coordinate and administer requests by other utilities for transmission maintenance and outages that involve PNM's transmission system.
-   Coordinate and administer PNM's firm and interruptible resources to its firm and interruptible obligations on a preschedule basis.
-   Control the flow of other utilities' share of resources operated by PNM to those other utilities on a preschedule basis.
-   Report Transmission disturbances and outages within established regulatory, industry, and PNM standards.
-   Document and communicate with other utilities, reliability coordinators and WECC all PNM and interutility system developments that could impact (positively or negatively) PNM's interutility relationships or the security, reliability, and safety of PNM's power supply system. (Control Performance Standards, and Operating Transfer Capabilities)
-   Develop and maintain an intimate working knowledge of PNM's generation and transmission system, and the guidelines and procedures associated with their operation and control.
-   Act as PNM's front-line in developing and enhancing PNM's working relationship with other utilities by representing PNM in the operations arena and accepting assignments on various interutility Operating and Engineering Committees.
-   Maintain a positive Nomogram Operating Margin (99.5%) and System Voltages (99.8%) using complex System Equipment in the most efficient and economical manner.
-   Identify and implement corrective actions to resolve transmission-operating problems related to the operations and performance of PNM's power system.

Extra Duties:

-   Construction Scheduling member, representing Power Operations in the planning, scheduling and switching of PNM's transmission system and DC Converter.
-   Disturbance Report Task Force member, directly responsible for providing

Transmission System Disturbance reports, reports of Analysis and Actions of corrective measures for SROC.

-   Provide Transmission Reliability, Operating conditions, Outage, etc reports for: PNM Management, CAISO, RMDSW, WECC, AZ/NM, and NERC as needed.
-   Provide operating surveys for: PNM management, CASIO, WSCC, and NERC as needed.
-   Provide and maintain operating guidelines and procedures associated with controlling and acting as Control Authority for PNM's generation and transmission system.
-   Prepare (or direct others in preparing) all PNM transmission switching procedures; ensuring that all safety and system reliability concerns are addressed.
-   Perform special projects and respond to special requests for the System Operations Manager, Power Operations Director, or other Company departments as assigned.
-   Demonstrate ability to respond independently to generation and transmission outages within established criteria.
-   Provide input to System Design Process (HLH service requests, resolve variances) for Power Operations.
-   Provide root cause analysis on system events that need further investigation.

COORDINATOR, TRANSMISSION SERVICES

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Monitors and responds to requests for transmission services; negotiates and facilitates pre-scheduled transmission commitments with other utilities; and actively pursues transmission-marketing opportunities, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assures long-term transmission contractual obligations are met on a pre-scheduled basis.

Provides procedural and functional instruction in the use and operation of the OASIS system.

Coordinates NERC posting of transmission, energy, and personnel changes.

Receives, interprets, and applies the NERC mandated policy 3 tagging information by verifying the tag is filled out correctly and entering it into the proper accounting database.

Calculates and posts long-term and short-term total transmission capacity (TTC) and available transmission capacity (ATC) to a transmission services information network (TSIN).

Paths evaluation and creation, NERC TSIN registration, and customer registration; coordinates customer communication, control area and transmission provider validation; monitors Order Nos. 888 and 2004 compliance and maintains NERC tag registry.

Performs net interchange checkouts with other utilities and marketers using EASE, ALTRA, and spreadsheets.

Prepares accurate pre-schedule and associated reports for the adjacent Control Area, and Generation Operator.

Coordinates planned transmission outages with the Outage Coordinator as necessary to minimize negative economic impacts.

Assists with the implementation and testing of new products.

Prints out reports needed to facilitate end of month checkout by accounting.

Produces estimated transmission revenue for upcoming month based on projected transmission sales.

Assists outage coordinator in review of outage reports.

Performs all functions associated with the integration of EMS system and the CASO accounting system to provide accurate and timely accounting information to insure proper billing.

DIRECTOR, POWER OPERATIONS

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Directs and oversees the Company's Power Operations division consisting of the System Operations, Engineering, Communications, and Office Administration functions. Manages and directs working relationships between these departments among other PNM groups, consultants, and contractors. Provides operations, maintenance and training support to the above-mentioned functions, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensures safe, reliable operation of the interconnected power system.

Ensures timely and accurate accounting, reporting and record keeping.

Ensures compliance with FERC orders and other legal and regulatory requirements.

Leads and motivates the Division to work toward Company goals and critical success factors.

Delegates and oversees task and project assignments to Power Operations staff including project goals and schedules.

Provides planning, direction, inter-division/group coordination and training necessary for the achievement of Company goals and critical success factors.

Chairs or is member of PNM and industry groups or committees (i.e., WSCC, NERC, etc.) that address broad range of issues.

Promotes awareness and compliance with EEO, AA, safety and loss control goals.

Manages the department budget.

DIRECTOR, TRANSMISSION DEVELOPMENT AND CONTRACTS

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Incumbent leads the Transmission Development & Contracts (TDC) department, a multi-disciplinary managerial unit, composed of managers, contract negotiators and specialists, engineers, technicians, and technical aides, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Negotiates contracts and administers all interconnection and transmission services provided to generators, neighboring utilities, and users of the transmission system.

Ensures the corporation's financial goals are met as they relate to the transmission services business.

Specifies appropriate transmission reliability criteria, defines operational limitations of the present and future bulk transmission system, defines the required characteristics of such future system, and prepares the justification for acquiring any needed system expansion.

Analyzes and recommends the level and types of inter-utility transactions, analyzing and defining system transfer capabilities both on the Company's system and that of surrounding utilities.

Prepares all internal and external justification involving the Company's transmission expansion plans and associated operating data.

Represents the Company with other utilities, government agencies, and private industry along with the preparation, review and presentation of expert testimony.

Recommends Company policy direction in the evolving wholesale transmission business structure including organizations such as the Western Interconnection Organization (WIO) and WestConnect.

Represents the Company's interests in numerous commercial practices, regional planning and operating forums including: Western Electricity Coordinating Council (WECC) Planning Coordination Committee, Technical Studies Subcommittee and Operating Transfer Capability (OTC) group and Southwest Regional Transmission Association (SWRTA) Planning Committee.

Develops and maintains effective working relationships with the Senior Vice President of Customer and Delivery Services and other Company directors and managers in support of company goals and objectives.

Performs the business contact, or the "account manager" function for wholesale transmission service customers.

Administers the contract relationship between PNM and the customer, resolves issues that arise, negotiates modifications to contracts and generally acts as the focal point for the wholesale customer.

Provides advice and guidance on transmission technical, commercial, legal, and regulatory issues to all areas of the corporation, while strictly following FERC's Standards of Conduct.

ENGINEER

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under general supervision, independently evaluates, selects, and applies standard engineering techniques, practices and procedures commonly employed in a specific area of assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides the engineering expertise necessary to the support of intermediate projects that are generally conventional in nature.

Conducts or participates in studies of intermediate size that evaluate performance, cost, and scheduling criteria of a limited number of alternatives.

Applies routine engineering techniques, practices and procedures in support of operational areas.

Communicates engineering ideas, recommendations and evaluations effectively to engineering and non-engineering individuals and groups.

Represents the Company in intermediate engineering matters.

Provides technical support, consistent with the application of well-established standards and procedures to, and interacts with other associates.

Participates in the formulation of Company and industry standards and uses the Company and industry standards to ensure safety and consistency of engineering results.

Provides technical direction and/or activity supervision to contractors and Company personnel as required by specific assignments/projects.

ENGINEER II

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under general supervision, independently evaluates, selects, and applies standard engineering techniques, practices and procedures commonly employed in a specific area of assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides the engineering expertise necessary to the support of intermediate projects that are generally conventional in nature.

Conducts or participates in studies of intermediate size that evaluate performance, cost, and scheduling criteria of a limited number of alternatives.

Applies routine engineering techniques, practices and procedures in support of operational areas.

Communicates engineering ideas, recommendations and evaluations effectively to engineering and non-engineering individuals and groups.

Represents the Company in intermediate engineering matters.

Provides technical support, consistent with the application of well-established standards and procedures to, and interacts with other associates.

Participates in the formulation of Company and industry standards.

Provides technical direction and/or activity supervision to contractors and Company personnel as required by specific assignments/projects.

ENGINEER, SR

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under general supervision, plans, schedules, conducts and coordinates the engineering work for a total project of moderate scope or for detailed phases of part of a major project by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages all of the engineering aspects of projects of moderate scope or detailed phases of major project efforts.

Leads or conducts performance, cost, and scheduling studies of varying size that are normally conventional in nature.

Supports operational areas through the application of standard and non-standard engineering techniques, practices, and procedures.

Communicates engineering ideas, recommendations and evaluations to diverse internal groups in a working or conference type environment.

Represents the Company's interests in engineering matters that may be varied and complex in nature.

Provides broad knowledge technical support to, and interact with other associates.

Applies engineering expertise to improve or develop new standards.

Provides technical direction and/or activity supervision to contractors and Company personnel on a regular, on-going basis.

ENGINEER, PROFESSIONAL

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under general supervision, plans, schedules, conducts, and coordinates large and significant engineering projects and/or a number of small projects that are complex in nature and often functions as staff advisor and consultant by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides the diverse and advanced engineering and project management expertise associated with large and important projects and/or a number of small projects with many complex features.

Leads or conducts performance, cost and scheduling studies/evaluations that require advanced and innovative techniques and/or the modifications of standard practices and precepts.

Provides the operational areas with highly skilled and diversified expertise.

Communicates engineering ideas, recommendations and evaluations to diverse internal and external audiences.

Represents the Company's interests in advanced engineering matters.

Identifies and resolves broad technical and/or organizational issues affecting the Company's goals and objectives.

Provides advanced technical support as a staff advisor or consultant to, and interact with other associates.

Applies extensive engineering expertise to improve or develop new standards.

Provides advanced and often highly innovative technical direction and/or activity supervision to contractors and Company personnel on an as needed basis.

Functions as a supervisor for staff engineers, professionals and technicians.

ENGINEER, PRINCIPAL

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Serves as a technical specialist for the organization in the application of advanced theories, concepts, principles and processes for an assigned area. Plans and develops engineering projects concerned with unique and/or potentially sensitive issues by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides the engineering and project management expertise associated with complex, large and high impact projects.

Leads or conducts performance, cost, and scheduling studies/evaluations of considerable scope and complexity.

Provides advanced technical expertise to the operational areas.

Communicates complex and sometimes unconventional engineering ideas, recommendations and evaluations to technical and non-technical groups, in both formal and informal settings.

Represents the Company's interests in internal and external forums on diverse and sometimes highly technical engineering matters.

Provides comprehensive and often complex technical expertise and interaction to other associates.

Applies extensive and advanced engineering to improve or develop new standards for diverse engineering activities.

MANAGER, CONTRACT ADMINISTRATION

FUNCTION: Works under the general direction of the Assistant Vice President, Power Supply. The primary function and purpose of this position is to manage, optimize and mitigate risks associated with the agreements for resource necessary to meet TNMP's customers needs. This involves establishing and managing objectives and strategies for the Purchased Power and Industrial Sales Agreements. Involves monitoring contract compliance for billing and operational issues and developing relationships at various levels outside the company. Includes supervision of others in the administration of agreements. Other functions include internal and external reporting, fuel and purchase power cost reconciliation and load forecasting.

PRINCIPAL DUTIES:

1. Responsible for managing objectives and strategies for the Purchase Power and Industrial Sales Agreements (top 10 industrials). Contract compliance, billing and reporting.
2. Negotiate power supply and industrial sales contracts (develop agreements to support)
3. Oversee billing procedures for purchased power, industrial sales.
4. Design and maintain concise reporting of purchase power cost and cost control measures.
5. Coordinate with Trading Accountant to ensure power expenses are properly documented and audit trails are maintained.
6. Perform analysis in conjunction with Trading Accountant and others regarding customer load and cost, commodity pricing and market activity.
7. Support the filing requirements for ratecase and fuel & purchased power reconciliation.

MANAGER, SYSTEM OPERATIONS

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Supervises the real time operations at Power Operations, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises Transmission System Operators who are responsible for the safety and reliability of the transmission system during normal and emergency conditions on a daily basis.

Supervises Reliability System Operators who match generation levels with load and energy schedules both during normal and emergency conditions on a daily basis.

Supervises Reliability Scheduling Administrators who schedule energy bought and sold by PNM Marketing and other utilities (Los Alamos County, Texas-New Mexico Power and Tri-State) within PNM's Control Area.

Supervises Transmission Coordinators who are responsible for pre-scheduling energy transactions and selling PNM transmission resources not being used by PNM's customers.

Supervises an Outage Coordinator responsible for coordination of outages on PNM's Transmission System with safety and least cost in mind.

Supervises a Training Administrator responsible for training of the System Operators, Transmission Coordinators, and Reliability Scheduling Administrators.

Represents PNM at the Operations Level with other utilities within WECC, the Southwest Reserve Sharing Group and other Committees.

Reviews contracts for new and existing operational areas of contracts between PNM and other utilities.

Creates, reviews and modifies operational procedures, guidelines and directives to insure proper methods are followed.

Interfaces with other Managers (POEMS, Accounting Distribution Operations, System Engineering, etc.) at PNM to insure a safe and reliable Transmission Operational Center.

Improves processes and technologies in an ever-changing environment.

MANAGER, TEAM II

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Directs and manages a Team that provides gas and electric new service delivery, maintenance, and system reliability. Assists in achieving the Team's goals and objectives including: superior customer service, system integrity, cost effectiveness, and highly productive personnel, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists the director with the overall budget for the service delivery organization.

Participates in litigation and grievance matters

Promotes the development of ideas for new construction techniques and standards in order to provide efficient practices for both gas and electric.

Manages a high volume workload in an area with complex utility systems.

Holds employees accountable to complete all projects in a timely and professional manner, while promoting a safe working environment.

Works with other Team Managers to ensure all resources are allocated to best meet customer and company's needs.

Ensures that through planning, design, construction and maintenance the highest reasonable system reliability factor is maintained.

Ensures DOT, OSHA and Governmental compliance.

Provides technical expertise for electric or gas design for new construction, system reliability, and maintenance.

Reviews and approves electric or gas design for new construction, system reliability, and maintenance.

Administers contracts for wide array of projects, professional services, outside services, materials, and equipment.

Provides planning, direction, interdepartmental coordination and development of new administrative procedures and policies necessary for the achievement of team goals.

Prepares, submits, and maintains appropriate documents in an accurate and timely manner.

MANAGER, TECHNICAL PROJECTS

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under general supervision, plans, develops, coordinates, and directs all phases, including construction of large multi-departmental technical projects requiring coordination with external organizations and governmental agencies, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directs projects to completion within schedule, cost, performance objectives, and standards.

Directs detailed and complex projects while minimizing costs and environmental risk.

Leads the development of innovative solutions to technical and engineering problems encountered by the project.

Represents PNM and the project at public hearings and in discussions with government agencies.

Coordinates strategy for the acquisition of the project's regulatory permits.

Directs the compilation of project budgets.

Tracks costs and advises management on project performance.

Delegates assignments among project teams including project goals and schedules.

Directs and oversees the development of project performance standards and criteria.

Promotes awareness and compliance with corporate EEO and loss control policies.

Develops environmental permitting strategies for projects.

Directs internal experts, consultants, and attorneys in the implementation of the environmental permitting strategies for projects.

Represents PNM and the project in meetings with the NM Attorney General's office and the NMPRC.

Informs and advises management on project direction, economic, and legal risk.

Presents expert environmental and project testimony before commissions, regulatory agencies, Federal and State courts.

MANAGER, TRANSMISSION ANALYSIS

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Manages a technically oriented department composed of engineers, technicians, and technical aides. Analyzes and makes recommendations regarding the operation of the current and future bulk transmission system, defining the characteristics of such future system, and preparing the justification for acquiring that system. Such responsibilities include, but are not limited to, analysis and recommendations regarding the level and types of inter-utility transactions, evaluating system improvements, analyzing and defining system transfer capabilities both on the company's system and that of surrounding utilities, performance system impact and facility studies for future generating plants, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establishes department goals and objectives to support those of the division.

Plans, organizes, and budgets for and directs the activities necessary to accomplish these goals and objectives.

Ensures all department personnel have the training and instructions necessary to perform the scope of work.

Develops department personnel into an effective team through motivation, coaching, direction and team building.

Counsels, appraises, disciplines, and rewards subordinates to create an open and creative atmosphere while ensuring necessary technical and financial skills are available efficiently utilized, and readily communicate with peers and management.

Develops and maintains the department charter to reflect the specific charted functions and responsibilities.

Participates and provides support and reviews regulatory filings and associated data preparation for consistency, accuracy and reasonableness of results.

Provides support and reviews regulatory filings and associated data preparation for consistency, accuracy, and reasonableness of results.

Develops and maintains effective working relationships with the Division Director and other department managers in support of company goals and objectives.

Prepares annual FERC, NERC, and WSCC annual reports and compliance filings.

Participates with department personnel from Power Operations, Distribution Planning, and System Engineering to coordinate power system operations and construction of projects.

Coordinates and manages system impact and facility studies, agreements, and for future generating plants

Participates in the Capital Appropriation Budget (CAT) team by recommending capital program funding level to Senior VP, Customer and Delivery Services.

Establishes criteria for prioritizing capital spending.

Represents PNM in regional organizations dealing with the planning of transmission facilities, including WECC, etc.

OPERATOR, SYSTEM

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under general supervision, achieves and maintains operating standards in compliance with all regulatory, reserve sharing agency, and PNM standards concerning spinning reserve, area control error, disturbance recovery, inadvertent/deviation flow, VAR flow, losses, voltage levels, operating transfer capability, interchange schedule tagging, positive operating nomogram margins, OASIS administration by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides and maintains operating guidelines and procedures associated with controlling and acting as Control Authority for PNM's transmission system.

Prepares and directs others in preparing all PNM transmission switching procedures; ensuring that all safety and system reliability concerns are addressed.

Performs special projects and responds to special requests for the System Operations Manager, Power Operations Director, or other Company departments as assigned.

Demonstrates ability to respond independently to generation and transmission outages within established criteria.

Controls and matches PNM's firm and interruptible resources to its firm and interruptible obligations on a minute-by-minute basis by administration of Automatic Generation Control.

Controls the use of transmission of other utilities' share of resources operated by PNM to those other utilities on a minute-by-minute basis.

Verifies all metered quantities that flow through PNM's power system to other utilities.

Responds to generation and transmission disturbances within established regulatory, industry, reserve sharing group, and PNM standards to assure a continuous supply of electricity to PNM's customers.

Documents and communicates with other utilities, security coordinators, and WECC all PNM and inter-utility system developments which could impact (positively or negatively) PNM's inter-utility relationships or the security, reliability, and safety of PNM's power supply system.

Develops and maintains an intimate working knowledge of PNM's generation and transmission system, and the guidelines and procedures associated with their operation and control.

Act as PNM's front-line in developing and enhancing PNM's working relationship with other utilities by representing PNM in the operations arena and accepting assignments on various NERC, WECC and inter-utility Operating and Engineering Committees.

Responds to requests by other utilities and wholesale marketers to use PNM's transmission system via OASIS.

Administers PNM's FERC approved tariff rates and complies with strict Standards of Conduct.

Maintains a positive nomogram operating margin and system voltages using complex system equipment in the most efficient and economical manner.

**PRESIDENT & CEO OF TNMP and
SVP, CUSTOMER AND DELIVERY SERVICES OF PNM
RESOURCES**

Managerial responsibility for PNM's and TNMP's electric transmission operations and reliability function, electric operations and maintenance; gas and electric engineering; distribution engineering; business improvement; and customer and market services, including consolidated electric and gas distribution service throughout PNM's service territory in New Mexico. Also responsible for TNMP operations and engineering; retail electric provider relations in Texas; and regional electric transmission and distribution and all related services in Texas and New Mexico. Managerial responsibility for the maintenance and construction function for PNM's and TNMP's high-voltage transmission system (including PNM's HVDC converter station near Clovis, NM) and PNM's and TNMP's local distribution systems and the construction and maintenance of PNM's and TNMP's communications system associated with the operation of the transmission and distribution systems. Managerial responsibility for Customer & Market Services for PNM Electric and Gas Services and Technical Services for PNM and TNMP including transmission engineering and operations; substation engineering and design; standards for transmission substations; distribution metering; vegetation management; right-of-way; business improvement; and the actual transmission operations and planning function.

SUPERVISOR, EA-T&R SERVICES

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Plans, directs and supervises completion of verification, documentation, accounting, reporting and analysis of all scheduled and actual interchange transactions, control area, and transmission system operations; invoicing and payment of transmission Company revenue and expenses; regulatory and reliability council compliance; and project analysis and budgeting of wheeling revenue and transmission Company expenses. Plans, directs and supervises the development, implementation and modification of new and innovative accounting and reporting procedures to adapt to new and changing contractual obligations and operating procedures which satisfy departmental, Company, inter-utility, reliability council and state and federal regulatory requirements, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, directs and ensures timely and accurate accomplishment of Transmission and Reliability Services Analysis area's key duties.

Provides formal and informal training for Transmission and Reliability Services Analyst group within department and other related departments both inside and outside the Company.

Plans, directs, and participates in non-routine, very complex analysis for special projects involving coordinating the efforts of associates both inside and outside the department in analysis, calculation reporting, data documentation, and collection.

Plans and directs the development, creation, and modification of programs, reports, and procedures to adapt to changing contractual or operation obligations.

Represents the department on operating committees with interconnected utilities and with inter-departmental concerns.

Reviews all contractual proposals for feasibility of Transmission and Reliability Services Analysis area's implementation and administration, as well as from a regulatory and reliability council perspective.

Provides regulatory support, including department coordination of interrogatory and data request response preparation, contractual and regulatory legal review participation and testimony for the NMPRC and FERC.

Provides reliability council support including NERC inadvertent accounting, etc.

Recommends and evaluates enhancements to the scheduling system software design, ensuring that the scheduling system continues to change with ongoing business needs

SUPERVISOR, POWER OPERATIONS FACILITY & SERVICES

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Manages all maintenance, construction, and security requirements for PNM's Control Center for facility and grounds, and provides office supervision, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directs and manages activities associated with property administration, space planning, housekeeping, and landscape.

Oversees maintenance, construction, and testing for the plant and its critical equipment, including structure, roofing, fire protection, water systems, back up systems, building power supplies, HVAC, UPS, fuel storage, boilers, and controls.

Oversees facility perimeter security.

Ensures code compliance to regulatory, governmental and company rules, regulations, policies and procedures dealing with environmental protection, building codes, health and safety.

Align systems and structures with business unit strategies.

Manage contracts and leases.

Controls expenses and approves payments for goods and services.

Maintains excellent records, documentation, and manages the department's vital records.

Provides effective and efficient office services to customers.

Analyzes systems and support and implements changes where appropriate.

Maintains inventory and orders supplies and provides appropriate equipment and supplies to accomplish department objectives.

Plans and schedules work assignments to meet workload and deadlines and organizes major department activities to recognize, reward, or celebrate.

Attends and participates in meetings on behalf of the department.

Ensures staff availability and training matches workload.

TECHNICIAN, ENGINEERING

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY: Under general supervision, supports engineers and applies advanced electrical, mechanical, and civil engineering knowledge to design and coordinate very complex and large projects and assignments. Functions as a lead person within the engineering area in a capacity directly impacting the maintenance and improvement of level of service to customers, system operation, and reliability, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Independently communicates in writing and verbally with customers, company personnel, outside agencies and other utilities for purposes of project negotiations, assistance, information gathering, and departmental support.

Functions in a lead role to other department technicians including establishing project schedules, delegating and monitoring assignments, verifying work on assignments, and providing input to supervisor for performance appraisals.

Independently negotiates internally and externally to the company and makes decisions impacting projects.

Applies mathematical, economic and risk analysis, advanced electrical, civil and mechanical knowledge

Performs field inspections to insure compliance with complex material, equipment, contract or design specifications.

Provides training and assistance to other technicians, and may assist in orientation or training of entry-level engineers.

Applies knowledge of applicable codes, specifications, standards, engineering practices, and principals to area of responsibility

Provides information to assist in department budgeting.

VP, TECHNICAL SERVICES FOR PNM AND TNMP

Managerial responsibility for the PNM and TNMP transmission engineering and operations; substation engineering and design; standards for transmission substations; distribution metering; vegetation management; right-of-way; business improvement; and the actual transmission operations and planning function, including administering the joint PNM/TNMP Open Access Transmission Tariff (OATT), PNM and TNMP pre-OATT transmission service and interconnection agreements, and all long-term transmission planning functions, system planning and analysis in New Mexico and Texas, generation interconnections, utility interconnections and electric system planning analysis for native load requirements. Also responsible for PNM's and TNMP's transmission system operations and for ensuring PNM's and TNMP's load requirements are adequately served.