

**PUGET SOUND ENERGY TRANSMISSION FUNCTION
JOB TITLES AND JOB DESCRIPTIONS
Pursuant to 18 C.F.R. 358.7(f)(1)**

- Title: Director, Electric Transmission
Job Description: Responsible for the overall operation and planning of PSE's electric transmission system. Direct Puget Sound Energy's Load Office and Transmission Contracts organizations. Work with related groups to support the safe, reliable, compliant and cost effective operation and planning of the electric transmission system. Ensure that all work performed is compliant with federal and State codes, WECC and NERC standards, FERC orders, and PSE Operating Standards and Field Procedures.
- Title: Manager, Transmission Contracts
Job Description: Manages and directs the Transmission Contracts Department, including development and maintenance of inter-utility agreements, transmission preschedule, and administration of PSE's Open Access Transmission Tariff, rate filings and OASIS studies and functions. Ensures all work performed is compliant with federal and state codes, WECC and NERC standards, FERC orders, and PSE Operating Standards and Field Procedures. Participates in emergency response efforts. Supports safe and cost effective transmission planning and operation.
- Title: OASIS Trading Manager
Function: Transmission
Job Description: Oversee all OASIS processes and continued development. Participate in OASIS related forums. Work closely with compliance, tariff, and operational personnel.
- Title: OASIS
Job Description: Perform long-term, short-term, preschedule, and after-the-fact OASIS support duties. Maintain TTC values, process Transmission Service Requests, perform posting of required information, process preschedule transaction tags, coordinate preschedule interchange with adjacent Balancing Authorities, provide real-time support, and perform-assist in monthly billing processes.
- Title: Sr. Engineer – OASIS
Job Description: Responsible for high level technical studies in response to OASIS requests, representing the Company in regional/interconnection-wide committees and forums, and coordinating with other PSE departments in electric system planning and operations.
- Title: Real-Time Coordinator
Job Description: Maintain and operate AREVA Network Applications programs.

Title: Manager, Load Office

Job Description: Lead, direct and manage Puget Sound Energy's Load Office organization. Work with related groups to support the safe, reliable, compliant and cost effective operation of the electric transmission system. The Load Office is a 24/7 operation that monitors, operates, and controls transmission switching, generation dispatch, control area load balancing, real-time transmission scheduling for PSE and its transmission customers.

Title: Sr. Power Dispatcher

Job Description: Has overall responsibility during a shift for the safe, efficient, and reliable operation of PSE's Transmission, Generation, AGC, and System Reliability functions. Has authority to take independent actions as deemed necessary and as specified in NERC Standards to fulfill responsibilities. Analyzes information, coordinates and directs actions, and controls multiple operating systems under normal and emergency conditions. Must have strong interpersonal skills and have the ability to clearly communicate both orally and in writing. Works rotating shifts, including weekends and holidays, and is available for emergency call-outs.

Title: Power Dispatcher

Job Description: Operates the PSE's Transmission, Generation, AGC, and System Reliability functions in a safe, efficient, and reliable manner. Has authority to take independent actions as deemed necessary and as specified in NERC Standards to fulfill responsibilities. Analyzes information, coordinates and directs actions, and controls multiple operating systems under normal and emergency conditions. Must have strong interpersonal skills and have the ability to clearly communicate both orally and in writing. Works rotating shifts, including weekends and holidays, and is available for emergency call-outs.

Title: Generation Dispatcher

Job Description: Monitor, control and coordinate all PSE generation resources and all Independent Power Producer generation resources operating within PSE's Balancing Authority and insure that they are operated in a safe, efficient and reliable manner. Analyze information and direct actions of multiple operating systems under normal and emergency conditions. Work in conjunction with on-shift Senior Power Dispatcher to insure that all NERC compliance standards including but not limited to generation, reserves, AVR, PSS, and DCS are met. This position also requires that full compliance with environmental and FERC licenses applicable to each generation project is achieved.

Title: Supervisor, Transmission Scheduling

Job Description: This lead position has responsibility for PSE's real time scheduling and accounting functions and acts as the supervisor for the scheduling staff. Assures that process and procedures are created, scheduling tools and systems are in place, and the function is adequately staffed with trained employees. Assures compliance with industry Rules, Standards, Business Practices, and PSE's OATT. Supports PSE's real-time transmission pricing strategy and make recommendations for optimizing the value of transmission assets. Collaborates with Pre-schedule on all aspects of the function. Represents PSE at industry workgroups, such as the OATI User Group, Business Practices and Standards groups, WECC Unscheduled Flow and ISAS committees, and others. Supports other functions as needed.

Title: Transmission Schedulers

Job Description: Performs transmission scheduling and balancing area accounting functions during 7 by 24 hour real-time operations. Evaluates and processes transmission capacity requests and energy transactions using the OASIS and E-Tag system. Manages the energy scheduling and accounting data base and after-the-fact accounting processes. Verifies all energy transactions for accuracy, completeness, and appropriateness. Researches and resolves pre-schedule and real-time scheduling and accounting issues. Coordinates scheduling functions with load dispatch and pre-schedule personnel. Assures consistent and auditable documentation. Maintains procedures and processes that are compliant with FERC Rules and NERC, NAESB, and WECC Standards and Business Practices.

Title: Power Systems Trainer

Job Description: Manage a Power Dispatcher Training Program that meets NERC and WECC Compliance Standards and supports PSE operating needs. Develop and administer a program of in-house as well as outside vendor training, and create a plan that measures learning and that provides documentation of training performance. Act as the lead in the control center for supporting operating tools, programs, procedures, and real-time issues. Provide expertise for identifying and solving technical problems. Helps to assure safe work practices and compliance to industry standards.

Title: Compliance Engineer – Load Office

Job Description: Prepare engineering plans, designs, specifications, standards, cost estimates, systems studies and other such evaluations in support of the Load Office.

Title: Manager, Total Energy System Planning

Job Description: Manage department of professional and technical employees who are responsible for development and performance monitoring of PSE's energy delivery system capital plan and budget. Monitor, review, and advocate new technologies and methodologies to support advancement of PSE's technical organizations and strategic plan. Support emergency response operations when needed.

Title: Supervisor Engineering

Job Description: Supervises a technical staff which may include diverse and extensive engineering and technical skills. Prepares and implements employee performance and development plans. Facilitates solutions to complex issues involving diverse opinions. May review design and documentation to ensure compliance with design criteria and standards. Support emergency response operations when needed.

Title: Sr. Engineer

Job Description: Provide professional engineering service and support in the planning, construction, operation, maintenance, and analysis of PSE facilities and assets. Schedules and coordinates major segments of complex projects to meet cost and time objectives. Interprets and applies existing guidelines and engineering principles, practices, and theories toward the completion of assignments involving a substantial degree of complexity. Support emergency response operations when needed.

Title: Sr. Engineering Specialist

Job Description: Develop solutions to a wide range of complex technical problems requiring an extensive knowledge of the subject and familiarity with related disciplines. Prepares engineering plans, designs, specifications, standards, cost estimates, evaluations, or studies. Support emergency response operations when needed.

Title: Engineering Specialist

Job Description: Develop accurate data analyses and models to support planning, design, construction, operations and maintenance of the energy delivery system. Prepare solutions to a wide range of technical problems through the application of standard engineering practices and principles. Evaluate asset performance and risk assessment leading towards practical and cost effective solutions and sound technical decisions. Contribute to the development of planning policies, standards and procedures that are in compliance with applicable codes and regulations. Support emergency response operations when needed.

Title: Engineer

Job Description: An Engineer will prepare engineering plans, designs, specifications, standards, cost estimates, system studies, and other such evaluations. The engineer will also work on project teams to support the successful completion of projects designed to reinforce the energy delivery or power generation systems. Support emergency response operations when needed.

Title: Associate Engineer

Job Description: An associate engineer will conduct simple analyses in support of the preparation of engineering plans, designs, specifications, standards, cost estimates, system studies, and other such evaluations. Support emergency response operations when needed.

Title: Consulting Engineer

Job Description: Serve as consultant to department discipline supervisors and engineering staff, providing expertise in a specialized field of engineering to broadly stated technical problems. Reviews design and documentation to ensure compliance with design criteria and standards. Support emergency response operations when needed.

Title: Engineering Analyst

Job Description: Develop accurate data analyses to support planning, design, construction, operations and maintenance of the energy delivery system. Perform analytical tasks to evaluate asset performance and risk in support of providing practical and cost effective solutions. Assist in development of planning policies, standards and procedures that are in compliance with applicable codes and regulations. Support emergency response operations when needed.

Title: Engineering Assistant

Job Description: This position performs a wide variety of technical support activities in the engineering, operation and maintenance of the energy delivery system. Typical duties include supporting staff in the development, design and drafting of projects using CAD and other software applications; working closely with engineering staff to insure that designs meet applicable state, federal and industry codes and standards; conducting office and field research, measurement and verification for equipment and data; assisting in the preparation of cost estimates and specifications and under direct supervision conducting analysis to develop design and operational options or recommendations.

Title: Administrative Assistant/Administrative Specialist

Job Description: Provide administrative and analytical support for department. Performs basic data gathering or research in support of management. Organizes and coordinates meetings for department personnel. Ability to handle sensitive and confidential information, use independent and discretionary judgment, and coordinate tasks and assignments simultaneously. Uses various computer applications to create charts, correspondence, reports and other work as needed.