



## Job Descriptions

**POSITION TITLE:** James Brogdon, Interim President and Chief Executive Officer

**BUSINESS UNIT:** President's Office

**DEPARTMENT:** President's Office

**REPORTS TO:** Board of Directors

### POSITION SUMMARY

Responsible for directing a comprehensive independent, objective assurance and consulting activity designed to add value and improve Santee Cooper's operations. The objectives include bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Responsible for coordinating all aspects of Santee Cooper's governmental relations programs. Effectively communicating Santee Cooper's position on issues affecting our company, our employees and our customers with members and staff of the S.C. General Assembly and the United States Congress. Responsible for the administration of Human Resources programs, policies and functions including employee relations, compensation, training and development, occupational health, occupational safety, industrial hygiene, equal employment opportunity, the Wampee conference and training center the employee recreational area, employee activities, and services and employment.

**POSITION TITLE:** Stephen R. Pelcher, Chief Compliance Officer Deputy General Counsel for Nuclear and Regulatory Compliance

**BUSINESS UNIT:** General Counsel

**DEPARTMENT:** Rates and Regulatory Affairs

**REPORTS TO:** Senior Vice President and General Counsel

### POSITION SUMMARY

Serves as Authority's Chief Compliance Officer under FERC Order 2004 (Standards of Conduct for Transmission Provider). Primary contact within the Authority on the interpretation of Standards of Conduct and the Authority's written procedures implementing those Standards of Conduct.

- **Staff**

**Secretarial/Clerical**--Responsible for office services functions: typing, filing, telephone reception, various daily, weekly, and monthly report preparation and updating.

**Manager, Reliability Compliance and Coordination** -- Responsible for directing, organizing, and supervising activities associated with Santee Cooper's NERC Compliance and Coordination group. Provides leadership and direction for developing and implementing expectations, strategies, and objectives regarding compliance to the NERC Reliability Standards. Provides guidance for groups within Santee Cooper that have compliance obligations under the NERC Reliability Standards. Also, responsible for directing and organizing activities associated with compliance audits.

**POSITION TITLE:** Marc Tye, Chief Operating Officer

**BUSINESS UNIT:** President's Office

**DEPARTMENT:** President's Office

**REPORTS TO:** Interim President and CEO

**POSITION SUMMARY**

Plans, staffs, organizes, budgets, controls and reports the following corporate units: 1) Competitive Markets & Generation, 2) Retail Operations, 3) Power Delivery, 4) Technology Services.

**Staff**

**Secretarial/Clerical**--Responsible for office services functions: typing, filing, telephone reception, various daily, weekly, and monthly report preparation and updating.

**POSITION TITLE:** Arnold Singleton, Sr. Vice President, Power Delivery

**BUSINESS UNIT:** Power Delivery

**DEPARTMENT:** Power Delivery

**REPORTS TO:** Chief Operating Officer

**POSITION SUMMARY**

Responsible for ensuring the efficient and effective transmission of electricity through the leadership and management of the Planning & Power Supply, Transmission Technical, Transmission Operations, and Design Engineering units

- **Staff**

**Secretarial/Clerical**--Responsible for office services functions: typing, filing, telephone reception, various daily, weekly, and monthly report preparation and updating.

**POSITION TITLE:** S. Tom Abrams, Vice President, Planning and Power Supply  
**BUSINESS UNIT:** Power Delivery Planning  
**DEPARTMENT:** Power Delivery  
**REPORTS TO:** Sr. Vice President, Power Delivery

### **POSITION SUMMARY**

Responsible for providing administrative leadership and direction for the corporate functions of transmission system planning, bulk communication planning, design and operations, electric system operational planning, energy control, and project administration of new transmission system additions; developing comprehensive plans for the orderly, timely, and economically justifiable expansion of Santee Cooper's transmission system and bulk communications system; scheduling power resources to meet existing and future customer electric demand and our corporate contractual commitments.

- **Staff**

**Manager, System Control**--Responsible to the Vice President, Planning and Power Supply, for organizing, directing, managing, and administering the activities and personnel of System Control to ensure efficient, economic and safe operations of power supply and the transmission system.

**Supervisor, Transmission Services**--Responsible to the Vice President, Planning and Power Supply, for directing, managing, and administering the activities for the administration of Santee Cooper's Open Access Transmission Tariff and the design, installation, and maintenance of all OASIS related computer equipment and software located in the Energy Control Center. Administers the design and development of Santee Cooper's open access transmission rates. Administers the training program for the continuing education of the System Controllers.

**Supervisor, System Operations Planning**--Provides or directs engineering support such as unit commitment strategies, load forecasting, operational guides for transmission outages, NERC compliance strategies, production cost modeling, etc. to the System Control and EMS Engineering units. Develops hydroelectric operating strategies to provide Santee Cooper and the State of South Carolina with the optimal use of water resources. Responsible for supervising employees of the group and directing their activities to accomplish corporate goals and objectives, developing annual budget and justification of anticipated unit expenses.

**Manager, Transmission Planning**--Responsible to the Vice President, Planning and Power Supply, for organizing, directing, managing, and administering the activities and personnel of the Transmission Studies and the Support and Special Studies units. Responsible for the development of comprehensive plans for the orderly and timely expansion of Santee Cooper's electric transmission and

distribution substation systems in order to meet the existing and future electrical needs of customers. Also responsible for coordinating and planning the electric interface with our neighboring utilities. Such plans are based on corporate electric reliability standards, practices, and principles.

**POSITION TITLE:** Stony R. Martin, Manager, System Control

**BUSINESS UNIT:** Power Supply

**DEPARTMENT:** Power Delivery

**REPORTS TO:** Vice President, Planning and Power Supply

## **POSITION SUMMARY**

Responsible to the Vice President, Planning and Power Supply, for organizing, directing, managing, and administering the activities and personnel of System Control to ensure efficient, economic and safe operations of power supply and the transmission system.

- **Staff**

**Supervisor, EMS Engineering**--Responsible for directing and supervising the daily activities of EMS Engineering personnel in the design, installation and maintenance of Energy Management System (EMS) equipment and software located throughout the transmission and generation systems and in the Energy Control Center (ECC). This also includes all dynamic scheduling systems, as well as flicker and harmonic analysis systems located throughout the transmission and generating systems. Responsible for maintaining EMS assets to maintain compliance with NERC Standards.

**Senior System Operator/System Operator I, II, III (16)**--Responsible for providing central dispatching by controlling and operating the Power Supply and Transmission Systems in a safe, efficient and economic manner. Activities include directing switching operations on the transmission system, analysis of system problems and corrective action through the use of the EMS computer system and monitoring system generation and unit loading which includes making necessary adjustments through load control.

**Secretarial/Clerical**--Responsible for office services functions: typing, filing, telephone reception, various daily, weekly, and monthly report preparations and updating.

**POSITION TITLE:** Diana Scott, Supervisor, Transmission Services

**BUSINESS UNIT:** Power Supply

**DEPARTMENT:** Power Delivery

**REPORTS TO:** Vice President, Planning and Power Supply

## **POSITION SUMMARY**

Responsible to the Vice President, Planning and Power Supply, for directing, managing, and administering the activities for the administration of Santee Cooper's Open Access Transmission Tariff and the design, installation, and maintenance of all OASIS related computer equipment and software located in the Energy Control Center. Administers the design and development of Santee Cooper's open access transmission rates. Administers the training program for the continuing education of the System Controllers.

- **Staff**

**Senior Engineer (1)**—Responsible to the Supervisor of Transmission Services for developing and implementing training programs for Energy Control Center personnel to adequately train and certify personnel who are responsible for the secure and safe operation the bulk electric system. Responsible for maintaining procedures and guidelines associated with the operations of the bulk power system. Administers Santee Cooper's Open Access Transmission Tariff including the design, installation, and maintenance of all Open Access Same Time Information System (OASIS) related computer equipment and software located in the Energy Control Center. Administers and maintains Santee Cooper's electronic tagging system for bulk power transactions.

**Financial Analyst (2)**--Develops, analyzes, prepares financial and other reports, maintains computer models/code, renders bills, and administers contracts for Santee Cooper's Open Access Transmission Tariff (OATT). Generally, the work performed by this position can only be accomplished in an efficient and timely manner through the effective use of computers. This position provides transmission analysis and information for management's use. This position serves as the interpretation contact for the OATT and provides financial and contractual guidance to System Control. Assists with administering Santee Cooper's Open Access Transmission Tariff including the design, installation, operation, and maintenance of all Open Access Same Time Information System (OASIS) related computer equipment and software located in the Energy Control Center. Assists with administering and maintaining Santee Cooper's electronic tagging system for bulk power transactions.

**POSITION TITLE:** L. Mike Coker, Supervisor, System Operations Planning

**BUSINESS UNIT:** Power Supply

**DEPARTMENT:** Power Delivery

**REPORTS TO:** Vice President, Planning and Power Supply

### **POSITION SUMMARY**

Provides or directs engineering support such as unit commitment strategies, load forecasting, operational guides for transmission outages, NERC compliance strategies, production cost modeling, etc. to the System Control Center and EMS Engineering units. Develop hydroelectric operating strategies to provide Santee Cooper and the State of South Carolina with the optimal use of water resources. Responsible for supervising employees of the group and directing their activities to accomplish corporate goals and objectives, developing annual budget and justification of anticipated unit expenses. Responsible for next day OASIS interface studies

- **Staff**

**Principal Engineer (1)** – Responsible to the Supervisor of Power Supply Planning. Responsible for studying short-term and long-term operations of the system, developing procedures and guidelines to improve the reliability and economic operation of the power system and assisting in directing the activities of the unit.

**Senior Engineer (0)** – Responsible to the Supervisor of Power Supply Planning. Responsible for studying short-term and long-term operations of the system, developing procedures and guidelines to improve the reliability and economic operation of the power system and assisting in directing the activities of the unit.

**Engineer II (2)** – Responsible to the Supervisor of Power Supply Planning. Studies the daily and short-term operations and develops procedures and guidelines to ensure the safest, most reliable, and most economic operation of the power system and lake system.

**Engineer I (1)** – Responsible to the Supervisor of Power Supply Planning. Studies the daily and short-term operations and develops procedures and guidelines to ensure the safest, most reliable, and most economic operation of the power system and lake system.

**Engineering Associate (1)** – Responsible to the Supervisor of Power Supply Planning. Prepares daily, weekly, monthly, and yearly reports relating to the operation of the generation and transmission system. Assists in the preparation of long-term and short-term load and generation forecasts. Also prepares or assists in the preparation of daily and monthly economy power cost estimates.

**POSITION TITLE:** Christopher M. Wagner, Manager, Transmission Planning

**BUSINESS UNIT:** Power Supply Planning

**DEPARTMENT:** Power Delivery

**REPORTS TO:** Vice President, Planning and Power Supply

### **POSITION SUMMARY**

Responsible to the Vice President, Planning and Power Supply, for organizing, directing, managing, and administering the activities and personnel of Communications Design, Communications Operations, Transmission Studies and Support and Special Studies. Responsible for the development of comprehensive plans for the orderly and timely expansion of Santee Cooper's electric transmission and distribution substation systems, including coordination and interconnection planning. Also responsible for the design and operations of the bulk communications network.

- **Staff**

**Supervisor, Transmission Studies--** Responsible to the Manager of System Planning and responsible for proposing and supervising the proposal of capital construction projects that will ensure reliable and economic expansion of transmission and subtransmission systems to meet future load growth; processing and overseeing the processing of BIR documents to initiate work on capital construction projects; and coordinating Central-related activities including but not limited to, formulating plans for Central-related projects including industrial customers and voltage conversions, maintaining project lists and schedules to ensure timely completion of these projects, and requests for data and other information.

**Supervisor, Support and Special Studies--** Responsible to the Manager of System Planning and responsible for supervising, organizing, directing, and coordinating the activities and personnel of the Support and Special Studies unit. The unit is responsible for (1) supporting the Transmission Studies unit through various engineering activities; (2) performing special studies relate to non-recurring problems or situations on the transmission system; (3) coordinating and responding to requests for engineering relate information from within Santee Cooper as well as from outside agencies.