



**Standards of Conduct ID: SOC 2016-3**

August 25, 2016

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**Issue**

On August 2, 2016, the Manager, FERC Compliance was performing a review of our publicly posted Organizational Chart and discovered an Intern position had not been added after hire in May 2016. According to the Standards of Conduct, Transparency Rule and posting requirements timeline, Westar Energy should have posted the updated organizational chart within seven (7) business days of any change.

**Background:**

After discovering the missing Intern position, the organizational chart and job descriptions were updated to include the position. Additional, unrelated minor changes were made to the document to list a specific Job Title, System Operations Engineer, rather than "Operations Engineering", as previously posted. This is not a material change, but to provide consistency with Job Titles listed in our PeopleSoft system, rather than an internally used group name. The same employees are in this position as previously.

**Impact:**

Westar Energy did not post an updated organizational chart within the seven (7) business day window as per the Standards of Conduct. The position absent from the organization chart was that of an Intern, a seasonal position. The Intern did take the FERC Standards of Conduct training upon their start.

**18 CFR §358.7 Transparency Rule**

*(f) Identification of employee information on the public Internet. (1) A transmission provider must post on its Internet Web site the job titles and job descriptions of its transmission function employees.*

*(g) Timing and general requirements of postings on the public Internet. (1) A transmission provider must update on its Internet Web site the information required by this part 358 within seven business days of any change, and post the date on which the information was updated. A public utility may also post the information required to be posted under part 358 on its OASIS, but is not required to do so.*



**Resolution:**

The organizational chart and job description has been updated and publicly posted on OASIS. Prior to posting, Westar's Regulatory Steering Committee, which is comprised of Westar executive and senior management, reviewed and approved the report and the proposed mitigation per their duties of overseeing compliance with FERC-related matters. The intern position will remain on the publicly posted document, as it is seasonal, and another Intern may be hired in the future.

Also as a mitigation, we have added the review of the Transmission Operations organizational chart to our weekly FERC SOC checklist, in addition to the quarterly review of the current posted organizational chart and description list.

Please contact me or Mo Awad, Director, Regulatory Compliance, (785)575-1674, [mo.awad@westarenergy.com](mailto:mo.awad@westarenergy.com) if you have any questions.

Respectfully Submitted,

A handwritten signature in blue ink that reads 'Jennifer Perry'.

Jennifer Perry

Appendix A – Transmission Function Org Chart and Job Descriptions 08.03.2016.pdf



## **Organizational Chart**

*Updated: 08/03/2016*

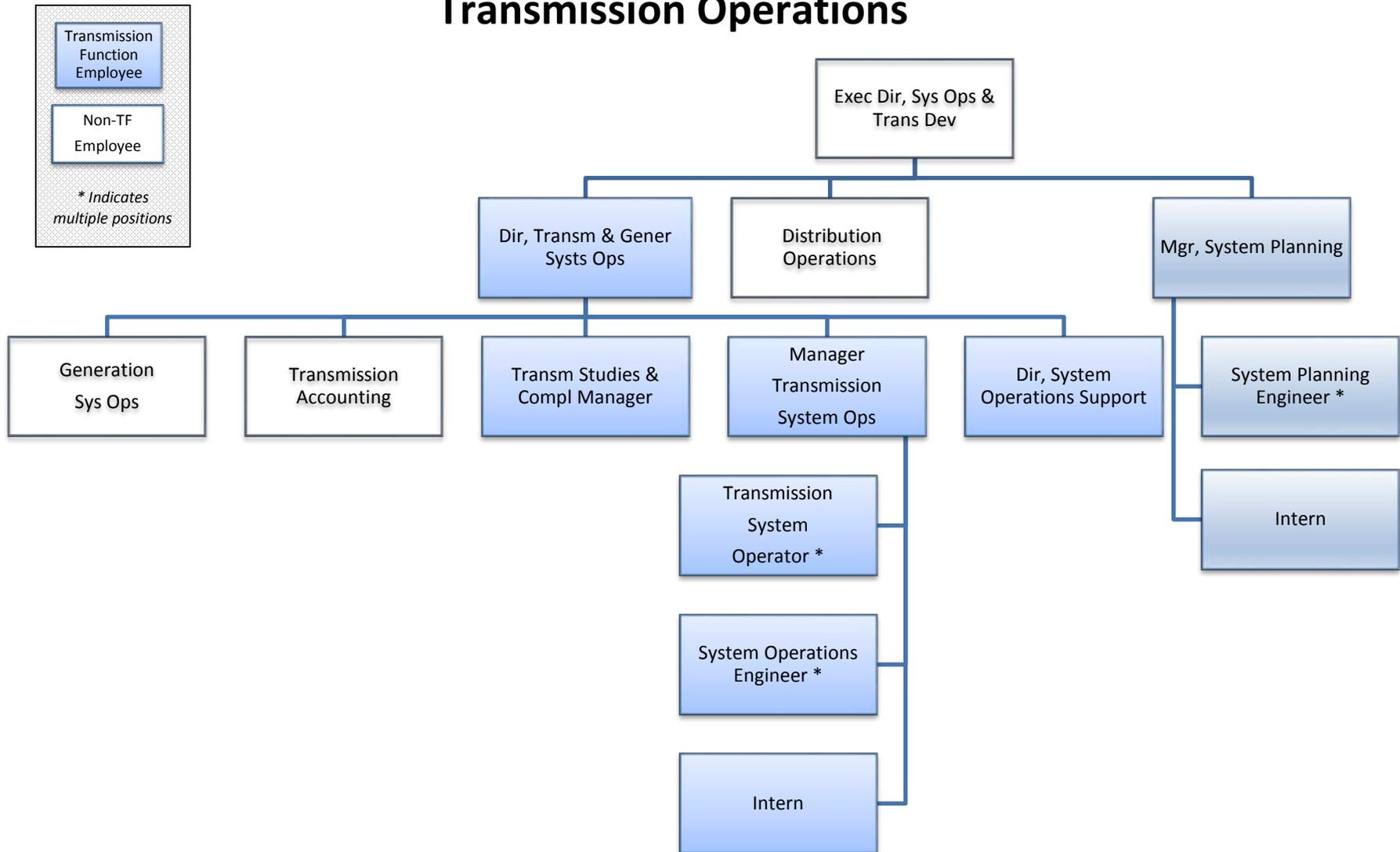
Pursuant to the regulations stated in Title 18, Chapter I, Subchapter S, §358.7 (f), the following pages give the organizational chart and job descriptions of the Transmission Function employees effective August 3, 2016.

This posting identifies an Intern position as an addition under System Operations. Also, under System Operators, we have updated the former 'Operation Engineering' position to match the exact title, which is 'System Operations Engineer'.

Questions regarding this posting can be directed to:

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# Transmission Operations





## **Transmission Function Employees Job Descriptions**

### **Director, Transmission & Generation System Operations**

Directly supervise directors, managers and various subject matter experts involved with the 24x7 operations of the transmission and generation system operations. Responsible for keeping abreast of industry changes and propagating this knowledge through the affected areas to ensure all operations activity are in compliance with both internal policies and NERC rules and regulations. Supports the operations function through (1) development of compliance strategies, (2) coordinating and implementing changes to support industry and regulatory changes, (3) actively participating in and monitoring changes in business practices at FERC, NERC, RTO, ISO and other such organizations, (4) assisting in the continued development and administration of the various training programs to meet NERC requirements to maintain operator certifications, (5) ensuring the appropriate accounting of interchange transactions with various wholesale entities, (6) keeping policies and procedures appropriately documented for regulatory and audit compliance, and (7) creating miscellaneous reports and presentations.

### **Transmission Studies and Compliance Manager**

This position is responsible for short-term transmission system studies initiated by Westar Energy, regional and national organizations, legislative and regulatory bodies. This includes such studies as stability and major system disturbances. Recommends content and supports the transmission operations. Responsible for the development of transmission related regional and NERC transmission operations and planning/compliance programs. Responsible for completing assigned FERC and NERC reporting. This position also provides technical support and consultation services to the transmission operations & construction group.

### **Manager, Transmission System Operations**

Directly supervise the transmission system operators and oversee the 24x7 operations of the transmission system control center. This includes such activities as the executing and maintaining real-time power flow and contingency analysis programs, coordinating operations with the SPP Reliability Coordinators, reviewing and recommending changes to operational policies, normal and emergency procedures and directives, evaluating clearance requests and approving switching orders, coordinating outages and construction schedules, developing and implementing various operational tools and EMS features, and making recommendations to the construction budget. Position is also responsible for the continued development and administration of the transmission system operator training program to meet NERC requirements and maintain system operator certifications.

### **Transmission System Operator**

This position is responsible for the safe and reliable day-to-day operation of the transmission system. A transmission system operator shall have at least six (6) months experience as an assistant transmission system operator and will have successfully completed job related tests and are qualified through education, experience, and physical ability to perform duties of transmission system operator.

### **System Operations Engineer**

Responsibilities include such items as conducting system studies for various company and short-term load analysis, ensuring and reporting NERC compliance with established standards, and providing analytical and tool support to operations. Provide support and short-term outage coordination for transmission system operations.

### **Intern – Transmission System Operations**

Under supervision of Manager Transmission System Operations and System Operations Engineers, the System Operations Intern position is responsible for assisting with the development and maintenance of operator information displays, operational information, operational databases, and other duties as assigned. This is generally a summer internship and in certain circumstances, interns are allowed to work part-time as schedule allows.

### **Director, System Operations Support**

Subject matter expert involved with the 24x7 operations of the transmission and generation system operations. Responsible for keeping abreast of industry changes and propagating this knowledge through the affected areas to ensure all operations activity are in compliance with both internal policies and NERC rules and regulations. Supports the operations function through (1) development of compliance strategies, (2) coordinating and implementing changes to support industry and regulatory changes, (3) actively participating in and monitoring changes in business practices at FERC, NERC, RTO, ISO and other such organizations, (4) assisting in the continued development and administration of the various training programs to meet NERC requirements to maintain operator certifications, (5) keeping policies and procedures appropriately documented for regulatory and audit compliance.

### **Manager, System Planning**

Directly supervise the transmission and distribution planning group, including assigning work, professional developmental and performance improvement. This position is responsible for customer planning study requests and the short term and long term planning of Westar electric transmission system. Responsible for applying various NERC Reliability Standards and Regional Criteria and FERC tariff requirements (SPP and NERC) when developing these plans. Responsible for such items as responding to transmission or generation interconnect requests on Westar's transmission system, transmission configuration reporting requirements for the various FERC reporting, for the development of SPP models, completing and reporting the NERC and SPP seasonal planning models, support of systems operations and participating in and supporting various regional groups and activities.

### **System Planning Engineer**

Responsibilities include such items as conducting system studies for various company and regional firm and network transmission request, generation and transmission interconnection requests, developing 10 year construction budget proposals, determination of transmission transfer capabilities, ensuring and reporting NERC compliance with established planning standards, active member on various NERC/SPP working groups, and providing analytical support to transmission operations. Provide support and long-term outage coordination for transmission system operations.

### **Intern - System Planning**

Under supervision of manager transmission planning, assists in long term and short term studies of the transmission system. Also assists in the preparing drawing, paperwork and other duties as assigned. This is generally a summer internship and in certain circumstances, interns are allowed to work part-time as schedule allows.