

Job Descriptions of the Transmission Function Employees

Director, Transmission System Operations

Direct the day to day operations of Westar's electric transmission system in a safe, efficient and reliable manner while maximizing its availability and utilization in a nondiscriminatory manner. This shall be accomplished through direct supervision of the Transmission System Operators and Operations Engineer, exercising authority over all transmission operations, coordination with distribution, generation, regional authorities, and other departments and in the development of appropriate emergency policies and procedures. Review, comment and attend meetings on new NERC and SPP policies and FERC orders in order to address the Company's interest and ensure regulatory compliance.

Engineer

The engineer will work under moderate supervision, independently evaluating, selecting, and applying standard practices and techniques in specific situations, adjust and correlate data, recognize discrepancies in results, and follow operations through a series of related detailed steps or processes. Assignments may include higher-difficulty design work.

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, as well as providing backup assistance for the Director of Transmission System Operations as required.

Transmission System Operator

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

Intern - Engineering

Under supervision of manager transmission operations, assists in the study of real-time operations of the transmission system. Also assists in the preparing drawing, paperwork and other duties as assigned.

Supervisor, Transmission Accounting

This position will generally oversee the accounting and billing functions related to transmission services. This position interfaces with the SPP (RTO) and many internal workgroups including, but not limited to: Accounting, Generation, Regulatory, EMS, IT, Metering, Billing and Customer Operations. Works with a high degree of autonomy, implementing new policies and completing work schedules. Provides supervision for the transmission accounting staff and is responsible for their day-to-day activities.

Transmission Accounts Analyst

This position works to ensure that data used for all commercial and physical transactions handled by Transmission Services are current and accurate. This employee is also responsible for the daily pre-scheduling of transactions, approving day ahead transmission reservation and the final accounting of each transaction after it has occurred and the production of the basic data needed for federal, state and RTO reporting. Documenting, verifying and recording the information require the use of five or more different computer systems, located at the Southwest Power Pool, NERC as well as programs internal to Westar. The daily work process of this position causes the employee to work extensively with both internal and external customers. Data gathered and verified by this employee is utilized throughout the company for billing, rate cases, regulatory reporting, financial and operating reports.