



Bonneville Power Administration

Transmission Function Employees Job Descriptions and Job Titles

18 C.F.R. 358.7(f)(1):

A transmission provider must post on its Internet website the job titles and job descriptions of its transmission function employees.

Account Specialist:

The Account Specialist provides expertise and support for transmission customer issues including contract development and finalization, quality control review of transmission contracts, analysis, customer issue resolution and front office contract administration. Works with Customer Account Executives to achieve a comprehensive understanding of customer needs, market, operating, and financial conditions, competitive forces, alternative supply options, transmission requirements and options, and resource/load characteristics. Provides Open Access Same-Time Information Systems (OASIS) support and is responsible for supporting manual processes linked to all Transmission Service Requests.

Account Specialist (Telecommunications):

The Account Specialist (Telecommunications) applies BPA policies and procedures to a variety of routine and non-routine customer situations. Acquires data and performs analyses and calculations to support contract negotiations, including researching telecommunications trade shows and conferences to gather current and future issues and needs and uses fiber route maps to calculate rate quotes. Performs as Account Specialist as required.

Assistant Dispatcher I & II:

The Assistant Dispatcher learns how to control, monitor, operate and dispatch the Bonneville Power Administration power system. Monitors, controls, and/or operates remote substation facilities using SCADA equipment. Cooperates with system dispatchers of other interconnected power systems in coordinating power flow problems and general dispatching issues. Cooperates with other dispatchers regarding inter-related operating problems.

Assistant Dispatcher Trainee:

The Assistant Dispatcher Trainee works under the direct supervision of a System Dispatcher or other qualified personnel in completing a structured training program in transmission system operations.

Associate Customer Account Executive:

The Associate Customer Account Executive achieves a comprehensive understanding of customer needs, market, operating, and financial conditions, competitive forces, alternative supply options, load characteristics, and other factors in order to establish and maintain a mutually beneficial and sustained business relationship with customers.

Customer Account Executive:

The Customer Account Executive is responsible for serving as the principal Bonneville Power Administration representative for assigned customers with responsibility for the overall management of customer business relationships, revenues from the sale of products and services, and achieving customer satisfaction. The Customer Account Executive also fosters ongoing two-way communication and fully represents BPA regarding the full-range of issues, policies, and objectives.

Dittmer Dispatch Process Analyst:

The Dittmer Dispatch Process Analyst provides expert consultation, guidance, information, and analyses in planning, organizing, managing, integrating, and evaluating all programs and activities of Dittmer Dispatch. Provides oversight for internal dispatching process procedures and leads the Dittmer Dispatching workgroup. Analyzes and reports on Dittmer Dispatching program accomplishments and ensures that policy guidance and operational processes are communicated to all affected parties.

Electrical Engineer:

The Electrical Engineer serves as the technical expert, senior engineer, and technical lead responsible for all disturbance monitoring, investigation, response, and system restoration activities. Assignments involve conceiving and applying experimental theories and new applications; resolving problems or issues; and significantly altering standard practices, equipment, devices, processes, and known techniques applicable to disturbance monitoring, investigation, response, and system restoration activities including Automatic Generation Control, protection Under-frequency Load Shedding, Under-voltage Load Shedding and reactive switching scheme settings, SCADA, RAS, etc. Assesses grid for ATC impacts on non-monitored flowgates; identifies when service can be offered.

Generation Dispatcher:

The Generation Dispatcher monitors, operates, and coordinates the loading of federal generation plants in the Pacific Northwest and the power interchange with interconnected utilities; monitors restricted transmission paths; monitors nomograms and sets up the remedial action schemes as necessary to maintain a secure and reliable transmission system.

Generation Dispatcher (Relief):

The Generation Dispatcher (Relief) is a Generation Dispatcher who is subject to shift and schedule changes on short notice.

Lead Public Utilities Specialist:

Performs OASIS management duties in conformance with all policies, practices, and timelines. Responsible for confirmation of reservations, processing the transmission request queue and coordination of studies. Responsible for the management of LT, ST, and Conditional Firm ATC.

Manager, Dittmer Dispatch – Manager, Munro Dispatch:

The Manager, Dittmer Dispatch and Manager, Munro Dispatch provide direction and leadership in the planning and development of all activities associated with operating that part of the Bonneville Transmission System assigned and controlling federal generation. The Manager provides an electrically safe work environment for field crews; controlling voltage on the transmission system; directing and controlling power system stability controls; arranging transmission and communication system outages for its part of the Bonneville transmission system to allow the construction and maintenance of facilities while minimizing adverse affects on load service and power markets; determining priorities and directing field crews in the emergency restoration of electric service; authorizing and providing emergency assistance to others.

Public Utilities Specialist:

The Public Utilities Specialist provides technical support to the Manager in the planning, development and administration of programs, systems and processes. Serves as technical support in developing resolution of joint party issues related to transmission products. The incumbent collects, compiles, maintains, and analyzes detailed information on existing and expected transmission service commitments to establish an inventory of transmission products.

Public Utilities Specialist (After-the-Fact Scheduler):

The Public Utilities Specialist (After-the-Fact Scheduler) is responsible for identifying Real Time issues that may indicate problems or unique scheduling incidents that require ATF resolution. Uses various resources to identify net interchange deviation. Coordinates customer participants to resolve complex issues by providing facts and data for analysis and consideration. When discrepancies cannot be resolved through normal processes, independently determines when to invoke the Western Systems Coordinating Council (WSCC) Procedure for Reconciling Inadvertent Interchange and remains involved until final resolution.

Public Utilities Specialist (Contracts):

The Public Utilities Specialist (Contracts) implements contract templates for the Transmission Services under the Open Access Transmission Tariff (Tariff) that are used as standardized, off-the-shelf products and services for Transmission Marketing and Sales.

Public Utilities Specialist (Duty Scheduler):

The Public Utilities Specialist (Duty Scheduler) determines apportionment of all transmission line capacities for individual utilities, brokers, marketers, etc., for transmission access of non-firm and firm assured deliveries under terms of BPA tariffs. Coordinates hourly sales and purchases of transmission throughout Canada and the Continental USA for TS or its customers. Coordinates AC/3rd AC/DC line reductions and outages on the Pacific Intertie and associated facilities, with power interchange requirements. Recommends to management and scheduling utilities optimum time for scheduling such Pacific Intertie restrictions.

Public Utilities Specialist (Lead Duty Scheduler):

The Public Utilities Specialist (Lead Duty Scheduler) is responsible for developing new scheduling and accounting practices and procedures made necessary by BPA's expanding participation in the open-market sector. Analyzes and evaluates orders and directives from FERC and determines the effects upon BPA's scheduling and accounting practices. Recommends changes that are required to operationally meet the standards required by FERC. Manages the shift schedules to ensure coverage of real-time operation for all hours.

Public Utilities Specialist (Pre-Scheduler):

The Public Utilities Specialist (Pre-Scheduler) is responsible for establishing transmission pre-schedules and associated accounting procedures for Canada and Continental USA. Analyzes pre-scheduled and actual transmission transactions to develop daily after-the-fact transmission transaction reports. Coordinates AC/3rd AC/DC line reductions and outages on Interties and associated facilities with power interchange requirements. Responsible for assuring transmission schedules are in accordance with applicable contracts for sale, purchase, and transfer of transmission over the Federal Columbia River Transmission System. Processes e-tags, including verifying contract and account numbers, PORs, PODs, and all matters pertaining to BPAT's responsibility as a Control Area Operator or Transmission Provider.

Public Utilities Specialist (Reservations Scheduler):

The Public Utilities Specialist (Reservations Scheduler) coordinates sales of transmission throughout the Continental USA and Canada. Serves as the primary technical resource contact on short-term reservation agreements. Ensures that all sales are tracked against the Total Transfer Capability (TTC) of each path. Makes reservation sales for all paths provided there is Available Transmission Capacity (ATC). Manages the request queue to ensure that sales are made in the proper order. Ensures that sales do not exceed ATC. Responsible for posting long term requests, generation interconnection requests, requests for comments, business practices, personnel changes, and other information required on OASIS.

Sales & Customer Service Manager:

The Sales & Customer Service Manager manages the reservation and sale of all transmission services associated with the transmission tariff in a nondiscriminatory manner and provides margin management for TS including market intelligence, research, and analysis, which is used with other information to set cost and revenue targets. They provide ratemaking support; ensure customer transactions for products and services are accurate and reconciled and billing issues are resolved in a timely manner.

Secretary:

The Secretary provides administrative and clerical support to the manager and work unit of the Transmission Contracts, Business Strategy & Assessment. Provides clerical, administrative, and confidential assistance to the manager, and serves as liaison between the organizations, work units, and management support staff.

Senior System Dispatcher:

The Senior System Dispatcher is responsible for the reliable operation of the BPA power system under all conditions, routine and emergency. The Senior System Dispatcher provides day-to-day leadership of dispatching personnel of all classifications at the Control Center. This includes real-time operation of federal generation and that part of the transmission system assigned to the control center (Dittmer/Munro), coordinating BPA system operation with interconnected utilities and regional transmission organizations (RTO's) and ensuring compliance with applicable national and regional reliability criteria.

Senior System Dispatcher (Outage):

The Senior System Dispatcher (Outage) is responsible for coordinating outage arrangements to attain maximum efficiency and continuity of service. Responsibilities are expressed through the coordination and control of prearranged outages of power system facilities including the dates, times, and duration of outages; work to be performed during outages; special arrangements to minimize the effects of the outages, etc.

Senior System Dispatcher (Relief):

The Senior System Dispatcher (Relief) is a Senior System Dispatcher who is subject to shift and schedule changes on short notice.

Student Trainee (Public Utilities):

The Student Trainee (Public Utilities) prepares college students for a career in the Public Utilities field. Work assignments are selected to provide training in the procedural aspects of work in Public Utilities. The assignments require the Student Trainee to perform technical work of limited difficulty and complexity similar to that which would be assigned to Public Utilities Specialists.

Supervisory Public Utilities Specialist:

The Supervisory Public Utilities Specialist provides technical direction and supervision of staff, systems, and work processes necessary to perform the critical mission and activities required of the organization. These duties include establishing work priorities, timeframes, and deliverables, managing policy analysis workflow, and ensuring issues are vetted according to proper decision criteria and documented according to document retention guidelines.

Supervisory Public Utilities Specialist (Contracts):

The Supervisory Public Utilities Specialist (Contracts) provides technical expertise and supervision of staff in support of the Customer Account Executives for transmission customer issues including contract development and finalization, quality control review of transmission contracts, analysis, customer issue resolution and front office contract administration.

System Dispatcher:

The System Dispatchers perform switching and clearance functions and operate a portion of the Bonneville Power Administration power system assigned by a Senior System Dispatcher.

System Dispatcher (Outage):

The System Dispatcher (Outage) is responsible for coordinating outage arrangements in order to attain maximum efficiency and continuity of service. Responsible for coordinating outages in a manner which provides the maximum in safety for workers and maintains extremely high reliability levels, while minimizing the economic impact on BPA and the marketplace.

Dispatcher (Relief):

The System Dispatcher (Relief) is a System Dispatcher who is subject to shift and schedule changes on short notice.