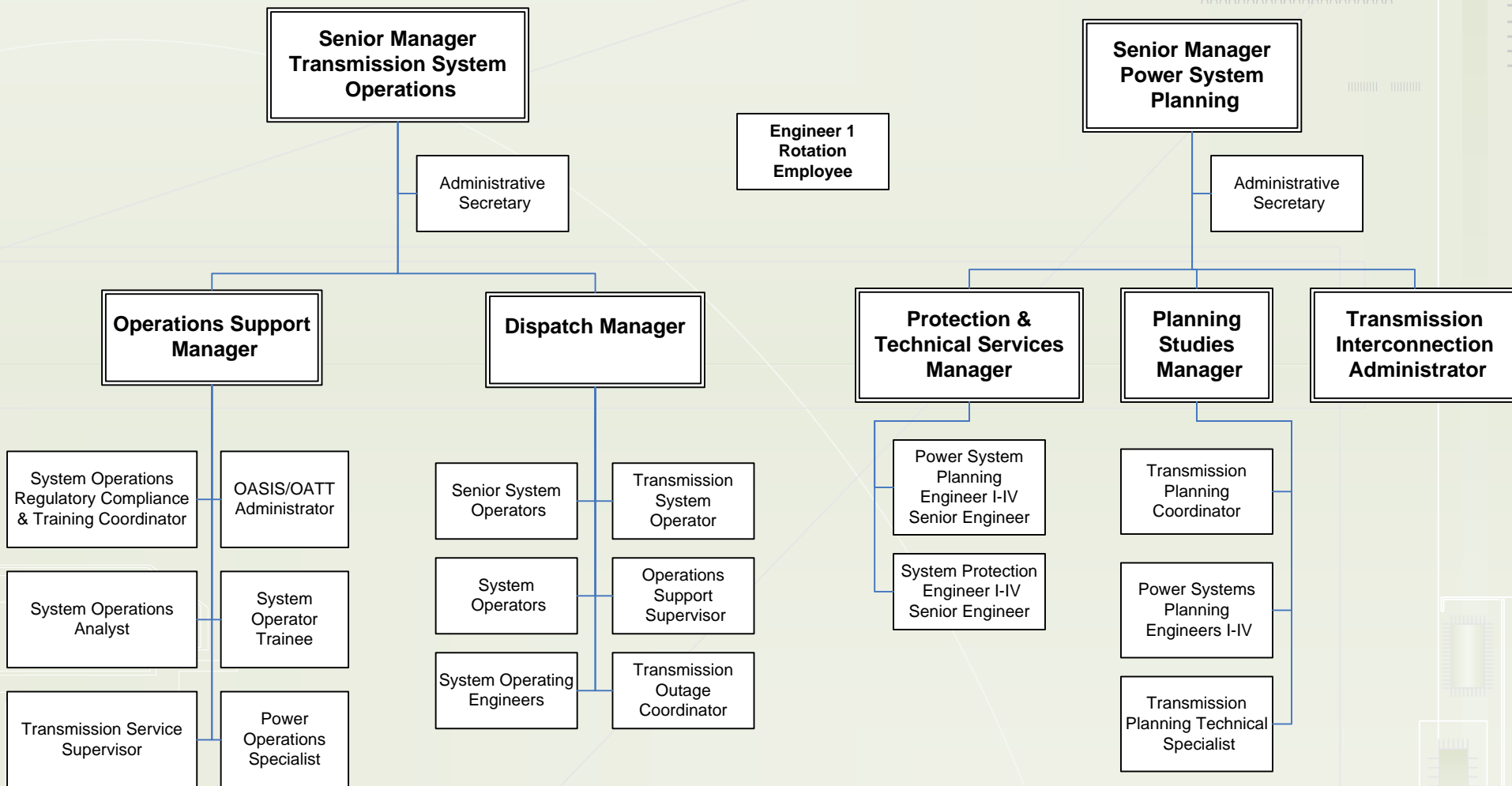


Transmission Function Employees

4/27/2011



Transmission Function Employee Job Descriptions

Administrative Secretary – Power System Planning or Transmission Systems Operation

Reports to Sr. Manager Power System Planning or Sr. Manager of Transmission System Operations

Function: Provide administrative/secretarial support to upper management level position.

Dispatch Manager

Reports to Senior Manager System Operations

Function: Responsible for real-time management of Reliability and Transmission activities, and for ensuring safe and reliable operation of the power system within Tri-State's control. Duties:

- Responsible to manage and direct System Dispatchers, Outage Coordinator and Dispatcher Trainee(s).
- Review daily Reliability and Transmission activities, and overall system status.
- Review planned/unplanned daily schedules and generation availability to identify any pending problems or critical conditions, and issue alerts or other advisories as needed.
- Responsible for development, implementation and maintenance of System Operations Procedures, Standing Orders and other documents, guidelines and procedures within System Operations.
- Provide primary direction and coordination of the dispatcher training and certification programs, including Continuing Education workshops and seminars.

Engineer I – III (Power System Planning / Transmission Planning)

Reports to Protection & Technical Services Manager or Planning Studies Manager

Function: Responsible for providing engineering assistance for power system planning studies involved in the development of new transmission and substation facilities.

Engineer IV, Senior Engineer (Power System Planning / Transmission Planning)

Reports to Protection & Technical Services Manager or Planning Studies Manager

Responsible for planning, coordinating and providing engineering support for development of the transmission system including planning coordination of Member system plans.

Transmission Planning Technical Specialist

Reports to Planning Studies Manager

Function: Responsible for creating tools and developing project cost estimates for the overall coordination and administration of the transmission capital budget, RUS work plans, Long Range Plans, and Power System Planning data collection, analysis and dissemination

Engineer I – II (System Protection)

Reports to Protection & Technical Services Manager

Function: Responsible for assisting with planning, implementation, and engineering support for the electric transmission system protective relay equipment up to and including 500 kV class.

Engineer III – IV, Senior Engineer (System Protection)

Reports to Protection & Technical Services Manager

Function: Responsible for planning and implementing the engineering support for the system and electrical generation protective equipment up to and including 345 kv class.

OASIS/OATT Administrator

Reports to Operations Support Manager

Function: Responsible for the administration of the Open Access Same Time Information System (OASIS) and Open Access Transmission Tariff (OATT) process to ensure compliance with the FERC Orders 888/889 (and subsequent orders) and with all requirements of FERC's OATT process. Develop and maintain necessary record keeping of all OASIS and OATT past transactions and activities. Serve as the Security officer for OATI OASIS and OATI ETS access for the TSGT transmission function personnel.

OASIS/OATT Information Analyst

Reports to Operations Support Manager

Function: Responsible for collection and check-out of previous day E-Tag and OASIS transactions, collection of RMS data for daily, monthly and quarterly reporting and transaction compliance. Modify OASIS operational files for posting Available Transmission Capacity (ATC). Prepare ATC calculation spreadsheets for OASIS reservations and counter schedules. Collect OASIS transaction data for monthly OATT transaction billing and historical records.

Operations Support Manager

Reports to Senior Manager Transmission System Operations

Function: Responsible for management of Tri-State's OATT, OASIS, E-tagging and data collection, relative to the WECC, NERC and FERC regulations and requirement.

Duties:

- Responsible for OATT/OASIS activities including TTC/ATC posting, long and short term transmission sales, historical data collection, and transmission billing.
- Responsible for Tri-State Interconnection and Transmission Queues and Interconnection Customer LGIP/LGIA applications.
- Organize and provide training for personnel in the Operations Support group.
- Ensure compliance with the FERC Orders 888/889 (and subsequent orders) and with all requirements of FERC's OATT process.

Operations Support Specialist

Reports to Dispatch Manager

Function: Create, maintain and implement all one-line, tabular and other required displays, to include coding and integration, and update system model to keep SCADA current with system expansion. Provide specifications for the interconnected electrical power operations to be modeled and used by the SCADA. Coordinate all SCADA point to point testing, including the development and implementation of procedures. Coordinate with EMS all System Operations SCADA applications requirements.

Planning Studies Manager

Reports to Senior Manager Power System Planning

Function: Responsible for managing high-voltage interconnected transmission system planning to include Member system plans and long-range transmission system requirements.

Power Operations Specialist

Reports to Senior Manager System Operations

Function: Responsible to plan and conduct switching schools for all Tri-State and member employees engaged in switching. Establish safe switching procedures in accordance with OSHA, established industry standards and corporate requirements. Plan and conduct training for dispatchers and trainees on power system equipment, power system fundamentals, Operator Training Simulator, WECC and NERC standards, and other applicable subjects. Coordinate training programs with other utilities, as required.

Production and Technical Services Manager

Reports to Senior Manager Power System Planning

Function: Responsible for managing and coordinating the development of processes, tools, and methodologies to ensure effective power system planning activities, power system data management, related reliability standards compliance, and for providing engineering support for the transmission system protective relay equipment up to and including 345/500 kV class.

Rotation Training Program Trainee

Reports to Human Resource Manager

Function: Responsible for participating in the Rotation Training Program which lasts approximately two years and involves rotating through the major functional areas of the company for the purpose of acquiring an overall knowledge of the company's business in order that the trainee may be more effective, productive and efficient in his or her assigned area at the conclusion of the training program.

Senior Manager Power System Planning

Reports to: Senior Vice President Transmission

Function: Planning for transmission system development, coordinating transmission system plans, negotiations regarding power supply and transmission system interconnections, determination of future power resources through integrated resource planning functions.

Duties:

- Provide management direction to Planning personnel.
- Participate in forming corporate short term and long range goals and objectives.
- Recommend and implement policies, plans and programs consistent with goals and objectives.
- Monitor activities in terms of schedules, budgets, cost effectiveness, and results.
- Review contracts and agreements affecting and make recommendations.

Senior Manager System Operations

Reports to Senior Vice President Transmission

Function: Responsible for the overall management, guidance and direction to System Operations functional areas.

Duties:

- Real-time System Dispatching of Tri-State interconnected transmission system.
- System Operation's adherence FERC, NERC and WECC standards, regulations, certifications and Compliance Programs.
- Administering/maintaining Tri-State's Switchman Certification program.
- Administration of Tri-State's Open Access Transmission Tariff (OATT)
- Training and employee development within System Operations.

Senior System Operating Engineer

Reports to Senior Manager System Operations

Function: Responsible for providing direct technical support in the areas of operational real-time load forecasting and real-time studies, and performing power flows and contingency analyses to identify transmission constraints during planned and forced outages.

Senior System Operator

Reports to Dispatch Manager

Function: Responsible for the Real-time and Emergency operation for Reliability and for the transmission assets of Tri-State G&T. Has the authority and responsibility to operate the transmission system in compliance with all appropriate FERC, NERC and WECC Reliability Standards and requirements.

System Operations Analyst

Reports to Operations Support Manager

Function: Responsible for the technical requirements of Open Access Same Time Information System (OASIS) and Open Access Transmission Tariff (OATT) procedures which ensure compliance with FERC Orders 888/889 and subsequent orders. Responsible for verification of Transmission Service Agreements under the OATT. Collect information from OASIS for monthly billing preparation and historical data.

System Operations Regulatory, Compliance and Training Coordinator

Reports to Senior Manager System Operations

Function: Responsible for monitoring, disseminating, coordinating and providing training on information related to electric utility industry regulatory agency activities, and for providing review and refinement of Tri-State policies and procedures to assure they are up-to-date with current Federal Energy Regulatory Commission (FERC) Orders, North America Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC), Midwest Reliability Organization (MRO) standards and operating requirements.

System Operator Trainee

Reports to Dispatch Manager

Training position for becoming a System Dispatcher. Responsible to gain comprehensive working knowledge of all aspects of System Dispatching through formal training courses, on-the-job training, field training and self-study.

System Operator

Reports to Dispatch Manager

Function: Responsible for the Real-time and Emergency operation of Tri-State's transmission system and for system reliability in regards to FERC, NERC and WECC compliance. Prepare and execute orders for planned and emergency switching.

Transmission Interconnection Study Administrator

Reports to Senior Manager Power System Planning

Function: Responsible for the overall administration of the Large Generation Interconnection Procedures (LGIP) to ensure compliance with FERC Orders, meet the requirements of Tri-State's Open Access Transmission Tariff, and effectively interface with Tri-State and Interconnection and/or Transmission Queue applicants. Responsible to develop processes for determining valid interconnection requests, facilitate scoping meetings, and coordinate studies requires at each phase.

Transmission Outage Coordinator

Reports to Dispatch Manager

Function: Responsible for coordination between System Operations, field personnel, neighboring utilities, member systems, and internal functional areas, to insure continuity and consistency for required work activities on the interconnected transmission system. Primary duties are to receive, evaluate and approve or disapprove switching requests for routine, construction and contract work on transmission system and in substations.

Transmission Operator

Reports to Dispatch Manager

Function: Responsible for monitoring transmission system parameters, such as voltages, line and transformer loads and taking corrective actions as required. Direct and coordinate routine and emergency switching with field personnel and interconnected utilities.