



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.

Assistant Dispatcher I and 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 reactive and power flow problems and general dispatching relations. Cooperates with other BPA dispatchers regarding inter-related operating problems.

Customer Account Executive:

The Public Utilities Specialist (Transmission Sales) or 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.

Dispatch Process Analyst:

The Dispatch Process Analyst serves as the overall programmatic advisor and expert consultant to the Director, Real-Time Operations in planning, organizing, managing, integrating, and evaluating all Dispatch programs and activities. When designated, acts for Director, Real-Time Operations on all matters affecting Dispatch.

Dispatcher Training Coordinator:

The Dispatcher Training Coordinator oversees individualized training for assistant Dispatchers and Assistant Dispatcher Trainees in the full range of system dispatcher duties. Oversee the progress of each assistant dispatcher or trainee and maintain performance and progress records for use by control center managers. Develops and delivers continuing education for System, Generation, and Senior Dispatchers as needed. Develops and formats training courses and training modules on the system, RAS, Generation Control (AGC), Communication and Team Coordination skills, and Emergency Operational Procedures. Verifies that dispatchers meet required WECC, NERC, FERC, or other continuing education System Operator credit hours to maintain certification.

Dittmer Dispatch Supervisor:

The Dittmer Dispatch Supervisor serves as supervisor of the Vancouver Dittmer Dispatch organization and as a member of Real Time Operations management team with responsibility for planning, supervising, and leading programs, and work processes that are necessary to perform the critical mission and support activities required of the group supervised. Is responsible for developing implementing and evaluating all programs and policies which ensure the timely delivery of products and programs in support of Bonneville's strategic business objectives.

Electrical Engineer:

The Electrical Engineer serves as the technical expert, senior engineer, and technical lead responsible for all disturbance monitoring, investigations, response, and system restoration activities. Assignments involve conceiving and applying experimental theories and/or new applications or developments to extend or modify theories, concepts, and assumptions; resolves unique or novel problems, conditions, or issues; significantly alters 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.

Engineering Technician (Electrical):

Maintains BPA Dispatchers' Standing Orders (DSO), Dispatcher Jurisdiction Diagrams (DJD), Dispatcher One-lines (DOL), and Dispatcher Switch Numbering system used in BPA Real-Time Operations. Applies a practical knowledge of the methods and techniques of electrical engineering and of construction, application, properties, operations, and limitations of electrical engineering equipment and systems, processes and structures for the generation, transmission, conversion, distribution, control measurement, and/or utilization of electrical energy to develop dispatchers' technical operations manuals describing the policies, plans, and operating procedures governing power transmission for all Bonneville systems throughout the Pacific Northwest.

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 (Transmission Scheduling):

The Lead Public Utilities Specialist serves as team lead of Public Utilities Specialists (Real Time Transmission Duty Scheduler) engaged in managing schedules that move energy into, through, within, or out of BPA's Balancing Authority Area (BAA) in "real time" according to BPA OATT, North American Electric Reliability Corporation (NERC), North American Energy Standards Board (NAESB), Western Electricity Coordinating Council (WECC), and Federal Energy Regulatory Commission (FERC) requirements and to manage or resolve transmission congestion in accordance with national reliability standards.

Munro Dispatch Supervisor:

The Munro Dispatch Supervisor serves as the supervisor of the Spokane Munro Dispatch organization and a member of the Real Time Operations management team with responsibility for planning, supervising, and leading programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the group supervised. Is responsible for developing implementing and evaluating all programs and policies which ensure the timely delivery of products and programs in support of Bonneville's strategic business objectives.

Outage Analyst:

The Outage Analyst serves as the lead and facilitates long-range outage coordination and Continuous Outage Analysis (COA) which ensures outage needs are coordinated as far in advance as possible and are managed to specific criteria to allow them to proceed with continual assessment and communication of probability/likelihood, providing maximum value to One-BPA (Power, Transmission and Environment) Safety, Planning, Operations and BPA's customers. Assists to ensure outages during heavy loading conditions on a constrained path are coordinated to minimize curtailments during the peak transmission usage period of the day. Tracks and reports Outage Coordination against applicable performance indicators, agency targets and agency goals.

Outage Supervisor:

The Outage Supervisor is the supervisor of the Outage organization and a member of the Real Time Operations management team with responsibility for planning, supervising, and leading programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the group supervised. The Outage Office provides necessary outage coordination support. Ensures that outages during heavy loading conditions on a constrained path should be coordinated to minimize curtailments during the peak transmission usage period of the day. This office is tasked with facilitating and planning for complex outages with the requesting entities.

Public Utilities Specialist (Account Executive):

The Public Utilities Specialist (Account Executive) serves as the technical authority, technical lead, and expert advisor on applicable laws, policies, standards, directives, and guidelines governing business relationships for specifically assigned Transmission Customers. They will be the expert advisor on applicable laws, policies, standards, directives, and guidelines governing business relationships for Transmission Customers. Is responsible for transmission sales contracts, monitor revenue, overall implementation of transmission strategy objectives, and overall achievement of customer satisfaction for assigned customers; stakeholder outreach; and coordination among BPA offices and other Federal Agencies.

Public Utilities Specialist (Compliance Lead):

The Public Utilities Specialist (Compliance Lead) serves as the technical authority and expert advisor on all compliance related laws, policies, standards, directives, and guidelines governing transmission scheduling operations. They are responsible for providing authoritative advice and guidance on the interpretation and implementation of transmission scheduling compliance standards and programs and for representing the interests of BPA in industry forums such as WECC, FERC, NERC, NAESB and other industry groups. They are the lead technical expert responsible for ensuring compliance with NERC and other standards applying to transmission scheduling.

Public Utilities Specialist (Contracts):

The Public Utilities Specialist (Contracts) serves as the subject matter/functional expert in the policies, systems and procedures for providing expertise and support to the AEs on Transmission customer issues including contract development and finalization, contract quality control review, analysis, customer issue resolution and front-office contract administration. Uses judgment, initiative, and resourcefulness in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve complex and/or intricate issues and problems; treat specific issues or problems; develop new methods and criteria; and/or propose new policies and practices.

Public Utilities Specialist (EESC Lead):

This Public Utilities Specialist (EESC Lead) serves as the EESC (EIM (Energy Imbalance Market) Entity Scheduling Coordinator) Lead and as a special advisor and expert policy and planning consultant to the Dittmer Dispatch Supervisor. Has full technical authority and responsibility for Transmission Real Time Operations process, procedures and policies including developing and deciding to implement new policies for EIM participation and interpreting policies promulgated by authorities which are outside Transmission and BPA. Senior to the immediate supervisor in interpreting changes in CAISO rules or policies in order to determine their effect on program needs; independently planning, designing, and carrying out the work to be done; and providing authoritative advice and guidance to BPA officials responsible for broad program operations within the area of expertise.

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 (EIM Entity Scheduling Coordinator):

The EIM (Energy Imbalance Market) Entity Scheduling Coordinator is responsible for the real-time efficient and reliable participation of the Bonneville Power Administration (BPA) in the Western Energy Imbalance Market under normal and abnormal system conditions. Serves as the central point of contact for all BPA Balancing Authority within market operations and for all BPA Balancing Authority market operations and as the primary technical resource and technical expert contact on EIM operations.

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 (OASIS Management):

The Public Utilities Specialist (OASIS Management) is responsible for work including the management of Reservation inventory, OASIS processing for Transmission Service Requests (TSRs) for Transmission sales, management of the Long Term TSR pending queue and external posting of Available Transfer Capability (ATC). Provides programmatic oversight for the development and maintenance of tools used for inventory process management.

Public Utilities Specialist (Transmission Scheduling):

The Public Utilities Specialist (Transmission Scheduling) manages schedules that move energy into, through, within, or out of BPA's Balancing Authority Area (BAA) in "real time" according to BPA OATT, North American Electric Reliability Corporation (NERC), North American Energy Standards Board (NAESB), Western Electricity Coordinating Council (WECC), and Federal Energy Regulatory Commission (FERC) requirements and to manage or resolve transmission congestion in accordance with national reliability standards.

Real Time Operations Director:

The Real Time Operations Director has responsibility for planning, managing, and leading programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the organization managed. Directs all Real Time Operations, including two control centers (Dittmer and Munro), with Dispatch, Transmission Scheduling, Outage, and Real Time Study organizations; assumes accountability for the success of its programs, functions, and activities; and monitors the progress of the organization toward its goals, periodically evaluating and making appropriate adjustments.

Senior System Dispatcher:

The Senior System Dispatcher is responsible for the safe, efficient and 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 ensuring compliance with applicable national and regional reliability criteria.

Senior System Dispatcher (Outage):

The Senior System Dispatcher (Outage) provides day-to-day leadership of dispatching personnel assigned to the outage function and 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.

Supervisory Electrical Engineer:

The Supervisory Electrical Engineer is responsible for planning, supervising, and leading programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the organization. Responsible for developing, implementing and evaluating all programs and policies with ensure the timely delivery of products and programs in support of Bonneville's strategic business objectives. Determines and allocates necessary resources, including staff and funds, and is responsible for their effective and efficient utilization in support of goals, objectives, and functional responsibilities.

Supervisory Public Utilities Specialist:

The Supervisory Public Utilities Specialist serves as the supervisor of OASIS Management and as a member of the Transmission Commercial Inventory management team with responsibility for planning, supervising, and leading programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the organization supervised. Responsible for developing, implementing and evaluating all programs and policies which ensure the timely delivery of products and programs in support of Bonneville's strategic business objectives. With respect to the organization supervised, determines and allocates necessary resources, including staff and funds, and is responsible for their effective and efficient utilization in support of goals, objectives and functional responsibilities.

Supervisory Public Utilities Specialist (Contracts):

The Supervisory Public Utilities Specialist (Contracts) provides 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.

Supervisory Public Utilities Specialist (Imbalance Market Coord):

The Supervisory Public Utilities Specialist (Imbalance Market Coord) serves as the supervisor of the Imbalance Market Coordination organization and as a member of the Real-Time Operations management team with responsibility for planning, supervising, and leading programs, systems, and work processes that are necessary to perform the critical mission and support activities required of the organization. Responsible for directing the development, implementation and evaluation of all programs and policies which ensure the timely delivery of products and programs in support of Bonneville's strategic business objectives. With respect to the organization supervised, determines and allocates necessary resources, including staff and funds, and is responsible for their effective and efficient utilization in support of goals, objectives and functional responsibilities.

Supervisory Public Utilities Specialist (Transmission Scheduling):

The Supervisory Public Utilities Specialist serves as supervisor of either the Vancouver Dittmer group or the Spokane Munro group of Real Time Transmission Schedulers and as a member of Real Time Scheduling management team with responsibility for developing implementing and evaluating all programs and policies which ensure the timely delivery of products and programs in support of Bonneville's strategic business objectives.

System Dispatcher:

The System Dispatchers perform switching and clearance functions and operates 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.

System Dispatcher (Relief):

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