

**Minnesota Power  
Standards of Conduct  
Job Descriptions**

As required by Section 358.7(1), Exhibit J includes job titles and descriptions for the Transmission Function employees. The Transmission Function employees work within the Transmission and Power Delivery business unit, and there are no separate officers and directors of that business unit. None of the transmission employees are involved in sales.

[Exhibit J Transmission Function](#)

## Exhibit J Transmission Function

### Power Delivery & Transmission Job Descriptions



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## STATEMENT OF JOB RESPONSIBILITIES

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**POSITION TITLE:** Vice President – Power Delivery & Transmission

**EEO Job Code:** A01 – Officials & Managers

**FLSA Status:** Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Provides leadership and direction for day-to-day activities of groups responsible for the power delivery system (planning, engineering, construction, operations and maintenance, technology transfer and administration); assures development and integration of strategic and operational plans which fulfill Minnesota Power (MP) business strategies and regulatory requirements; directs operating functions to optimize system capability, performance and reliability; and ensures appropriate and up-to-date emergency operating plans, policies and procedures. Requires high degree of interpersonal skills to develop and sustain a highly productive work force and maintain key relationships.

**JOB OBJECTIVES:**

1. Development and maintenance of working relationships with customers, other utilities, suppliers and union representatives to meet MP strategic objectives.
2. Compliance with rules, regulations, policies, contracts (safety, environmental, labor, reliability, etc.).
3. Development and integration of strategic and operational plans for assigned functions with MP strategies.
4. Management of power delivery assets through efficient planning, engineering, construction, operation and maintenance, and technology transfer.
5. Direction for administration of Power Delivery budgets, contracts, projects, field services, performance measurements, activity based costing, product and service pricing, etc.
6. Direction of operating functions to optimize system capability and performance and customer reliability.
7. Assurance that emergency and operating plans, policies and procedures are in place and up to date.
8. Leadership and supervision of Power Delivery group in implementing MP human asset strategy.
9. Participation in development of MP strategic and critical activities and business development efforts.
10. Leadership to recognize and manage Power Delivery information and information technology assets as a strategic corporate asset.

**WORKING RELATIONSHIPS:**

External: Customers, suppliers, industry organizations, power pool, other utilities, regulatory agencies, lawmakers.

Internal: Environmental Services, MP Management Team, other operating and administrative areas.

**HIRING GUIDELINES:**

**Education:**

Bachelor's degree in electrical engineering or equivalent; additional coursework in business management desirable; professional engineering license highly desirable.

**Experience:**

Over ten years job related experience.

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.




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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:**                      **Manager – System Performance**

**EEO Job Code:**                              A Officials and Managers - 002 Plant/Office Management

**FLSA Status:**                                Exempt

**SOC Job:**                                      Yes

**GENERAL PURPOSE:**

Provides leadership, supervision and strategic planning to maintain short term (up to one year) reliability to MP customers and the regional transmission system through engineering analysis, operating guide development, relaying engineering, and HVDC engineering. Provides evaluation and review of MISO requests for generation interconnection and transmission service. Administers MP transmission policies in accordance with the MISO tariff and the FERC standards of conduct. Administers MP’s NERC/ERO standards compliance program. Establishes and maintains positive working relationships inside and outside the company utilizing a high level of interpersonal and communications skills.

**JOB OBJECTIVES:**

1. Exercise leadership to effectively manage System Performance and to effectively interface with other employees, management, customers, industry groups and government agencies.
2. Provide safety leadership to supervisors and staff to promote safe work behaviors.
3. Develop department goals based on Energy Services and Power Delivery strategies.
4. Develop and sustain a capable engineering staff to maintain short term (up to one year) reliability of the MP system.
5. Effectively manage department O&M budget and personnel resources to meet MP and department goals.
6. Maintain reliability to customers and the power grid through engineering analysis, relaying applications, operating guides, and HVDC engineering.
7. Evaluation and review of MISO generation interconnection and transmission service requests & studies for reliability of the MP transmission system and their potential cost impact to MP.
8. Administer MP transmission policies in accordance with the MISO and Square Butte tariffs, and within the FERC standards of conduct.
9. Coordination and integration of MP’s NERC/ERO compliance program into MP work processes.
10. Provide interconnection planning.

**WORKING RELATIONSHIPS:**

External: Vendors, consultants, customers, contractors, governmental agencies, general public

Internal: All levels of employees and management.

**HIRING GUIDELINES:**

**Education:**

Bachelor's degree in engineering, or equivalent

**Experience:**

Over ten years job-related experience.

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.

**Certification:**

Professional Engineer license



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:** System Operations Manager

**EEO / Job Code:** Officials and Managers / 003 Technical Supervision

**FLSA Status:** Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Provides leadership for System Operations and the Power Delivery team; assures effective, efficient management of system operations in accordance with operating and economic guidelines to assure system reliability and safety and to minimize customer outages. Coordinates with other corporate departments and outside organizations and customers. Requires high level of interpersonal and communication skills to establish and maintain relationships inside and outside the Company.

**JOB OBJECTIVES:**

1. Prepower and postpower system operations analysis and evaluation.
2. Integration of function responsibilities with other functions (divisions, generation, etc.)
3. Development and maintenance of relationships with customer and industry representatives to meet MP Electric strategic objectives and revenue enhancement through the advertising, posting, and implementation of transmission service.
4. Development and integration of function's strategic and operational plans with MP Electric strategies.
5. Direction of power system and MP's Control Area within safety, reliability, operating, economic and regulatory guidelines (NERC, FERC, MAPP, OSHA, MP, MPUC, etc.).
6. Development and maintenance of emergency and operating policies and procedures, including system restoration, clearance/commissioning procedures, switching procedures, data collection retention and building security procedures.
7. Leadership and decision making with other Power Delivery team members related to planning, engineering, construction, operation, and maintenance of bulk power delivery system.
8. Supervision and leadership of functional area including administration, staffing, training, normal budgeting, coaching, etc.
9. Effective decisions and notification in emergency and outage situations.
10. Training for MP Electric personnel related to Power System operations, restoration, new equipment; to ensure operator certification and maintain NERC accreditation of training program.

**WORKING RELATIONSHIPS:**

External: Other utilities, Power Marketers, Midcontinent Area Power Pool Regional Control Center, large power customers, large light and power customers law enforcement and other emergency service providers, and regulatory agencies.

Internal: MP Electric operations personnel, Telecommunications Engineering, Environmental Resources, Marketing & Customer Services, Corporate Relations, MPEX, Power Delivery Leaders, Internal Audit.

**HIRING GUIDELINES:**

**Education:**

Bachelor's degree in power technology, electrical power operations, or equivalent.

**Experience:**

Over ten years job-related experience preferably in System Operations.

**Special Requirements:**

Must obtain and maintain NERC System Operator certification.



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## STATEMENT OF JOB RESPONSIBILITIES

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**POSITION TITLE:** Director– Transmission Regulatory Compliance and Business Support

**EEO Job Code:** A01 – Officials & Managers

**FLSA Status:** Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Provides leadership and direction to ensure necessary staff, policies, procedures and culture of compliance are developed and implemented to ensure MP compliance with applicable NERC and FERC regulations. Leads, develops and implements comprehensive processes and practices to ensure that MP business interests are being appropriately managed through the development and administration of applicable transmission tariffs and contracts. Works collaboratively with Power Delivery and Transmission leadership to identify relevant federal/state regulatory/policy issues that may affect MP Transmission and works closely with MP's Policy and Regulatory Affairs staff to address these issues in the appropriate forums. Requires high degree of interpersonal skills to develop and sustain a highly productive work force, maintain key relationships, to work with staff to develop future leaders for MP and to help set the future direction for the Power Delivery and Transmission area.

**JOB OBJECTIVES:**

1. Provide required support to MP's Power Delivery and Transmission area to maintain Bulk Electric System (BES) reliability.
2. Work with VP – Power Delivery and Transmission to ensure proactive management of MP's Standards of Conduct and NERC Reliability Standard responsibilities.
3. Leadership and direction provided in an atmosphere of mutual respect and continuous improvement.
4. Manages, coordinates and prioritizes multiple projects to ensure they are within budget, meet schedules/timelines and align with company strategy.
5. Acquires and evaluates information to achieve and communicate well reasoned conclusion(s) to complex issues.
6. Develop and advocate in appropriate forums the company's response on emerging compliance and business issues that affect MP Transmission.
7. Direct oversight of MP Transmission's contractual obligations with counterparties (MISO, Xcel, ATC, GRE, SWLP, etc.) including working with ALLETE Legal Services to initiate the development of new contracts or amendments to existing contracts when necessary.
8. Develop and monitor revenue and expense budgets for Power Delivery and Transmission and interface with MP Accounting as required.
9. Develop and maintain working relationships with customers and other utilities to ensure MP strategic objectives are met.

10. Comply with rules, regulations, policies, contracts (safety, environmental, labor, reliability, etc.).
11. Assist in the development and integration of strategic and operational plans for assigned functions with MP strategies.
12. Ensure understanding and proper accounting for all cost allocation and cost recovery mechanisms that affect MP Transmission at both the state and federal level.
13. Ensure that emergency and operating plans, policies and procedures are in place and in readiness status.
14. Provide leadership and is a strong proponent of MP Operations Shared Purpose, Values and Future.

**WORKING RELATIONSHIPS:**

External: Customers, suppliers, industry organizations, power pool, other utilities, regulatory agencies, lawmakers.

Internal: All employees

**HIRING GUIDELINES:**

**Education:**

Bachelor’s degree plus advanced professional degree (e.g.: Juris Doctor or MBA, etc) is highly desired.

**Experience:**

Over ten years of experience in the utility industry with a focus on regulatory and business related issues.

**Leadership Qualities:**

Able to demonstrate the following:

- Proven ability to create and articulate a vision, and obtain the desired results.
- Deals with others honestly, respectfully and with integrity.
- Ensures credit for success is spread throughout the company and takes personal responsibility for failures.
- Listens to new ideas and embraces new ways of doing things.
- Self-initiated ability to see things that others have not seen and thus lead followers in new directions.
- Clearly articulates expectations to obtain desired results.
- Energizes and creates future leaders.

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.



## STATEMENT OF JOB RESPONSIBILITIES

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**POSITION TITLE:** Supervisor, Transmission Services

**EEO Job Code:** B01 - Professional

**FLSA Status:** Exempt

**SOC Job:** Yes

### **GENERAL PURPOSE:**

Provides leadership, direction, and supervision in developing and administering transmission policies, strategies, and accounting related to interconnections, transmission services, and transmission pricing for MP. Implements and administers FERC orders pertaining to open access transmission tariffs, including the Square Butte tariff, the Midwest ISO, Generator Interconnections and Standards of Conduct. Advises Power Delivery on FERC, MISO and MPUC requirements related to transmission. Monitors evolving transmission pricing and cost recovery issues at the state and federal level and provides analysis to determine impact to MP and customers. Ensures that MP Control Area load forecasts are developed and submitted to the appropriate entities and that use of MP's transmission system by others is properly documented and accounted for. Ensures monitoring of regulatory and power pool requirements, operating practices and procedures relevant to scheduling of transmission system services for applicability to MP systems. Develops and administers MP's interconnection and network service agreements. Prepares regulatory reports, billing, and certain budget items. Monitors and posts information on OASIS and other bulletin boards relevant to current transmission system availability and pricing.

This job requires high level of interpersonal skills to establish and maintain positive and productive working relationships both within MP and with outside entities.

### **JOB OBJECTIVES:**

1. Development and administration of transmission policies and strategies related to interconnection, transmission service, ancillary services, and pricing.
2. Implement and administer FERC orders pertaining to open access transmission tariffs, the Midwest ISO, Generator Interconnections and Standards of Conduct
3. Advise Power Delivery on FERC, MISO and MPUC requirements related to transmission. Also provide advice and technical expertise in development of cost support, filings and testimony for rates and other regulatory activities.
4. Monitor, identify, and participate in FERC and MISO proceedings that can affect MP transmission.

5. Coordinate Minnesota Power's compliance with the MPUC docket pertaining to transfer of operational control of MP's facilities to the Midwest ISO.
6. Administer the Minnesota Power and Square Butte open access transmission tariffs.
7. Administer tasks pertaining to engineering studies such as Feasibility, System Impact, Facilities, generator interconnection and transmission service requests on the MP power system. Administer MP's interconnection agreements.
8. Represent Minnesota Power on the MP/GRE Network Operating Committee and other committees such as the MISO transmission owners group, MPUC quarterly meetings, and from time to time, interconnection partners (XCEL, Manitoba Hydro, ATC, OTP, etc).
9. Development, negotiations, and administration of transmission-related requests and agreements (interconnection & transmission service agreements).
10. Regulatory reports, billing, transmission revenue, costs, etc. Budget stuff – MAPP, RTO, MISO etc.
11. Coordinate transmission scheduling, accounting, and system administrative functions with System Operations Manager to maintain system reliability and ensure economic and efficient operation of the Control Area to meet strategic objectives.
12. Information shared among appropriate areas to provide common focus (System Operations, ESAO, GENCO, KAM, etc.)

### **WORKING RELATIONSHIPS:**

External: Regulatory agencies (FERC, MPUC), Midwest ISO, electric utility industry groups, other utilities, transmission coordinating groups other transmission system customers.

Internal: Power Delivery Team (PDT), System Performance, Rates, Accounting, Engineering, Budgeting, Legal Services, Generation, Superior Water, Light & Power.

### **HIRING GUIDELINES:**

#### **Education:**

Bachelor's degree in business, engineering, computer science or equivalent degree.

#### **Experience:**

More than seven years experience in such electric utility areas as regulatory activities, rate making, contracts, engineering, IT or accounting.



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:** Supervising Engineer

**EEO Job Code:** A02 - Officials & Managers

**FLSA Status:** Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Provide supervisory leadership and engineering expertise to engineering group which offers technical services to Company, customers, and industry organizations. High level of interpersonal and communication skills required to establish and maintain positive working relationships inside and outside Company.

**JOB OBJECTIVES:**

1. Studies and analyses of existing systems provide basis for operating decisions and guidelines as well as future needs.
2. Identification and application of new and emerging technologies to improve and/or optimize systems.
3. Conceptual design and feasibility studies serve as basis for project justification decision.
4. Project design and specifications meet customer need, are technically correct, and reflect best use of technology.
5. Projects are completed on time, within budget, based on engineering design and specifications.
6. Operational and technical support provided internal and external customers.
7. Section supervised/directed and resources allocated effectively.
8. Focus of group aligns with corporate and MP Electric strategies and goals.
9. Consulting engineers, industry groups, and other outside resources utilized to meet corporate and industry needs.
10. Individual technical expertise utilized to solve unique problems or needs.

**WORKING RELATIONSHIPS:**

External: Consulting engineers, industry groups, vendors, construction firms, suppliers, other utilities, customers.

Internal: All levels of employees and management.

**HIRING GUIDELINES:**

**Education:**

Bachelor's degree in engineering.

**Experience:**

Over seven years related engineering experience.

**Special Requirements:**

Licensing as a professional engineer highly desirable.

This position may be subject to assessment of skills, job match and/or aptitude.




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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:**                    **ENGINEER SENIOR**

**EEO / Job Group:**                    B / 005 Senior Operations/Engineering/Safety Professionals

**FLSA Status:**                         Exempt

**SOC Job:**                                Yes

**GENERAL PURPOSE:**

Provides technical leadership and direction for engineering staff in area of expertise to assure application of sound engineering practices in a cost-effective manner to enhance customer operations, maintain reliability of systems and safety for MP employees and the public. Performs administrative work relating to projects and assignments; acts as staff advisor and technical consultant within and outside assigned department in area of expertise. Promotes positive change in Minnesota Power business strategy through achievement of customer specific objectives and technological innovation of practical and profitable nature, (i.e., stakeholders benefit). Requires high level of interpersonal skills to establish and maintain positive and productive working relationships.

**JOB OBJECTIVES:**

1. Technical leadership and direction for engineering technical staff including work assignments, training, performance monitoring, etc.
2. Assessment of technological innovation for applicability to improve efficiency of company/customer operations.
3. Development and maintenance of records, documents, and quality assurance quality control plans for legal and historical purposes.
4. Development and maintenance of credible working relationships with government agencies, consultants, contractors, general public, customers, etc.
5. Professional engineering and consulting services provided to customers.
6. Analysis of operating events to identify and recommend solutions to improve equipment and/or operating procedures.
7. Management of capital projects including estimates, budgets, schedules, material procurement, engineering documentation, coordination with involved departments, customers, utilities, etc.
8. Facilitation of activities/cross-functional groups formed to address opportunities based on technological change.

9. Compliance with applicable Minnesota Power, local, state, and federal rules, laws, regulations, and policies.

**WORKING RELATIONSHIPS:**

External: Vendors, consultants, customers, contractors, governmental agencies, general public

Internal: All levels of employees and management.

**HIRING GUIDELINES:**

**Education:**

Bachelor's degree in engineering, or equivalent

**Experience:**

Over ten years job-related experience.

**Certification:**

Professional Engineer license.

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.



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**STATEMENT OF POSITION RESPONSIBILITIES**

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**POSITION TITLE:** Engineer II

**EEO Job Code:** B01

**FLSA Status:** Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Provide engineering expertise, for both internal and external customers. Services include: project planning, development, design, evaluation, implementation, modification, and documentation; develop engineering standards balancing corporate and customer needs; research new technology for potential corporate application; serve as training resource in area of expertise. Strong interpersonal and communication skills required to establish and maintain positive working relationships.

**JOB OBJECTIVES:**

1. Studies reports for recommendations, feasibility, decision making, legal/regulatory.
2. Long term/short term plans (one-year/five-years) in place, updated, current.
3. Engineering cost estimates for budgets and project justification.
4. Engineering design meets requirements (customer needs, Company business needs, technically correct, environmental, cost effective).
5. Equipment/material meets requirements within cost constraints.
6. Projects proceed smoothly (schedule, costs).
7. Standards for design, material, operations in place, up-to-date.
8. Documentation for construction, operation, and maintenance.
9. Application of new, emerging technology
10. Cross-functional, technical support in area of expertise (training, mentoring).

**WORKING RELATIONSHIPS:**

External: Vendors, contractors, other utilities, customers, regulatory agencies.

Internal: All company departments.

**HIRING GUIDELINES:**

**Education:**

Bachelor's degree in engineering, preferably electrical, mechanical, civil, chemical or other utility-related area; power option for electrical and mechanical engineering graduates preferred.

**Experience:**

Over four years of related engineering experience.

**Certification:**

Professional Engineer license desirable, and may be required dependent on position responsibility.

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:** Engineer I

**EEO Job Code:** B01

**FLSA Status:** Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Provide technical support for project planning, development, implementation, and modification; contributes to engineering standards development balancing corporate and customer needs; research new technology for potential corporate application. Interpersonal and communication skills required to establish and maintain positive working relationships.

**JOB OBJECTIVES:**

1. Engineering standards meet company and customer needs and applicable codes in cost effective manner.
2. Feasibility, performance, and/or condition assessments.
3. Plans developed and maintained to meet company long-term goals and needs.
4. New technology identified and available for company utilization.
5. Engineering designs meet needs and standards in cost effective manner.
6. Systems operate to meet company and customer needs in cost effective manner.
7. Project management meets design, budget, and scheduling requirements.
8. Technical support provided to all departments regarding project development, implementation, maintenance, modification/improvement, and training.
9. Solutions to problems - short term, emergencies, "firefighting".
10. Cost controls - budget constraints and business goals met.

**WORKING RELATIONSHIPS:**

External: Vendors, contractors, other utilities, customers, regulatory agencies.

Internal: All company departments.

**HIRING GUIDELINES:**

**Education:**

Bachelor's degree in engineering, preferably electrical, mechanical, civil, chemical or other utility-related area; power option for electrical and mechanical engineering graduates preferred.

**Experience:**

No experience required; utility engineering intern experience desired.

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.



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## STATEMENT OF POSITION RESPONSIBILITIES

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<b><u>POSITION TITLE:</u></b>	Transmission Services Specialist I/II
<b>EEO / Job Group:</b>	B/ 006 Senior Finance/Administrative Professionals
<b>FLSA Status:</b>	Exempt
<b>SOC Job:</b>	Yes

### **GENERAL PURPOSE**

Assists in developing and administering transmission policies, strategies, and accounting related to interconnections, transmission services, and transmission pricing for MP. Assists in administering FERC orders pertaining to open access transmission tariffs, including the Square Butte tariff, the Midwest ISO, Generator Interconnections and Standards of Conduct. Provides support in advising the Power Delivery Department and System Performance on FERC, MISO and MPUC requirements related to transmission regulatory and power pool requirements, operating practices and procedures relevant to scheduling of transmission system services. Provides analytical support in assessing evolving transmission pricing and cost recovery issues to determine impact to MP and customers. Ensures that MP Control Area load forecasts are developed and submitted to the appropriate entities and that use of MP's transmission system by others is properly documented and accounted for. Monitors regulatory and power pool requirements, operating practices and procedures relevant to scheduling of transmission system services for applicability to MP systems. Assists in developing and administering MP's interconnection and network service agreements. Monitors and posts as directed information on OASIS and other bulletin boards relevant to current transmission system availability and pricing.

This job requires high level of interpersonal skills to establish and maintain positive and productive working relationships both within MP and with outside entities.

### **JOB OBJECTIVES:**

1. Assists in the development and administration of transmission policies and strategies related to interconnection, transmission service, ancillary services, and pricing.
2. Assists in the implementation and administration of FERC orders pertaining to open access transmission tariffs, the Midwest ISO, Generator Interconnections and Standards of Conduct
3. Assists in advising Power Delivery on FERC, MISO and MPUC requirements related to transmission and provides assistance in the development of cost support, filings and testimony for rates and other regulatory activities.
4. Assist in administering the Minnesota Power and Square Butte open access transmission tariffs.
5. Assist in administering tasks pertaining to engineering studies such as Feasibility, System Impact, Facilities, generator interconnection and transmission service requests on the MP power system. Administer MP's interconnection agreements.

6. Assists in the development, negotiations, and administration of transmission-related requests and agreements (interconnection & transmission service agreements).
7. Prepares assigned regulatory reports, billing, transmission revenue, costs, etc.
8. Coordinates transmission scheduling, accounting, and system administrative functions for System Operations to maintain system reliability and ensure economic and efficient operation of the Control Area to meet strategic objectives.
9. Interchange balancing with interconnected company ties through monthly/daily reconciliation to meet FERC/NERC required reporting.
10. Information shared among appropriate areas to provide common focus (System Operations, ESAO, GENCO, KAM, etc.)

**WORKING RELATIONSHIPS:**

External: Other utilities, Midwest ISO, marketers, counterparts at other utilities, regulatory agencies, vendors, consultants, and auditors.

Internal: Variety of employees in all areas.

**HIRING GUIDELINES:**

**Education:**

Bachelor's degree in accounting, economics or equivalent degree with applicable accounting course work plus additional experience with energy scheduling, Strategic Accounts, generation and control area operations

**Experience:**

Transmission Services Specialist I: One Year Related Experience

Transmission Services Specialist II: Over 4 years related experience

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:** Administrative Coordinator

**EEO/Job Code:** 021 - Office and Clerical

**FLSA Status:** Non-Exempt

**SOC Job:** Yes (Department Specific)

**GENERAL PURPOSE:**

Provides high level administrative support and coordination for departmental activities including managing records and information, coordination and scheduling of staff for work activities and training to meet project and other schedules. Gathers and organizes information for use in meeting job objectives and to provide to others. Performs record keeping to support departmental activities. Requires good interpersonal skills to establish and maintain cooperative and productive working relationships.

**JOB OBJECTIVES:**

May include all, or most of the following:

1. Verification, recording, allocation of departmental records (such as labor costs, time, expense reports, expenditures) in accordance with budgets, labor contract, departmental projects and company policy.
2. Management of records and information covering such things as departmental operations, personnel, safety, projects.
3. Coordination of resources and staff training needs, including required safety training.
4. Information is gathered, organized and provided to others on administrative and procedural issues.
5. Investigation of departmental related administrative situations and issues.
6. Coordination of departmental staffing and work activities to meet project and other scheduled time frames.
7. Development, preparation and/or review of departmental budgets.
8. Administrative support provided including answering phones, receiving visitors, keyboarding, and other basic clerical duties.

**WORKING RELATIONSHIPS:**

External: Customers, vendors, and general public.

Internal: Employees at all levels.

**HIRING GUIDELINES:**

**Education:**

High school diploma or equivalent, plus one year specialized secretarial training or equivalent.

**Experience:**

Over four years of job-related experience.

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:** Supervisor, System Operations

**EEO Job Group:** C - 010 (Non-Union Technical Workers)

**FLSA Status:** Exempt

**Soc Job:** Yes

**GENERAL PURPOSE:**

Provides leadership, direction, and supervision of the operation of the Minnesota Power Transmission System and Balancing Area to maintain reliable, secure, electrical energy systems and continuous generation/load balance. Coordinates the training requirements and prepares work schedules for the MP System Operators. Meets customer needs and Company economic requirements thru coordination with other departments, outside organizations, and customers. Directs MP System Operators in the performance of their job duties. Assures that Balancing Area load forecasts and generation needs are met. Assures that departmental and field personnel are fully trained and qualified to operate designated systems. Requires high level of interpersonal skills to establish and maintain positive and productive working relationships.

**JOB OBJECTIVES:**

1. Direction of MP's Transmission System within safety, reliability, operating, economic and regulatory guidelines (NERC, FERC, MRO, OSHA, MP, MPUC, MISO etc.).
2. Development and maintenance of emergency and operating policies and procedures, including system restoration, clearance/commissioning procedures, and switching procedures.
3. Responsible for maintaining the "Minnesota Power Substation Operation and Switching Procedures" manual, including updates and modifications necessary to ensure the safety of personnel and the reliability of the MP transmission system.
4. Responsible for the development of all control area load forecasts (24 hrs – 180 days).
5. Leadership, continuity and guidance for ongoing day to day activities provided to various functions in performance of their job duties.
6. Shift personnel schedules provide adequate work coverage, training, and development.
7. Maintains awareness of current MAPP/NERC/FERC requirements.
8. Information shared among all other appropriate areas to provide common focus.

9. Maintain system reliability and ensure efficient operation of the MP Transmission system and Balancing Area to meet MP strategic objectives.
10. Provide for qualified switchman training classes and maintenance of MP, GRE, and Contractor qualified switchmen listings.

**WORKING RELATIONSHIPS:**

**External:** Large power customers, large light and power customers, other utility control centers, Midwest Reliability Organization, Midwest ISO, NERC, law enforcement, other emergency service providers, all industrial and commercial customers, Power Marketers, professional associations, industry educational groups, vendors

**Internal:** Electric Utility Operations personnel, Energy Supply and Asset Optimization, Telecommunications, Strategic Accounts, Environmental Services, Corporate Relations, Customer Services, Service Dispatch, Line Department, Distribution Operations, Tech Systems, System Performance.

**HIRING GUIDELINES:**

**Education:**

Bachelors degree in power technology, electrical power operations or equivalent, plus additional training specific to department requirements (such as successful completion of Minnesota Power System Operator Training Program, graphics & configuration, simulator software/hardware, Experience with energy scheduling, Strategic Accounts, generation and control area operations).

**Experience:**

Over eight years job-related experience.

**Special Requirements:**

Must obtain and maintain NERC System Operator certification.



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:** Training Administrator System Operations

**EEO Job Group:** C - 010 (Non-Union Technical Workers)

**FLSA Status:** Exempt

**Census Code:** 255

**SOC Job:** Yes

**GENERAL PURPOSE:**

Assures that departmental personnel are fully trained and qualified to operate designated systems. Training programs are developed, documented, implemented and maintained to meet demands of current and changing system conditions, regulations, and requirements; that applicable tests are developed and administered; and leadership is provided for operations training function. Provides guidance to various operations functions in performance of their job duties. Requires high level of interpersonal skills to establish and maintain positive and productive working relationships.

**JOB OBJECTIVES:**

1. Through leadership, training, and mentoring provide System Operations personnel with a coordinated training program to ensure reliable system operation.
2. Development, implementation, documentation and administration of a defined set of training objectives to meet NERC and Regional Reliability Organization standards, MP operating procedures, and applicable regulatory requirements.
3. Identification, scheduling and recording of specific training needs for individual operations personnel, other utilities and MP customers.
4. Operations personnel have knowledge to operate designated systems and equipment in accordance with all safety and environmental regulations and other requirements.
5. Provide for system simulation (DTS), NERC standards, emergency operations, and other training opportunities to allow operations personnel to maintain NERC certification requirements.
6. Supervision of other operations training personnel.
7. Administers qualified switchman training program to ensure switching personnel are able to safely perform system switching operations.
8. Leadership, continuity and guidance for ongoing day to day activities provided to functions in performance of their job duties.
9. Shift personnel schedules provide adequate work coverage, training, and development.

10. Keeps abreast of information and developments in emerging technologies, safety trends and training techniques. Maintains awareness of current MAPP/MISO/NERC/FERC requirements. Maintains involvement with regional training efforts to ensure operators are kept aware of new procedures and meet changing requirements.
11. Information shared among all other appropriate areas to provide common focus.
12. Coordinate system restoration drills, and provide regular BCC training exercises to ensure operator familiarization and capabilities during emergency events.

**WORKING RELATIONSHIPS:**

**External:** Midwest ISO, Midwest Reliability Organization regional control center, NERC, other utility control centers, law enforcement and other emergency service providers, large power customers, all industrial and commercial customers, Power Marketers, professional associations, industry educational groups, vendors

**Internal:** Electric Utility Operations personnel, Telecommunications, Environmental Services, Corporate Relations, MP Marketing, Energy Supply and Asset Optimization, Customer Services, Service Dispatch.

**HIRING GUIDELINES:**

**Education:**

Must be competent in both knowledge of system operations and instructional capabilities. Bachelors degree in power technology, electrical power operations or equivalent, plus additional training specific to department requirements (such as successful completion of Minnesota Power System Operator Training Program, graphics & configuration, simulator software/hardware, and training tools)

**Experience:**

Eight or more years experience as a System Operator.

**Special Requirements:**

Must possess and maintain NERC System Operator certification.




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## STATEMENT OF JOB RESPONSIBILITIES

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**POSITION TITLE:** Shift Supervisor, System Operations

**EEO Job Code:** Technicians / 003 Technical Supervision

**FLSA Status:** Exempt

**SOC Job:** Yes

### **GENERAL PURPOSE:**

Supervises and operates the Minnesota Power Transmission, Distribution, Generation and Control Area systems to maintain a reliable Bulk Electric System. Provides leadership for assigned shift and System Operations. Has the authority and is responsible for directing the work of System Operators on shift and completing their performance reviews. Provides input and is directly involved in any decisions regarding hiring/firing and disciplinary actions.. In conjunction with the Trainer, ensures that Operators are meeting their required training. Supervise and coordinate electric operations with the Midwest Independent System Operator and other interconnected systems. Directs field and plant personnel in performance of their functions as it relates to the Bulk Electric and Distribution Systems. Directs and coordinates real-time activities with various departments within Minnesota Power to meet safety, reliability, economic and strategic goals and objectives. Requires strong interpersonal skills to establish and maintain positive working relationships inside and outside the Company.

### **JOB OBJECTIVES:**

1. Restoration of the system to steady state and first contingency operation (switching orders, remote operation).
2. Economic and efficient operation of Transmission, Distribution, Generation systems and MP control Area to meet company strategic objectives, enhance revenue and actively market transmission resources.
3. Safe operation of Transmission and Distribution System (personnel, equipment).
4. Supervision and leadership provided to System Operators on assigned shift to maintain a reliable Bulk Electric System.
5. Provides leadership and direction to employees, contractors, other utilities and customers in equipment and operation and system security.
6. Reliability and security of Transmission, Distribution and interconnected systems established, maintained and coordinated with MISO, MRO and other utilities.
7. Technical expertise in power system operations kept current; keeps abreast of system and industry changes.
8. Internal/external customer needs are addressed by providing current operating information, assistance and follow through as appropriate.
9. Current and accurate records, files and documentation are maintained for legal, safety and historical purposes.
10. Supervision and operation of power system and MP Control Area within safety, reliability, operating, regulatory guidelines (NERC, FERC, MISO, MRO, OSHA, MP, MPUC, etc.)
11. Serves as emergency response coordinator to ensure that appropriate authorities (2911, 911, MN Duty Officer, Sheriff, etc) are dispatched in a timely manner.

12. Active involvement and support of management decisions through department meetings, special projects, communication and support.

**WORKING RELATIONSHIPS:**

External: Large power customers, large light and power customers, other utility control centers, Midwest Reliability Organization regional control center, law enforcement and other emergency service providers, NERC, all industrial and commercial customers, Power Marketers.

Internal: All departments.

**HIRING GUIDELINES:**

**Education:**

Completion of System Operator Progression. Bachelor's degree desirable.

**Experience:**

Four or more years of experience as a System Operator or equivalent including considerable leadership experience.

**Special Requirements:**

Must pass color perception testing.

Must obtain and maintain NERC System Operator certification.

This position requires rotating shifts and working weekends.

This position may be subject to assessment of skills, job match and/or aptitude.

Must be able to report to the work site within 30 minutes of call-in.



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:**                    **Control Area Specialist**

**EEO Job Code:**                    C / Non-Union Technical Workers

**FLSA Status:**                    Non-Exempt

**SOC Job:**                    Yes

**GENERAL PURPOSE:**

Responsible for verifying all required OASIS tags and to ensure the corresponding schedule is assigned. Must input next day Marketing and Transmission energy schedules into EMS system accurately. Reliable and accurate Daily Customer Interruption reports are generated and distributed to internal departments and external parties (GRE). Must comply with North American Electric Reliability Council (NERC) policies and applicable regional council policies. Requires effective interpersonal skills to establish and maintain working relationships inside and outside the Company. The position is designed to provide training and experience to allow progression to Control Area Operator when needed.

**JOB OBJECTIVES:**

1. EMS system data reflects next day Marketing and Transmission energy schedules to ensure proper Control Area operations.
2. Provides support to the Control Area Operators and System Operators to meet safety, reliability, operating, economic and regulatory guidelines (FERC, MAPP, OSHA, etc.).
3. Updates MP OASIS system daily to ensure that availability and pricing information is accurate.
4. All required OASIS tags are verified and ensures corresponding schedule is assigned to comply with regulatory requirements.
5. Audits and corrects daily Mwh operating data prior to transmitting to data warehouse.
6. Emergency schedule transactions are reviewed and reconciled to ensure proper payment and billing.
7. Provides accurate Daily Customer Interruption Reports for internal departments and external parties (GRE).
8. Skills and knowledge in power systems operations are obtained and maintained; keeps abreast of system, power pool and industry changes.

**WORKING RELATIONSHIPS:**

External: Regional Coordination Center, other utilities, large power industrial and commercial customers, municipal, and wholesale customers, law enforcement and other emergency service providers, and Power Marketers.

Internal: Electric Utility Operations and engineering personnel, Telecommunications, Environmental Services, Corporate Relations, MPEX, Customer Services, and Accounting.

**HIRING GUIDELINES:**

**Education:**

Associate's degree: accounting, computer technology, electricity or equivalent.

**Experience:**

Two to four years of related utility experience in power marketing, power systems operations, electrical fundamentals, or energy accounting. Must possess good PC skills. Experience in Control Area Operations is desirable.

**Special Requirements:**

Must obtain and maintain NERC Control Area Operator certification in order to provide relief for the Control Area Operator as needed.

This position may require rotating shifts and working weekends.



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## STATEMENT OF JOB RESPONSIBILITIES

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**POSITION TITLE:** System Operator

**EEO Job Code:** Technicians/ 011 Computer/Systems Technicians

**FLSA Status:** Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Under general direction, operates the Minnesota Power Transmission, Distribution, Generation and MP Control Area Systems to maintain reliable, secure electrical energy systems, to meet customer needs and economic requirements, and to coordinate operations with interconnected systems. Directs and coordinates activities with service dispatch function. Requires interpersonal skills to establish and maintain positive working relationships inside and outside the Company.

**JOB OBJECTIVES:**

1. Transmission and Distribution System operated to provide for safety of plant and field personnel.
2. Economic and efficient operation of Transmission, Distribution, Generation systems and MP Control Area to meet company strategic objectives.
3. Operation of power system and MP Control Area within safety, reliability, operating, economic and regulatory guidelines (NERC, FERC, MISO, MRO, OHSA, MP, MPUC, etc.).
4. Internal/external customer needs are addressed by providing current operating information, assistance and follow through as appropriate.
5. Transmission, Control Area and Distribution Systems restored to steady state and first contingency operation (switching orders, remote operation).
6. Equipment isolated for testing, maintenance, new installation (switching orders, remote operations).
7. All activities and changing system conditions documented for legal, safety and historical purposes.
8. Awareness of system conditions maintained to respond to contingencies, anomalies, deviation, abnormal conditions (monitoring alarms).
9. Reliability and security of Transmission, Distribution, and interconnected systems established, maintained and coordinated with MISO, MRO and other utilities.
10. Technical expertise in power system operations kept current; keeping abreast of system and industry changes.

**WORKING RELATIONSHIPS:**

External: Midwest Independent System Operator, Large power customers, large light and power customers, other utility control centers, Midwest Reliability Organization regional control center, law enforcement and other emergency service providers, NERC, all industrial and commercial customers, Power Marketers.

Internal: All departments

**HIRING GUIDELINES:**

**Education:**

Associate's degree or equivalent for operators beginning the four (4) year progression.

**Experience:**

Completion of four (4) year System Operator Progression.

**Special Requirements:**

Must meet existing norms in System Operator/Power Dispatcher test battery.

Must pass color perception testing.

Must obtain and maintain NERC System Operator certification.

This position requires rotating shifts and working weekends.

This position may be subject to assessment of skills, job match and/or aptitude.

Must be able to report to the work site within 30 minutes of call-in.



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:** CONTROL CENTER SUPPORT TECHNICIAN

**EEO Job Code:** C/010 Non-Union Technical Workers

**FLSA Status:** Non-Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Provides advanced administrative, graphic and other technical support to System Operations with emphasis in EMS database and display design. Serves as a resource to operations, engineering, and field technicians in facilitating EMS database updates. High level of accuracy needed to ensure safe and reliable operation of the MP electrical system. Assures that all work meets company, industry and regulatory standards. Requires good communication skills to maintain positive working relationships.

**JOB OBJECTIVES:**

1. Creation and/or maintenance of RTU data base to provide reference and historical data used for system design, planning, maintenance and control.
2. Research and evaluate engineering work requests for database feasibility and accuracy.
3. Input RTU database points using Conitel, Harris, and DNP protocols.
4. Design displays for EMS system control and critical information using AutoCAD (substation displays, alarms, status, and analog) and provides technical support to the control center by maintaining existing EMS displays.
5. In conjunction with Supervisory, Technician, and Engineering personnel, coordinates project schedules to ensure timely completion of work.
6. Manage EMS point-check activity to test for functionality of field devices and ensure accuracy of EMS modifications and additions.
7. Identify, diagnose, and solve point based problems.
8. Serves as a resource to facilitate effective/efficient utilization of equipment/systems.

**WORKING RELATIONSHIPS:**

External: Neighboring utilities, customers, vendors, contractors, and consultants

Internal: System Operations, ITS Applications, Tech Systems, Power Delivery Engineering, and System Performance

**HIRING STANDARDS:**

Education:

Associate's degree or equivalent. Must have an understanding of electrical theory, utility operation, electrical equipment and terminology.

Experience:

Knowledge of SCADA/RTU concepts, AutoCAD, SQL (Sequel Query Language) and relational database experience preferred.



## STATEMENT OF POSITION RESPONSIBILITIES

**POSITION TITLE:** Power System Coordinator

**EEO Job Code:** Technicians / 010 NonUnion Technical Workers

**FLSA Status:** Exempt

**SOC Job:** Yes

### **GENERAL PURPOSE:**

Coordinates certain system operating activities to ensure reliability, safety and compliance with NERC standards. Under general direction, reviews, coordinates and schedules clearance requests from various departments and other utilities. Advises and assists operators in applying correct procedures to optimize system security, personnel safety and efficiency. Develops operating guides in conjunction with System Performance engineers. Accuracy of performance is required to avoid injury or death to personnel, blackouts, major economic losses and adverse public relations. Provides liaison function between operations and engineering. May be required to fill in as a System Operator.

### **JOB OBJECTIVES:**

1. All construction and maintenance on Minnesota Power transmission facilities are economically scheduled and in accordance with Midwest ISO timing requirements.
2. All construction and maintenance work on MP transmission facilities is coordinated with generators, other utilities and Major customers.
3. Boundaries of equipment clearances are correctly defined and special considerations during switching are identified.
4. Real time transmission problems are resolved by providing real time guidance to the power system operators and acting as a liaison to the System Performance engineers.
5. Switching, commissioning and testing procedures are available for construction projects and result in safety of workers and security of the power system. System operators are trained on new equipment.
6. Effective operating guidelines in compliance with NERC and MISO standards that ensure security of the power system are implemented during changing system conditions.
7. Transmission and substation engineering designs take into account operational requirements.
8. Serves as single point of contact for system operating issues with major customers of Key Account Representatives.
9. Power system emergencies are effectively handled to minimize operating problems.

Power System Coordinator

Control No. 122

Effective: 11-22-

76

Revised: (See File)

Revised: 05-01-

07

**WORKING RELATIONSHIPS:**

Frequent contact with those inside and outside the company to affect actions taken by others to explain and install switching and operating procedures to share information and reach a satisfactory course of action.

**Internal:** Generation, Engineering, System Performance and Relay, Tech Systems, Distribution, System Telecommunications, Marketing

**External:** Industrial customers, MISO, Municipals, Power Cooperatives, other utilities, MRO, U.S. Weather Bureau personnel.

**HIRING STANDARDS:**

**Education:**

High School or equivalent plus additional training in power system operations including the Minnesota Power System Operator Training Program. Must be NERC certified.

**Experience:**

Over six years experience in power system operation. Engineering experience desirable.

**Special Requirements:**

This position may be subject to assessment of skills, job match and/or aptitude.



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## STATEMENT OF POSITION RESPONSIBILITIES

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**POSITION TITLE:** Daily Outage Coordinator

**EEO Job Code:** C/010 Non-Union Technical Workers

**FLSA Status:** Exempt

**SOC Job:** Yes

**GENERAL PURPOSE:**

Coordinate power system operating activities, including switching, field crews, and equipment outages, to ensure reliability, safety and compliance with NERC standards. Under the direction of the Power System Coordinator, reviews, coordinates and schedules clearance requests from various departments and other utilities, with primary responsibility for distribution outage coordination. Advises and assists operators in applying correct procedures to optimize system security, personnel safety and efficiency. Develops operating guides in conjunction with the Power System Coordinator, System Operations staff, Distribution engineering and System Performance engineers. Accuracy of performance is required to safely execute field operations and maintain system reliability. Provide liaison function between operations and engineering.

**JOB OBJECTIVES:**

1. All construction and maintenance of Minnesota Power transmission facilities are economically scheduled, coordinated, and in accordance with Midwest ISO timing requirements
2. Boundaries of equipment clearances are correctly defined and special considerations during switching identified.
3. Responsible for developing preliminary switching orders developed to ensure a safe working environment for personnel and equipment.
4. Daily coordination studies for real time operation support of switching sequences and emergency events.
5. Switching, commissioning and testing procedures are available for construction projects ensuring safety of workers and security of the power system.
6. Transmission and substation engineering designs take into account operational requirements for safe, economical and reliable operation.
7. Outage Management System support including assigning and maintaining the identifiers required for all switching devices to ensure the uniqueness of each identifier.
8. Maintain System One Line diagrams and substation One Line diagrams to ensure they are accurate, current and communicated timely.
9. Ensure compliance to all applicable standards & requirements (NERC, FERC, MISO, MRO, OSHA, etc.).
10. Coordinates activities with Power System Coordinator and provides backup when necessary.

**WORKING RELATIONSHIPS:**

External: Neighboring utilities, customers, vendors, contractors, and consultants

Internal: System Operations, ITS Applications, Tech Systems, Power Delivery Engineering, Distribution Operations and System Performance

**HIRING STANDARDS:**

Education:

High School or equivalent plus additional training in power system operations. Must be NERC Certified.

Experience:

4 years System Operator experience, knowledge of EMS applications, AutoCAD experience preferred.