



AN ALLETE COMPANY

## **Standards of Conduct Order No. 717 – 18 C.F.R. § 358.7(f) Transmission Function Employee Title and Job Description**

### **POSITION TITLE: Daily Outage Coordinator**

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.

### **POSITION TITLE: Director, System Operations, Performance & Compliance**

Provides leadership and direction to ensure necessary staff, policies and procedures and culture of reliability and compliance are developed and implemented to provide safe and reliable local and regional transmission grid operations and MP compliance with applicable NERC and FERC regulations. Works collaboratively with other company leaders to identify relevant federal/state regulatory/policy issues that may affect MP Transmission and works closely with MP's Regulatory and Strategy and Planning staff to address these issues in the appropriate forums. Leads, develops and implements processes and practices to ensure that MP business interests are being appropriately managed through the development and administration of applicable transmission contracts. 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 transmission area.

### **POSITION TITLE: Engineer I**

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.

**POSITION TITLE: Engineer II**

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.

**POSITION TITLE: Engineer III**

Provide engineering expertise, for both internal and external customers. Also reviews and may sign off as subject matter expert for other's work. 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.

**POSITION TITLE: Operations Compliance & Technology Specialist II**

Provide leadership, direction, and guidance to ensure reliability of substation and Operations Technology (OT) by developing, implementing, and overseeing all aspects of the associated cyber technology. Act as liaison within Cyber Technology Services. Perform research and stays current on industry cyber practices, technologies, and systems. Ensures that technology training for users is developed, deployed, and objectives followed. Design, implement, and document standardized controls including remote system access, communication configurations, recovery plans, and vendor support. Evaluate, recommend, monitor, and maintain design standards, guidelines, and procedures used to operate cyber systems. Support operational cyber efforts to ensure all regulatory standards are adhered to including North American Electric Reliability Corporation Critical Infrastructure Protection (NERC CIP). Leadership, continuity, and guidance to build knowledge of the organizations, processes, and customers while developing proficiency and skills within discipline. Requires high level of interpersonal and communication skills to establish and maintain positive working relationships.

**POSITION TITLE: Power System Coordinator**

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.

**POSITION TITLE: SCADA Systems Analyst II**

Provides moderately complex analysis and maintains SCADA system functionality to support and/or enhance system platforms under moderate guidance. Facilitates system modifications, as well as investigating design approaches. Ensures the integrity of data and performs duties with a high level of accuracy to ensure safe and reliable operation of the MP electrical system. Serves as a liaison to operations, engineering, and field technicians in facilitating EMS updates. Provides compliance support for MRO documentation. Analyzes possible solutions using standard procedures and solves a range of straightforward problems. Assures that all work meets company, industry and regulatory standards. Requires good communication skills to maintain positive working relationships.

**POSITION TITLE: SCADA Systems Analyst Senior**

Provides independent, complex analysis and maintains SCADA system functionality to support and/or enhance system platforms under limited guidance. Facilitates system modifications, as well as investigating design approaches. Ensures the integrity of data and performs duties with a high level of accuracy to ensure safe and reliable operation of the MP electrical system. Serves as a liaison to operations, engineering, and field technicians in facilitating EMS updates. Provides compliance support for MRO documentation. Solves complex problems; takes a new perspective using existing solutions. Assures that all work meets company, industry and regulatory standards. Requires good communication skills to maintain positive working relationships.

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

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.

**POSITION TITLE: Supervising Engineer**

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. 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 relationship.

**POSITION TITLE: Supervisor, System Operations**

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.

**POSITION TITLE: System Operations Compliance Specialist**

Assist in administration of Minnesota Power's compliance requirements relating to North American Electric Reliability Corporation (NERC) and Midwest Reliability Organization (MRO) compliance standards. Monitor, analyze, and report on NERC and MISO Standards and Business Practices to assure Minnesota Power is compliant with current requirements related to Operations and that Minnesota Power is prepared to comply with future requirement additions or changes. Provide support in the development of NERC and MRO reliability standard

documentation to support compliance. Excellent communication, project management, coordination and cooperation skills are required to be effective. Requires a highly self-motivated individual with strong interpersonal communication skills to establish and maintain working relationships through the company and with regulatory agencies.

**POSITION TITLE: System Operator**

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.

**POSITION TITLE: Trainer, System Operations**

Ensures that training programs are developed, documented, implemented, and maintained to meet demands of current and changing system conditions, regulations, and requirements and that departmental personnel are fully trained and qualified to operate designated systems. Provides guidance to various operations functions in performance of their job duties. Performs a variety of activities relating to operations training including ensuring properly trained and qualified system operators, documentation of training activities, and development of new training activities to ensure compliance with applicable rules and regulations including NERC PER-005, OSHA, MRO, MP Safety, Etc. Develops and coordinates Dispatcher Training Simulator exercises and other drills to meet MP training objectives and NERC requirements. Provides training to MP personnel involved in switching and tagging on the MP transmission and distribution system. May fill in on shift as needed to provide continuity and training opportunities to operators. Requires high level of interpersonal skills to establish and maintain positive and productive working relationships.