

**In Compliance with 18 C.F.R. Section Part 358.7(f)(1) (formerly 358.4(b)(3)(ii))  
Xcel Energy Position Summaries - Version 008  
Posted Date: May 24, 2010**

This file contains summary position descriptions and job titles for Transmission Function employees of the Xcel Energy Electric Transmission Providers as required under FERC Order 717 Standards of Conduct.

**Page**

**Transmission**

**1**

ACCOUNTANT, ENERGY TRANSMISSION	Perform transmission system energy accounting and related analysis for assigned transmission region. Check out monthly transmission accounting and create invoices & payment request. Customer point-of-contact for transmission energy scheduled and metered, and after the fact accuracy of data. Provide accurate accounting as the Meter Agent for regional ISO/RTO/TSO or Tariff Administrator and other entities as required. Calculate and report the daily Control area and native load, internal and external transaction reporting, checking the accuracy of tie line numbers, and gathering information needed for FERC form 1 reporting.	NSP
ACCOUNTANT, SR ENERGY	Perform transmission system energy accounting and related analysis for C&FO Business Unit. Point-of-contact interacting with all level customers for transmission energy scheduled and metered, assuring accuracy of all after-the-fact data. Provide and ensure reconciliation of all discrepancies relating to transmission system energy accounting data. Provide Meter Data Management Agent (MDMA) leadership and analysis delivering settlement quality data to MISO and XCE. Provide direction to staff members to resolve technical problems, reporting issues, and accounting problems. Perform analysis of daily computations of Control Area and native load, internal and external transaction reporting, and provide expertise to Business Systems in development of transmission system energy accounting database. The position originates and delivers reports relating to transmission system data, and helps determine requirements for Control Area settlement issues.	NSP, PSCO, SPS
ASSISTANT, ADMINISTRATIVE II	Performs a wide variety of routine and non-routine administrative functions and secretarial services. Handles details and assignments of a routine nature within agreed upon limits using established guidelines and procedures.	PSCO
COORDINATOR, SR. TRAINING	Manage and coordinate the Transmission Control Center Operator Training Program for all of Xcel Energy and Operator Training Performance Database for an Xcel Energy jurisdiction. Responsible for the maintenance of Xcel Energy's status as a credited NERC Training Provider. Responsible for the NERC database that includes all Individual Learning Assessments (ILA's) are kept current and up to date. Responsible for the LMS and web-e database. Provide classroom, simulation, web-based, and hands-on training throughout Electric Operations in Transmission and Distribution System Operations. Training topics include NERC Standards, Regional Reliability Organization procedures, EMS Software training, Emergency Operations, Lead training NERC Audit discussion of the program strategy/philosophy, tactical implication and achieving specific compliance requirement for specific operating company. Coordinate the use of other training contractors, regional program and EMS simulation. Coordinate the quarterly meeting of the three regional trainers. Implement the control center job and task analysis on an individual operator basis.	PSCO
DIRECTOR, SYSTEM OPERATIONS	Maintain reliability and security of the northern control area while maximizing transmission business unit revenues and minimizing liability risk(FERC 211, NERC compliance, RTO (MISO) compliance, public safety, etc). Coordinate operating policies with other Xcel control areas. This position is also accountable for achieving specific productivity, safety, customer service, and delivery reliability targets.	NSP
DISPATCHER, SYSTEM, I	Ensure regional reliability through compliance with NERC operating criteria. Monitor and exercise independent judgment in the operation of the Xcel Energy electric delivery system within operating guidelines; direct field employees in switching; schedule and assign operating work to field personnel; write, review and approve switching procedures; troubleshoot failures in the electric system, choose appropriate actions and direct restoration by assigning field personnel or take independent action through remote control switching equipment. Interact with control center personnel and provide timely information of conditions of the transmission system. Maintain working relationships with	NSP

ENGINEER, I	This is the entry level for professional engineering work. Performs assignments designed to develop professional work knowledge and abilities, requiring application of standard techniques, system analysis, procedures, and criteria in carrying out a sequence of related engineering tasks. Tasks may include production of comprehensive system (transmission) plans, or distribution designs. Limited exercise of judgment is required on details or work and in making preliminary selections and adaptation of engineering alternatives. May partner with Manager, Principal or Senior Planners on assignments or in representing the company in regulatory matters. Must apply basic business acumen to maximize asset utilization. May serve as a technical resource for business units as needed.	NSP, PSCO, SPS
ENGINEER, II	Independently evaluates, selects and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of limited number of variables. Performance at this level requires developmental experience in a professional position or equivalent graduate level education.	NSP, PSCO, SPS
ENGINEER, PRINC SPECIALTY	Has full technical responsibility for interpreting, organizing and coordinating project assignments. Plans and develops engineering projects which have unique or controversial problems and which have an important impact on the corporation. Work involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel solutions. Maintains contacts with individuals and units within and outside the corporation for action on technical matters. Requires the use of advance techniques with knowledge and expertise resulting from extensive progressive experience.	NSP, PSCO, SPS
ENGINEER, SPECIALTY	Works as a fully competent engineer in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgement in the independent evaluation, selection and substantial adaptation and modification of standard techniques, procedures and criteria. Devises new approaches to problems encountered. Requires sufficient professional experience to assure competence as fully trained worker.	NSP, PSCO
ENGINEER, SR SPECIALTY	Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Make decisions independently on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modifications and extension of theories, precepts and practices of the field and related sciences and disciplines. The knowledge and expertise required for this level of work usually result from progressive experience.	NSP, PSCO, SPS
INTERN, ENGINEERING	Update CAPE (Computer Aided Protection Engineering) database so that advanced computation models can determine coordination errors. Assist engineers with SQL searches of and updates to CAPE database. Develop and maintain a number of specialized programs as tools for CAPE. Enter and verify relay coordination data in CAPE.	NSP, PSCO, SPS
LEAD, NETWORK RELIABILITY	Ensure regional reliability through management of the Xcel Energy transmission system while ensuring adequacy of energy supply to the Xcel Energy Control Area/Balancing Authority and the reliability region. Ensure transmission services are fairly provided and are consistent with the requirements of the FERC, NERC, RRO, RTO and other regulatory bodies, as well as the Xcel Energy Open Access Transmission Tariff (OATT) and all other relevant tariffs. Perform operational liaison duties between Xcel Energy Transmission System Operations, Xcel Energy Generation, Xcel Energy Distribution, Xcel Energy management, NERC, FERC, RROs, RTOs, Reliability Coordinators, Purchasing and Selling Entities, adjacent electric systems, internal systems, and Control Areas. This is a rotating shift position. The NRL has oversight of all Transmission Desk and Control Area Desk issues and responsibility to conduct training exercises and determining shift coverage for safe, reliable 7 X 24 operation.	NSP, PSCO, SPS

LEADER, CONTROL CENTER	Position exists to ensure regional reliability through management of the Xcel transmission system while ensuring adequacy of energy supply to the Xcel control area and reliability region. Ensure transmission services are fairly provided and are consistent with FERC, NERC, MAPP/WECC/SPP, and Xcel Tariff. Perform operational liaison duties between Xcel Transmission System Operations, Xcel Generation, Xcel Distribution, Xcel management, NERC, FERC, MAPP/WECC/SPP, Security Coordinators, Energy Brokers, and electric transmission systems and Control Areas in the Eastern Interconnection.	NSP
MANAGER, ENGINEERING OPERATIONS	Responsible for coordinating of Transmission / Substation Operations on the electric Transmission System with Operations, Maintenance Engineering, System Protection, and Substation Engineering. Responsible for post Fault Analysis within the Control Area. Directs the Commissioning of new equipment throughout the transmission system. Responsible for the development and attainment of team goals and objectives.	SPS
MANAGER, REAL TIME PLANNING	Coordinates and directs the Real time Planning engineering functions supporting the real-time dispatch of the electric generation and transmission system across Xcel Energy's operating jurisdictions; NSP, PSCo and SPS. Responsible for coordination with neighboring transmission operating entities, Regional Coordinators Regional Reliability Organizations, Regional Transmission Operators and relevant Xcel Energy departments.	NSP
MANAGER, TRANSMISSION CONTROL CENTER	Manage all aspects of the Transmission system control center function ensuring Xcel Energy transmission system operating reliability and energy supply balance to the Xcel Energy control areas. Has overall responsibility to ensure compliance with Xcel Energy tariffs, state, FERC, NERC, RTO, ISO, regional reliability organization rules, regulations, policies, and criteria.	NSP, PSCO, SPS
OPERATOR, CONTROL AREA	Coordinate Balancing Authority / Control Area operation between Xcel Energy Transmission System Operations, Xcel Energy Generation, Xcel Energy Distribution, Xcel Energy management, NERC, FERC, Regional Reliability and Transmission Organizations (RROs, RTOs), Reliability Coordinators, Purchasing Selling Entities, and electric transmission systems and other Balancing Authority/Control Areas. Monitor Control Area parameters. Ensure regulatory compliance. Monitor the consistent use of the Xcel Energy and other relevant Tariffs for transmission service. Monitor ETAG interface for proper utilization of NERC tags. Approve all interchange schedules and verify all schedule approvals by other scheduling entities via electronic tagging or other applicable method and implement all Interchange schedules. Exercise independent judgment in problem solving and take action to maintain Control Area reliability according to NERC, RRO and when applicable, RTO criteria. Ensure the accuracy of data associated with the Balancing Authority/Control Area operation.	NSP, PSCO
OPERATOR, CONTROL AREA, SENIOR	Coordinate Balancing Authority / Control Area operation between Xcel Energy Transmission System Operations, Xcel Energy Generation, Xcel Energy Distribution, Xcel Energy management, NERC, FERC, Regional Reliability and Transmission Organizations (RROs, RTOs), Reliability Coordinators, Purchasing Selling Entities, and electric transmission systems and other Balancing Authority/Control Areas. Monitor Control Area parameters. Ensure regulatory compliance. Monitor the consistent use of the Xcel Energy and other relevant Tariffs for transmission service. Monitor ETAG interface for proper utilization of NERC tags. Approve all interchange schedules and verify all schedule approvals by other scheduling entities via electronic tagging or other applicable method and implement all Interchange schedules. Exercise independent judgment in problem solving and take action to maintain Control Area reliability according to NERC, RRO and when applicable, RTO criteria. Ensure the accuracy of data associated with the Balancing Authority/Control Area operation.	NSP, PSCO

OPERATOR, TRANSMISSION SYSTEM	Ensure regional reliability through compliance with NERC operating criteria. Monitor and exercise independent judgment in the operation of the Xcel Energy electric transmission system within operating guidelines; direct field employees in switching; schedule and assign operating work to field personnel; write, review and approve switching procedures; troubleshoot failures in the electric system, choose appropriate actions and direct restoration by assigning field personnel. Take independent action to remotely operate and direct operation of the transmission system equipment to restore the transmission system as needed to maintain continuity and reliability of service to Xcel Energy customers. Interact with control center personnel and provide timely information of conditions of the transmission system. Maintain working relationships with other utilities, generating stations and Reliability Coordinators.	NSP, PSCO
OPERATOR, TRANSMISSION SYSTEM, SR	Directs the real time (moment to moment) and short-term operations of Xcel Energy's electric transmission system. Responsible for the ongoing safety and protection of personnel, the public, equipment and for the reliable operation of the electric system and quality of service to customers. Ensure regional reliability through compliance with NERC operating criteria. Monitor and exercise independent judgment in the operation of the Xcel Energy electric transmission system within operating guidelines; direct field employees in switching; schedule and assign operating work to field personnel; write, review and approve switching procedures; troubleshoot failures in the electric system, choose appropriate actions and direct restoration by assigning field personnel. Take independent action to remotely operate and direct operation of transmission system equipment to restore the transmission system as needed to maintain continuity and reliability of service to Xcel Energy customers.	NSP
SYSTEM OPERATOR, A	Directs the real-time (moment-to-moment) reliability-based operations of the electric transmission system and the electric generation resources of the SPS control area as part of the interconnected electric systems of the Eastern U.S. Responsible for the ongoing safety and protection of equipment, field personnel, and the public and for reliable operation of the electric system and quality of service to customers. Works either transmission system desk or generation resource desk depending on work schedule.	SPS
SYSTEM OPERATOR, B	Directs the real-time (moment-to-moment) reliability-based operations of the company's electric transmission system as part of the interconnected electric systems of the Eastern U.S. Responsible for the ongoing safety and protection of equipment, field personnel, and the public, and for reliable operation of the electric system and quality of service to customers.	SPS
TRAINING COORDINATOR	Coordinate the Transmission Control Center Operator Training Program and Operator Training Performance Database for an Xcel Energy jurisdiction. Maintain Xcel Energy's status as a credited NERC Training Provider. Provide classroom, simulation, web-based, and hands-on training throughout Electric Operations in Transmission and Distribution System Operations. Training topics include NERC Standards, Regional Reliability Organization procedures, EMS Software training, Emergency Operations, Lead training NERC Audit discussion of the program strategy/philosophy, tactical implication and achieving specific compliance requirement for specific operating company. Coordinate the use of other training contractors, regional program and EMS simulation. Implement the control center job and task analysis on an individual operator basis. Provide operator training services to Commercial Operations and EMS training for Distribution dispatchers.	NSP
ASSISTANT, ADMINISTRATIVE III	Performs a wide variety of administrative functions and secretarial services. Handles details and assignments of a moderately complex nature within agreed upon limits using established guidelines and procedures	SPS

MANAGER, TRANSMISSION BUSINESS RELATIONS	Leads Transmission Account Representatives, associated staff and contractors in full scope of responsibilities associated with business relationship management and extremely complex contract negotiations with internal and external Customers. Provides strategic and tactical project negotiation advice and direction. Conceptualizes and manages continuous improvement within the transmission business relations arena and business implementation opportunities. Cultivates and proactively manages effective working relationships with internal and external customers.	NSP
REPRESENTATIVE, TRANS ACCOUNT	Develop, retain, and administer transmission service and related agreements for the Transmission Business Unit's present and prospective, IOU, municipal, REA and other non-retail customers to gain, grow, and retain long-term and short-term transmission service business. Oversee and administer contracts with Power Producers who interconnect with an Xcel Energy operating company system and deliver their product through an Xcel Energy transmission system. Develop customer driven solutions for, and resolve disputes with, aforementioned customers. Interface with Transmission Operations, control areas, reserve groups, and neighboring transmission systems.	NSP
REPRESENTATIVE, LEAD, TRANSMISSION ACCOUNT	Lead the development of a high profile team amongst Minnesota CapX utilities for the standardization of contractual agreements which cover agreements including but not limited to transmission interconnection, load interconnection, cost sharing, revenue distribution. Engage in the specific execution of standard agreements for purposes of conducting business between the CapX utilities and Xcel Energy for infrastructure estimated at over \$1 billion over the near future. Oversee and administer contracts with Power Producers who interconnect with Xcel Energy system and deliver their product through the Xcel Energy transmission system. Develop customer driven solutions for, and resolve disputes with, aforementioned customers. Interface on both legal and technical matters with legal, Transmission Operations and planning, control areas, reserve groups, and neighboring transmission systems. This position must manage a contract process through high-level relationships with industry customers while having extensive knowledge of the transmission Business Unit competitors.	NSP
REPRESENTATIVE, PRIN. TRANSMISSION	Develop, retain, and administer transmission related agreements for Xcel Energy Transmission's present and prospective investor owned utilities, municipalities, rural electric associations and other non-retail customers. Oversee and administer both load and generation related interconnect contracts with other transmission owners, municipals and independent power producers who interconnect to the Xcel Energy system and deliver their product through the Xcel Energy transmission system. Develop customer driven solutions for, and resolve disputes with, aforementioned customers. This is a technical position that must interface with Transmission Operations, control areas, reserve groups, RTO's, FERC and neighboring transmission systems. This is also a consultative position that must develop high-level relationships with industry customers while having extensive knowledge of Delivery Business Unit competitors. Provide leadership and positive mentoring to other members within the team.	NSP, SPS
REPRESENTATIVE*ASSOC TRANSACCT	Negotiate and administer transmission related agreements for Xcel Energy Transmission's present and prospective investor owned utilities, municipalities, rural electric associations and other non-retail customers. Negotiate and administer contracts with Power Producers who interconnect to the Xcel Energy system and deliver their product through the Xcel Energy transmission system. Develop customer driven solutions for, and resolve disputes with, aforementioned customers. This is a technical position that must interface with Transmission Operations, control areas, reserve groups, RTO's, FERC and neighboring transmission systems.	SPS

MANAGER*TRAN CNT CTR&WIND INT	Manage all aspects of the Transmission system control center function ensuring Xcel Energy transmission system operating reliability and energy supply balance to the Xcel Energy control areas. Has overall responsibility to ensure compliance with Xcel Energy tariffs, state, FERC, NERC, RTO, ISO, regional reliability organization rules, regulations, policies, and criteria. Guide Transmission's effort to reliably integrate high levels of wind generation for SPS and lead SPS as the primary Southwest Power Pool (SPP) representative on wind integration issues in the development of the SPP Market and consolidated Balancing Authority.	SPS
ASSISTANT*ADMINISTRATIVE III	Performs a wide variety of administrative functions and secretarial services. Handles details and assignments of a moderately complex nature within agreed upon limits using established guidelines and procedures	PSCO
ENGINEER*CONSULTING	Make decisions and recommendations that are recognized as authoritative and have important impact on extensive engineering activities. Initiates and maintains extensive contacts with key engineers and officials of other organizations and companies, requiring skill in persuasion and negotiation of critical issues. At this level individuals will have demonstrated creativity, foresight, and mature engineering judgment in anticipating and solving unprecedented engineering problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse engineering activities.	PSCO
MANAGER*TRANSMISSION ASSET MGT	Applies visionary and strategic leadership in directing the activities of the Transmission Planning organization to produce and implement a comprehensive, risk-assessed and economic transmission plan and capital budget. Represents the company in coordinating council, joint planning, and regulatory matters	NSP, PSCO, SPS
TECHNICIAN*III, TRANS PLNG	Provides technical and analytical support to Transmission Planning Engineers in preparation of power system analysis studies, reports, and capital budgets. Produce studies and update computer models for use by other staff. Perform general administrative work in support of department technical analysis function.	SPS
SUPERVISOR, SYS PROTECT ENG	Accountable for attainment of operating company NERC compliance goals and objectives related to system protection. Assists in the development and execution of the strategic plan while directing system protection engineering activities for high voltage distribution and transmission substations. Accountable for innovative designs, resident technical matter expertise, and real-time technical support services to system protection technicians and operations teams for high voltage distribution and transmission substations. Accountable for the development and training of department engineers. The position will be responsible for the management of the day-to-day operations of the team, including review of engineering solutions, job assignments, and coordinating with other departments. It is anticipated that the person filling the position will spend approximately 25% of his/her time performing the duties of a Principal Engineer within the department.	NSP, PSCO, SPS
CONTRACTOR*STAFF AUGMENTATION	Provides Technical transmission studies and analysis for various major transmission studies under the direction of a Senior Transmission Planning Engineer and Manager, Transmission Asset Management	NSP, SPS
INTERN, ENGINEERING	Update CAPE (Computer Aided Protection Engineering) database so that advanced computation models can determine coordination errors. Assist engineers with SQL searches of and updates to CAPE database. Develop and maintain a number of specialized programs as tools for CAPE. Enter and verify relay coordination data in CAPE.	NSP