

SUNFLOWER ELECTRIC POWER CORPORATION RESPONSIBILITY OUTLINE

Position Title	Transmission Operations Planner	Date	May 2011
Department	Power Supply and Contracts	Pay Status	Salaried
Reports To	Executive Mgr, Power Supply	FLSA Category	Exempt
Location	Garden City	EEO Category	2

SUMMARY

Complete operational planning studies as needed on a day-to-day basis to ensure the reliable operation of the Sunflower Electric Power Corporation transmission system. Support additional system modeling and other operations planning activities as required per Southwest Power Pool (SPP) criteria and North American Electric Corporation (NERC) Reliability Standards. Perform work as required to assist with the reliable operation of the energy management systems (EMS) and Supervisory Control and Data Acquisition (SCADA) System.

ESSENTIAL RESPONSIBILITIES

Transmission Operational Planning

Complete contingency analyses, voltage stability studies, load flow analyses, and other power system studies, as required, to support transmission operational planning and reliable transmission operations.

Evaluate transmission and generation resource outages to ensure reliable operation of the system is maintained.

Assist in the evaluation of new generation resources, reactive power resources, transmission lines, and other network components as they are proposed or as studies are requested.

Provide support to ensure power system models remain current. Coordinate model updates with Transmission Engineering planning staff and SPP planning staff.

Assist with maintaining the system operations log to ensure accurate monitoring of loads and resources.

SPP Interaction

Participate in various SPP working groups as required. These groups may include the Change Working Group, the Transmission Working Group, the Market Working Group, etc.

Provide input to compliance/regulatory filings to ensure compliance with Federal Energy Regulatory Commission (FERC), NERC, and SPP standards and requirements. This includes items such as annual Frequency Bias determination and submittal, Disturbance Response data submittals, and Control Performance Standards monitoring and data submittals.

Assist with collection and submittal of metering data to SPP.

Assist with SPP Energy Imbalance Service (EIS) and Day 2 market activities as required.

EMS/SCADA Backup Support

Provide backup support to the EMS/SCADA administrator to ensure EMS/SCADA hardware and software is well maintained and operates reliably.

Assist with maintaining and updating EMS/SCADA databases to ensure they are accurate and current.

Assist with building and maintaining EMS/SCADA displays to support reliable operation of the system.

Provide support as required to ensure reliable communication with remote terminal units (RTUs).

Provide additional support as required to ensure reliable operation of EMS/SCADA hardware and software.

Safety

Help ensure a safe working environment by emphasizing the importance of safety processes and setting the highest safety standards and expectations of all employees. Maintain safety awareness and comply with all safety policies, practices, and procedures to assure a safe working environment. As applicable, resolve safety concerns and issues coordinating closely with the Safety Department and provide the highest support to the Safety Department to establish and enforce safety programs consistent with industry practice.

Maintain safety awareness and comply with all safety policies, practices, and procedures to assure a safe working environment. Properly wear and care for applicable safety gear and equipment. Identify and communicate unsafe conditions to supervisor, co-workers, and the Safety Department and correct or assist in resolving safety concerns and issues. Must understand and comply with the Clearance Procedure as applicable.

Culture

Demonstrate a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all compliance programs within the company.

Other Responsibilities

As assigned or required to support Sunflower's mission and operations.

QUALIFICATIONS

Education and Experience

Bachelor degree in computer science, engineering technology, or a related field and five years practical utility experience in the area of transmission operations or planning, or equivalent combination of education and experience.

Bachelor degree in electrical engineering or four years practical utility experience in transmission engineering is preferred.

Power System Simulation for Engineers (PSSE) network modeling tool experience is strongly preferred.

EMS/SCADA system experience is preferred.

Knowledge, Skills, Abilities

Strong understanding of the regulatory requirements pertaining to operation and maintenance of Sunflower's transmission and distribution systems.

Working knowledge of, or a desire to learn, EMS/SCADA hardware and software.

Strong knowledge of system operations, procedures, and standards.

Able to interpret and understand one-line diagrams, control schematics, as-built documents, vendor drawings, contracts, specifications, service agreements, and other records and documents pertaining to the Sunflower generation & transmission system.

Able to use advanced modeling software to complete operational studies and analyses such as load flow analyses, contingency analyses, and other power system studies.

Analytical skills with ability to synthesize information to develop a working solution.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs, including MS Office programs (particularly Outlook, Excel, and Word); at the level required to successfully perform the essential responsibilities of the position;

Other

Must possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Physical and Mental Demands

See Physical and Mental requirements sheet.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

**SUNFLOWER ELECTRIC POWER CORPORATION
PHYSICAL AND MENTAL REQUIREMENTS**

Position Transmission Operations Planner

Date May 2011

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

O = Occasional (<10% of time); **S** = Sometimes (26-50%); **F** = Frequently (51-75%); **R** = Regularly (>75%)

O	S	F	R	Task/Exposure	O	S	F	R	Task/Exposure
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing					Lifting/Lowering:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<10 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching above					Carrying:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<10 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variable weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise					Pushing/Pulling:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust/Dirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<10 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ionizing radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--skin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--lungs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive--wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive--elbow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other					

Comments

Physically able to perform sedentary to light labor. Physical demands included on an infrequent basis; lift/carry/push/pull an average

Audio-Visual

For the following, check if essential to the position

- Hearing: Must have good hearing appropriate for the position. Must be able to discern between various colors on computer screens and equipment
- Vision: _____
- Color discrimination: _____
- Depth perception: _____
- Other: _____

Mental Requirements

For the following, check if essential to the position

- Sense of urgency
- Works alone
- Concentration
- Other
- Multiple tasks
- Independent judgment
- Proper reasoning
- Repetition

Analysis and troubleshooting PC equipment problems

Other

For the following, check if essential to the position

- Physical Capacity Profile Chest X-Ray Color Blindness Physical (Non-DOT)
- Level 1 Level 2 Level Spirometry Audiogram Physical (DOT)
- Level 3 Level 4 Level 5