Senior Vice President – Trans Grid Development & Portfolio Services

The Senior Vice President – Transmission Grid Development & Portfolio Services is responsible for transmission operations, technology development, financial reporting, and developing and executing transmission strategy and business development plans in alignment with AEP’s corporate strategy for the AEP Transmission Company, AEP Operating Companies within the ERCOT, PJM and SPP RTO regions, and Electric Transmission Texas (ETT).

Vice President – Grid Development

Responsible for AEP Transmission system planning which includes organizing and managing all activities related to assessing the adequacy of AEP's transmission network to meet the needs of its customers in a reliable, cost effective and environmentally compatible manner; the real-time operation of AEP’s transmission assets in compliance with all applicable safety and reliability standards, contractual and tariff obligations and all federal, state and local regulations and laws; and advanced technical/analytical studies in support of planning, engineering, design and operation of the AEP transmission system, and for managing/coordinating the Transmission Technology/R&D Program.

Executive Director ETT

Responsible to lead AEP’s joint venture with MidAmerican Energy Holdings Co. for transmission development in the Electric Reliability Council of Texas (ERCOT).

ETT Regulatory Services Manager

Provides strategic direction and implements change in the areas of regulatory policy, filing requirements, and tariff and contract administration. Plans, organizes and directs team activities for the operating company regulatory needs. Consults and advises the operating company staff on matters affecting rates and regulation. Coordinates the preparation, filing, decision process and implementation of jurisdictional regulatory matters, as appropriate. Responsible for the administration of rates and terms and conditions of service for filed tariff schedules and special contracts to ensure proper and uniform application and compliance.

ETT Technical Project Leads

Responsible to provide technical support and coordination of activities throughout the life of ETT capital projects and the operations and maintenance of ETT’s in-service assets.

Senior Counsel

Provide legal support, research and independent opinions on issues involving legal matters that affect ETT. Consult with and advise members of management and give legal advice. Provide legal support for ETT's contractual and transactional issues. Act as Corporate Secretary and manage the Board of Manager's meeting process.
Managing Director – Project Services

Responsible for directing the project management functions for the AEP Transmission system. Responsibilities include direct accountability for completion of transmission projects within the 11 state service territory and outside AEP footprint including cost control, scheduling, labor contracting, material/equipment acquisition and right-of-way acquisition. Also responsible to work with Joint Venture partners and other third parties to develop and deliver similar EHV transmission projects and lower voltage projects as required.

Director – Transmission Project

Responsible for managing Transmission business for project and financial controls for activities including: capital vouchered liabilities, capital forecasts and financial system integration, ROW settlements and purchases, strategic recommendations, business tactics, operational and financial improvement, general management and implementation of contractual commitments of AEP transmission joint ventures.

Transmission Process & System Manager

Responsible for the continuous improvement of Transmission’s computer systems. Collaborate with IT and Transmission to determine future Transmission IT projects and initiatives. Direct the evaluation, analysis, recommendation, and implementation of Transmission’s computer systems. Manage administrative support for Transmission’s computer systems including technical product support, response to user questions, installation, system monitoring, testing, problem diagnosis, tracking, resolution, and routine maintenance as necessary. Manage the preparation of technical procedures, documentation, manuals, reports and training. Manage Transmission's relationship with IT. Communicate upcoming IT projects and initiatives to Transmission.

Transmission Portfolio Management Manager

Responsible for overseeing the execution of Transmission’s Capital Project portfolio including the development and issuance of monthly project reports, coordination of activities related to the portfolio development; portfolio prioritization, portfolio impacts due to project outage schedules, identification of synergies between asset renewal and system expansion projects, monitoring overall portfolio spend and strategies to insure compliance with annual budgets, etc., requires close collaboration with varies organizations including Transmission Planning, Asset Renewal, Project Management, Transmission Estimating, Transmission Finance, etc.

TE&PS Process Improvement Manager

Provide overall leadership and technical direction for all facets of Process Development & Improvement and Auditing & Conformance initiatives. This includes integration, documentation and standardization of best practices and processes throughout the TE&PS organization. It is the customer-facing arm of the PMO that is responsible for ensuring standardized work processes and procedures are established and have clear expectations. Through facilitated sessions and training, the processes, roles and responsibilities and workflows are developed and then updated as needed to support continuous improvements for best practices. Oversee the progress and improvement of the organization as well as creating and capturing key metrics through performance indicators are core competencies designed with the goal of moving the TE&PS organization closer to a PMBOK Level III designation.
**Director – Transmission Business Operations Programs**

Responsible for directing the development and management of the Transmission performance metrics program, all related communications activities within the Transmission business unit and to manage the strategic change processes within the business unit. The department will develop, gather, interpret and report on key performance indicators, ICP goals and implement the cultural change initiative processes and procedures. This department will manage, create or act as a clearinghouse for all Transmission related communications. This position will also act in support of general administrative activities within the business unit. This position will also lead in developing employee management development programs, knowledge transfer/management and specific incentive plans based on market and business needs working with the appropriate corporate center.

**Manager – Transmission Business Development**

Responsible for managing transmission business development activities including: managing integration of joint ventures, annual business plans, strategic recommendations, business tactics, operational and financial improvement, and general management and implementation of contractual commitments of AEP transmission joint ventures. Relations, legal, regulatory, and Corporate Communications on all public releases related to business development activities.

**Transmission Affiliate Business Analyst**

Responsible for business support for transmission affiliates. Overall purpose of this position is to assist with the coordination and support for affiliates' service agreements, with the compliance with affiliates' commitments, and with the project management and reporting related thereto. Assist with the implementation of processes and coordination of multi-disciplinary groups (i.e., engineering, design, construction, accounting, tax, finance, cash management) to implement affiliates' business requirements and goals.

**Executive Administrative Assistant**

Responsible for performance of varied administrative duties and designated administrative functions for assigned Executive. Maintain a close and highly responsive relationship with the day-to-day work activities within assigned function. Work independently, receiving minimum of detailed supervision and guidance in carrying out assigned responsibilities. Ensure that strict confidentiality is consistently maintained in order that all records, documents and related information pertaining to high level executive plans and decisions affecting Company operations are not compromised. Relieve executive of designated administrative details, and exercise judgment and make decisions within the scope of authority.

**Administrative Assistant Sr.**

Responsible for performing administrative support duties within the assigned area. Responsibilities are specific to the organizational unit (i.e. region, district, department, plant, etc.) and, when prepared by the business unit, are described separately on an addendum to this position description.
**Administrative Associate**

Responsible for performance of varied administrative duties and designated administrative functions for assigned Executive. Maintain a close and highly responsive relationship with the day-to-day work activities within assigned function. Work independently, receiving minimum of detailed supervision and guidance in carrying out assigned responsibilities. Ensure that strict confidentiality is consistently maintained in order that all records, documents and related information pertaining to high level executive plans and decisions affecting Company operations are not compromised. Relieve executive of designated administrative details, and exercise judgment and make decisions within the scope of authority.

**Technician**

These employees are responsible for performing a wide variety of technical work requiring technical skills associated with the planning, engineering, design, testing, construction, maintenance and operation of facilities.

**Director – Transmission Business Services**

Responsible for managing transmission business development activities including: annual business plans, strategic recommendations, business tactics, operational and financial improvement, general management and implementation of contractual commitments of AEP transmission joint ventures.

**Director – Transmission Planning**

Responsible for AEP's transmission plan including organizing and managing all activities related to assessing the adequacy of AEP's transmission network to meet the individual and collective demands of its connected and wheeling customers in a reliable, cost effective and environmentally compatible manner; formulating plans to construct new transmission facilities; assuring effective coordination with the RTO planning organizations; comparing the merits of operating procedures relative to new construction and providing related information to Transmission Operations; assessing and recommending transmission planning and reliability criteria; and participating in the activities of the regional reliability councils and other industry groups in matters dealing with transmission network operation and planning.

**Engineers**

These employees are responsible for performing engineering work activities and projects requiring the application of engineering knowledge in a safe, effective, efficient and economic accomplishment of assigned objectives.

**Engineering Technologists**

These employees are responsible for performing work activities and projects requiring the application of engineering technology in a safe, cost-effective and effective way.

**Managing Director – Transmission Finance**

Directs financial analysis and budget planning activities to ensure that the financial and budgetary management requirements of the Transmission Business Unit are met. This department will prepare budgets and financial forecasts, analyze key financial indicators and overall performance, and report results in a manner that will satisfy departmental, corporate and regulatory requirements.
Financial Analyst

These employees are responsible for consulting and financial analysis services to senior management on short or long term multi-discipline projects, initiatives and ongoing operations. Responsible for special studies; including the monitoring of economic performance, reviewing of corporate activities to ensure that the greatest degree of effectiveness and efficiency is achieved and making recommendations for improved performance. Also responsible for corporate wide financial performance measures.

Economic Planner

This position is responsible for electric transmission economic modeling and analysis functions. The individual's primary function will be to develop economic models and simulate future scenarios to assess the economic impact of proposed transmission projects.

Project Controls Supervisor

Responsible to Director of Transmission Project Controls – Transmission Engineering & Project Services (TE&PS) and provides overall leadership and technical direction for all facets of Process Development and Improvement initiatives. This group, consisting of diverse members from multiple departments, is tasked with integration, documentation and standardization of best practices and processes throughout the TE&PS organization; ensuring standardized work processes and procedures that establish clear expectations, roles and responsibilities are developed and updated to continuously include best practices; overseeing the progress and improvement of organizational processes towards the goal of moving the TE&PS organization closer to PMBOK Level III performance; and facilitating team based workouts.

Project Controls Analyst

Reports to the Project Controls Supervisor, this position is responsible for the accountability of providing all portfolio reporting, assessment, cost control and scheduling functions for Transmission projects. Monitor projects against budgets, forecasts and all aspects related to cost control and schedule within the portfolio of projects. Provides leadership and develops partnerships with external customers, vendors and Transmission organizations.

Business Operations Support Analysts

These employees are Responsible for the O&M and Capital budgeting process, re-projections and variance reports. Also responsible for the financial plans, forecasts, performance measures and special studies; including the monitoring of economic performance, reviewing the corporate activities to ensure that the greatest degree of effectiveness and efficiency is achieved and making recommendations for improved performance.
**Functional System Architect Sr.**

Designs, develops, implements and provides functional support of applications for the Utility Group and all operating companies. Manages the development and implementation of application projects including: defining functional requirements, preparing business case documentation, prioritizing IT and business related work, providing functional direction to IT staff, developing and coordinating application testing and coordinating project implementations. Provides application support by assisting support staff in investigating and resolving application issues. Works with business unit employees to define, analyze, design and document business processes and associated applications. Provides assistance and guidance to employees across the corporation in the proper use of applications. Coordinates changes with other applications and ensures compliance with functional and architectural standards.

**Transmission Asset Performance Manager**

Responsible for: effective planning, direction, coordination and supervision of work activities related to the development, monitoring and evaluation of Transmission asset performance within the TRO Regions and RTO/ISO projects as assigned; for the overall Transmission Capital and O&M asset programs to effectively allocate available funds in maintaining system performance at targeted levels in a safe, reliable and cost effective manner; and for the preparation of multi-year Capital maintenance and O&M work plans. Functions as Program Manager for assigned Asset Programs and as a resource Manager for rehab funds.

Coordinate assigned activities with Transmission Planning (TP), Transmission Asset Engineering (TAE) and Transmission Operations (TOPs) as needed.

**Transmission Asset Strategy Manager**

Responsible for advocating on behalf of AEP Transmission related to the development of transmission policy and strategy within PJM, Midwest ISO, SPP, ERCOT as assigned and its impact on AEP. Act as a liaison to assigned RTOs. Be the primary contact and advocate for AEP transmission projects at assigned RTOs. Understand the impact of market changes to transmission planning process and facilitate changes to RTO processes that advance AEP Transmission Policy. Coordinate with AEP Corporate Regulatory and other AEP business units on RTO issues, and advocate such company positions at the applicable RTO.

**Transmission Planning Project Manager**

Responsible for coordinating activities required for the successful installation of Transmission Line and Transmission/Distribution Station facilities including the design, construction, material acquisition, ROW and real estate acquisition. Coordinate the activities of design engineers, a project coordinator, construction management, ROW agents, accounting and materials representatives for the largest and most critical multi-million dollar and multi-year projects. Key customer/contacts will include Asset Management, Transmission Services, Engineering Consulting firms, Industrial Customers, and Regulators (CCN Processes).

**Business Process Analyst**

Responsible for continuous process improvement of the Transmission Department Project Lifecycle Management Processes (PLMP). Expected to actively seek feedback on the PLMP, determine process improvements through stakeholder collaboration, document process changes and drive the implementation effectively. Work with all employee and management levels to improve efficiency in the life-cycle management process.
**Supervisor – Planning & Engineering**

These employees supervise the staff responsible for the design, engineering, and planning activities.

**Analyst**

These employees are responsible for consulting and financial analysis services to senior management on short or long term multi-discipline projects, initiatives and ongoing operations. Responsible for special studies; including the monitoring of economic performance, reviewing of corporate activities to ensure that the greatest degree of effectiveness and efficiency is achieved and making recommendations for improved performance. Also responsible for corporate wide financial performance measures.

**Transmission Planning Manager**

Responsible for organizing, managing, and directing all transmission planning activities to provide for the adequate and secure operation of the AEP transmission system in PJM’s footprint. These responsibilities include directing system performance studies; proposing system changes/upgrades to maintain service quality to customers; developing and proposing system expansion or modification plans in order to serve the needs of customers reliably; developing connection plans for new generators or upgrades, and retail and wholesale customers; coordinating the development of plans with AEP’s Distribution Organization and Operating Companies; participating in regional and interregional reliability studies that focus on near-term coordination with other systems; providing input on equipment and transmission lines specifications; facilitating AEP’s efforts to comply with NERC and other Regulatory standards; and participating in the PJM Regional Transmission Expansion Plan (RTEP) process.

**Regional Transmission Planning Manager**

Responsible for organizing and directing all planning activities related to the development of a portfolio of competitive transmission projects across the entire RTO transmission footprint. These responsibilities include directing system performance and market efficiency studies; developing and proposing system expansion and modification plans in a competitive environment in order to address the reliability, market efficiency and public policy needs of the applicable Regional Transmission Organization (RTO); coordinating with applicable RTOs to carry out studies to support regional transmission expansion plan development; and participating in regional and inter-regional reliability studies that focus on near-term coordination with other Transmission Providers and the future development of the overall interconnected network. This position is responsible for transmission plans which translate into over $400 million of annual capital investment.

**Director – West Transmission Planning**

Responsible for organizing and directing all transmission planning activities to provide for the adequate and secure operation of the AEP transmission system in the Southwest Power Pool (SPP) and ERCOT footprints. These responsibilities include: directing system performance studies; developing and proposing system expansion and modification plans in order to serve the needs of our customers reliably; developing connection plans for new generators and to serve new and existing retail and wholesale customers; coordinating the development of plans with AEP’s Distribution organization; participating in the SPP regional planning process; and supporting SPP’s system impact studies and facility addition studies to respond to transmission service requests.
**Project Coordinators**

These employees are responsible to perform work activities and projects requiring technical knowledge in a safe, effective, efficient and economic accomplishment of assigned objectives.

**Transmission Project Management Outage Planner**

Facilitate functional outage planning reservations applicable to transmission substation and transmission line project components with transmission planning, project management, transmission operations and transmission field services. Determine the feasibility of specific outage plans/reservations with other transmission projects. Optimize the outage planning and RTO reservations with other projects that may be impacted by proposed future outage reservations. The development of outage reservations will take place between transmission planning PLMP gates 0.5 through 1.0.

**Director – Advanced Transmission Studies & Technologies**

Responsible for developing and managing system engineering analysis, technology strategy and coordination in support of Transmission business strategy and in support of performance based equipment, design, operation and maintenance standards. Major enabling competencies required of this position are: Creativity/Continuous Improvement, Understanding the Business and Competition, Teamwork/Collaboration, Communication, and Initiative. This position serves as the Chief Technology officer for Transmission.

**Project Cost Management Manager**

Responsible to provide leadership for support team employees in Project Management by coordinating efforts in a matrix organization for Projects Engineering, Construction Management and Project Management. This position provides administrative management for these employees by setting performance expectations, providing feedback in annual reviews, balancing work loads, managing the department budget and providing required schedules and reports to project and construction management that show progress and alignment with projected budget. Cost Coordinator.

**Cost Coordinator**

Performs cost collection, verification, processing, and related duties as assigned for major projects. They will be responsible for making sure each contract release is set up in Project Management Module (PMM), collecting actual costs at the frequency established for the Project, validating actual cost to be invoiced, routing invoices for proper approval, ensuring payment of invoices by Accounts Payable, routing Extra Work Orders (EWO’s) for approval, and closing out contracts.
Managing Director – Transmission Operations

Responsible for the safe, reliable, cost-effective, and profitable operational management of AEP's transmission assets including: 1) directs and manages AEP's Transmission Operations organization in a manner to achieve corporate goals, 2) directs the development of policy, processes, procedures, and systems to aid in ensuring that AEP's transmission assets are operated in compliance with all applicable safety and reliability standards, contractual and tariff obligations, and all federal, state, and local regulations and laws, 3) directs the development and implementation of normal and emergency operating procedures to maintain interconnected system security and integrity, and 4) provides input, direction, and leadership on transmission operations matters for the transmission organization and others in AEP, and in pertinent forums outside AEP, and acts as primary AEP transmission operations interface with regional transmission organizations (RTOs), independent system operators (ISOs), reliability organizations, and customers.

Transmission Operations Support Analyst

These employees are responsible to the assigned supervisor to perform work activities and projects requiring technical knowledge in a safe, effective, efficient, and economic accomplishment of assigned objectives.

Coordinators

These employees are responsible to the assigned supervisor to perform work activities and projects requiring technical knowledge in a safe, effective, efficient and economic accomplishment of assigned objectives.

Director – Transmission Dispatching

Responsible for providing leadership, vision and executive oversight for the transmission dispatching organization to facilitate effective services between the energy delivery regions and transmission dispatching. Develop, implement and monitor strategies that achieve Transmission Operation organizational goals, objectives and long-range plans. Ensure the efficient and professional operation of the daily activities and administrative functions of all Transmission Dispatching Centers. Ensure that dispatching standards are consistent throughout the system with the goal to protect the integrity and reliability of the transmission network.

Transmission Dispatching Manager

Responsible for the safe, reliable and cost-effective coordination, dispatching and restoration of assigned transmission facilities and the overall moment-to-moment operation of a portion of the AEP transmission system including 1) managing the Transmission Dispatching group in support of Transmission Operations goals, 2) ensuring safe transmission dispatching practices in accordance with company standards, 3) managing the coordination of transmission facility outages internally and externally, 4) managing moment-to-moment operation and surveillance of the assigned portion of AEP’s transmission system, 5) managing restoration of facilities in a safe and reliable manner, 6) implementing normal and emergency procedures per plans, and 7) ensuring proper training of dispatching personnel.

Transmission Dispatching Supervisor

These employees are responsible for the safe and reliable operation, dispatching and restoration of facilities for a portion of the AEP transmission system.
**Transmission Dispatcher Principal**

These employees are responsible for reviewing and approving equipment removal for maintenance of lines and stations while maintaining adequate voltage levels; for coordination of activities with the various departments of the Company.

**Transmission Dispatcher Senior**

These employees are responsible for assisting and carrying out direction of switching operations on the transmission system, performing hourly load data input, and assisting others in the department in the performance of their duties.

**Transmission Dispatcher**

These employees are responsible for assisting and carrying out direction of switching operations on the transmission system, performing hourly load data input, and assisting others in the department in the performance of their duties.

**Transmission Dispatcher Associate**

Responsible for assisting and carrying out direction of switching operations on the transmission system, performing hourly load data input, and assisting others in the department in the performance of their duties.

**Engineers**

These employees are responsible for performing engineering work activities and projects requiring the application of engineering knowledge in a safe, effective, efficient and economic accomplishment of assigned objectives.

**Transmission Settlements Manager**

Responsible for: 1) coordinating the transmission accounting for the hourly MWH data including the complete accounting (scheduled and metered) of intra AEP energy flows and the energy flows between AEP and its interconnected control areas, 2) the accurate and timely preparation of transmission service billing/invoicing, 3) providing the necessary associated FERC reporting and various statistical reports which support departments throughout the AEP system and associated industry and regulatory agencies, and 4) the specification of transmission service related Customer Choice requirements.

**Supervisor – Transmission Settlements**

Supervises the staff responsible for providing energy accounting analysis, transmission settlements, energy settlements, and load research data.
**Energy Accounting Analysts**

These employees are responsible for providing expert counsel and support to transmission operations and settlements including providing information and documentation for operations engineering and support, developing and providing technical and settlements training, act as lead representative on operations and settlements audits, providing verification of all metering data for energy calculations, providing statistics and other information for regulatory and other reports, and providing other information and technical data support needs for Transmission Operations.

**Transmission Settlements Analyst**

These employees are responsible for assisting in the transmission accounting of hourly MWh data, and direction the billing/invoicing of third parties and the AEP merchant function directly from the Company’s Open-Access Same-Time Information System (OASIS).

**Energy Settlements Analysts**

These employees are responsible for the verification of energy schedules and generation with outside entities and inter-company departments, processing interconnection billing, and reporting timely and accurate information concerning all aspects of AEP wholesale business.

**Load Research Data Analysts**

These employees are responsible for the retrieval, processing, and validation, of billing and load research data used to calculate system load and are required to interact with appropriate personnel to resolve suspected metering or telecommunications problems, and review, investigate and resolve billing data discrepancies.

**Meter Operations Supervisor**

Responsible for ensuring the effective installation, maintenance, and testing of Transmission measurements, equipment and instruments. Provide field support and meter project oversight for all Transmission meter projects. Coordinate with Transmission Engineering the development of implementation strategies, training and technical support associated with transmission measurements, including revenue, non-revenue, inter-company, intra-company, state line, and statistical metering within AEP stations, and related interfaces to internal and external facilities connected to the AEP transmission system.

**TOps Training & Development Manager**

Responsible for managing the development and delivery of technical skills training in support of control area and dispatching activities and in support of operations engineering practices; for ensuring the training program meets Transmission Operations goals for system reliability and is in compliance with all NERC, regional and regulatory requirements; for coordinating with Transmission Operations management in the determination of present and forecasted training needs; for ensuring the training program maintains NERC Continuing Education Provider status; for ensuring the review of switching performance to detect and mitigate root causes of switching errors; and for providing system analysis and review of the dispatching function as it pertains to switching and tagging issues.
**TOps Training & Development Supervisor**

Supervise and direct trainers in accordance to the systematic approach to training. Supervise the personal development of TOps trainers by providing internal/external training to enhance trainer’s skills and knowledge. Oversee the coordination and scheduling of training opportunities with transmission dispatchers and transmission system operators. Represent Transmission Operations (TOps) in meetings with AEP personnel and other utilities. Advise and assist in maintaining accurate training records. Participate in AEP internal and NERC compliance activities (audits, meetings, workshops, etc.). Assist in providing information, documentation and procedures for real-time operations, operations engineering and support functions.

**Training Specialists**

These employees are responsible for the development, implementation and presentation of technical skills training for the transmission business unit to provide personnel with the skills and knowledge required to perform job responsibilities and to prepare for advancement opportunities.

**Technical Training Specialist**

Responsible for developing and designing training materials with an emphasis on e-learning. Write, revise, research and update policies, standards and procedures in coordination with Region subject matter experts. Present material in multiple formats to maximize the learning of the participants.

**Transmission Training Coordinators**

These employees are responsible for coordinating the development, implementation and presentation of technical skills training for the transmission business unit to provide personnel with the skills and knowledge required to perform job responsibilities and to prepare for advancement opportunities.

**Operations Engineering Manager**

Responsible for providing cost effective and proper engineering and engineering support services for the Transmission Operations organization; for managing the activities of the Operations Engineering group in support of Transmission Operations goals; for managing and coordinating transmission reliability functions for the AEP transmission network in PJM and SPP; for managing the development of operational standards, system studies, normal and emergency operating plans and procedures, and documentation in support of dispatching to aid in ensuring safe, reliable and cost effective operation of the AEP transmission system; for ensuring the annual update, revision and improvement of the AEP Transmission Emergency Operating Plan and ensuring said Plan conforms to the latest NERC requirements; for managing the development, review, revision and issuance of equipment settings, reclosing practices, equipment naming conventions, equipment capabilities, alarming strategies, and voltage settings; for ensuring the training and development of the Operations Engineering staff; for providing operational input to the transmission asset management process; and for providing engineering guidance on reliability and regulatory compliance matters.

**Graphics Technicians**

These employees are responsible for performing, under general supervision, drafting and computer graphics duties to prepare and maintain maps, sketches, diagrams and other engineering drawings.
Transmission Operations Reliability Manager

Responsible for the efficient and reliable operation and coordination of the AEP SPP Control Area zone and transmission system; for the efficient and reliable operation and coordination of the resulting PJM assigned Local Control Center activities of the AEP eastern transmission system; for the coordination and scheduling of the activities and personnel of the Operations Reliability group; for ensuring compliance with all NERC Reliability Standards; for ensuring compliance to all operating provisions of RFC Standards; for ensuring compliance to all operating provisions of SPP criteria; and for ensuring proper oversight and non-discriminatory execution of transmission service schedules with transmission customers and other control areas.

Transmission Real-Time Operations Supervisor

These employees supervise the day-to-day activities of the Operations Reliability group, which is responsible for the efficient and reliable operation and coordination of the AEP transmission system in PJM and SPP.

System Control Center Operations Specialist

Responsible for working with TOPS Support on integrating projects such as State Estimator upgrades/enhancements or any other new tools / processes into the control room. Develop and conduct training for Operators on these enhancements or new tools and processes. Identify, track and assist in solving issues related to the reliability / visualization tools (Alstom, E-TerraVision, PI, etc.). Develop as needed, new visualization displays to keep Real Time Operations situational awareness current and train the Operators on these new displays and processes. Assist in ensuring that NERC Reliability Standards are followed and that the Operators are kept abreast of changes in the industry relative to NERC Standards or RTO Policies / Guidelines. Ensure current Real Time Operations policies and procedures are aligned with NERC Reliability Standards, RTO Policies / Guidelines. Support Real Time Operations compliance requirements by maintaining compliance records.

System Control Center Operations Coordinator

These employees are responsible for carrying out the safe, efficient and continuous operation of the transmission system; for arranging and approving switching operations and removal of equipment for maintenance of transmission lines and transformers.

System Control Center Operations Associate

Working under the direction and authority of a System Control Center System Operator I,II or III, assist, with limited instruction, in overseeing the safe, efficient and reliable operation and coordination of the AEP transmission system in RFC and/or SPP; for assisting with the coordination and arrangement of congestion relief on actual or contingent overloaded transmission facilities; for assisting with the coordination with the applicable RTO the arrangement and approval of switching operations and removal of equipment for maintenance of transmission lines and stations; for maintaining acceptable EHV and 138 kV voltage levels; and for the proper notification regarding outages and system disturbances to management, DOE, NERC, and FERC as required. Must work under the responsibility and authority of a NERC Certified System Operator and must comply with all NERC Reliability Standards, specifically those regarding Transmission Operator and Balancing Authority operation, in order to help assist with ensuring the stable and reliable operation of the bulk electric system. This position does not take any independent real-time actions.
**Director – Transmission EMS/SCADA Applications**

Responsible for organizing and managing all activities related to ensuring the efficient and reliable operation, coordination and expansion of AEP’s transmission Energy Management System (EMS), regional Supervisory Control and Data Acquisition (SCADA) systems, and transmission scheduling and accounting systems including the interfacing of these systems within PJM, SPP and ERCOT; for ensuring adherence to NERC CIP and related standards pertaining to these systems; for ensuring the development and delivery of training in support of SCADA related activities and in support of transmission operations; for ensuring operational input into the transmission asset management process; for ensuring engineering guidance on reliability and regulatory compliance matters; for ensuring Transmission Operations compliance with all Regional Reliability Council and RTO SCADA related requirements.

**Transmission NERC CIP Compliance Manager**

Manages the staff and processes supporting Transmission’s NERC CIP compliance. This position has responsibility for implementing, supporting, and enhancing the NERC CIP compliance processes and procedures primarily for Transmission Operations, but additionally for the Transmission organization as a whole where deemed appropriate. Also, requires a focus on detailed process documentation, stringent controls, and a keen understanding of the necessity and significance of all NERC CIP compliance activities. Additionally, must be able to quickly adapt to changing requirements, the technical/procedural significance of changing requirements, the associate effort to remain compliance, and the ability to effectively plan and organize the work of the technical staff associated with this compliance.

**NERC Compliance Specialist**

These employees are responsible for ensuring compliance with NERC (or ERO), RRO and state commission standards, participating in the standards development process, and ensuring appropriate systems are in place to track and monitor existing and newly developed standards.

**Cyber Security & Application Integrity Manager**

Manages the staff supporting: the Transmission Operations NERC CIP Compliance program, the monitoring of systems associated with AEP’s critical infrastructure and associated Critical Cyber Assets, and the applications, systems, and functions associated with NERC CIP compliance and other AEP EMS systems. This position has responsibility for implementing, supporting, and enhancing these systems, including application software and hardware, such that the needs of the users are met. The work being managed is of a highly technical and sensitive nature. Also, requires a focus on detailed documentation and controls, and a keen understanding of the necessity and significance of all reliability activities, including compliance. Additionally, this position must be able to quickly adapt software and systems to changing requirements, understand the technical/procedural significance of changing requirements, and the ability to effectively plan and organize the work of the technical staff associated with this effort.

**Transmission Operations Advanced Applications Manager**

Manages the staff supporting the AEP Energy Management System (EMS) and its associated functions. This position has responsibility for implementing, supporting, and enhancing the transmission operations systems, including application software and hardware, such that the needs of the users are met.
Transmission Operations SCADA Manager

Manages the staff and provides technical direction to a team supporting Supervisory Control and Data Acquisition (SCADA) systems at multiple regional transmission operations centers. These systems collect and process real-time operating data from transmission and generation facilities, which is then used for operational analysis and control.

EMS/SCADA Analysts

These employees are responsible for performing a wide variety of technical work requiring technical skills in EMS, networking, and custom applications to be able to develop, support and maintain real time applications.

Technicians

These employees are responsible for performing a wide variety of technical work requiring technical skills associated with the planning, engineering, design, testing, construction, maintenance and operation of facilities.

Transmission Operations SCADA Supervisor

These employees supervise the staff responsible for the hardware and software systems required for supporting the AEP East and West Control Areas and the associated functions.

Transmission Operations EMS Applications Manager

Manages the staff supporting the AEP energy Management System (EMS) and its associated functions. This position has responsibility for implementing, supporting, and enhancing the transmission operations systems, including application software and hardware, such that the needs of the users are met.

Transmission Operations EMS Applications Supervisor

Supervises the staff responsible for the hardware and software systems required to support the AEP Energy Management System (EMS) and its associated functions. This position has responsibility for implementing, supporting, and enhancing the transmission operations systems, including application software and hardware, such that the needs of users are met.

System Software Consultant

Exhibits abstract thinking and a broad understanding of business, processes, best practices, performance and technology. Recognized as a subject matter expert throughout the company. Participates in and/or provides guidance and direction for complex, large-scale assignments spanning multiple functional areas with high corporate impact. Provides guidance for the preparation of estimates, evaluations, and recommendations. Responsible for the review, evaluation, and recommendation of emerging technologies and best practices. Demonstrates expert level problem solving, decision-making, and functional area knowledge. Mentors and provides direction to team members.
Transmission QA& QC Manager

Provides the leadership and is responsible for the development and implementation of systems and procedures related to the analyses of reported operating company load data as issued by Transmission Settlements. The manager is responsible for various projects and process improvement activities across internal organizations related to the jurisdictional metering and jurisdictional metering data. The manager is also responsible for creating and implementing training programs for Transmission employees involved in the jurisdictional metering and associated data, that require familiarization with data analysis and error identification skills and methodologies.

Transmission QC & QA Analysts

This employee is responsible for analyses of the accuracy of reported jurisdictional load data and is responsible for projects and process improvement activities across organizations associated with jurisdictional metering data.

Transmission Tech Delivery Manager

Coordinates the identification, development, engineering and implementation of new and advanced technologies to enhance transmission lines and substations, and to improve current designs and support development of a more robust interstate transmission grid. Additional responsibilities include developing strategies for applying energy-saving technologies and operational improvements; developing new internal standards of operation for the utility business; and coordinating related activities with vendor alliance partners and internal company personnel.

Transmission Tech Program Manager / Principal Engineer

This position is responsible to coordinate and lead the ongoing identification, development, and implementation of transmission technology strategy in support of transmission business strategy. Support growing the transmission business and improving system operational performance through selective application of technology. Coordinate the development of technologies that enhance transmission lines, substations, and other system assets in order to improve current designs and support development of a more robust interstate transmission grid. Develop strategies for applying energy saving technologies and operational improvements, and develop new internal standards of operation for the utility business. Coordinate related activities with vendor alliance partners and internal company personnel. Manage Transmission Technology programs with external collaborative R&D and academic organizations.

System Performance Analysis Manager

Responsible for organizing, managing and directing activities related to advanced technical/analytical studies in support of planning, engineering, design and operation of the AEP transmission system. Additional responsibilities include to identifying and driving needed improvements in infrastructure and processes.

Transmission Performance Management Manager

Responsible for providing leadership in reporting the performance of the Transmission Business Unit. Provide both routine and detailed performance reporting, and performance analysis and insight to identify potential and necessary improvements in financial, risk management and operational strategies. Serve as the architect of the performance measures and analysis driving reliability, sustainability, productivity and customer satisfaction. Develop, analyze and report on key performance indicators that provide input to strategic business decisions and meet executive reporting requirements.
Managing Director – Project Services

Responsible for directing the project management functions for the AEP Transmission system. Responsibilities include direct accountability for completion of transmission projects within the service territory and outside the AEP footprint including cost control, scheduling, labor contracting, material/equipment acquisition and right-of-way acquisition. Additional responsibilities include working with Joint Venture partners and other third parties to develop and deliver similar EHV transmission projects and lower voltage projects as required.

Contract Analyst

Responsible for negotiating and writing contracts for services with outside vendors working in conjunction with ETT projects. Develops negotiating strategy including; developing cost of ownership models, develop multiple price models, cost containment models and pricing caps and indices. Works with Legal counsel to review, authorize, amend and execute contracts. Monitors terms of the contracts after they have been established. Identifies and recommends changes to management.