# JOB DESCRIPTION
## Cross Texas Transmission, LLC

**Position Title:**  EMS Analyst **Date:** January, 2019

**Reports To:**  EMS Supervisor **Location:** Austin, TX

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Cross Texas Transmission, LLC ("CTT") is a transmission-only electric utility in the ERCOT region of Texas, regulated by the Public Utility Commission of Texas.  CTT owns and operates 345kV transmission assets in the Panhandle and Brazos Valley regions of Texas.  CTT's facilities include a field operations complex in Amarillo and critical control centers located in Austin.  The Austin location also serves as CTT's corporate headquarters for legal, IT/OT, planning, accounting and regulatory compliance.  This position is located in the Austin office.  CTT also plans to support the company's affiliate transmission entities in other regions such as PJM, MISO, CAISO and NYISO.  The company currently has assets under construction in Nevada, Indiana, and Delaware.

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This position will function as an EMS Analyst working with the EMS (Energy Management System) and its associated systems reporting to the EMS Supervisor. This individual will be responsible for effective provisioning, troubleshooting, operation and maintenance of EMS software and its respective interfaces. The EMS Analyst will ensure that EMS provides CTT's System Operators with all information required to safely operate the CTT & affiliate Transmission Systems while maintaining the highest level of reliable service.  The EMS Analyst will perform all tasks in a manner compliant with CTT's and company affiliate's NERC CIP cyber security policy and procedures. This individual shall support regulatory compliance by monitoring systems and collecting required information and evidence to fulfill the company's compliance obligations. The EMS Analyst will also serve as a key technical resource on any future EMS projects. This position will operate in a cross functional capacity working closely with CTT system operators, substation maintenance personnel, the EMS vendor, ERCOT (Electric Reliability Council of Texas) and PJM representatives, and other staff including engineers, technicians and information technology resources.  This role will be subject to periodic on-call assignments which are scheduled and compensated according to CTT policy.

## ESSENTIAL JOB FUNCTIONS

- Modify EMS databases and displays as required
- Troubleshoot and fix EMS software issues for the various applications including EpiLog, SOM Planner and Chronus
- Provide scheduled on-call support outside of normal working hours
- Maintain OSI system interfaces to include DNP, Modbus, ICCP, weather apps and others
- Evaluate, test and install software updates recommended by the EMS vendor to include application and operating system patches
- Investigate and answer Transmission System Operator questions concerning EMS operations, functions or alarms

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- Provide training and how-to documentation as needed on EMS features, applications and alarms
- Develop and maintain maintenance and configuration procedures, schedules and related evidentiary documentation
- Develop and maintain EMS and SCADA system standards
- Research, recommend and implement innovative solutions and practical automated approaches for Operator tasks
- Integrate new interfaces efficiently and securely into the EMS
- Perform daily system monitoring, verifying the integrity and availability of hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled operations
- Verify that system backups are executed properly
- Assist with testing and implementing operating system patches to EMS servers and workstations
- Manage and regulate user accounts on the EMS
- Routinely test EMS failover capability by planning, preparing and implementing periodic failovers to plan for and prevent any information loss during such events
- As required, provide log, alarm and historical data to Operations and field maintenance personnel from the EMS and the EMS historian
- Develop and deploy EMS calculations as required
- Provide project support for EMS upgrades and software additions including specification and proposal reviews, vendor negotiations and system testing
- Work with the IT/OT/EMS team to develop and implement a change management process for software maintenance including OS patches and upgrades and upgrades for administrative tools and other utilities
- Perform periodic performance reporting to support capacity planning
- Attend NERC, Texas RE, PJM, Reliability First and ERCOT meetings and workshops to keep current with changes in NERC CIP standards and requirements
- Assist technical staff with developing and maintaining RSAWs as required by the CIP compliance program
- Store and maintain appropriate documentation to ensure compliance with CIP standards
- Assist with all regulatory reporting for ERCOT, Texas RE, NERC, Reliability First, PJM and FERC
- Provide administrative support with logistics and deliverables of internal and external audits as needed

## REQUIRED EDUCATION, EXPERIENCE AND SKILLS

### Interpersonal Skills

Must be self-motivated, disciplined and possess effective skills necessary for the job as described. Required skills include good communication, organization, critical thinking and a strong knowledge of modern software applications and document management strategies. Knowledge and understanding of electric utility business principles, compliance programs and operations is a plus.

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**Job Knowledge, Skills and Experience**

- Bachelor Degree with a technical major, such as computer science or engineering or equivalent experience
- Four to six years' experience maintaining an OSI Monarch EMS
- Microsoft Server/Workstation SysAdmin experience
- Experience with OSI Chronus and WebPlatform applications a plus
- Windows/Linux scripting knowledge is a plus
- Experience supporting CIP compliance in the electric utility business is a plus