



Control Number: 28840



Item Number: 245

Addendum StartPage: 0

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APPLICATION OF AEP TEXAS
CENTRAL COMPANY FOR AUTHORITY
TO CHANGE RATES

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PUBLIC UTILITY COMMISSION
BEFORE THE STATE OFFICE
OF
ADMINISTRATIVE HEARINGS

AEP TEXAS CENTRAL COMPANY'S RESPONSE TO
CITIES 29TH REQUEST FOR INFORMATION

JANUARY 26, 2004

TABLE OF CONTENTS

<u>SECTION</u>	<u>FILE NAME</u>	<u>PAGE</u>
RESPONSE NO. 1	29CIT01.doc	3
ATTACHMENT TO RESPONSE NO. 1	29CIT1attach.pdf	4-43
RESPONSE NO. 2	29CIT02.doc	44
RESPONSE NO. 3	29CIT03.doc	45
RESPONSE NO. 4	29CIT04.doc	46
RESPONSE NO. 5	29CIT05.doc	47
RESPONSE NO. 6	29CIT06.doc	48-49
ATTACHMENT TO RESPONSE NO. 6	29CIT6attach.xls	50
RESPONSE NO. 7	29CIT07.doc	51-52
RESPONSE NO. 8	29CIT08.doc	53
ATTACHMENT 1 TO RESPONSE NO. 8	29CIT8attach1.xls	54-58
ATTACHMENT 2 TO RESPONSE NO. 8	29CIT8attach2.doc	59
ATTACHMENT 3 TO RESPONSE NO. 8	29CIT8attach3.doc	60
RESPONSE NO. 9	29CIT09.doc	61-62
ATTACHMENT 1 TO RESPONSE NO. 9	29CIT9attach1.doc	63-65
RESPONSE NO. 10	29CIT10.doc	66
RESPONSE NO. 11	29CIT11.doc	67
ATTACHMENT TO RESPONSE NO. 11	29CIT11attach.xls	68

TABLE OF CONTENTS
CONT.

<u>SECTION</u>	<u>FILE NAME</u>	<u>PAGE</u>
RESPONSE NO. 12	29CIT12.doc	69-70
RESPONSE NO. 13	29CIT13.doc	71-72
ATTACHMENT 1 TO RESPONSE NO. 13	29CIT13attach1.doc	73-76
ATTACHMENT 2 TO RESPONSE NO. 13	29CIT13attach2.doc	77-80
ATTACHMENT 3 TO RESPONSE NO. 13	29CIT13attach3.pdf	81-96
ATTACHMENT 4 TO RESPONSE NO. 13	29CIT13attach4.doc	97
ATTACHMENT 5 TO RESPONSE NO. 13	29CIT13attach5.doc	98-102
RESPONSE NO. 14	29CIT14.doc	103

**SOAH DOCKET NO. 473-04-1033
PUC DOCKET NO. 28840**

APPLICATION OF AEP TEXAS	§ § § § § §	BEFORE THE STATE OFFICE
CENTRAL COMPANY FOR AUTHORITY		OF
TO CHANGE RATES		ADMINISTRATIVE HEARINGS

**AEP TEXAS CENTRAL COMPANY'S RESPONSE TO
CITIES' TWENTY-NINTH REQUEST FOR INFORMATION**

Question No. 1:

References Schedule IV-J2, Discretionary Service Fees, page 27:

- a. Please provide a job description of reach listed job title
- b. For each job title, provide the total hours/year assumed as working hours and provide the assumed number of hours working under Discretionary Service Fees and all other tasks.
- c. Fully enumerate and describe all other tasks in (b) and provide the assumed number of hours working under each other tasks.
- d. Provide all supporting calculations for the derivation of the TIBF loading percentage.
- e. For these calculations in (d) provide a description of each of the named TIBF items and include a complete description of the Other category. Provide all supporting documents for the inclusion of each of these as overhead items.
- f. Provide all supporting documents that the overhead items named in (e) are incurred on a per hour basis.

Response No. 1:

- a. See Attachment 1.
- b. The requested data is not tracked for the job positions listed in Schedule IV-J-2, Discretionary Service Fees.
- c. See response to part b of this question.
- d. Attachment 2 is voluminous and is available for review at the Austin Office of American Electric Power Company (AEP), 400 West 15th Street, Suite 610, Austin, Texas, 78701, (512) 481-4562, during normal business hours.
- e. Please refer to the information provided in response to part (d) above. Components of "Other" are referenced in Schedule H of the attachment.
- f. There are no supporting documents available. The overheads are "labor overheads" and because labor is measured on a per hour basis, the overhead rates are applied on a per hour basis.

Prepared By: Mary E. Williamson
Donald R. Carey

Title: Regulatory Consultant II
Accounting Consultant

Sponsored By: Randall W. Hamlett
Don Moncrief

Title: Manager, Regulatory Accounting
Services
Dir Reg. Pricing & Analysis



Position Description

Effective Date: 06/01/2001

Title: Customer Solutions Assoc

Business Unit: ENERGY DELIVERY

Location: Varies

Department: CUSTOMER OPERATIONS

Position Summary: Perform, under direct supervision, various duties that are the result of customer inquiries. Assist higher classification personnel with clerical assignments.

Principal Accountabilities:

1. Process customer requests for service; answer customer inquiries and resolve customer complaints.
2. Communicate effectively with the customer, and promote a favorable Company image.
3. Interpret, explain and administer credit policies.
4. Promote and explain a variety of Company offered programs.
5. Calculate and explain electric bills and compile adjustments.
6. Update and maintain customer account records.
7. Initiate routine correspondence in response to written or telephone inquiries.
8. Assist in collection efforts by offering and establishing payment arrangements and/or options, or directing customers to assistance agencies.
9. Direct calls to other AEP business units/employees, as required.
10. Initiate investigation orders, as necessary.
11. Process outage, emergency and hazard calls, and communicate information to the responsible AEP business unit.
12. Verify and update customer account information such as name, address, mail-to information, phone number(s) and demographics.
13. Operate various PC based systems relative to Customer Operations.
14. Promote and support the Company's Accident Prevention and Safety and Health programs.
15. Demonstrate the highest standards of ethical behavior and support the Company's Corporate Compliance Policy.
16. Assume other duties and responsibilities as assigned.

Minimum Requirements: High school education or equivalent education and/or work experience. Minimum of 1-2 years of work experience that involves dealing directly with external customers. Must have the ability to operate job related machines such as computers, calculators and teletest equipment. Must have the ability to read, write and understand business English and grammar. Must have the ability to perform required arithmetic calculations. Must have the ability to deal with customers in an intelligent, tactful and courteous manner.

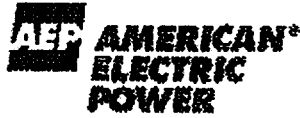
Must acquire within such time frame as determined by the Company, the qualifications necessary to perform the duties of the Senior Customer Solutions Associate or vacate the current job classification.

Must pass examinations as required by the Company.

Must be available to work overtime, call-out overtime and shift work, as required.

Must possess basic knowledge of electrical terms and the service delivery process.

Responsibilities and activities can have a significant impact on external customers' perception of the Company's service.



Effective Date: 06/01/1997

Title: Sr Customer Services Rep
Location: Varies

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Perform, under general supervision, various clerical duties within the assigned function or area of responsibility that require independent analysis, moderately extensive judgement, and detailed knowledge of departmental procedures. Perform such functions as cashiering, meter reading review, bill adjustment calculations, credit related activities, processing requests for customer service, resolving customer complaints, and answering customer inquiries. Has a high degree of direct contact with customers/public, as well as with employees in other sections.

Principal Accountabilities:

1. Assist in the instruction and training of employees in the work performed by customer services personnel in lower classification.
2. Accept payment of bills and compile applicable reports and records.
3. Answer customer inquiries.
4. Process customer requests for service.
5. Resolve customer complaints.
6. Collect delinquent accounts.
7. Review meter readings and prepare related records.
8. Calculate electric bills and compile adjustments.
9. Promote our marketing program.
10. Maintain our petty cash, merchandise, security deposit, and other account receivable (OAR) records.
11. Have sufficient communication skills to interact effectively with the customer.
12. Initiate routine correspondence relative to written or telephone inquiries.
13. Operate CRT, typewriter, calculator, electronic cash register, and other office machines relative to our operation.
14. Compile and maintain various reports, records and files in accordance with our standard procedures.
15. Operate a Company vehicle and have a valid driver's license.
16. Perform all duties and work with other employees in a safe manner, and in compliance with all appropriate Company safety policies and rules.
17. Comply with all aspects of the AEP System Corporate Code of Conduct.
18. Perform other duties as required by proper authority.

Minimum Requirements: High school education or equivalent education and/or work experience. Must pass an examination as required by the Company. Have the ability to operate job related machines such as computers, calculators, reproduction equipment. Have the ability to read, write and understand business English and grammar. Have the ability to perform required arithmetic calculations. Ability to deal with customers in an intelligent, tactful and courteous manner. Minimum of 5 years related experience.

SOAH DOCKET NO. 473-04-1033
PUC Docket No. 28840
CITIES 29TH, Q. # 1
ATTACHMENT 1
Page 4 of 40

Effective Date: 06/01/2001

Title: Lead Customer Solutions Assoc
Location: Varies

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Perform, under general supervision, highly responsible and complex duties that require independent analysis, extensive judgment and detailed knowledge of department policy and procedures. Perform such functions as: account review, billing inquiries and adjustments, credit related activities, processing requests for customer service, resolving customer complaints, answering customer inquiries, and processing outage calls. Has a high degree of direct contact with customers, as well as with employees in other sections.

Principal Accountabilities:

1. Answer customer inquiries and resolve customer complaints. Initiate correspondence in response to written or telephone inquiries.
2. Communicate effectively with the customer, and promote a favorable Company image.
3. Possess a thorough knowledge of time keeping practices and procedures.
4. Be familiar with and utilize daily statistics reports.
5. Review reports, data and information supplied by other personnel. Verify accuracy and adherence to standard procedures and policies.
6. Operate various PC based systems which support Customer Operations.
7. Assist with outage management, and communicate with region personnel.
8. Assist in the instruction and training of employees.
9. Update and maintain employee records.
10. As requested, act as senior ranking employee in the absence of the immediate supervisor.
11. Promote and support the Company's Accident Prevention and Safety and Health programs.
12. Demonstrate the highest standards of ethical behavior and support the Company's Corporate Compliance Policy.
13. Assume other duties and responsibilities as assigned.

Minimum Requirements: The experience necessary for this position should normally include progression through the classification of Customer Solutions Associate and Senior Customer Solutions Associate. Must have the ability to resolve detail oriented and complex account inquiries. Must have knowledge of other departments and their basic responsibilities. Must possess a clear understanding of jurisdictional rules and regulations. Must possess a thorough knowledge of various revenue class tariffs.

Must be available to work overtime, call-out overtime and shift work, as required.

Responsibilities and activities can have a significant impact on external customers' perception of the Company's service.

SOAH DOCKET NO. 473-04-1033

PUC Docket No. 28840

CITIES 29TH, Q. # 1

ATTACHMENT 1

Page 6 of 40

**AMERICAN ELECTRIC POWER ADMINISTRATIVE ASSOCIATE
POSITION DESCRIPTION MATRIX**

LEVELS	MAJOR RESPONSIBILITIES	COMMUNICATION & INTERPERSONAL SKILLS	CUSTOMER FOCUS	PROBLEM SOLVING & INITIATIVE
Administrative Associate III (Salary Grade 02 A)	<p>Under immediate supervision:</p> <ul style="list-style-type: none"> Perform basic, routine administrative duties, following well defined, standard procedures Assist with document processing Assist in compiling special reports and request information from other areas Assist in filing and retrieval of information in both hardcopy and electronic formats Answer telephone, take messages, communicate via electronic mail (Lotus Notes) as necessary Receive and distribute incoming and outgoing mail Use keyboard (computer/typewriter) to enter data, perform calculations and/or retrieve information Operate a wide variety of electronic and mechanical office equipment 	<ul style="list-style-type: none"> Listens to and understands written and verbal instructions Communicates effectively with co-workers and other employees and/or customers outside work area Answers phone calls clearly and with a friendly, helpful tone Records messages accurately with appropriate information Works effectively and productively with others Actively helps others with assignments as necessary to maintain department productivity 	<ul style="list-style-type: none"> Answers customer's questions but knows when appropriate to refer questions or issues to others Actively learns the function of the department and each employee's responsibility to assist customers more effectively Exhibits concern and sensitivity to others 	<ul style="list-style-type: none"> Applies basic education and training in job responsibilities and assignments Asks questions when unsure of how to handle an assignment and demonstrates ability and initiative to handle assignments beyond the basic, routine level
Administrative Associate II (Salary Grade 04 A)	<p>Under moderate supervision:</p> <ul style="list-style-type: none"> Perform routine and non-routine administrative duties following generally defined procedures Process document, assure completeness, accuracy and compliance with company policy Obtain, assemble and organize routine data for use by supervisor and others Compose and prepare correspondence and reports; proofread and edit letters, memorandums and reports for correct spelling, grammar and punctuation Arrange meetings and schedule travel arrangements Assist in answering and responding to inquiries or questions, screen visitors and furnish information about routine matters as required to both internal and/or external customers 	<ul style="list-style-type: none"> Communicates and presents ideas and concepts in an understandable manner to co-workers, customers and department management Maintains effective working relations with co-workers, customers and management Maintains relationships with those outside immediate department who have advanced knowledge in various areas of administrative and technical work Contributes to team achievements through active participation and contributions in reaching assigned goals Works effectively on group assignments Willingly assists others in achieving their project deadlines 	<ul style="list-style-type: none"> Provides increased customer service by utilizing administrative efficiencies and learning new techniques, software, packages, technology and a more in-depth knowledge of the department Provides customers with requested information in agreed time frame Maintains ongoing contact with customers, answering questions or discussing issues clearly and concisely 	<ul style="list-style-type: none"> Resolves issues and problems within department guidelines and practices Uses appropriate judgment in setting up work projects according to department practice Actively makes recommendations for process improvement

Note: Attributes noted in each column are cumulative

**AMERICAN ELECTRIC POWER ADMINISTRATIVE ASSOCIATE
POSITION DESCRIPTION MATRIX**

LEVELS	MAJOR RESPONSIBILITIES	COMMUNICATION & INTERPERSONAL SKILLS	CUSTOMER FOCUS	PROBLEM SOLVING & INITIATIVE
Administrative Associate I (Salary Grade 06 A)	<p>Under moderate to limited supervision:</p> <ul style="list-style-type: none"> • Compose, prepare, review and/or process documents which require some independent analysis, exercising moderate judgment and good working knowledge of company and/or department work procedures • Obtain, assemble and organize data for use by supervisor or others • Establish and maintain filing and record keeping systems • Answer customer or public inquiries and follow up on routine inquiries as required • Maintain confidentiality of company matters and data as required 	<ul style="list-style-type: none"> • Effectively and clearly communicates instructions, ideas and department procedures and policies to customers, employees and managers in person, by telephone or by written or electronic means • Works effectively as a team member within department and, due to knowledge and expertise, participates on inter-department teams as requested 	<ul style="list-style-type: none"> • Anticipates needs of customers, management, and department, providing recommendations for procedure revisions and efficiencies that improve customer service 	<ul style="list-style-type: none"> • Uses independent judgment, initiative and knowledge of department and company needs and goals in accomplishing work assignments • Reviews, initiates and recommends corrective actions or improvements to administrative practices • Informally recruits others inside and outside of department who are knowledgeable to assist in resolving administrative, clerical and technical issues
Administrative Associate (Salary Grade 08 A)	<p>Under limited supervision:</p> <ul style="list-style-type: none"> • Perform the more difficult and responsible administrative support activities, often for more than one person, requiring a significant amount of confidentiality, maturity, discretion, personal tact, judgment and initiative • Collect data, compile and compose reports, correspondence, presentations, forms and letters using independent judgment and initiative • Perform moderately complex calculations • Review reports, data and information supplied by other personnel, check for accuracy and adherence to standard procedures and policies • Review and verify in detail, the work of lower classified administrative personnel • Take and transcribe shorthand and/or machine dictation (limited to positions that are primarily "secretarial" in nature) 	<ul style="list-style-type: none"> • Drafts more complex memos, letters and reports for circulation within and outside the organization where accuracy is of utmost concern • Effectively communicates to management and customers policies, procedures and decisions in a positive manner • Influences other administrative employees to work together and accomplish established goals 	<ul style="list-style-type: none"> • Continually develops knowledge and skills of new technology to increase administrative efficiencies and productivity and improve service to customers 	<ul style="list-style-type: none"> • Exhibits appropriate decision making skills in applying knowledge of policy and practice to unique situations • Demonstrates creativity and innovation in the resolution of problems • Demonstrates appropriate decision making while under pressure and tight time frames

Note: Attributes noted in each column are cumulative

**AMERICAN ELECTRIC POWER ADMINISTRATIVE ASSOCIATE
POSITION DESCRIPTION MATRIX**

LEVELS	MAJOR RESPONSIBILITIES	COMMUNICATION & INTERPERSONAL SKILLS	CUSTOMER FOCUS	PROBLEM SOLVING & INITIATIVE
Sr. Administrative Associate (Approval Required; Reports to Managers/Directors in salary grade 30 and above) (Salary Grade 09 A)	<p>Under limited supervision:</p> <ul style="list-style-type: none"> Perform the most difficult and responsible administrative support activities for Directors and other high level Managers, often for more than one person, requiring a significant amount of confidentiality, maturity, discretion, personal tact, judgment and initiative Assist supervisor in the preparation and completion of reports, presentations and administrative details and activities Perform complex calculations Review reports, data and information supplied by other personnel, check for accuracy and adherence to standard procedures and policies Review and verify in detail, the work of lower classified administrative personnel Take and transcribe shorthand and/or machine dictation (limited to positions that are primarily "secretarial" in nature) 	<ul style="list-style-type: none"> Due to the level of management this position supports, all communications must be of the highest level of accuracy and professionalism, ensuring that a strict level of confidentiality is consistently maintained in order that all records and documents related to company operations are not compromised Gives a highly polished, professional impression in all contacts Is an excellent team player and leads lower classified employees by example 	<ul style="list-style-type: none"> Applies knowledge gained from years of experience to anticipate and proactively address customer needs Seeks alternative solutions to improve customer relations Leaves all levels of contacts with a favorable impression 	<ul style="list-style-type: none"> Resolves complex administrative problems independently Coordinates and finalizes complex administrative projects utilizing unique resources and applications Shows initiative in seeking out new methods to resolve problems Able to respond and adapt quickly and appropriately to new and varied situations

Note: Attributes noted in each column are cumulative

AMERICAN ELECTRIC POWER ADMINISTRATIVE ASSOCIATE POSITION DESCRIPTION MATRIX

LEVELS	QUALIFICATIONS
Administrative Associate III (Salary Grade 02 A)	<ul style="list-style-type: none"> 6-9 months of post-high school experience in learning and utilizing administrative office procedures, practices and equipment, i.e. business English, grammar, spelling, punctuation, letter writing, telephone technique Must possess the ability to organize data and processes and communicate effectively, both orally and in writing Must successfully complete the appropriate AEP System Placement Exercises
Administrative Associate II (Salary Grade 04 A)	<ul style="list-style-type: none"> The minimum experience necessary for this position should include a total of 18 months of related experience or the equivalent, normally obtained by progression through the classification of Administrative Associate III Displays good analytical and problem solving skills Demonstrated proficiency with computers and the use of office oriented software products Must successfully complete the appropriate AEP System Placement Exercises
Administrative Associate I (Salary Grade 06 A)	<ul style="list-style-type: none"> The minimum experience necessary for this position should include a total of 3 to 4 years of related experience or the equivalent, normally obtained by progression through the classification of Administrative Associate II Experiences should also include varied business situations or circumstances which tend to favorably develop the job incumbent in terms of confidentiality, maturity, discretion, personal tact, judgment and initiative Two years of formal post-high school training in the Secretarial Science field is highly desirable for incumbents whose major responsibilities will be predominately secretarial in nature Must successfully complete the appropriate AEP System Placement Exercises
Administrative Associate (Salary Grade 08 A)	<ul style="list-style-type: none"> The minimum experience necessary for this position should include a total of 6 years of related experience or the equivalent, normally obtained by progression through the classification of Administrative Associate I Experience should also include varied business situations or circumstances which tend to favorably develop the job incumbent in terms of confidentiality, maturity, discretion, personal tact, judgment and initiative Two years of formal post-high school training in the Secretarial Science field is highly desirable for incumbents whose major responsibilities will be predominately secretarial in nature Must successfully complete the appropriate AEP System Placement Exercises
Sr. Administrative Associate (Salary Grade 09 A)	<ul style="list-style-type: none"> The minimum experience necessary for this position should include a total of 8 years of related experience or the equivalent, normally obtained by progression through the classification of Administrative Associate Experience should also include varied business situations or circumstances which tend to favorably develop the job incumbent in terms of confidentiality, maturity, discretion, personal tact, judgment and initiative Two years of formal post-high school training in the Secretarial Science field is highly desirable for incumbents whose major responsibilities will be predominately secretarial in nature Must successfully complete the appropriate AEP System Placement Exercises

Note: Attributes noted in each column are cumulative



Position Description

Effective Date: 06/01/2000

Title: Billing Specialist I
Location: Varies

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Under minimal supervision, perform activities related to processing the bills for special contract accounts; operate special billing system/software; review exceptions and perform billing data validations and edits; prepare accurate and timely reports; assist with the development of special contracts and billing calculations.

Principal Accountabilities:

1. Operate special billing system/software to ensure accurate, on-time billing for special contract accounts.
2. Review exceptions and perform billing data validations and edits to enable manual or CIS bill calculation.
3. Prepare accurate and timely reports.
4. Develop special contracts and billing calculations.
5. Recommend the transition of special billing accounts from manual to automated, lower cost method.
6. Recommend operation improvements.

Minimum Requirements: A minimum of 5 years of billing related experience in work activities and projects; knowledge of tariffs and billing; experience on PC- based Windows software such as Microsoft Excel and Word, Lotus 1-2-3 and WordPro, etc.



Position Description

Effective Date: 06/01/2000

Title: Billing Specialist II
Location: Varies

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Under general supervision, assist with activities related to processing the bills for special contract accounts; operate special billing system/software; assist with the review exceptions and perform billing data validations and edits; prepare accurate and timely reports; assist with the development of special contracts and billing calculations.

Principal Accountabilities:

1. Operate special billing system/software to ensure accurate, on-time billing for special contract accounts.
2. Assist with the review exceptions and perform billing data validations and edits to enable manual or CIS bill calculation.
3. Prepare accurate and timely reports.
4. Assist with the development of special contracts and billing calculations.
5. Recommend the transition of special billing accounts from manual to automated, lower cost method.
6. Recommend operation improvements.

Minimum Requirements: A minimum of 2 years of billing related experience in work activities and projects; knowledge of tariffs and billing; experience on PC- based Windows software such as Microsoft Excel and Word, Lotus 1-2-3 and WordPro, etc.



Position Description

Effective Date: 06/01/2000

Title: Billing Specialist III
Location: Varies

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Under moderate supervision, assist with activities related to processing the bills for special contract accounts; assist with the operation of special billing system/software; identify billing problems and assist with problem resolution with appropriate personnel; assist with the review exceptions and perform billing data validations and edits; prepare accurate and timely reports.

Principal Accountabilities:

1. Assist with the operation of special billing system/software to ensure accurate and on-time billing for special contract billing accounts.
2. Assist with the review, validation and editing of billing exceptions to enable manual or CIS bill calculation.
3. Assist with the identification of data, equipment and communication problems and notify appropriate personnel for resolution.
4. Assist with the preparation of accurate and timely reports.
5. Recommend operational improvements.

Minimum Requirements: Billing related experience in work activities and projects preferred; knowledge of tariffs and billing; experience on PC- based Windows software such as Microsoft Excel and Word, Lotus 1-2-3 and WordPro, etc.

PERSONNEL REQUISITION POSITION DESCRIPTION

COMPANY NAME Central and South West Services		DATE 9/5/96	REQUISITION NO. (Completed by HR) <div style="text-align: right;">600240</div>
SECTION 1			
JOB TITLE(S) Pricing/Costing Analyst I, II, III, Senior, Consultant, Sr. Consultant		GRADE(S) 36/38/40/42/44/46	
DEPARTMENT Pricing Development	LOCATION Tulsa and OPCO's	DATE NEEDED	
REPORTS TO:			
SUPERVISOR'S NAME	JOB TITLE Manager, Pricing and Costing	POSITION NUMBER <div style="text-align: right;">40 50</div>	

REQUEST TO FILL POSITION NO. _____

- ☐ ADDITION (Attach position maintenance form that authorizes new position. HR will provide a completed form to you.)
- ☐ REPLACEMENT _____

EMPLOYEE REPLACED

POSITION TYPE:		PROJECTED EMPLOYMENT DATE		WORK SCHEDULE (Hours, shifts, etc.)	
(Check one) <input checked="" type="checkbox"/> REGULAR	(Check one) <input checked="" type="checkbox"/> FULL-TIME	BEGIN	END (for temporary)		
<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> PART-TIME (less than 40 hrs/wk)	ELIGIBLE FOR RELOCATION?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
POSITION POSTING REQUIREMENTS: <input type="checkbox"/> COMPANY-WIDE <input type="checkbox"/> CSW SYSTEM <input type="checkbox"/> EXTERNAL <input type="checkbox"/> DO NOT POST (Explain) _____					

SECTION 2

POSITION SUMMARY: Describe the overall purpose of this position. Include dimensions (e.g., number of customers, amount of revenue, budgets or payroll information) and scope of the position (broad or in-depth areas of responsibility).

Provide support for rate cases and special pricing projects; support implementation of pricing strategy and tactics; determine prices for services and develop innovative rates; provide support for OPCO pricing functions.

POSITION SPECIFICATIONS: List the education and/or experience necessary to fulfill the responsibilities of this position. Include licenses or certificates required.

Bachelors degree or 5 years experience in financial, rate or customer billing analysis.

PHYSICAL AND MENTAL REQUIREMENTS: List the physical and mental requirements necessary to fulfill the responsibilities of this position. (Contact HR before completing this portion.)

Extensive travel may be required.

SECTION 3

KEY COMPETENCIES (Knowledge, Skills & Abilities): Identify the Key Competencies required to successfully accomplish the Accountabilities of the position. Describe each Competency as it relates to this position. Assign a relative weight to each Competency. More than one Competency can carry the same weight. NOTE: List only Competencies that are key to the position. Other Competencies may be valuable or necessary but are not key to success in the position.

Key Competencies

CUSTOMER FOCUS
TEAMWORK
ADAPTABILITY/FLEXIBILITY
EMPOWERMENT
COMMUNICATION

CREATIVITY
DEPENDABILITY
INITIATIVE
INTERPERSONAL SKILLS
LEADERSHIP

PLANNING AND ORGANIZATION
PROBLEM SOLVING/DECISION MAKING
SAFETY PRACTICES
TECHNICAL KNOWLEDGE
(OTHER)

Weights, Relative to Other Key Competencies

5 = Most important; 4 = Very important; 3 = Important; 2 = Somewhat important; 1 = Least important

KEY COMPETENCY	DESCRIPTION	WEIGHT
Customer Focus	Anticipates and defines customer needs and achieves high quality results for internal customers.	3
Teamwork	Maintain teamwork philosophy in order to meet individual customer needs.	4
Adaptability/Flexibility	Shows flexibility in changing priorities to meet individual customer needs.	3
Technical Knowledge	Applies & utilizes expert technical knowledge. Continually improves technical knowledge; maintains high standards of quality in analyses.	4
Problem Solving	Gathers the best information available to make decisions in a timely manner; implements procedures to prevent problems from reoccurring.	5
Dependability	Is responsible for own work actions; follows through on commitments; produces desired results.	3

PRINCIPAL ACCOUNTABILITIES: List 5 to 7 major results or outcomes of this position. These outcomes reflect the major responsibilities of the position. List them in descending order of importance.

1. Provide pricing support for rate cases and tariff filings.
2. Develop innovative pricing programs for operating companies.
3. Prepare routine pricing projects to meet regulatory requirements.
4. Perform complex analysis to support pricing projects.
5. Support implementation of pricing strategy and tactics at the operating companies to enhance earnings.
6. Perform analysis on market segments to identify the competitive position and price sensitivity of customers.
7. May be required to provide expert testimony on pricing issues.

Approvals for SECTIONS 1, 2 and 3

SECTION 4 - To Be Completed by HR

COMPLETED BY (Signature)	DATE	RECEIVED BY HR REPRESENTATIVE	DATE
		NAME:	
APPROVED BY (Signature)	DATE	STATE AGENCY LISTING DATE	FLSA STATUS
AUTHORIZED BY (Signature)	DATE	AFFIRMATIVE ACTION PLAN CURRENT UTILIZATION	
		EEO JOB CATEGORY	UNDER-UTILIZATION <input type="checkbox"/> YES <input type="checkbox"/> NO

AEP

American Electric Power

POSITION DESCRIPTION

ATTACHMENT 1
Page 16 of 40

SECTION 1

POSITION TITLE: Market Transaction Coordinator		Date: 01/16/03
ORGANIZATION: Customer Service Corpus Christi Competitive Retailer Relations	LOCATION: Corpus Christi, Texas	
REPORTS TO: (Title of Immediate Supervisor) Customer Service Supervisor I		
NUMBER OF EMPLOYEES SUPERVISED:		
Direct: <input type="text"/> Exempt <input type="text"/> Nonexempt <input type="text"/> Total Direct Indirect: <input type="text"/> Exempt <input type="text"/> Nonexempt <input type="text"/> Total Indirect		
TITLE & GRADE OF HIGHEST LEVEL SUBORDINATE: Senior Restructuring Process Consultant – Grade 22		
MINIMUM REQUIREMENTS: List the minimum education and experience requirements necessary to fulfill the responsibilities of this position. Include licenses or certifications required.		
Education: Bachelors degree in related discipline or equivalent education and/or experience. Experience: Minimum of 5 years' related electric utility experience. Thorough understanding of the Texas market structure and systems including ERCOT Portal, MDCH, Internal systems, TDSP business unit structure and Texas set. Licenses/Certifications:		

SECTION 2

POSITION SUMMARY: Describe the overall purpose of this position. Include dimensions/scope (e.g., number of customers, amount of revenue, budgets or payroll information) and areas of responsibility.
<p>Ensure that Competitive Retailers in Texas are getting their issues addressed so that the TDSP can effectively bill and collect the "wires" charges it is entitled to receive. Coordinate transaction analysis and resolution activities to ensure the 900,000 plus end-users served by the TDSP have any problem they may have resolved in a prudent manner. The significant revenue at risk due to unbilled accounts will be a key focus.</p>

KEY DUTIES & RESPONSIBILITIES: List the 5 to 7 major duties & responsibilities that reflect the purpose or reason for the existence of this position. List them in descending order of importance.
1. Coordinate the resolution of order and billing issues through the oversight and training of Market Specialists
2. Analyze, prioritize and insure prompt resolution of TDSP billing issues
3. Perform root/cause analysis of business unit processes affecting Choice issues
4. Identify and facilitate process improvement to internal market systems
5. Interface with TDSP functional areas to resolve service order issues
6. Manage Choice Dispute database and CCO Help Desk database to ensure prompt issue resolution

PROPOSED GRADE AND REASON:

Grade 18

SOAH DOCKET NO. 473-04-10:

PUC Docket No. 2884

CITIES 29TH, Q. #

ATTACHMENT

Page 17 of

AMERICAN ELECTRIC POWER - ENGINEERING POSITION DESCRIPTION MATRIX

LEVEL	TECHNICAL EXPERTISE	LEADERSHIP AND GUIDANCE	PLANNING AND ORGANIZATIONAL ABILITY
Staff Engineer (Expert Level) Salary Grade 26	<ul style="list-style-type: none"> Exhibits expert level proficiency plus a unique knowledge of a specialized technical area that enables the engineer to serve as the expert and highest level resource for the company in that area. 	<ul style="list-style-type: none"> Leads AEP system-wide activities in specific areas of engineering. Leads project and development activity related to specific, unique, and/or highly specialized areas of engineering application. Influences the direction of thinking throughout the AEP system as a recognized authority in an area of expertise. 	<ul style="list-style-type: none"> Develops, recommends, and implements plans to address AEP system-wide issues within specialized field of technical expertise.
Principal Engineer (Advanced Level) Salary Grade 24	<ul style="list-style-type: none"> Exhibits advanced level proficiency plus a unique knowledge of a specialized technical area that enables the engineer to serve as an expert and high level resource for the company in that area. 	<ul style="list-style-type: none"> Leads organizational unit activities in specific areas of engineering. Leads project and development activity related to specific, unique, and/or highly specialized areas of engineering application. Influences the direction of thinking throughout the organizational unit as a recognized authority in an area of expertise. 	<ul style="list-style-type: none"> Develops, recommends, and implements plans to address organizational unit issues within specialized field of technical expertise.
Senior Engineer (Senior Level) Salary Grade 22	<ul style="list-style-type: none"> Exhibits journey level proficiency plus advanced knowledge of a specialized technical area that enables the engineer to serve as a resource for the company in an area such as system production, underground systems, extensive control systems, thermo-hydraulic control systems, distribution standards, fossil or nuclear plant operations, etc. 	<ul style="list-style-type: none"> Leads, facilitates and coordinates work activities of others within work group, team, department, corporate entity, or those external to the company and assumes the role of project or function manager for assigned tasks. 	<ul style="list-style-type: none"> Develops, recommends, and implements plans that include all scheduling, resource, and cost information and control required to address complex engineering problems that require the input and efforts of a wide array of entities both internal and external to the company.
Engineer I (Journey Level) Salary Grade 18	<ul style="list-style-type: none"> Possesses intermediate level knowledge plus performs varied assignments demonstrating proficiency in the application of theory and analytical techniques to solution of diverse problems or to extensive analysis. Keeps abreast of new products, developments, technologies, procedures and equipment. Understands and analyzes interrelationships between systems and component equipment. Interprets codes and regulations, and develops standards relevant to the area of assignment. 	<ul style="list-style-type: none"> Leads, facilitates and coordinates work activities of others within the work group, team, department, corporate entity, or those external to the company as required to perform all routine engineering effort. Ensures all work activities are performed in accordance with the policies, practices standards and rules of the company and comply with the regulations and procedures required by external agencies. Promotes engineering professionalism and standards. Coordinates and conducts training sessions. 	<ul style="list-style-type: none"> Participates in the development of plans by establishing measurable goals, objectives and requirements relative to specific area of responsibility. Coordinates the development of input necessary to establish projected cost of all projects. Is proficient in use of scheduling techniques (CPM, PERT, flow charts, etc.) for budget and planning activities. Identifies and initiates appropriate corrective action when objectives are not being met.
Engineer II (Intermediate Level) Salary Grade 14	<ul style="list-style-type: none"> Possesses basic level knowledge plus demonstrates proficiency in the application of theory to solution of well-defined problems or to analysis without guidance. Demonstrates competency in analytical techniques necessary to handle assignments of moderate complexity, (e.g., by dividing the problem into component steps, and performing the analysis necessary to complete each step.) Exhibits ability to understand interrelationship between systems and component equipment. Demonstrate ability to analyze and recommend enhancements to business processes. 	<ul style="list-style-type: none"> Coordinates work activities of others within the work group, department, or other corporate entity as necessary to complete routine activities. Performs routine engineering activity with minimum direction from higher-level employees. Follows policies, practices, standards and rules of the company and those regulations and procedures required by external agencies. Provides training and guidance to lower level employees. 	<ul style="list-style-type: none"> Coordinates the development of input necessary to establish forecasted costs of the routine projects, improvement requisitions, etc. Uses scheduling techniques (CPM, PERT, flow charts, etc.) for budget and planning activities. Initiates corrective action when project objectives are not being met.
Engineer III (Basic Level) Salary Grade 11	<ul style="list-style-type: none"> Possesses entry level knowledge plus experience in the application of theory to solution of well-defined problems or analysis, with guidance from higher level engineers. Assists higher level engineers in handling well defined portions of more complex problems or analysis. Exhibits fundamental understanding of pertinent equipment, materials, systems and business processes. Exhibits fundamental understanding of standards, codes and regulations relevant to the area of assignment. 	<ul style="list-style-type: none"> Coordinates work activities of others as required to resolve routine engineering tasks. Performs certain ongoing activities in accordance with established procedures with minimum direction from higher level employees. Demonstrates working knowledge of appropriate policies and procedures; however, activities are generally monitored by higher level employees to ensure work is performed in accordance with established guidelines. 	<ul style="list-style-type: none"> Prepares cost estimates for the routine engineering work. Provides input to routine project planning documents related to scheduling and understands the use of scheduling techniques (CPM, PERT, flow charts, etc.) for budget and planning activities. Monitors project status and recommends action accordingly.

Note: Attributes in each column are cumulative, progressing up from the Entry Level

ISSUED October, 1996
EFFECTIVE January 1, 1997

Page 1 of 5

SOAH DOCKET NO. 473-04-1033
PUC Docket No. 28840
CITIES 29TH, Q. # 1
ATTACHMENT 1
Page 18 of 40

AMERICAN ELECTRIC POWER - ENGINEERING POSITION DESCRIPTION MATRIX

LEVEL	TECHNICAL EXPERTISE	LEADERSHIP AND GUIDANCE	PLANNING AND ORGANIZATIONAL ABILITY
Engineer IV (Entry Level) Salary Grade 8	<ul style="list-style-type: none"> • Possesses technical knowledge acquired from a Bachelor level engineering degree program accredited by the Accreditation Board for Engineering and Technology (ABET). • Gains familiarity with standards, codes and regulations relevant to the area of assignment. • Gains familiarity with pertinent equipment, materials, systems and business processes. • Assists higher level engineers in handling well defined portions of routine problems or analysis. 	<ul style="list-style-type: none"> • Performs work activities as assigned and coached by higher level employees. • Demonstrates ability to work with others in both supplying information and seeking assistance as necessary. • Demonstrates willingness and capabilities to assume leadership roles. 	<ul style="list-style-type: none"> • Prepares basic cost estimates using established standards. • Develops understanding of workflow of routine engineering projects. • Accomplishes work according to plan and schedule established by higher level employees.

ISSUED October, 1996
EFFECTIVE January 1, 1997

Page 2 of 5

SOAH DOCKET NO. 473-04-1033
PUC Docket No. 28840
CITIES 29TH, Q. # 1
ATTACHMENT 1
Page 19 of 40

Note: Attributes in each column are cumulative, progressing up from the Entry Level

AMERICAN ELECTRIC POWER - ENGINEERING POSITION DESCRIPTION MATRIX

LEVEL	PROBLEM SOLVING AND INITIATIVE	COMMUNICATION SKILLS	INTERPERSONAL SKILLS
Staff Engineer (Expert Level) Salary Grade 26	<ul style="list-style-type: none"> Identifies, resolves, and initiates solutions to highly complex problems that are unique to the company and industry and requires extensive specialized knowledge of equipment and/or problem solving techniques, or the development of knowledge and techniques. 	<ul style="list-style-type: none"> Leads in the preparation and presentation of the most complex technical subjects, clearly, concisely, and persuasively, bringing in ancillary issues before senior management, professional organizations, regulatory bodies, etc. 	<ul style="list-style-type: none"> Builds teams and networks that extend through AEP, and other companies, professional organizations, regulatory agencies, and academia.
Principal Engineer (Advanced Level) Salary Grade 24	<ul style="list-style-type: none"> Identifies, resolves, and initiates solutions to highly complex problems that are unique to the organizational unit and requires specialized knowledge of equipment and/or problem solving techniques. 	<ul style="list-style-type: none"> Leads in the preparation and presentation of the most complex technical subjects, clearly, concisely, and persuasively, bringing in ancillary issues before senior management, professional organizations, regulatory bodies, etc. 	<ul style="list-style-type: none"> Builds teams and networks that extend through AEP, and other companies, professional organizations, regulatory agencies, and academia.
Senior Engineer (Senior Level) Salary Grade 22	<ul style="list-style-type: none"> Identifies, clarifies, resolves, and initiates solutions to complex problems that require multi-functional, or organizational, interfacing and/or multi-disciplined analytical techniques. Develops opportunities and new ideas and approaches that have system-wide impact. 	<ul style="list-style-type: none"> Projects credibility and competence on technical issues and has highly developed presentation skills. 	<ul style="list-style-type: none"> Networks throughout AEP, other companies, professional organizations, and regulatory agencies.
Engineer I (Journey Level) Salary Grade 18	<ul style="list-style-type: none"> Identifies, clarifies, resolves, and initiates solutions to routine problems that sometimes involve analysis of inadequate or conflicting data. Demonstrates the ability to divide problems into component steps. Consistently looks for opportunities and presents new ideas and approaches. 	<ul style="list-style-type: none"> Develops, reviews or prepares reports on complex technical subjects clearly, concisely and effectively, in a manner suitable for presentation to management and professional societies regulatory bodies, etc. Leads and facilitates meetings effectively. 	<ul style="list-style-type: none"> Functions as a team leader and member. Networks upward and downward in several disciplines inside and outside the AEP system. Leverages network to get things done.
Engineer II (Intermediate Level) Salary Grade 14	<ul style="list-style-type: none"> Resolves and initiates solutions to routine problems which usually require additional definition/clarification before analysis can begin. Demonstrates ability to identify problems that are beyond the normal routine. Demonstrates ability and desire to seek out opportunities and embrace new ideas and approaches. 	<ul style="list-style-type: none"> Develops, reviews, or presents technical reports such as improvement requisitions, studies, and analysis, clearly, concisely and effectively. 	<ul style="list-style-type: none"> Is an active team member. Networks with peers inside and outside the AEP system. Identifies key stakeholders. Uses informal network to get things done. Resolves conflict, builds consensus.
Engineer III (Basic Level) Salary Grade 11	<ul style="list-style-type: none"> Applies acquired job related technical skills to resolve the routine problems that are likely to have been identified and may be defined. Actively seeks out information and understanding of engineering problems and solution techniques applicable to area of responsibility. 	<ul style="list-style-type: none"> Communicates and presents ideas clearly. Participates in the preparation of reports and technical papers. Assimilates information and instructions readily. 	<ul style="list-style-type: none"> Contributes to team goals. Begins networking with peers to share information and encourage cooperation. Understands the agendas and perspectives of others. Develops effective give-and-take relationship.
Engineer IV (Entry Level) Salary Grade 8	<ul style="list-style-type: none"> Applies basic techniques to perform analysis associated with the resolution of routine technical problems. Uses initiative in looking for opportunities and presenting new ideas and new approaches. 	<ul style="list-style-type: none"> Communicates effectively, both verbally and in writing. Assists in the preparation of technical reports and papers. Listens to and understands instructions, and requests clarification as required. 	<ul style="list-style-type: none"> Demonstrates the ability to be a team player. Relates to people in an open, friendly, and sincere manner. Sees differences in people as opportunity.

Note: Attributes in each column are cumulative, progressing up from the Entry Level

ISSUED October, 1998
EFFECTIVE January 1, 1997

Page 3 of 5

SOAH DOCKET NO. 473-04-1033
PUC Docket No. 28840
CITIES 29TH, Q. # 1
ATTACHMENT 1
Page 20 of 40

AMERICAN ELECTRIC POWER - ENGINEERING POSITION DESCRIPTION MATRIX

LEVEL	DECISION MAKING	BUSINESS AWARENESS CHARACTERISTICS	QUALIFICATIONS
Staff Engineer (Expert Level) Salary Grade 28	<ul style="list-style-type: none"> • Makes decisions which are likely to impact the AEP system business objectives and strategic direction. • Possesses the knowledge and authority to make and take full accountability for all technical decisions. 	<ul style="list-style-type: none"> • Demonstrates ability to make their area of expertise a strategic asset of the AEP system. 	<ul style="list-style-type: none"> • Sustained excellent performance (PC 4 or better) at the Advanced level. • Typically requires a minimum of 25 years of experience since the bachelor's degree. • Effective January 1999, a PE license in any U. S. state is required for this position. After that date, approval to waive this requirement must be given by an officer reporting to the Chairman.
Principal Engineer (Advanced Level) Salary Grade 24	<ul style="list-style-type: none"> • Makes decisions which are likely to impact the organizational unit business objectives and strategic direction. • Possesses the knowledge and authority to make and take full accountability for most technical decisions. 	<ul style="list-style-type: none"> • Demonstrates vision in identifying business opportunities for the organizational unit. 	<ul style="list-style-type: none"> • Sustained excellent performance (PC 4 or better) at the Senior level. • Typically requires a minimum of 19 years of experience since the bachelor's degree. • Effective January 1999, a PE license in any U. S. state is required for this position. After that date, incumbents without a PE license may not be promoted to a higher engineering level unless (1) a PE license is obtained or (2) approval to waive this requirement is given by an officer reporting to the Chairman.
Senior Engineer (Senior Level) Salary Grade 22	<ul style="list-style-type: none"> • Possesses the authority and knowledge to make some technical decisions based on calculated risks without management review. • Makes decisions affecting long range plans and goals based on analysis of highly uncertain input and outcomes. • Visualizes long term results. • Makes decisions where differences of opinion are likely to exist. • Makes decisions which have an impact across organizational boundaries. 	<ul style="list-style-type: none"> • Understands how strategies and decisions impact the relationship with our customers and suppliers. 	<ul style="list-style-type: none"> • Sustained excellent performance (PC 4 or better) at the Journey level. • Typically requires a minimum of 13 years of experience since the bachelor's degree. • Effective January 1999, a PE license in any U.S. state is required for this position. After that date, incumbents without a PE license may not be promoted to a higher engineering level unless (1) a PE license is obtained or (2) approval to waive this requirement is given by an officer reporting to the Chairman.
Engineer I (Journey Level) Salary Grade 18	<ul style="list-style-type: none"> • Uses diverse approaches to make decisions in the absence of a definite framework or where few precedents exist. • Can handle conflicting interests related to approaches on projects or studies. • Analyzes options and risks. • Decisions affect the operations or results of the department and may have some impact on a major project. 	<ul style="list-style-type: none"> • Exhibits an awareness of AEP's competitive position and how business decisions impact their organizational unit. • Understands the specific goals and objectives of their individual organizational unit and is proficient in establishing measurable goals and objectives. • Effectively manages project budgets using cost management techniques and understands how their decisions and recommendations impact AEP's expenses and revenues. • Demonstrates an awareness of profit incentives, optimizing growth of customers' businesses and using our services to attract new business. 	<ul style="list-style-type: none"> • Sustained good performance (PC 3 or better) at the Intermediate level. • Typically should be achieved with 9 years of engineering experience since the bachelor's degree. • Registration as a Professional Engineer (PE) in any U. S. state is encouraged and preferred.
Engineer II (Intermediate Level) Salary Grade 14	<ul style="list-style-type: none"> • Makes decisions subject to review within established policies and procedures. • Decisions affect the work of the team. • Aware of risks. • Demonstrates the ability to extrapolate beyond known facts to reach logical conclusions. 	<ul style="list-style-type: none"> • Understands AEP's organizational structure and the specific role and responsibility of their individual organizational unit. • Demonstrates an understanding of the budgeting and approval process. • Is proficient in the application and use of economic analysis techniques in problem solving. • Develops an understanding of utility regulation and financing. 	<ul style="list-style-type: none"> • Good performance (PC 3 or better) at the Basic level. • Typically should be achieved with 4 years of engineering experience since the bachelor's degree. • Individuals with a Doctorate degree in engineering may be considered for entry into the organization at this level.

Note: Attributes in each column are cumulative, progressing up from the Entry Level

ISSUED October, 1996
EFFECTIVE January 1, 1997

Page 4 of 5

AMERICAN ELECTRIC POWER - ENGINEERING POSITION DESCRIPTION MATRIX

LEVEL	DECISION MAKING	BUSINESS AWARENESS CHARACTERISTICS	QUALIFICATIONS
Engineer III (Basic Level) Salary Grade 11	<ul style="list-style-type: none"> Makes routine decisions subject to review and contributes to team decision-making. Knows which decisions they are authorized to make. 	<ul style="list-style-type: none"> Demonstrates an attitude and desire to listen to and satisfy both internal and external customers who use and depend upon their organizational unit's work. Applies economic analysis techniques in problem solving. Pursues effective ways to protect and enhance the environment while providing reliable electricity at a competitive cost. Active participation in professional and business organizations is encouraged. 	<ul style="list-style-type: none"> Good performance (PC 3 or better) at the Entry level. Typically should be achieved with 2 years of engineering experience since the bachelor's degree. Individuals with a Masters degree in engineering may be considered for entry into the organization at this level.
Engineer IV (Entry Level) Salary Grade 8	<ul style="list-style-type: none"> Develops decision-making skills under guidance of higher-level employees. 	<ul style="list-style-type: none"> Develops an understanding of the roles and responsibilities of the local organizational unit. 	<ul style="list-style-type: none"> Bachelor's degree in engineering in a program accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). [Acceptable alternatives are (1) a Bachelor's degree in engineering (non-ABET), plus a Professional Engineers (PE) license in any state of the U.S. or (2) a Bachelor's degree in engineering (non-ABET) independently evaluated and found to be equivalent to an engineering degree awarded by a regionally accredited college or university in the U.S.] Passing the Fundamentals of Engineering examination in preparation for future licensing as a Professional Engineer (PE) is encouraged and preferred.

Note: Attributes in each column are cumulative, progressing up from the Entry Level

ISSUED October, 1986
EFFECTIVE January 1, 1987

Page 5 of 5

SOAH DOCKET NO. 473-04-1033
PUC Docket No. 28840
CITIES 29TH, Q. # 1
ATTACHMENT I
Page 22 of 40



Position Description

Effective Date: 06/11/1991

Title: Transmission Line Crew Supv-NE
Location: Varies

Business Unit: ENERGY DELIVERY
Department: TRANSMISSION

Position Summary: Perform the duties of a Transmission Line Mechanic-A and also supervise the shop work normally done by the transmission shop crew in construction, maintenance and operation of transmission lines and stations. The following sets forth the principal duties required for the job which will be performed under general supervision. It is not intended to limit assignment of work or the degree of supervision under all operating conditions. Employee may perform miscellaneous, related and incidental work in addition to that specifically outlined below. All work will be performed in accordance with Company safety rules and practices.

Principal Accountabilities:

1. Perform the duties of a Transmission Line Mechanic-A in relation to shop work.
2. Act as relief supervisor in absence of exempt line supervisor for construction, maintenance and operation of transmission lines.
3. Make effective recommendations for employment, promotion, discipline and discharge of personnel assigned.
4. Direct personnel as assigned in the performance of their duties as stated in their job description.
5. Procure materials, tools and equipment as required.
6. Comply with practices, policies and standards of the Company apply to transmission shop work.
7. Responsible for the proper and safe use of tools and equipment, and the safety, welfare and training of personnel assigned.
8. Maintenance of good relations with employees and the safety to the public as regards to Company facilities and operations.
9. Understand and apply the provisions of the Personnel Manual for Management.
10. Attend supervisory meetings whenever scheduled by management.
11. Maintain contacts between assigned functions and other respective parts of the Company. Keep immediate supervisor advised on activities and make and maintain records and reports as required.
12. Carry out, within the assigned area of responsibility, the Company's program of Equal Employment Opportunity, including its Affirmative Action obligations.
13. Assume other duties and responsibilities as assigned.

Minimum Requirements: Possession of a valid commercial driver's license.



Position Description

Effective Date: 06/01/2000

Title: Transmission Line Crew Supv X
Location: Varies

Business Unit: ENERGY DELIVERY
Department: TRANSMISSION

Position Summary: Supervises the field work normally performed by Company and contract crews in the construction, operation, and maintenance of transmission lines and associated equipment. Major enabling competencies: flexibility, communication, creativity, and teamwork.

Principal Accountabilities:

1. Coordinates with the technical support group regarding the annual maintenance plan.
2. Make effective recommendations for employment, promotion, discipline, and discharge of personnel assigned.
3. Direct personnel as assigned in the performance of their duties as stated in their job description.
4. Procure materials, tools and equipment as required.
5. Comply with practices, policies and standards of the Company as they apply to Transmission Line work.
6. Responsible for the proper and safe use of tools and equipment, the safety, welfare and training of personnel assigned.
7. Understand and apply the provisions of the labor agreement and/or the Personnel Manual for Management.
8. Assume other duties and responsibilities as assigned.

Minimum Requirements: Must have sufficient knowledge and skill to perform the duties listed above. Possess thorough knowledge of line construction and maintenance activities that are gained through experience such as Transmission Line Mechanic A.

Effective Date: 02/01/2000

Title: Station Crew Supv NE
Location: Varies

Business Unit: ENERGY DELIVERY
Department: TRANSMISSION

Position Summary: Responsible to assigned Station Management for supervising the work of a station crew and performing the work of a Station Mechanic A. The type of work involves construction and maintenance of station equipment and structures. Activities associated with the performance of this work include planning procedures, directing or supervising assigned crew members, and exercising independent judgment.

Principal Accountabilities:

1. Supervise and responsibly direct the activity of assigned crew in the construction and maintenance of station equipment and structures using approved methods and procedures.
2. As a member of a station crew, perform the duties of a Station Mechanic A.
3. Implement short range work plans and organize daily work activities of assigned crew. Coordinate work with other crews working on the same job site or project.
4. Respond to emergency situations and outages as directed. Independently respond to distribution outages.
5. Responsible for activities which may be remote from headquarters.
6. Assist with responsibilities involving buildings, transportation equipment maintenance, and remote stores inventory if located remote from headquarters location.
7. Make recommendations for performance evaluations, promotions, demotions, transfers, discipline, leaves of absence, hiring, and dismissal of assigned personnel.
8. Understand and apply the provisions of the Management Information and Policy Manual and any applicable labor agreement.
9. Perform all duties and work with other employees and the general public in a safe manner, in compliance with all appropriate Company safety policies and rules. Promote and enforce the Company's Accident Prevention and Safety and Health programs.
10. Carry out, within the assigned area of responsibility, the Company's program of Equal Employment Opportunity, including its affirmative action obligations.
11. Demonstrate the highest standards of ethical behavior, and support the Company's Corporate Compliance Policy.
12. Assume other duties and responsibilities as assigned.

Minimum Requirements:

1. High school graduate or equivalent education. Qualified as a **Station Mechanic A**.
2. A good working knowledge of procedures, practices, methods, standards, codes, and theory relating to the assigned facilities and work.
3. A thorough working knowledge of the operation, maintenance, and repair procedures of HV electrical equipment. Must be able to interpret prints and manufacturers' drawings.
4. Basic understanding of technical aspects of transmission station equipment operation and systems.
5. Ability to perform basic computer work.
6. Must be thoroughly familiar with the Company safety rules and practices and be proficient in the application of resuscitation and first aid as presented in the Company Safety Manual.
7. Demonstrated ability to supervise employees, interpret and transmit orders, and give instructions in a manner which obtains effective work results.
8. Ability to deal with employees, customers, and the public in a courteous and tactful manner.
9. Must maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.

Principal Line of Progression:

From: Station Mechanic

To: Higher Classification



Position Description

Effective Date: 06/01/2000

Title: Load Research Data Analyst I
Location: Varies

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Under minimal supervision, exercises the highest level of technical expertise in the performance of duties associated with the retrieval, processing, and validation of billing and load research data; coordinate the resolution of suspected metering or telecommunications problems with appropriate personnel; develop and implement special contract billing and load research processes; performs all operation and maintenance needs of the data storage media; prepares reports and graphs as directed; administers the load research sample program; provides work guidance.

Principal Accountabilities:

1. Develop, implement and conduct training on complex billing and load research procedures.
2. Coordinate and assist with validation checks to resolve problems with billing and non-billing data as well as technical, equipment and software problems.
3. Provide guidance to Load Research Operators with day-to-day operations.
4. Coordinate special requests from interdepartmental personnel for load data and/or translation data access.
5. Administer the load research sample program.
6. Establish and maintain accurate database records and reports for the translation system operation.
7. Recommend operational improvements that will potentially create departmental and corporate savings.

Minimum Requirements: Associates degree in Electrical/Electronic Engineering Technology (not required for incumbents); experience on PC-based Windows software such as Microsoft Excel and Word, Lotus 1-2-3 and WordPro, etc. At least 5 years related experience in work activities and projects requiring technical engineering knowledge



Position Description

Effective Date: 06/01/2000

Title: Load Research Data Analyst II
Location: Varies

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Under general supervision, perform a variety of technical duties associated with the retrieval, processing, and validation of billing and load research data; interact with appropriate personnel to resolve suspected metering or telecommunications problems; review, investigate and resolve billing data discrepancies;

Principal Accountabilities:

1. Assist in retrieval and transfer of data from field recording devices to PC translation system data storage medium.
2. Perform validation checks to determine accuracy of field data and report missing data.
3. Edit, validate and export data from the PC translation system to the data storage media.
4. Prepare accurate and timely reports and graphs.
5. Participate in load research sampling activities.
6. Assist in the development and training of special contract billing and load research procedures.
7. Recommend operational improvements that will potentially create departmental and corporate savings.

Minimum Requirements: Associates degree in Electrical/Electronic Engineering Technology (not required for incumbents); experience on PC-based Windows software such as Microsoft Excel and Word, Lotus 1-2-3 and WordPro, etc. At least 2 years experience as a Load Research Operator I.



Position Description

Effective Date: 06/01/2000

Title: Load Research Data Analyst III
Location: Varies

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Under moderate supervision, perform a variety of technical duties associated with the retrieval, processing, and validation of billing and load research data; interact with appropriate personnel to resolve suspected metering or telecommunications problems; review, investigate and resolve billing data discrepancies

Principal Accountabilities:

1. Assist in retrieval and transfer of data from field recording devices to PC translation system data storage medium.
2. Perform validation checks to determine accuracy of field data and report missing data.
3. Edit, validate and export data from the PC translation system to the data storage media.
4. Prepare accurate and timely reports and graphs.
5. Assist with load research sampling activities.
6. Assist in the development and training of special contract billing and load research procedures.
7. Recommend operational improvements that will potentially create departmental and corporate savings.

Minimum Requirements: Associates degree in Electrical/Electronic Engineering Technology (not required for incumbents); experience on PC-based Windows software such as Microsoft Excel and Word, Lotus 1-2-3 and WordPro, etc.

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY DISTRIBUTION
CORPUS CHRISTI REGION**

**SERVICE MECHANIC A
JOB # 68007**

I. POSITION SUMMARY

Perform all types of service work involved with the installation, rearrangement, maintenance, operation, removal and inspection of electrical transmission and distribution facilities. Provide first response to trouble calls; investigate, correct and clear trouble, and provide assistance to construction and repair crews, as required. The following list sets forth the principal duties required for the job. All items apply to overhead and underground, as applicable. This list is not intended to limit assignment of work or the degree of supervision under all operating conditions. Employee may perform miscellaneous, related, and incidental work in addition to that specifically outlined below.

II. DUTIES AND RESPONSIBILITIES

1. Perform duties in accordance with the Company's safety rules, regulations and practices and report unsafe conditions and practices.
2. Install and maintain transmission and distribution facilities and all types of line equipment on the most congested types of construction, energized or de-energized.
3. Assemble, install, maintain, remove and inspect conductors, fixtures and other associated equipment on overhead and underground facilities.
4. Operate cutouts, line switches, reclosers and other sectionalizing devices; re-fuse line and transformer devices; change line and transformer taps; phase out and/or parallel circuits.
5. Work with live line equipment on energized circuits for emergency repairs or routine modifications of facilities.
6. Make energized cut overs from old poles and equipment to new or temporary installations.
7. Select proper standard drawings and interpret specifications and proceed with all new construction work and live line work without supervision.
8. Direct crew when assigned and exercise leadership and good judgment when in charge.

Prepared: 05/17/01

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY DISTRIBUTION
CORPUS CHRISTI REGION**

**SERVICE MECHANIC A
JOB # 68007**

-
-
9. Locate and clear away dangerous conditions and repair facilities to restore and maintain service. Place danger signs and/or flares, flag traffic, and place barriers as required to protect the public.
 10. Operate mechanized equipment required to install, remove or maintain overhead and underground transmission and distribution facilities.
 11. Obtain, issue, accept and release transmission and distribution clearances or permits in accordance with established switching and tagging procedures.
 12. Know and follow proper procedures for performing switching on all types of transmission and distribution lines and stations.
 13. Install, maintain and switch underground residential distribution and commercial facilities. Locate and correct trouble using cable locating and fault finding tools and equipment.
 14. Connect, phase out, parallel and adjust voltage on single and three-phase transformer installations.
 15. Use test equipment such as voltmeters, ammeters, maxi-meters, recording meters, phase rotation tester and other electrical test equipment associated with line work, at all voltages, including investigation of customer complaints.
 16. Install three-phase regulator banks and energize or remove from service.
 17. Install, maintain, operate and remove capacitor banks from service.
 18. Patrol and inspect lines and stations as assigned.
 19. Instruct customers regarding meter or service locations, and advise customers regarding service interruptions related to customers' electrical equipment.
 20. Maintain tools, equipment and work area in a clean and orderly condition.
 21. Maintain records and submit reports as required.
 22. Assist employees of equal or higher classification.

Prepared: 05/17/01

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY DISTRIBUTION
CORPUS CHRISTI REGION**

**SERVICE MECHANIC A
JOB # 68007**

- 23. Attend and participate in training as assigned and assist in the training of other employees.
- 24. Prepare, conduct and facilitate safety meetings.
- 25. Perform similar or less skilled work.
- 26. Report irregularities and abnormal conditions.

III. QUALIFICATIONS

- 1. Minimum of two years satisfactory work experience as a Service Mechanic B or the equivalent.
- 2. Shall have performed the duties of and have all the qualifications of Service Mechanic B or the equivalent and shall qualify through demonstration, examination and/or performance appraisal as determined by the Company.
- 3. Must have a good working knowledge of Company safety rules and practices and be proficient in the application of resuscitation and first aid.
- 4. Must have a good working knowledge of various circuit connections, voltage identification of lines, phasing, transformer connections and switching devices. Must know the fundamentals of electricity and have the ability to interpret field prints and switching diagrams.
- 5. Must possess and maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.
- 6. Must have a good working knowledge of the tools, materials and equipment used.
- 7. Must have a good working knowledge of the Company's transmission and distribution standards.
- 8. Must possess the ability to deal with employees, customers and the general public in a courteous and proper manner.
- 9. Must possess the ability to plan work and to properly instruct others.

Prepared: 05/17/01

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY DISTRIBUTION
CORPUS CHRISTI REGION**

**SERVICE MECHANIC A
JOB # 68007**

PRINCIPAL LINE OF PROGRESSION

From: Service Mechanic B or Line Mechanic B

To: Higher Classification

ADDITIONAL INFORMATION

The following reference is provided as a guideline for persons responsible for directing the duties and responsibilities of assigned personnel, to assist in the safety and development of employees, and is not intended to limit assignment of work or the degree of supervision under all operating conditions:

DIRECT SUPERVISION - When a qualified person is working with/hands-on with the person performing the designated task.

IMMEDIATE SUPERVISION - When a qualified person is near the structure/equipment and is in constant visual and/or verbal contact to the person performing the designated task.

GENERAL SUPERVISION - An employee of equal or higher classification, knowledgeable of the task at hand and not necessarily at the job site.

QUALIFIED PERSON - Service Mechanic or Supervisor who is knowledgeable of the task or work to be performed, and is capable of performing the appropriate emergency rescue.

Prepared: 05/17/01



Position Description

Effective Date: 01/01/2001

Title: Meter Electrician A
Location: All Regions

Business Unit: ENERGY DELIVERY
Department: DISTRIBUTION

Position Summary: Under semi-direct supervision test, install, remove, service, pack and transport measurement equipment and other equipment as assigned. Equipment can include, but is not limited to: Insulated protective equipment, meters, instrument transformers, test switches, cable and bucket trucks. Perform work at field locations which include, but are not limited to customer premises, Company stations and non-Company premises.

Principal Accountabilities:

1. Assist in the testing on all types of single-phase and polyphase station or generation plant metering devices.
2. Check transformer bank configurations for proper service and voltage, type and ampacity.
3. Test, install and maintain all electronic metering equipment as assigned.
4. Provide assistance in the development of employee training as required.
5. Check Company inventory regularly and assist in maintaining adequate stock of meters and other material.
6. Test proper functions of electronic data recorders and more complex electronic metering equipment.
7. Assist engineering department with distribution studies.
8. Demonstrate good knowledge of computer concepts and implement in daily work.
9. Replace distribution fuses as coordinated by RDC if applicable in assigned area.
10. Make service reconnections and disconnections as required for distribution customers if applicable in assigned area.
11. Inspect meter and service entrance installations, including those requiring instrument transformers on customer's premises for conformity with Company standards and satisfactory condition.
12. Test, maintain and calibrate all field instruments.
13. Demonstrate a good understanding of reactive metering.
14. Perform a variety of special tests and inspections related to customer bill complaints and UUE reports.
15. Make calculations and prepare reports as required.
16. Install and maintain complex metering installations.

17. Test and inspect bucket trucks.
18. Calibrate and repair capacitor, voltage regulator, electronic reclosure controls.
19. Provide training and support to other employees as assigned.
20. Perform other duties as assigned.

Minimum Requirements:

Must have satisfactorily performed the duties, and have all the qualifications, of Meter Electrician B or the equivalent and in addition:

1. Approximately two years' experience as a Meter Electrician B in order to obtain the required skill and knowledge of the higher level job.
2. Must have a good working knowledge of single-phase and polyphase metering, AEP metering practices, advanced metering schemes and concepts.
3. Must successfully complete all job demonstrations and examinations associated with the Meter Electrician B classification.
4. Must have safe work habits and adhere to all safety rules and practices of the Company.
5. Work productively and function effectively within the team concept with minimum supervision. In addition, strive to improve the work processes within the assigned area of responsibility.
6. Must possess and maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.

Principal Line of Progression:

From: Meter Electrician B

To: Higher classification, if qualified

**PUBLIC SERVICE OF OKLAHOMA
NONEXEMPT POSITION DESCRIPTION**

SOAH DOCKET NO. 473-04-1033
PUC Docket No. 28840
CITIES 29TH, Q. # 1
ATTACHMENT 1
Page 36 of 40

**CUSTOMER OPERATIONS
ALL REGIONS**

**FIELD OPERATIONS SPECIALIST
JOB # 31110**

I. POSITION SUMMARY

Under general supervision, perform work pertaining to disconnecting, reconnecting, removing and installing single phase and/or poly phase kilowatt-hour meters and combination demand meters; collect delinquent payments; read meters; investigate irregular readings, energy diversion, and inactive usage; contact customers, and perform associated duties.

II. DUTIES AND RESPONSIBILITIES

1. Disconnect and reconnect electrical service to customer, as directed by removal or installation of single phase and/or poly phase kilowatt-hour meters or combination demand meters, for service orders, credit action, inactive usage, or as otherwise directed.
2. Bypass meters and/or associated equipment, when necessary while performing Customer Service work, to maintain service until meter can be replaced by Meter Services.
3. Respond to service calls on installations up to 480 volts, single or three-phase, in any territory in which assigned.
4. Instruct customers in locating and replacing blown fuses or other protective devices.
5. Accept payment of delinquent bills as directed, and provide receipt to customer.
6. Compile and maintain records associated with activities (disconnects, attempted disconnects, collection amounts, miles driven); complete reconnect/disconnect authorizations; safeguard working cash fund and receipting equipment.
7. Assist in the investigation of energy diversion. Appear as witness in court hearings as needed.
8. Initiate investigation orders relating to customer service and bill information. Prepare service applications and discontinuance orders in field as necessary.
9. Perform similar or less skilled work.
10. Report unsafe and abnormal conditions and irregularities.

Prepared: 07/23/01

Revised:

**PUBLIC SERVICE OF OKLAHOMA
NONEXEMPT POSITION DESCRIPTION**

SOAH DOCKET NO. 473-04-1033
PUC Docket No. 28840
CITIES 29TH, Q. # 1
ATTACHMENT 1
Page 37 of 40

**CUSTOMER OPERATIONS
ALL REGIONS**

**FIELD OPERATIONS SPECIALIST
JOB # 31110**

11. Safely operate all tools, equipment and vehicles, and maintain in a clean and orderly condition.
12. Perform duties in accordance with the Company's safety rules, regulations and practices and report unsafe conditions and practices.
13. Direct the work of employees, as assigned.
14. Assist employees of equal or higher classification.
15. Attend and participate in training as assigned and assist in the training of other employees.
16. Operate radio, provide work to employees in the field, and enter updates to customers' master records.

Prepared: 07/23/01
Revised:

**PUBLIC SERVICE OF OKLAHOMA
NONEXEMPT POSITION DESCRIPTION**

SOAH DOCKET NO. 473-04-1033
PUC Docket No. 28840
CITIES 29TH, Q. # 1
ATTACHMENT 1
Page 38 of 40

**CUSTOMER OPERATIONS
ALL REGIONS**

**FIELD OPERATIONS SPECIALIST
JOB # 31110**

III. QUALIFICATIONS

1. High school graduate or equivalent education and/or experience.
2. Should have at least 3 years satisfactory work experience with the Company and have a working knowledge of Company meter reading and customer service procedures.
3. Must pass an examination as required, which includes credit and collection policies.
4. A background and/or education in basic elements of electrical circuits is desired.
5. Must be able to understand and follow instructions and learn all rules, procedures and safety practices applicable to the work.
6. Must possess and maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.
7. Must possess ability to effectively communicate with employees, customers and the general public in a courteous and appropriate manner.
8. Must be physically capable of performing required duties.
9. Must be able to handle currency, accurately make change, and balance cash receipts.
10. Must be able to treat the Company's and customers' business as confidential.
11. Must meet all requirements for operating communication equipment, including the ability to enter data via a CRT terminal accurately and in a timely manner.
12. Must be able to read all types of meters with high degree of accuracy.
13. Must be able to work independently.

Prepared: 07/23/01
Revised:



Position Description

Effective Date: 02/01/1999

Title: Meter Reader
Location: Applicable Regions

Business Unit: ENERGY DELIVERY
Department: CUSTOMER OPERATIONS

Position Summary: Under general supervision, read kilowatt-hour and demand meters; reset and seal demand reset devices; record readings on paper documents or enter into electronic device; observe and report unusual and unsafe conditions or other inconsistencies, and take appropriate action.

Principal Accountabilities:

1. Read meters according to assigned schedule; verify readings for accuracy; verify meter number; read demand-type meters; reset and seal demand indicator reset device; report broken seals.
2. Record readings in electronic reading device or on applicable document.
3. Install temporary seal on meter enclosure, sealing band or locking device if not properly sealed, and report information as required.
4. Operate Company vehicles consistent with policies and state motor vehicle regulations; report necessary vehicle repairs.
5. Maintain records, tools, equipment, and work areas in clean, orderly, and safe manner; perform duties consistent with Company safety rules, regulations, and practices; and report unsafe conditions, equipment, and practices.
6. Report customer requests and inquiries to supervision; promote positive image of Company to public, through courteous and appropriate behavior.
7. Check to see if meter constant is recorded.
8. Observe and report data required in periodic surveys, studies.
9. Complete meter reading clerical work when necessary.
10. Assist with rerouting and mapping activities as requested by supervision.
11. Direct or assist other employees of higher or lower classification as assigned.
12. Comply with all aspects of the AEP System Corporate Code of Conduct.
13. Perform other duties as assigned by proper authority.

Minimum Requirements:

1. Must have a high school education or the equivalent education or work experience.
2. Must pass a qualifying examination as determined by the Company.
3. Must be able to understand and follow instructions and learn all rules, procedures, and safety practices applicable to the work.
4. Must possess and maintain a valid state driver's license and have the ability to safely operate motor vehicles.
5. Must possess the ability to effectively communicate with employees, customers, and the general public in a courteous and appropriate manner.
6. Must be able to work independently.
7. Must be physically capable of performing required duties of the position.
8. Entry level, no previous work experience required.

**SOAH DOCKET NO. 473-04-1033
PUC DOCKET NO. 28840**

APPLICATION OF AEP TEXAS	§	
	§	BEFORE THE STATE OFFICE
	§	
CENTRAL COMPANY FOR	§	OF
	§	
AUTHORITY TO CHANGE RATES	§	ADMINISTRATIVE HEARINGS

**AEP TEXAS CENTRAL COMPANY'S RESPONSE TO
CITIES' TWENTY-NINTH REQUEST FOR INFORMATION**

Question No. 2:

Reference Schedule IV-J2, Discretionary Service Fees, page 27:

- a. Provide all supporting calculations for the derivation of the Total Non Productive Fringe Rate loading percentage.
- b. For these calculations in (a) provide a description of each of the items included in Total Non-Productive Fringe Rate and include a complete description of each. Provide all supporting documents for the inclusion of each of these as overhead items.
- c. Provide all supporting documents that the overhead items named in (b) are incurred on a per hour basis.

Response No. 2:

- a-c. Please see the response to Cities' 29th Request for Information, Question No. 1, parts d, e, and f.

Prepared By: Mary E. Williamson
Donald R. Carey

Title: Regulatory Consultant II
Accounting Consultant

Sponsored By: Randall W. Hamlett
Don Moncrief

Title: Manager, Regulatory
Accounting Services
Dir Reg. Pricing & Analysis

**SOAH DOCKET NO. 473-04-1033
PUC DOCKET NO. 28840**

APPLICATION OF AEP TEXAS	§	
	§	BEFORE THE STATE OFFICE
CENTRAL COMPANY FOR	§	
	§	OF
AUTHORITY TO CHANGE RATES	§	ADMINISTRATIVE HEARINGS

**AEP TEXAS CENTRAL COMPANY'S RESPONSE TO
CITIES' TWENTY-NINTH REQUEST FOR INFORMATION**

Question No. 3:

Reference Response to Cities 2-109, attachment (Exhibit DLP-5 rev. 10/02/00):

- a. Please provide all analyses, memos, correspondence and documents that address the actual costs of implementation.
- b. Please provide all analyses, memos, correspondence and documents that compare the actual costs to forecasted costs in the UCOS case.
- c. Please provide all analyses, memos, correspondence and documents that compare the actual costs to any other forecasted costs of implementation.

Response No. 3:

- a. The information responsive to this request is voluminous and portions of this voluminous material are HIGHLY SENSITIVE information under the terms of the Protective Order. The information responsive to this request is available for review at the Austin offices of American Electric Power Company (AEP), 400 West 15th Street, Suite 610, Austin, Texas, (512) 481-4562, during normal business hours.
- b. There are no specific analyses, memos, correspondence or documents that compare actual Customer Choice implementation costs to the forecasted costs in the UCOS case.
- c. Please see the response to part (a).

Prepared By: Darrell M. Beck

Jeffry L. Laine

Sponsored By: Jeffry L. Laine

Title: Manager, Customer Choice
Sys. Ops.

Director, Customer Choice
Ops

Title: Director, Customer Choice
Ops

**SOAH DOCKET NO. 473-04-1033
PUC DOCKET NO. 28840**

APPLICATION OF AEP TEXAS	§	
	§	BEFORE THE STATE OFFICE
CENTRAL COMPANY FOR	§	
	§	OF
AUTHORITY TO CHANGE RATES	§	
	§	ADMINISTRATIVE HEARINGS

**AEP TEXAS CENTRAL COMPANY'S RESPONSE TO
CITIES' TWENTY-NINTH REQUEST FOR INFORMATION**

Question No. 4:

Reference Response to Cities 7-36: Explain how and why contract labor for distribution and transmission projects is included as a savings item. Explain specifically how savings in this area are calculated. Include supporting calculations.

Response No. 4:

Contract labor is a significant cost of providing transmission and distribution service. TCC contracts for labor to perform construction and maintenance of distribution and transmission facilities including tree trimming, as well as other services. Merger savings occur from lower costs for contract labor obtained through the supply chain's contracting for labor on a system-wide basis either as a direct reduction in operation and maintenance expenses or through lower return on rate base due to reduced construction costs. TCC's share of the types of savings shown in Cities' 7th Request for Information, Question No. 36 are reflected in Mr. Heyeck's calculation of TCC merger savings.

Prepared By: David G. Carpenter

Title: Director, Texas Regulatory
Services

Sponsored By: David G. Carpenter

Title: Director, Texas Regulatory
Services

**SOAH DOCKET NO. 473-04-1033
PUC DOCKET NO. 28840**

APPLICATION OF AEP TEXAS	§	BEFORE THE STATE OFFICE
	§	
CENTRAL COMPANY FOR	§	OF
	§	
AUTHORITY TO CHANGE RATES	§	ADMINISTRATIVE HEARINGS

**AEP TEXAS CENTRAL COMPANY'S RESPONSE TO
CITIES' TWENTY-NINTH REQUEST FOR INFORMATION**

Question No. 5:

Reference Crowder Exhibit JCC-3, JCC-4 and follow up to response to Cities 7-26:

- a. Do the allocated cost totals on Exh JCC-4 of \$128,612 and \$108,008 reflect AEPSC allocated costs only and no other source costs? Explain fully.
- b. Provide further breakdown of Exh JCC-3 by identifying where the costs in (a) above appear in in Exh JCC-3. In particular, identify where preplanning costs are assigned to Construction Services.

Response No. 5:

(a) Yes, Exhibit JCC-4 reflects only time and expenses incurred by AEPSC employees performing ABD activities.

(b) All preplanning expenses shown on Exhibit JCC-4 are included on the Preplanning costs line in the O&M Services section of Exhibit JCC-3. The amounts included on the ABD projects line of Exhibit JCC-4 are included in the specific projects listed on Exhibit JCC-3.

Prepared By: Larry C. Foust
Sponsored By: J. Calvin Crowder

Title: Regulatory & Issues Manager
Title: Managing Director, External
Affairs

**SOAH DOCKET NO. 473-04-1033
PUC DOCKET NO. 28840**

APPLICATION OF AEP TEXAS	§	BEFORE THE STATE OFFICE
	§	
CENTRAL COMPANY FOR	§	OF
	§	
AUTHORITY TO CHANGE RATES	§	ADMINISTRATIVE HEARINGS

**AEP TEXAS CENTRAL COMPANY'S RESPONSE TO
CITIES' TWENTY-NINTH REQUEST FOR INFORMATION**

Question No. 6:

Reference Crowder Exhibit JCC-3:

- a. For O&M services, using Exhibit JCC-3 as the template for refinement of the requested detail, for both Preplanning costs and Project costs, provide the cost quantities for (1) AEPSC costs common to all services, (2) TCC costs common to all services and (3) Other costs common to all services. For each of AEPSC, TCC and Other describe the nature of all common costs.
- b. For Construction services, using Exhibit JCC-3 as the template for refinement of the requested detail, for Project costs, provide the cost quantities for (1) AEPSC costs common to all services, (2) TCC costs common to all services and (3) Other costs common to all services. For each of AEPSC, TCC and Other describe the nature of all common costs.
- c. Identify by job title (1) all contractors, (2) AEPSC employees, (3) TCC employees and (4) TCC affiliate (operating company) employees capable of performing TCC ABD Service work. Then, identify by job title, those who are also capable of performing, as defined by PUCT rule:
 - (1) system work;
 - (2) discretionary service charges work;
 - (3) PUCT-permitted work classified/covered by competitive energy services or competitive metering work.

Thus, the matrix requested takes the following form. Requested answers are in *italics*:

ABD Services Work	Contractor	AEPSC	TCC	Affiliate	System	Discretionary	Competitive
Job Titles & Descriptions	Job Title belongs to this employer class? <i>yes/no</i>	<i>yes/no</i>	<i>yes/no</i>	<i>yes/no</i>	Job Title belongs to this service class? <i>yes/no</i>	<i>yes/no</i>	<i>yes/no</i>

Response No. 6:

- (a) Preplanning costs are the only costs common to all O&M services. Preplanning costs for TCC and AEPSC were provided in response to Cities' 25th Request for Information, Question No. 70(c). Witness Crowder describes the nature of preplanning costs in his testimony on page 29 lines 3-5 and lines 12-14.
- (b) There are no project costs that are common to all construction services.
- (c) The Cities have agreed to limit the job classifications to those listed on Schedule IV J-2 page 27. Attached is a matrix containing the requested information for those job classifications.

Prepared By: Larry C. Foust
Sponsored By: J. Calvin Crowder

Title: Regulatory & Issues Manager
Title: Managing Director, External Affairs