

West Region Transmission Function Employees Job Titles and Descriptions

JOB TITLE	JOB DESCRIPTION
ACCOUNT DIRECTOR, GPL-W- DIR ASSET OPTIMIZATION	Responsible for the generation of incremental short-term firm and interruptible transportation and storage opportunities on the Western Pipelines through optimization of company assets and coordinating the implementation of such opportunities through the pipelines marketing departments.
ACCOUNT DIRECTOR, GPL-W- DIR MARKETING AND ACCOUNT SERVICES	Implements complex strategies and initiatives relative to the sale of pipeline and storage capacity, and connection of new markets and supplies in relation to the competition, sale of facilities, and the negotiations of OBAs. Responsible for account management and the development and maintenance of customer relationships, contract renewals, and the accuracy of invoicing and billing. Establishes an effective working relationship with Operations and the management of connecting parties to ensure effective pipeline operations and the potential development of new marketing opportunities.
ACCOUNT DIRECTOR, GPL-W- DIR W REGION B/D	Handles complex opportunities relative to sale of pipeline capacity, connection of new supplies and markets, development and maintenance of customer relationships, coordination of sale of facilities, and the negotiation of OBAs.
ACCOUNT MANAGER II - GPL- W-DIR W REGION ACCT SRVS	Implements complex strategies and initiatives relative to the sale of pipeline and storage capacity, and connection of new markets and supplies in relation to the competition, sale of facilities, and the negotiations of OBAs. Responsible for account management and the development and maintenance of customer relationships, contract renewals, and the accuracy of invoicing and billing. Establishes an effective working relationship with Operations and the management of connecting parties to ensure effective pipeline operations and the potential development of new marketing opportunities.
ACCOUNT MANAGER SR I & II, GPL-W-DIR MARKETING AND ACCOUNT SERVICES	Implements complex strategies and initiatives relative to the sale of pipeline and storage capacity, and connection of new markets and supplies in relation to the competition, sale of facilities, and the negotiations of OBAs. Responsible for account management and the development and maintenance of customer relationships, contract renewals, and the accuracy of invoicing and billing. Establishes an effective working relationship with Operations and the management of connecting parties to ensure effective pipeline operations and the potential development of new marketing opportunities.
ANALYST ACCOUNT SVC I, GPL-W-DIR MARKETING AND ACCOUNT SERVICES	Responsible for performing a variety of customer related activities for the West Region Pipelines including: 1) preparation and evaluation of monthly invoices in compliance with Tariffs and SOX controls, 2) training customers about details on services offered, information and reports available, 3) responding for and resolving customer inquiries and issues 4) providing guidance and support of the conversion of existing proprietary transportation systems to DART, 5) review and reporting of Account Receivables, and 6) providing technical business solutions throughout the organization.

JOB TITLE**JOB DESCRIPTION**

ANALYST ACCOUNT SVC II,
GPL-W-DIR MARKETING AND
ACCOUNT SERVICES

Responsible for performing a variety of customer related activities for the West Region Pipelines including: 1) preparation and evaluation of monthly invoices in compliance with Tariffs and SOX controls, 2) training customers about details on services offered, information and reports available, 3) responding for and resolving customer inquiries and issues 4) providing guidance and support of the conversion of existing proprietary transportation systems to DART, 5) review and reporting of Account Receivables, and 6) providing technical business solutions throughout the organization. May take the lead or support the lead in implementing and monitoring current customer service policies, advises management, and champions changes to services and systems. Supports Account Directors/Managers selling transportation related services to Western Region interstate pipelines. Developing expert in natural gas business and customer's business needs.

ANALYST ACCOUNT SVC SR I
& SR II, GPL-W-DIR
MARKETING AND ACCOUNT
SERVICES

Responsible for performing a variety of customer related activities for the West Region Pipelines including: 1) preparation and evaluation of monthly invoices in compliance with Tariffs and SOX controls, 2) training customers about details on services offered, information and reports available, 3) responding for and resolving customer inquiries and issues 4) providing guidance and support of the conversion of existing proprietary transportation systems to DART, 5) review and reporting of Account Receivables, and 6) providing technical business solutions throughout the organization. Point of contact for inquiries regarding service, training, invoicing and accounts receivable issues. Takes lead role in dealing with more complex analysis of customer specific issues and advises management on such issues. Takes lead role in implementing and monitoring current customer service policies, advises management, and champions changes to services and systems. Supports Account Directors/Managers selling transportation related services to Western Region interstate pipelines. Expert in natural gas business and customer's business

ANALYST-BUS DEV SR II

Provide a variety of analytical services that support the activities of the Marketing, Business Management and Business Development Departments of Northern Region Gas Pipelines. Provide similar support to other Gas Pipeline Regions, the Interstate Pipeline Group and Kinder Morgan Corporate functions as required. Provide a broad range of analytical support in the areas of supply and demand fundamentals; competitor pipeline systems, operations and projects; and regulatory filings and proceedings.

ANALYST-OPS SR II

Responsible for ensuring compliance with, training and evaluation for, and documentation of all applicable regulations related to Gas Control and System Design. Responsible for planning and communication of maintenance and the associated impact to capacity. Responsible for SCADA system maintenance and data integrity, analysis and reporting of operational data, and maintenance planning.

CHIEF OPERATING OFFICER -
GAS PL

Directs the continuous operation, maintenance, and improvement of the entire pipeline system. Responsible for the planning, administration, and control of capital, operating, and other budgets for the entire system. Provides overall direction to and management of the engineering function. Responsible for insuring the technical integrity of the transmission system. Establishes and assures the proper administration of engineering policies, procedures, standards, codes, and programs in a manner consistent with company, governmental, and professional requirements.

JOB TITLE**JOB DESCRIPTION**

CONTRACT ADMINISTRATOR ASC	Coordinates the maintenance and updating of records pertaining to the sale and purchase of oil and/or gas. Reviews and/or conducts market research regarding pricing and terms in oil and gas contracts. May provide guidance and training to Contracts Analysts. Usually has five or more years of experience.
CONTRACT ADMINISTRATOR I	Coordinates the maintenance and updating of records pertaining to the sale and purchase of oil and/or gas. Reviews and/or conducts market research regarding pricing and terms in oil and gas contracts. May provide guidance and training to Contracts Analysts. Entry level contract administrator position with one to three years of experience.
CONTRACT ADMINISTRATOR II	Coordinates the maintenance and updating of records pertaining to the sale and purchase of oil and/or gas. Reviews and/or conducts market research regarding pricing and terms in oil and gas contracts. Generates solutions to more complex administrative issues. May provide guidance and training to Contracts Analysts. Usually has three to five or more years of experience.
CONTRACT ADMINISTRATOR LEAD	Administers activities concerned with contracts for purchase or sale of equipment, materials, products, or services. Examines performance requirements, delivery schedules, and cost estimates of material, equipment, and production to ensure completeness and accuracy. Prepares bids, process specifications, test and progress reports, and other exhibits that may be required. Negotiates contracts with customers or bidders. Acts as lead to other contract administrators or analysts. Usually has ten or more years of experience.
CONTRACT ADMINISTRATOR SR I	Administers activities concerned with contracts for purchase or sale of equipment, materials, products, or services. Examines performance requirements, delivery schedules, and cost estimates of material, equipment, and production to ensure completeness and accuracy. Prepares bids, process specifications, test and progress reports, and other exhibits that may be required. Resolves complex problems and uses best practices and knowledge of internal or external business issues to improve services. Negotiates contracts with customers or bidders. Usually has four to seven or more years of experience.
CONTRACT ADMINISTRATOR SR II	Administers activities concerned with contracts for purchase or sale of equipment, materials, products, or services. Examines performance requirements, delivery schedules, and cost estimates of material, equipment, and production to ensure completeness and accuracy. Prepares bids, process specifications, test and progress reports, and other exhibits that may be required. Recognized as expert within the group. Negotiates contracts with customers or bidders. Usually has six to nine or more years of experience.
CONTROLLER	Intermediate level position that operates pipeline facilities from the control center. Remotely monitors gas flows and pressures via SCADA to ensure safe and efficient operation of pipelines. Communicates effectively with field operations and customers. Responds to abnormal conditions and coordinates emergency communications. Has authority and accountability for remote operational functions to the pipeline facility.

JOB TITLE**JOB DESCRIPTION**

CONTROLLER ASC	Entry level position that operates pipeline facilities from the control center. Remotely monitors gas flows and pressures via SCADA to ensure safe and efficient operation of pipelines. Communicates effectively with field operations and customers. Responds to abnormal conditions and coordinates emergency communications. Has authority and accountability for remote operational functions to the pipeline facility.
CONTROLLER LEAD	Leads and directs the work of other Controllers as a subject matter expert. Has shift dispatching responsibility in the control center. Participates in planning, scheduling, and implementing facility operations, shutdowns, and start-ups. Makes decisions in response to abnormal conditions and emergencies. Has authority and accountability for remote operational functions to the pipeline facility.
CONTROLLER SR	Operates pipeline facilities from the control center using advanced knowledge of gas flow, compression, regulations, and SCADA. Communicates effectively with field operations and customers. Participates in planning, scheduling, and implementing facility operations, shutdowns, and start-ups. Responds to abnormal conditions and coordinates emergency communications. Has authority and accountability for remote operational functions to the pipeline facility.
DIRECTOR-ACCOUNT SERVICES	Directs the strategic planning, market analysis, project analysis, billing and invoicing, and financial reporting of all gas transportation activity for eight of Kinder Morgan's interstate gas pipelines. This includes preparing gas production, demand and pricing projections and analysis in areas of the Western United States, Canada, and Mexico.
DIRECTOR-ACCOUNT SERVICES, GPL-W-DIR MARKETING	Directs the billing and invoicing, accounts receivable, and financial reporting of all gas transportation activity for eight of Kinder Morgan's interstate gas pipelines. Additionally, oversees the implementation and support of business intelligence solutions throughout the organization.
DIRECTOR-COMMERCIAL, GPL-W-DIR MARKETING	Responsible for leading a team of Account Directors/Managers for managing customer related activities for the West Region Pipelines including: Develop plans, strategies, and goals for managing critical customer services and activities such as sale of pipeline capacity, contract renewals, customer interface and coordination of connection of new supplies and markets, development and maintenance of customer relationships, provides marketing perspective for business plans and strategies, and coordination of sale of facilities. Responsible for the development and evaluation of transportation marketing opportunities and discounting strategies, with recommendations to management. Responsible for all Account Services Activities.
DIRECTOR-CONTRACT ADMIN	Responsible for overseeing the day-to-day duties of drafting, set-up and maintenance of transportation, storage, purchase, sales, and various other types of agreements. Additionally, this position is responsible for overseeing the day-to-day duties associated with the set up and maintenance of contract, rates and nominations, billing and payment, price index and transaction level information in the DART system.

JOB TITLE**JOB DESCRIPTION**

DIRECTOR-ENGINEERING RESERVOIR	An experienced, proven professional manages and directs reservoir engineers and geologists within the Gas Storage Engineering department. Able to modify technical guidelines. Makes independent decisions that are typically not subject to technical review. May serve as a project manager on assignments requiring a broad knowledge of reservoir engineering. Usually requires at least fifteen years experience and a B.S. M.S. or PhD in Engineering or Geology.
DIRECTOR-OPS	Acts a liaison between the Natural Gas Pipeline Field Operations and all supporting business units and corporate shared services. Develops monthly and quarterly performance reports. Reviews and approves operating agreements between pipelines and other parties. Provides support on behalf of the gas pipeline operations to corporate committees and management. Represents KM gas pipeline operations in industry group committees.
DIRECTOR-OPS OPTIMIZATION, GPL-W-DIR ASSET OPTIMIZATION	Directs the generation of incremental short-term firm and interruptible transportation, parking and lending and interruptible storage opportunities on the Western Region interstate pipeline systems through optimization of company assets and coordinating the implementation of such opportunities through the pipelines marketing departments.
DIRECTOR-SCHEDULING	Directs dispatching, quality control, and scheduling of flow of gas throughout the system. Coordinates system loads and receipts with shippers. Oversees relations with suppliers and customers pertaining to proper distribution. Directs the maintenance and analysis of daily control data and reports.
DIRECTOR-SYSTEM DESIGN	Provides direction to gas control Managers and employees. Responsible for developing new and improving existing practices. Directs analysis of past and projected gas supply and customer needs for development of operational plans. Responsible for designs of system expansions and modifications, capacity management, operational analyses and improvements for the West Region interstate natural gas pipeline systems.
ENGINEER-PIPELINE II	Uses pipeline models to determine firm capacity. Performs limited analysis and evaluation of incremental facility designs and the associated costs, in conjunction with Planning staff, and determines capacity impacts of maintenance.
ENGINEER-PIPELINE III	Responsible for determining and approving available pipeline capacity for firm contracts. Also, responsible for determination of incremental facility designs and their associated costs.
ENGINEER-PIPELINE SR	Develops designs for system expansions and modifications for the Western Region interstate pipeline systems using computer simulation. Performs detailed operational analysis of system performance and develops plans for facility and operational improvements.
ENGINEER-PIPELINE STAFF	Develops and oversees designs for system expansions and modifications for the Western Region interstate pipeline systems using computer simulation. Performs and reviews detailed operational analyses of system performance. Develops and reviews plans for facility and operational improvements.

JOB TITLE**JOB DESCRIPTION**

ENGINEER-RESERVOIR PRNCPL	A senior expert in reservoir engineering responsible for developing and/or researching new techniques and approaches to maximize production. Provides technical guidance on the most complex reservoir engineering projects. Is typically located in the headquarters location as a Senior Staff Engineer. Usually requires at least fifteen years experience and a B.S., M.S. or PhD in Engineering.
ENGINEER-RESERVOIR STAFF	As an experienced, proven professional handles complex reservoir engineering assignments. Able to modify technical guidelines. Level makes independent decisions that are typically not subject to technical review. May serve as a project leader on assignments requiring a broad knowledge of reservoir engineering. May supervise lower level engineers. Usually requires at least twelve years experience and a B.S. or M.S. in Engineering.
MANAGER IC – BUSINESS DEVELOPMENT	Coordinates opportunities relative to sale of pipeline capacity, connection of new supplies and markets, development and maintenance of customer relationships, and coordination of sale of facilities.
MANAGER IC-FINANCE	Directs budgeting and forecasting as well as project analysis for the nine Kinder Morgan West Region interstate gas pipelines. Includes weekly forecasting to the West Region President and quarterly forecast reporting to the Office of the Chair.
MANAGER-ACCOUNT SERVICES, GPL-W-DIR MARKETING	Responsible for leading a team of individuals for managing customer related activities for the West Region Pipelines including: 1) preparation and evaluation of monthly invoices in compliance with Tariffs and SOX controls, 2) training customers about details on services offered, information and reports available, 3) responding to and resolving customer inquiries and issues 4) providing guidance and support of the conversion of existing proprietary transportation systems to DART, 5) review and reporting of Account Receivables, and 6) providing technical business solutions throughout the organization.
MANAGER-CONTRACT ADMIN	Coordinates all activities involving negotiation, contract documents, and other legal proceedings relating to contract for the sale and purchase of gas. Negotiates master contracts and general terms and conditions. Assures uniformity and consistency in all contracts. Assists in legal proceedings involving contracts and agreements.
MANAGER-ENGINEERING RESERVOIR	An experienced, proven professional manages reservoir engineers and geologists within the Gas Storage Engineering department. Able to modify technical guidelines. Makes independent decisions that are typically not subject to technical review. May serve as a project manager on assignments requiring a broad knowledge of reservoir engineering. Usually requires at least twelve years experience and a B.S. or M.S. in Engineering or Geology.
MANAGER-GAS CNTRL	Provides supervision and direction to gas control employees. Oversees the gas control operations to ensure balanced conditions in control of pressure and flow of gas throughout the pipeline system. Directs analysis of past and projected gas supply and customer needs for development of operational plans.

JOB TITLE**JOB DESCRIPTION**

MANAGER-SCHEDULING

Oversees the establishment of schedules for receipt and delivery of product from shippers. Monitors system flow and operations and coordinates priorities with dispatching. Supervises schedulers.

REP-SCHEDULER I

Under general supervision, performs customer-oriented scheduling activities. Fills product movement orders. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Plans and forecasts product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Entry level with minimal or no experience.

REP-SCHEDULER II

Under general supervision, performs customer-oriented scheduling activities. Fills product movement orders. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Plans and forecasts product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Knows and understands basic scheduling concepts. One to three years or more experience.

REP-SCHEDULER III

Under limited supervision, and as a senior level Scheduler, responsible for customer-oriented scheduling activities. Responsible for making sure that requests are being filled. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Responsible for planning and forecasting of product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Trains and assists less experienced schedulers.

REP-SCHEDULER LEAD

Expert on all region pipes for both confirmation and scheduling. Very proactive and provides work direction for others. Has primary training responsibility for others. Usually has ten or more years of experience.

REP-SCHEDULER SR I

Under limited supervision, and as a senior level Scheduler, responsible for customer-oriented scheduling activities. Responsible for making sure that requests are being filled. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Responsible for planning and forecasting of product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Trains and assists less experienced schedulers. Semi-proactive. Requires limited direct supervision.

REP-SCHEDULER SR II

With little supervision and as a senior level Scheduler, responsible for customer-oriented scheduling activities. Responsible for making sure that requests are being filled. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Responsible for planning and forecasting of product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Trains and assists less experienced schedulers. Semi-proactive. Recognized as expert within the group. Usually has six to nine or more years of experience.

JOB TITLE**JOB DESCRIPTION**

VP – BUSINESS DEVELOPMENT	Responsible for the development of plans, strategies, and goals for managing critical customer services and activities such as sale of pipeline capacity, customer interface and coordination of connection of new supplies and markets, development and maintenance of customer relationships, provides marketing perspective for business plans and strategies, and coordination of sale of facilities.
VP-BUSINESS MANAGEMENT, WEST REGION GAS PIPELINES	Develops, negotiates, and administers transportation related agreements and strategies for the pipeline company to ensure customer satisfaction, loyalty, market growth and value-added strategy initiatives. Ensures customer services and satisfaction through the development and implementation of innovative and quality marketing programs. Oversees the development and evaluation of transportation marketing opportunities and discounting strategies. Develops most cost effective means available for: transportation throughput, transporting off-system gas supplies, moving gas to off system customers, system storage. This executive's functions typically include planning, marketing services, account services and project economics.
VP-OPS	Directs, plans, and controls the continuous and safe operation, maintenance, and improvement of the transmission systems for assigned work locations. Focuses on safety, compliance, reliability, efficiency, cost management, and innovation. Manages construction and O&M activities. Directs employees and contractors in operation and maintenance of natural gas facilities and equipment.
VP-PIPELINE MANAGEMENT	Develops strategies for the pipeline company to ensure customer satisfaction, market growth and value-added initiatives. Responsible for all functions of Gas Control. Develops cost-effective means for safely and reliably maximizing transportation throughout. Has primary responsibility for engineering aspects of capacity management, facility expansions and system operations. Functions include system design, conceptual cost estimation, maintenance planning, operational analysis and system control.
VP-PIPELINE MANAGEMENT - SHARED SERVICES	Develops, negotiates, and administers transportation related agreements and strategies for the pipeline company to ensure customer satisfaction, loyalty, market growth and segmentation and value-added strategy initiatives. Ensures customer services and satisfaction through the development and implementation of innovative and quality marketing programs. Oversees the development and evaluation of transportation marketing opportunities and discounting strategies. Develops most cost effective means available for: transportation throughput, releasing capacity constraints, transporting off-system gas supplies, moving gas to off-systems customers, system storage. Has primary responsibility for engineering aspects of the organization's operations. This executive's functions typically include facilities planning, process engineering, maintenance and application of automation and advanced technology, and engineering work relating to new product development.
VP-STORAGE	Supervises engineering studies relating to the development of oil and gas reserves. Also supervises all Company Reservoir Engineers and coordinates regional operations. Functions as staff advisor for technical problems.

JOB TITLE**JOB DESCRIPTION**

VP-
TRANSPORTATION/STORAGE

Develops, negotiates, and administers transportation related agreements and strategies for the pipeline company to ensure customer satisfaction, loyalty, market growth and segmentation, and value-added strategy initiatives. Responsible for developing the most cost effective means available for transportation throughput, releasing capacity constraints, transporting off-system gas supplies, moving gas to off-systems customers, and system storage.