

# West Region Transmission Function Employees Job Titles and Descriptions

<b>JOB TITLE</b>	<b>JOB DESCRIPTION</b>
VP – BUSINESS MANAGEMENT	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-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.
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.
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.

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.
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.
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.
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.
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.
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.
COMMERCIAL-CONTRACT ADMINISTRATOR (Various Levels)	Job description is a general overview of responsibilities and may vary by pipeline and level. Contract processing for service requests and administers contractual rights as defined by the Tariff. Works closely with the customer, Commercial, Legal and Regulatory to ensure FERC processes and reporting requirements are followed. Capacity Release assistance to customers and administers the program in accordance with the Tariff and NAESB. Quarterly FERC Index of Customers processing. Facilitates name changes and company mergers.

DIRECTOR-COMMERCIAL CONTRACT ADMIN	Oversee the adherence to policies and procedures in the interpretation of tariffs, NAESB rules, and company policy for contracting and reporting services across all the interstate regions. Responsible for overseeing the duties associated with the set up and maintenance of contract, rates, pathing, billing and transaction level information in the DART system. Advise and assist managers with issue resolution beyond the normal. Point of Contact for Legal and Regulatory for proceedings involving contracts.
MANAGER-COMMERCIAL CONTRACT ADMIN	Supervises Contract Administrators on day-to-day tasks and in the interpretation of tariff, NAESB rules, and company policy for contracting and reporting services on the interstate pipelines. Advise Contract Administrators on issue resolution with customers. Stay informed of NAESB standards and changes to insure compliance. Interacts with Commercial, Scheduling, Legal and Regulatory on new services or changes to services. Research and respond in legal and audit matters involving contracts.
PIPELINE SCHEDULER (Various levels)	Responsible for coordinating daily pipeline scheduling activities, responding to customer inquiries, analyzing and resolving issues regarding pipeline scheduling, and performing daily processing activities including, nominations, confirmations, imbalance management and volume allocations.
MANAGER- PIPELINE SCHEDULING	Responsible for the management of daily pipeline scheduling activities including ensuring the accuracy of any scheduling capacity allocations, nominations, confirmations, imbalance management, physical volume allocations, writing and posting critical notices and application support.
DIRECTOR-PIPELINE SCHEDULING	Responsible for the management of daily pipeline scheduling activities including ensuring the accuracy of any scheduling capacity allocations, nominations, confirmations, imbalance management, physical volume allocations, writing and posting critical notices and application support.
REP-SCHEDULER III	Job description is a general overview of responsibilities and may vary by pipeline. Has industry and or natural gas scheduling experience. Requires limited supervision. Has a medium to standard workload. Responsible for assisting shippers with nomination issues, confirmation of locations, clearing of cut queues and running system balance. Responsible for insuring accurate volume allocations of assigned locations and resolving any issues for the monthly invoice and accounting close. Responsible for making sure OBA statements are sent out and signed by operators for assigned locations monthly. Responsible for related activity for on-call rotation, holiday coverage, and back up for DSR . Understands most of "concepts" associated with region pipelines including basic contract knowledge. Mostly reactive in nature. Fully aware of SOX Controls and all compliance responsibilities.
REP-SCHEDULER LEAD	Job description is a general overview of responsibilities and may vary by pipeline. Has multiple years of experience. Has an expert level of understanding of all pipes within region of responsibility for both confirmation and scheduling. Extremely proactive and provides work direction for others. Has primary training responsibility for others. Primary tester for system change. Responsible for making sure OBA statements are sent out and signed by operators for assigned locations monthly. Responsible for related activity for on-call rotation and holiday coverage. Able to step in if manager is not available and report numbers in AM/PM meetings, conduct customer meetings, assist with resolving customer issues. Fully aware of SOX Controls and all compliance responsibilities.

VP - PIPELINE ADMINISTRATION	Oversees the management of scheduling, contract administration activities for all pipes in all regions. Develops strategies for both the Scheduling and Contract Administration areas to create a balance between customer satisfaction and pipeline efficiency. Reviews and approves significant EBB postings. Ensures all SOX Controls and other compliance requirements are followed throughout the department. Oversees the Business Process Management for system changes. Company representative for NAESB related activities. Ensures customer issues are resolved in a prudent manner balancing the needs of the customer and pipeline.
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.
MANAGER IC – BUSINESS DEVELOPMENT	Develops strategies and initiates customer contacts. Identifies potential avenues for new business opportunities and promotes those opportunities with prospective customers. Participates in business development process, including deal negotiations, structuring, project development, and transactional analysis. 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. Provides an additional coordination point for issue resolution.
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.
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.

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.
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.
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.
VP – BUSINESS DEVELOPMENT	Leads and participates in entire business development process, including deal negotiations, structuring, project development, and transaction analysis. Develops strategies, initiates customer contacts, and originates new business opportunities, including acquisitions and capital projects. Does extensive market analysis to identify potential avenues for new business opportunities and promotes these opportunities with prospective customers. Brings in new business to the organization. Develops 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. Provides marketing perspective for business plans and strategies, and coordinates sale of facilities.
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.
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 and Mexico.

VP-TRANSPORTATION/STORAGE	<p>Job description is a general overview of responsibilities and may vary by pipeline. Oversees the management of scheduling and contract administration activities for all pipes in all regions. Fully knowledgeable of the scheduling concepts for all pipes. Develops strategies for both the Scheduling and Contract Administration areas to create a balance between customer satisfaction and pipeline efficiency. Reviews and approves significant EBB postings. Approves developmental plans for employee progressions and annual employee performance reviews. Ensures that all SOX Controls and other compliance requirements are followed throughout the department. Oversees the Business Process Management for system changes. Company representative for NAESB related activities. Ensures customer issues are resolved in a prudent manner balancing the needs of the customer and pipeline.</p>
ACCOUNT MANAGER SR I & II, GPL-W-DIR MARKETING AND ACCOUNT SERVICES	<p>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.</p>
DIRECTOR-ENGINEERING RESERVOIR	<p>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.</p>
ENGINEER-PIPELINE STAFF	<p>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.</p>
ANALYST BUSINESS II GPL-W-DIR W REGION ACCT SRVS	<p>The Market Analysis position involves the analysis of natural gas demand in Western North America including gas demand for storage and the electric power sector in order to provide explanations to market situations for both short-and long-term demand and the development of the strategic throughput forecast to include developing detailed analysis of various markets for studies and projects to assist such departments as Marketing, Business Development, Facility Planning, Rates &amp; Regulatory Affairs, Operations Control and Accounting / Account Services. The Economic Analysis of proposed projects includes purchases/divestitures of existing assets, quantifying all components of the EBIT, annual cash flows, internal rate of return, and net present value of for each project. The Revenue Forecast involves coordinating with the Marketing, Rates and Accounting groups to determine the value of existing and future contracts on the pipeline assets in the West Region Pipeline Group.</p>

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.
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.
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.
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.
ACCOUNT MANAGER I - 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
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 needs.

<p>DIRECTOR-BUSINESS DEVELOPMENT</p>	<p>Leads and participates in the entire business development process, including deal negotiations, structuring, project management, and transaction analysis. Does extensive market analysis to identify potential avenues for new business opportunities and promotes these opportunities with prospective customers. Develops strategies, initiates customer contacts, and originates new business opportunities, including acquisitions and capital projects. Coordinates communications on new project development. Identifies and analyzes a wide range of complex issues involving supply and demand of natural gas, keeps up-to-date of the competition, and provides value-added strategy initiatives.</p>
<p>ANALYST-BUSINESS SR I DIR W REGION B/D</p>	<p>Does extensive market analysis to identify potential avenues for new business opportunities and promotes these opportunities with prospective customers. Analyzes natural gas demand including gas demand for storage and the electric power sector in order to provide explanations to market situations for both short-and long-term demand and the development of the strategic throughput forecast to include developing detailed analysis of various markets for studies and projects to assist such departments as Marketing, Business Development, Facility Planning, Rates &amp; Regulatory Affairs, Operations Control and Accounting/Account Services. The Economic Analysis of proposed projects includes purchases/divestures of existing assets, quantifying all components of the EBIT, annual cash flows, internal rate of return, and net present value of for each project. The Revenue Forecast involves coordinating with the Marketing, Rates and Accounting groups to determine the value of existing and future contracts on the pipeline assets.</p>