

# North Region

## Transmission Function Employees

### Job Titles and Descriptions

JOB TITLE	JOB DESCRIPTION
ACCOUNT DIRECTOR	Markets Kinder Morgan to both present and potential customers. Directs account management activities for all aspects of customer business. Negotiates and prepares agreements for the transportation and storage of natural gas. Develops an effective working relationship with Kinder Morgan management and the management of connecting carriers.
ACCOUNT MANAGER SR II, MARKETING	Manage and develop commercial relationships with both present and potential customers. Negotiation of commercial transactions and provides day to day customer service to customers. Recognized as expert within the group. Usually has six to nine or more years of experience.
ANALYST-ACCOUNT SERVICES II, MARKETING	Responsible for supporting the Account Services group with regard to revenue plan, contracting, and regulatory compliance program. Usually has three to five or more years of experience.
ANALYST-ACCOUNT SERVICES SR I, MARKETING	Responsible for supporting the Account Services group with regard to customer invoicing, accounts receivable and regulatory compliance program. Usually has six to nine or more years of experience.
ANALYST-ACCOUNT SERVICES SR II, MARKETING	Responsible for supporting the Account Services group with regard to customer invoicing, accounts receivable and regulatory compliance program. Usually has six to nine or more years of experience.
ANALYST-ACCOUNT SVC I	Provide a variety of analytical services that support and promote the Business Management Department including analysis in the following areas: Financial (budgets/forecasts), Systems/IT (user standpoint), and Invoicing.
ANALYST-ACCOUNT SVC SR I	Provides a variety of analytical services that support and promote the Business Management Department including analysis in the following areas: Financial (budgets/forecasts/tracking/reporting), Systems/IT (monitoring for accuracy, project requirements and user testing), and Revenue (preparation and generation of monthly invoices and tracking collections). Investigates and aids in the resolution of customer inquiries or disputes. Provides support for internal projects that support customer activities.
ANALYST-ACCOUNT SVC SR II	Provides a variety of analytical services that support and promote the Business Management Department including analysis in the following areas: highly technical volume allocations for a select group of large complex customer services, financial (budgets/forecasts/tracking/reporting), Systems/IT (monitoring for accuracy, project requirements and user testing), and Revenue (preparation and generation of monthly invoices and tracking collections). Investigates and aids in the resolution of customer inquiries or disputes. Provides support for internal projects that support customer activities.

JOB TITLE	JOB DESCRIPTION
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-BUSINESS MGMT SR II	For an interstate pipeline, provide a variety of analytical services that support and promote the Business Management and Business Development Department including analysis in the following areas: Supply and Demand Fundamentals, Competitor Project and System Analysis, Regulatory filings and proceedings. Similar to Senior I but has strong analytical abilities, high level of industry knowledge and the ability to work more independently.
ANALYST-COMMERCIAL II, ACCOUNT SERVICES - MARKETING	Responsible for supporting the Account Services group with regard to revenue plan, contracting, and regulatory compliance program. Usually has three to five or more years of experience.
ANALYST-COMMERCIAL II, MARKETING	Responsible for supporting the Commercial Group with regard to monitoring overall sales activity and providing support on new business opportunities. Usually has three to five or more years of experience.
ANALYST-COMMERCIAL SR I, MARKETING	Manage and develop commercial relationships with both present and potential customers. Negotiation of commercial transactions and provides day to day customer service to customers. Recognized as expert within the group. Usually has six to nine or more years of experience.
ANALYST-OPS II	Maintains reports, budgets, files and data. Researches and recommends improvements to coordinate the effective use of money, materials, and equipment. Coordinates within the department and with other departments to accomplish set goals, such as maintenance, presentations and departmental projects.
ANALYST-OPS II	Maintains reports, budgets, files and data. Researches and recommends improvements to coordinate the effective use of money, materials, and equipment. Coordinates within the department and with other departments to accomplish set goals, such as maintenance, presentations and departmental projects.
ANALYST-OPS SR I	Analyzes actual area operational results versus budgets to determine reasons for variances. Maintains reports, budgets, and files. Researches and recommends improvements to coordinate the effective use of money, materials, and equipment.
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.

**JOB TITLE****JOB DESCRIPTION**

ANALYST-OPS SR II - TGP	Maintains reports, budgets, files and data. Researches and recommends improvements to coordinate the effective use of money, materials, and equipment. Coordinates within the department and with other departments to accomplish set goals, such as maintenance, presentations and departmental projects.
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.
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.

**JOB TITLE****JOB DESCRIPTION**

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.
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 SVC	Plans and directs the commercial marketing functions of an assigned area, including the development, negotiation, administration, and control of transportation and storage agreements. Directs and participates in strategic planning for transportation and storage agreements to meet existing and future delivery requirements. Builds and maintains close working relationships with customers.
DIRECTOR-BUSINESS DEVELOPMENT	Directs the activities in the following areas: Coordinates communications on new project development, leads the development of customer proposals for pipeline related proj, identify and analyze a wide range of complex issues involving supply and demand of natural gas, takes the lead in negotiating contracts for customer commitment for new projects, keep up-to-date of the competition, and value-added strategy initiatives.

**JOB TITLE****JOB DESCRIPTION**

DIRECTOR-COMMERCIAL,  
MARKETING

Directs the activities in the following areas: Negotiation of short term sales (less than one year) for firm and interruptible balancing, storage, and transportation services, operational gas purchases and sales, coordination and execution of capacity auctions and revenue forecasting. Additionally, develops, negotiates, and administers transportation agreements and strategies through the development and implementation of innovative and quality marketing programs to ensure customer satisfaction, market growth, and value-added strategy initiatives.

DIRECTOR-  
COMPLIANCE/CODE ST

Responsible for working with other regulatory resources to assure that while the pipeline is operated optimally, we remain in full compliance with all regulatory requirements and provide regulatory compliance consistency across the various operating companies and regions.

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.

DIRECTOR-ENGINEERING

Manages engineers in all conventional aspects of a specialized function or engineering discipline. Plans and conducts work requiring judgment and evaluation, independently or as a project team member. Performs activities including technical and economical evaluation, performance testing, design and construction of new facilities, upgrading existing facilities, and research on new developments. Plans, schedules, and conducts detailed phases of the engineering work in a part of a major project or in a total project of moderate scope.

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-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.

ENGINEER-PIPELINE

Performs beginning-level technical support on projects of limited scope or portions of larger projects. Learns and practices engineering principles as they apply to company standards, procedures and operations. Develops solutions subject to review and evaluation by experienced engineers.

**JOB TITLE****JOB DESCRIPTION**

ENGINEER-PIPELINE SR	Serves as a fully competent engineer in all conventional aspects of a specialized function or engineering discipline. Plans and conducts work requiring judgment and evaluation, independently or as a project team member. Performs activities including technical and economical evaluation, performance testing, design and construction of new facilities, upgrading existing facilities, and research on new developments. Plans, schedules, and conducts detailed phases of the engineering work in a part of a major project or in a total project of moderate scope.
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-ACCOUNT SVC	Provides advanced analytical support and internal project coordination for the Business Management department including financial forecasts/budget tasks, revenue analysis and reporting, pipeline capacity analysis, regulatory compliance filings and review, IT projects, commercial reporting and invoicing. This position also frequently interacts with internal and external auditors to generate support for resolution of inquiries. Leads special projects relating to customer account support activities.
MANAGER IC-AREA	Responsible for the posting and bidding of transmission and storage capacity available for sale via open seasons and ROFRs, and the processing of customer requests for such capacity. Responsible for implementing sales and purchases of operational gas. Supports Transportation and Storage Services by providing cashout and OBA valuations. Analyzes storage data and customer demand outlook to support the pipelines' third-party storage services.
MANAGER IC-BUS DEV, MARKETING	Responsible for supporting Business Development with regard to monitoring overall sales activity and providing support on new business opportunities. Works on unique issues; serves as advisor to top management in strategic planning and acts as advisor to management team.
MANAGER IC-CAPACITY PLANNING	Manages Kinder Morgan's storage capacity with emphasis on optimizing profitability and enhancing physical operations. Directs the development of studies, summaries and models depicting financial and operational impacts. Makes decisions regarding pipeline and storage capacity and presents information to management for decision-making.

**JOB TITLE****JOB DESCRIPTION**

MANAGER IC-COMMERCIAL,  
MARKETING

Commercial liaison for all Pipeline, Storage, and Operating Agreements. DART conversion lead. Manages all Park and Loan, Storage, Transport Models. Develop and maintain financial and informational models used by the Asset Optimization commercial team. Uses pricing information and deal data to generate reports to aid the team in making decisions related to time spreads and capacity values. Responsible for pricing and fundamental analysis. Researches and identifies key drivers in the North American Energy Market and Pipeline grid to determine how they will impact natural gas flows. Uses information to identify opportunities and make strategy recommendations to management. Performs due diligence and price discovery, in support of maximizing revenue and mitigating price risk for the purchase and sale of natural gas to support pipeline operations.

MANAGER IC-COMMERCIAL,  
MARKETING-TGP

Responsible for supporting the Commercial Group with regard to monitoring overall sales activity and providing support on new business opportunities. Works on unique issues; serves as advisor to top management in strategic planning and acts as advisor to management team.

MANAGER-BUSINESS MGMT

For an interstate pipeline, provide a variety of analytical services that support and promote the Business Management and Business Development Department including analysis in the following areas: Supply and Demand Fundamentals, Competitor Project and System Analysis, Regulatory filings and proceedings. Strong analytical abilities, high level of industry knowledge and the ability to work more independently, as well as manage the analysts in the Business Mgmt. group.

MANAGER-COMMERCIAL,  
ACCOUNT SERVICES

Responsible for leading a team of individuals for managing customer related activities for TGP 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, 6) providing technical business solutions throughout the organization, and 7) Managing all aspects of the group's Compliance Program

MANAGER-COMMERCIAL,  
MARKETING

Manages the activities in the following areas: Negotiation of short-term sales (less than one year) for firm and interruptible balancing, storage, and transportation services, operational gas purchases and sales, coordination and execution of capacity auctions and revenue forecasting. Additionally, develops, negotiates, and administers transportation agreements and strategies through the development and implementation of innovative and quality marketing programs to ensure customer satisfaction, market growth, and value-added strategy initiatives.

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.

JOB TITLE	JOB DESCRIPTION
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.
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.



**JOB TITLE****JOB DESCRIPTION**

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.

VP-GAS CNTRL

Responsible for all functions of gas control. Manages optimization of pipeline design and operation while meeting customer commitments. Ensures safe operations and pipeline efficiency through control of pressure and flow of gas throughout pipeline system.

VP-MARKETING

Oversees activities in the commercial and Business Development groups for TGP optimization.

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 -  
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.

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.