POSITION TITLE: Pricing, Rates & Wholesale Billing Manager

LOCATION: Columbus

CLASSIFICATION: Exempt

SALARY INFORMATION:

BUSINESS UNIT/DEPT.: Finance, Risk Management, and Rates

POSITION REPORTS TO: Vice President of Finance, Risk Management & Rates - CFO

BUSINESS UNIT APPROVAL: Traci Bender

HR APPROVAL: Steve Hollinrake

EFFECTIVE DATE: August 1, 2007

POSITION SUMMARY: (Describe the overall purpose of this position and areas of responsibility.)

The incumbent is responsible for the overall development, management, and team leadership of all elements of the District's wholesale and retail rate making process, and all elements of the District's process for electric service billing to the District's firm requirements wholesale customers, transmission service customers, and large retail accounts. Specifically, the incumbent is responsible for the accurate preparation, review, and timely issuance of the District's wholesale, transmission, and subtransmission rate studies, and retail cost-of-service studies that meet the District's strategic goals and objectives over the rate track time period; development, implementation, and on-going administration of rate-related policies and new and innovative wholesale and retail pricing products that meet customers' and the District's needs; ownership of the wholesale billing process, including the efficient, accurate and timely completion of all monthly electric service billings to the District's wholesale customers, transmission service customers, and large retail accounts; developing and maintaining strong working relationships with wholesale and retail customers; and interfacing with Customer Service & Delivery and other internal colleagues to explain and interpret wholesale and retail rate schedules and policies, discuss rationale for current rates and expected future trends, and to address any wholesale customer billing issues, while maintaining compliance with applicable contract provisions related to rate making and billing.

PRINCIPAL ACCOUNTABILITIES: (List 5 to 7 functional
responsibilities for which the incumbent is held accountable. Do not list the individual tasks or steps that must be performed to accomplish the end result, but rather the end result itself. Please indicate separately if one of the functions is management of others (work direction, performance management, salary administration, etc.)

A. Plan, organize, direct, and coordinate the actions of the Pricing, Rates & Wholesale Billing Department. Provide administrative and technical direction to the work group, and make or recommend decisions for hiring, performance improvement, salary administration, and employee disciplinary action.

B. Oversee and direct the accurate preparation, review and timely issuance of the District's wholesale General Firm Power Service (GFPS) and Transmission Rate Studies, the Subtransmission Rate Study, and the Retail Cost-of-Service study, in accordance with contract provisions, Board policies, and state statutes.

C. Lead the rate making process, including the development, implementation, and on-going administration of rate-related policies, the collection and use of load research data, the development of retail and wholesale pricing options, and the creation of innovative approaches to pricing and pricing methods.

D. Oversee, direct, and ensure efficient, accurate, and timely completion of all monthly electric service billings to the District's total requirements wholesale customers, transmission service customers, and large retail accounts in accordance with applicable rate schedules and contract provisions. Develop, monitor, and track effective performance measures to monitor work group performance and take appropriate action when standards are not met or as required to improve processes.

E. Ensure that wholesale billing related processes are continuously improved to keep the work group efficient and effective. Direct and manage the maintenance, upgrade, and replacement of the information systems necessary to assure the timely and accurate billing of the District's wholesale and transmission service customers. Ensure adequate resources through preparation and oversight of O&M and capital budgets.

F. Develop and maintain strong working relationships with wholesale and retail customers, internal District business units, and peers in the electric utility industry. Recall and understand the basis of previous rate and billing decisions to be able to maintain credibility and consistency in application of rates, billing, and policies.

G. Provide effective and timely support to District business units regarding wholesale and retail rate questions, wholesale billing questions, and champion and support any necessary training to business unit colleagues so they better understand the District's rate making processes, wholesale billing processes, rate schedules, policies, studies, and reports.
H. Incumbent is accountable for miscellaneous other responsibilities as assigned or required.

QUANTITATIVE INFORMATION:

A. Number of direct reporting positions: 3

B. Total number of reporting positions:
   (Include Item A): 16

DECISION MAKING AUTHORITY: (Briefly describe the types of decisions the incumbent may make without seeking additional approval.)

The incumbent is responsible for a full range of strategic and business decisions with regard to the design, development, and management of the District's wholesale and retail rates; systems, processes and human resources necessary to efficiently and effectively provide the District's firm requirements wholesale customers, transmission service customers, and large retail accounts with timely and accurate billings each month; developing rate strategies and plans to meet the District's and its customers' operating and financial requirements; and interpretation and application of wholesale and retail rate schedules, cost of service allocations, and rate-related policies. The incumbent is expected to work closely with wholesale and retail customers, and create innovative approaches to pricing and pricing methods. The incumbent is also responsible for deciding on appropriate staffing, skill level requirements and training, resource allocation and budgetary requirements for these processes.

QUALIFICATIONS: (List the qualifications to be considered for this position, including education and training, licenses and/or certifications, prior related experience, and competencies.)

A. Education and Training:

BS in Engineering, Finance, Economics, Mathematics, or related field is required. MBA is preferred.

B. Licenses and/or Certifications Required:

N/A

C. Prior Related Experience:

Ten years of progressive professional level experience in utility rates and pricing, customer billing, accounting, finance, and/or planning with at least one year in a supervisor/management role is required.

D. Leadership Competencies:

1. Safety - Embraces and exhibits strong nuclear and/or
industrial safety culture. Makes safety considerations a core part of doing business and encourages others to do so.

2. Customer Focus - Dedicated to meeting the expectations and requirements of internal and external customers. Gets first hand customer information and uses it to improve products and services. Establishes and maintains effective relationships with customers.

3. Focus on Process Excellence - Demonstrates strong inner drive to achieve excellence while striving for low cost, simplicity and speed to enhance operational excellence and eliminate bureaucracy.

4. Results Oriented - Commits to and meets bottom line results while expecting and supporting achievement of the same from others.

5. Energy - Brings positive energy to the job and behaves in a way that energizes others.

6. Informing - Provides the information people need to know to do their jobs and feel good about being a member of a team, department, business unit, and/or NPPD. Seeks input and acknowledges feedback.

7. Business Acumen - Possesses and demonstrates a keen understanding of general business principles, NPPD financials, and a general understanding of the NPPD ratemaking process. Uses financial analysis to evaluate risk and make risk based decisions.

8. Developing Direct Reports and Others - Provides challenging and stretching tasks and assignments. Holds frequent development discussions and ensures creation and execution of employees' development plans.

9. Self knowledge and Self development - Knows personal strengths, weaknesses, and limits. Seeks performance feedback, is open to criticism, and is not defensive. Is personally committed to own development and actively works to improve.


11. Alignment with the Mission - Is aligned with NPPD's culture, values, and mission. Operates with the mission and values in mind. Encourages others to act in a manner aligned with culture, mission, and values.

12. Strategic Thinking - Considers a broad range of internal and external factors with solving problems and making decisions. Is a future oriented thinker. Translates broad strategies into specific objectives and action plans.

13. Technical Competence - Applies broad knowledge of the utility
pricing and rate making processes to ensure effectiveness of the District's wholesale and retail pricing structures. Applies broad knowledge of regulatory and contractual requirements to ensure compliance by the District of its rate making process and wholesale billing process.