



EFM Data Management Analyst

Summary: Reviews and/or edits hourly/daily gas volume and quality records, import data and ensures data integrity in PGAS, researches anomalies, determines corrective actions resulting from meter malfunctions and missing data for assigned meters and gas quality equipment. Perform audits as needed.

Essential Duties and Responsibilities include the following:

- Works with field personnel to obtain optimum measurement conditions between the field and EMS PGAS.
- Updates PGAS for equipment changes, meter calibration results, volume and missing data corrections.
- Performs system enhancement testing and assists in implementation.
- Ensure review and addresses all alarms prior to daily and monthly closings.
- Ensures the continued education and maintains current PGAS training to improve skills and obtain knowledge of industry advances in Measurement Technology.
- Assists with internal and external audits as requested by clients.
- Assists in monitoring Gas Control accounts and implements changes to ensure pipeline stability and integrity.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations;

Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Bachelor's degree in applicable discipline with a minimum of three (3) years related industry experience and/or training.
- **Language Ability:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office (Word, Excel, Outlook).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift up to 10 pounds. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision and distance vision.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. The list of job elements, responsibilities, skills, duties, requirements, or conditions is not exhaustive, but merely illustrative of the current requirements of the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.