

Public (when completed)

Common Government

## New

Ministry

Energy

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Junior Analyst

Requested Class

Job Focus

Supervisory Level

Agency (Ministry)

Vacant

### Organizational Structure

Division, Branch/Unit

Energy Operations, Royalty Operations, P&A

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Analyst

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### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Under the direction of the Team Lead and Manager, Pricing & Analysis (P&A) business unit, the main objectives for the Junior Analyst position are to (1) collect, process, analyze, review and verify information for the calculation of Reference Prices, used in the valuation of Crown's share of natural gas and products; and (2) validation of transportation costs, incurred on Crown's account for their share of conventional crude oil.

The Junior Analyst role exists to provide frontline service for the collection and verification of information and calculation inputs in support of the reference price and royalty programs. The position ensures accurate and timely collection of purchase, sale, and transportation information from external stakeholders; then evaluates the validity of that information by determining if situations presented fall within scope of legislated requirements, operational guidelines, criteria and benchmarks. In resolving identified discrepancies, the position is required to have regular contact with the industry representatives, Regulatory Affairs, and the Alberta Gas Marketing Act (AGMA) and the Petroleum Marketing Regulation.

The Junior Analyst works within the parameters of established legislation, regulations, the Ministry's mandate and structure, and supporting key objectives outlined in the 2022-2025 Energy and Minerals Business Plan.

The Junior Analyst position is expected to undertake work assignments with clearly-defined objectives, delivering results within defined program areas, such as Natural Gas and Natural Gas Liquids Reference Prices, Sulphur Reference Prices; and Trucking Transportation Allowance Claims. There may be times when delivery timelines

overlap, which requires the incumbent to exercise strong organizational and time management skills. They may also assist in parts of other business unit initiatives, projects and/or provide input in process improvements.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

**1. Ensure data is submitted by assigned reporting companies (for current and prior months) by the prescribed reporting deadline and is accurate for use in calculating the monthly Natural Gas, Natural Gas Liquids, Sulphur and Helium Reference Prices, used in valuing the Crown's royalty share of these products.**

- Collect, process, analyze, review and verify information submitted by the prescribed deadline from producers, marketers and purchasers.
- Gather and document market benchmarks from various publications to determine monthly Pricing & Analysis price benchmarks.
- Identify, investigate and document findings for data anomalies by comparing with historical reporting and amongst other producers. Contact reporters for additional information when required.
- Generate, review and resolve missing and incomplete submissions independently and in consultation with direct supervisor when issues arise.
- Provide direction and education to industry reporters to ensure their compliance with reporting guidelines, in accordance with Natural Gas Royalty Regulation, 2017.
- Ensure accuracy of all input data by performing verification and validation against other industry data sources and historical trends. Contact reporters for additional information when required; and document findings and/or resolution of anomalies.
- Compile reports and documentation, and administer monthly distribution and publication of Reference Prices, in accordance with stakeholder and customer requirements.
- Identify new reporting companies, who have met criteria as outlined in the Regulation.
- Administer late reporting penalties and maintain accurate records in internal accounting system.
- Process Livelink documentation in compliance with records management policies.

**2. Verify and reconcile APMC's share of costs through validation of monthly transportation invoices and claims submissions (Equalization, Tariff, Trucking) via Petrinex and the Actualization & Settlement systems.**

- Ensure timely receipt of equalization statements, tariff invoices and trucking transportation submissions.
- Provide regular education and direction to industry reporters to ensure their compliance with Regulations.
- Verify tariff volumes, rates and values for each pipeline for accuracy. Ensure they comply with published tariff bulletins; and validate invoices for payment.
- Verify tariff rates against published tariff bulletins and update as required. Determine and update tariff rates for use in new Crown oil delivery relationships.
- Reconcile equalization statements to ensure accuracy with the pipeline shipper's balance and standard penalty scales (density, sulphur content and differentials) are applied pursuant to industry practices (CAPP EQ Steering Committee). Validate statements for financial processing.
- Examine assigned incoming transportation claims; perform required data entry to enter and/or update in internal accounting system.
- Verify and investigate trucking transportation rates falling outside of prescribed benchmarks, and rates which vary significantly from historical filings. Contact reporters for additional information when required; and document findings and/or resolution of anomalies. Present findings to supervisor and recommend solutions and actions.



- Manage Livelihood documentation in compliance with records management policies.

**3. Provide client service to all stakeholders by accurately answering complex questions concerning royalty processes, administration, and interpretation of acts, regulations, policies, and guidelines.**

- Provide client service to internal and external stakeholders regarding questions relating to royalty calculation and related activities.
- Research, resolve and respond to stakeholders' requests and inquiries through verbal and written communication within specified time frames in accordance with the department's policies and regulations.
- Assist in preparing for and participating in meetings as needed with stakeholders to address and resolve concerns.
- Conduct research and data collection for ministerial action requests and ministerial briefings.
- Prepare updates to the Guidelines to establish and clarify reporting requirements for Team Lead review.
- Investigate, analyze, and propose recommendation for issues raised internally or externally to ensure Crown reporting is accurate and in compliance with business rules and legislation.

**4. Participate in activities relating to the timely and accurate assessment and calculation of Crown royalties while ensuring compliance with legislative requirements.**

- Review, analyze, and reconcile royalty calculations and communicate with internal and external stakeholders regarding the reporting of accurate royalty information.
- Identify and resolve situations where royalty reporting does not comply with existing business rules and takes corrective action to ensure accurate reporting.
- Review and maintains infrastructure information to ensure data integrity.
- Conduct monthly reviews/analysis, as required, of client royalty assessment to verify all data elements reported are accurate.

**5. Contribute to the efficient and cohesive operations of the Royalty Operations Branch.**

- Assist co-workers with client inquiries regarding the calculation and assessment of royalties as well as other tasks within Royalty Operations as the need arises.
- Participate in branch-wide activities such as team meetings and projects to resolve issues.
- Design, develop, and present training packages for staff and assist in presenting training packages for external stakeholders.
- Develop knowledge, skills and expertise to effectively function within the branch and cross-train team members to provide effective and efficient client service coverage.
- Initiate and promote innovative ideas to enhance the effectiveness and efficiency of the team by recommending improvements to processes.
- Collaborate on the design, development and implementation of business and system processes.

**6. Provide support to other Pricing & Analysis operational functions, ad-hoc assignments and initiatives.**

## Problem Solving

Typical problems solved:

Reconcile and resolve volume and price discrepancies of reported data in various accounting systems during the verification process.

Respond to and advise industry on reporting following guidance from established regulatory framework. Direct companies on correct reporting practice.

Verify and validate input data components for reference price calculation and invoice validation.

Types of guidance available for problem solving:

Review internal procedures, checklists and process documents (shared drive).

Consultation with relevant Regulations and Guidelines documents (online).

Discussion with other analysts on the team, Team Lead and/or Manager.

Direct or indirect impacts of decisions:

Accuracy of the calculation of Reference Prices, which will impact the amount of royalties collected.

Validation of monthly invoices related to Crown's share of oil transportation (Trucking Allowance claims), ensuring the timeliness and accuracy of marketing costs disbursements transacted by the Crown.

Relationships with industry stakeholders and reputation of APMC, Energy Operations Division and Alberta Government.

## Key Relationships

Major stakeholders and purpose of interactions:

Oil and Gas Royalty Operations teams, to deliver reference prices, respond to their inquiries and ensure satisfaction.

Industry stakeholders (eg: royalty clients, purchasers, marketers, production accountants, facility and pipeline operators etc.), to verify and validate information submitted.

Members of the Pricing & Analysis, Royalty-in-kind Marketing, Energy Operations, APMC teams, to communicate and coordinate monthly operations, workflow completion and hand-offs.

The Manager, Executive Director and Assistant Deputy Minister to support briefings and action requests.

Application support teams (such as Petrinex Business Desk, Actualization & Settlement support, MRIS Production team etc.) to ensure internal systems are functioning as expected.

Support communication with other internal and external stakeholders.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Finance or Accounting

Job-specific experience, technical competencies, certification and/or training:

### Required Skills and Experience

- Intermediate level in Microsoft Excel and Office applications.
- Experience in accounting and data analytics, in the oil & gas industry.
- Experience in communicating effectively with oil & gas industry and government stakeholders.
- Strong knowledge of the oil and gas industry - on the royalty regimes, production, transportation and marketing of crude oil and natural gas.
- Exceptional working knowledge of the Natural Gas Royalty Regulations, Petroleum Royalty Regulation and Petroleum Marketing Regulation.



## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	Apply understanding of different data sources and how they affect the integrity of the reference price and/or allowance calculation. Navigate between the flow/ exchange of data among internal applications with ease. (eg:Petrinex, A&S, MRIS)
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Be open to adapt to the evolving industry and resulting operational changes. When faced with ambiguity and uncertainty, consult with others and work collaboratively to support changes. (eg: ANS User Acceptance Testing; remain open to doing work in different way while keeping ultimate objectives in mind)
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiples priorities</li> <li>• Operates within APS value system</li> </ul>	Execute programs with solid understanding of legislated requirements and objectives. Own and produce high-quality work output independently and/or working with others. (eg: familiarity with relevant regulations and apply them to daily work in NGL and Trucking Allowance areas)
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> <li>• Seeks to understand perspectives and needs of</li> </ul>	Understand the dynamics and relationships of the different stakeholders in assigned functions. Hold productive and meaningful discussions

		others <ul style="list-style-type: none"> <li>• Follows through, has integrity and respect for others</li> <li>• Helps and follows through</li> <li>• Keeps key stakeholders informed; is professional and respectful</li> </ul>	with a variety of industry stakeholders pertaining to information submitted. (eg: provide industry training sessions and presentations)
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## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature