

Job Description

Public (when completed)

Common Government

New

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Operational Analyst

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

CA08

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This job is accountable for verifying and analyzing various components of the royalty calculation, and provides answers, clarification and interpretation to internal and external stakeholders concerning the complex reporting of gas royalty information. To be effective, the analyst provides assistance with questions pertaining to the assessment of Crown royalties, the application of principles and procedures as set out in the Alberta Natural Gas Royalty Guidelines (Guidelines), policies, Natural Gas Royalty Regulations (NGRR), and Mines and Minerals Act (MMA). As primary contact, this position provides detailed information and instructions to oil and gas industry clients on reporting procedures, costs, invoicing, royalty calculation, infrastructure and volumetric data as it pertains to gas royalty to ensure accurate reporting for royalty purposes and correct calculation of Crown royalties.

Responsibilities

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

1. Provides client service to all stakeholders by accurately answering complex questions concerning royalty processes, administration, and interpretation of Guidelines, policies, NGRR, and MMA.

Activities:

- Provides front line client service to internal and external stakeholders regarding questions relating to volumetric reporting, costs, royalty calculation, and invoicing procedures for gas royalty business.

- Researches, resolves and responds to stakeholders' requests and inquiries through verbal and written communication within specified time frames.
- Resolves issues relating to provisional assessment, penalties, costs, production allocation discrepancies, and financial and volumetric adjustments.
- Participates in meeting with industry clients to resolve reporting issues, as needed.
- Assists in preparing information sessions for industry clients, as needed.
- Provides assistance in researching and collecting data for ministerial orders and briefings.

2. Participates in activities relating to the timely and accurate assessment and calculation of Crown royalties for natural gas and gas by-products while ensuring compliance with the MMA, NGRR, policies and Guidelines.

Activities:

- Reviews, analyzes, and reconciles gas royalty calculations and communicates with industry production accountants, the Alberta Energy Regulator (AER) and Petrinex on matters regarding the reporting of accurate and complete royalty information to the department.
- Reconciles industry and AER reported volumetric data in the determination of the Crown royalty share of production. Identifies situations where volumetric reporting does not comply with existing business rules and takes corrective action to ensure accurate reporting.
- Performs analysis and advises industry clients of corrective action required to resolve discrepancies by using the Mineral Revenues Information System (MRIS), Foundation, Alberta Mineral Information (AMI), Petrinex applications as well as information from the AER.
- Reviews and prepares adjustments, working papers, and/or response letters relating to: provisional assessments, penalties, cost allowance adjustments, statute barred requests, and financial volumetric adjustments.
- Conducts monthly reviews/analysis of client invoices to verify all data elements reported are accurate before issuance of the invoice.
- Reviews and maintains infrastructure information to ensure data integrity (statute barred readiness, Remaining Useful Life, Measured Depth calculation).

3. Assists the Team Leads in organizing team business activities to ensure that goals and objectives are achieved in an efficient and innovative manner.

Activities:

- Assists co-workers with client inquiries regarding the calculation and assessment of gas royalties.
- Participates in branch-wide activities such as team meetings and projects to resolve unit-wide issues.
- Designs, develops, and presents training packages for staff and assists in presenting training packages for external stakeholders.
- Develops knowledge, skills and expertise to effectively function within the Volumetric & Cost Reporting unit and cross-train team members to provide effective and efficient client service coverage.
- Prepares updates to the Guidelines to establish and clarify reporting requirements for Team Lead review.
- Initiates and promotes innovative ideas to enhance the effectiveness and efficiency of the team by recommending improvements to processes.

- Assists with other tasks within Gas Royalty Operations as the need arises.

- Performs as Acting Team Lead when required.

4. Assists the Team Lead in ensuring business and system processes comply with internal controls, to optimize efficiency and effectiveness of operations, to achieve Branch and Department goals.

Activities:

- Identifies, evaluates, and recommends business and system changes to assist the Team Lead in resolving system issues (maintenance and enhancements) through the business issue process.
- Participates in acceptance testing of new systems and changes to existing systems.
- Collaborates on the design, development and implementation of business and system processes.
- Develops reports through Infomaker to analyze a royalty client's reporting and communicates findings to the client.

5. Researches, analyzes, and proposes recommendations to Team Lead on emerging issues and projects and more complex client issues affecting Crown royalty reporting, calculation and assessment.

Activities:

- Investigates, analyzes, and proposes recommendation for issues raised internally or externally to ensure Crown reporting is accurate and in compliance with business rules and legislation.
- Assists in establishing appropriate reporting procedures for unique situations.
- Provides background, identifies problems, and recommends resolutions on complex business issues.
- Develops and participates in projects that focus on specific aspects of royalty reporting.

Problem Solving

Typical problems solved:

Reporting to the Team Lead this position is an integral component to the exceptional client service that is provided to oil and gas industry clients. This team member is a primary contact that provides detailed information and instruction to oil and gas industry clients on reporting procedures for volumetric and allocation activity, gas cost allowance activity, royalty calculation and invoicing.

- This position is responsible for ensuring their response to industry is complete and accurate; and that the response complies with the Guidelines, policy, NGRR and MMA.
- The position provides analytically detailed and comprehensive responses, regulation interpretation, clarification and instruction to Crown royalty stakeholders (internal and external) which potentially impacts the gas royalty calculation and invoice.

Types of guidance available for problem solving:

The individual must have a strong knowledge of gas royalty business requirements, industry processes and procedures and must use this information to provide guidance to clients to ensure correct reporting procedures are administered. There are various reference materials available (guidelines, operational processes, regulations) to assist with determining a resolution. With close support from the Volumetric Team Lead and other Volumetric & Cost Reporting team members, this position requires analytical and research skills and the ability to weigh all factors in order to provide a complete and accurate response to stakeholder inquiries.

Direct or indirect impacts of decisions:

This position is responsible for critical front-line contact with royalty clients. Responses to gas royalty client inquiries and completion of reporting requests, directly impacts the gas royalty calculation of those involved.

Key Relationships

Major stakeholders and purpose of interactions:

This position has considerable contact with other department divisions (eg: Oil Operations, Tenure, Geology, Treasury Board and Finance, Information Technology), external stakeholders (eg: AER, Petrinex) and industry (Gas Royalty Clients and Facility Operators) for the purpose of responding to questions, providing accurate information, and ensuring data integrity.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma	Business		

If other, specify:

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

This position requires a strong understanding and knowledge of gas royalty business and industry processes relating to the reporting of gas royalties; considerable knowledge of automated systems including Mineral Revenue Information System (MRIS), Petrinex, Alberta Mineral Information (AMI), Foundation, Microsoft Office; and a sound knowledge of the Mines and Minerals Act, Natural Gas Royalty Regulations and Alberta Natural Gas Royalty Guidelines.

Strong research, data analysis, problem solving and interpretation skills are required. Accounting knowledge would be an asset.

Must be self-motivated and capable of adapting to a changing environment. Must be able to work in a team environment as well as independently and be able to commit to deadlines. Must have excellent verbal, written and listening skills.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	This position understands how their role may impact other business areas. Actions taken by this position need to be communicated to affected areas.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data 	Understands their roles and responsibilities; has knowledge of other team members roles and is able to work collaboratively in order to achieve the desired outcome. Is able to think outside the box when looking for efficiencies and/or resolving issues.

		and perspectives to make choices	
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"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	Is able to work efficiently independly as well as in a team. Is able to self monitor workload and prioritize tasks to meet deadlines. Asks for assistance when needed and also provides assistance to other team members if required.
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"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Is open to change and shows flexibility to new processes and system updates. Works collaboratively with team members to help with process changes and adjusting task priorities.

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.

Vacant

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

Digitally signed by Nicole Karpan
Date: 2024.08.13 15:29:19 -06'00'

ADM Name

Date yyyy-mm-dd
