

## New

Ministry

Energy and Minerals

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Operational Analyst DAR & RC

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Energy Operations, Royalty Operations/Oil Royalty

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Team Lead DAR & Royalty Calc

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Delivery and Reconciliation (DAR) Analyst plays a critical role in the collection and settlement of crude oil royalty volumes owing to the Crown. Working in a team environment, the Analyst ensures that all Crown oil is physically received in the Crown's account on the pipeline and is allocated to the correct producing facility. The Analyst analyzes and reconciles royalty variances (delivery vs. calculation), employing an in-depth understanding of royalty calculation and accurately determine and transact settlement decisions. They administer and transact any penalties associated with Crown deliveries as stated in the Petroleum Marketing Regulation. Regularly communicate with producers and pipeline operators to ensure royalty is delivered and reported correctly. Through establishing collaborative relationships with industry clients and the utilization of an analytical approach to problem solving, they endeavor to improve the timeliness and accuracy in which royalty volumes are reported and received.

The Analyst is responsible to ensure the monthly oil royalty calculation is processed accurately and timely by monitoring all processes to ensure the integrity of the RAM application which calculates oil royalty. They are required to monitor the balancing of the monthly oil royalty calculations, monitor and sign off the manual verification of the oil royalty calculations and provide assistance to other Oil Operations Analysts when they are in charge of the monthly royalty calculation.

The Analyst is a backup resource to the Programs and Rates, responsible for co-ordination of loading, disposition and management of data to verify programs and rates estimated relief calculations, actual calculations, audit calculations,

and the five Rebate program payments.

As well, the Analyst serves as a back up resource to the Drilling and Completion Cost Allowance team, responsible for ensuring the accurate assessment of the Drilling and Completion Cost Allowance (C\*) for collection of Alberta's Crown share of crude oil, natural gas liquids, and non-project oil sands wells under the Modernized Royalty Framework.

Substantial team based and independent project work to contribute to the improvement of current systems/processes is also expected. This position requires a strong understanding of all Crown oil royalty legislations and guidelines as well as Alberta Petroleum Marketing Commission (APMC) policies, systems and business rules. The Analyst must also possess excellent organizational, communication and team work skills. Through a combination of these activities the Analyst will ensure that all Crown conventional crude oil royalty obligations are met.

Overall, the Analyst deals with the complexity of interfacing with internal and external stakeholders. The first point of contact for many client interactions and through establishing and maintaining effective collaborative relationships with all stakeholders strives to ensure the province receives the accurate volume and value for the resources we steward. A wide range of knowledge encompassing all areas of oil royalty operations is imperative in order to respond to the various types of queries received from stakeholders on a daily basis.

## 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 acts, regulations, policies, and guidelines.**

- Provides 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.
- Assists in preparing for and participating in meetings as needed with stakeholders to address and resolve concerns.
- Conducts research and data collection for ministerial action requests and ministerial briefings.
- Prepares updates to the Guidelines to establish and clarify reporting requirements for Team Lead review.
- 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.

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

- Reviews, analyzes, and reconciles royalty calculations and communicates with internal and external stakeholders regarding the reporting of accurate royalty information.
- Identifies and resolves situations where royalty reporting does not comply with existing business rules and takes corrective action to ensure accurate reporting.
- Reviews and maintains infrastructure information to ensure data integrity.
- Conducts monthly reviews/analysis, as required, of client royalty assessment to verify all data elements reported are accurate.

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

- Assists co-workers with client inquiries regarding the calculation and assessment of royalties as well as other tasks within Royalty Operations as the need arises.

- Participates in branch-wide activities such as team meetings and projects to resolve 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 branch and cross-train team members to provide effective and efficient client service coverage.
- Initiates and promotes innovative ideas to enhance the effectiveness and efficiency of the team by recommending improvements to processes.
- Collaborates on the design, development and implementation of business and system processes.

#### **4. Lead monthly oil royalty cycle**

- Coordinate multiple teams to process and calculate oil royalty volumes.
- Monitor all processes to ensure the integrity of the RAM application which calculates oil royalty.
- Monitor the balancing of the monthly oil royalty calculations.
- Monitor and sign off the manual verification of the oil royalty calculation.
- Provide assistance to other Oil Operations Analysts when they are in charge of the monthly run when required.

#### **5. Perform the following activities every month:**

- Oil royalty calculation on a monthly basis to ensure royalties are calculated accurately.
- Validate Crown volumes produced at batteries against pipeline receipts sent to the Alberta Petroleum Marketing Commission (APMC).
- Reconcile the volumes delivered to the Crown account against the royalty volumes calculated as owing.
- Analyze discrepancies to ensure clients are fulfilling their royalty obligations.
- These activities require direct and daily interactions with industry clients to ensure oil deliveries and royalties balance.

#### **6. Other duties as required to accommodate our changing business**

- Coordinate with AER, Alberta Petroleum Marketing Commission (APMC) and other areas in the Department to resolve issues.
- Provide cross training to other royalty operations teams.
- Assist other royalty operations teams as required to meet operational requirements.
- Becoming proficient with reconciliation software (ANS) to ensure compatibility with current business processes.
- Liaison with Business Solutions team and IT in identifying outstanding system issues, recommending solutions and testing scenarios.

#### **7. Collection on defaults in conjunction with the APMC**

- Assist APMC with the collection of outstanding oil royalty debt through enforcement of the Mines and Minerals Act, Petroleum Marketing Regulation, and other relevant legislation.
- Communicate with internal and external stakeholders in regard to defaulted royalty obligations.

## Problem Solving

Typical problems solved:

Resolving inconsistencies between oil volumes reported in Petrinex by the operator and the receipt from the shipper.

Be able to identify when incorrect royalty calculation formula is being used.

Investigate large over and under deliveries resulting in either large charges or credits back to the client.

Interpret and provide clarification pertaining to various royalty reports provided to external stakeholders.

Types of guidance available for problem solving:

The use of best practices established by our procedures, in conjunction with ARF/ MRF frameworks, oil royalty legislation and guidelines and the Alberta Petroleum Marketing Commission (APMC) policies, and business rules. Seek input from peers to determine previous courses of action for similar situations and to ensure various viewpoints are considered when working to a resolution of a problem.

Direct or indirect impacts of decisions:

Validating the integrity of Royalty calculations and deliveries ensures that oil royalties are being calculated accurately, and royalty obligations to the Crown are being met.

## Key Relationships

Major stakeholders and purpose of interactions:

Alberta Petroleum and Marketing Commission - work in conjunction with RIK team to ensure receipt of Crown royalty volumes are received from pipelines.

Support the Finance team in collection of royalty cash settlements.

Alberta Energy Regulator and Petrinex - ensure accuracy of the data that is supplied and maintained in their systems.

Industry clients - ensure compliance with legislation so royalty information is submitted accurately and on time.

## Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

High School Diploma

If other, specify:

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

Skills:

- Ability to work both independently and in a team environment.
- Capable of interpreting complex, technical information.
- Ability to problem solve complex issues.

- Ability to communicate verbally and in writing, with individuals at different levels within government and in the private sector.
- Organizational skills, attention to detail
- Ability to prioritize tasks and manage time efficiently.
- Knowledge of Internal Applications (FDN, RAM, ANS, AMI, CARS) and external Applications (Petrinex)

## 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		
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>Works on maintaining close relations with all stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>Responding to external stakeholders (i.e operators) in regard to their queries in discrepancies between royalty calculations and deliveries.</p> <p>Responding to internal stakeholder i.e Business Solution and IT with business rules and bugs within computer royalty systems.</p>
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>Works in a changing environment and takes initiative to change:</b></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>	<p>Able to effectively manage work loads when staff shortages appear and provide additional support to teammates operators if necessary.</p> <p>Keep up to date on legislation and industry regulatory changes.</p> <p>Step in when a teammate is struggling with an issue, offer guidance as necessary.</p> <p>Maintain a reasonable and calm demeanor when dealing with clients under tense circumstances. Have patience when clients are struggling to understand and report per legislative or business requirements.</p>

Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Using shared email inbox as data repository in offering insights and solution to future queries.</p> <p>Brainstorm with team mates to resolve issues within the reconciliation of royalties.</p> <p>Utilize knowledge from previous issues and conversations to determine best course of action for new situations as they arise</p>
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 multiple priorities</li> <li>• Operates within APS value system</li> </ul>	<p>Prioritizing our workloads and schedules to meet various monthly deadlines.</p> <p>Keeping DAR procedure manuals current and up to date with new processes.</p>
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	<p>Being open and honest in dealing with our team members.</p> <p>Seek input within the DAR team, as well as from members of oil and royalty operations as a whole.</p> <p>Offer assistance and teaching opportunities when questions arise from other teams within the branch and department.</p>

**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

---

DM Name

---

Date yyyy-mm-dd

---

DM Signature