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# Operations Data Analyst

Oakland, CA, US, 94612

Requisition ID # 160627

Job Category: Business Operations / Strategy

Job Level: Individual Contributor

Business Unit: Operations - Other

Work Type: Hybrid

Job Location: Oakland

## **Department Overview**

Operations Support is dedicated to creating cross-commodity consistency and standards in Operations. The team provides support services guided by best practices and a relentless pursuit for improvement. It has single points of accountability for Work Management & Resource Planning, Execution Support, Business Operations & Process Improvement, and Enterprise Public Works. Operations Support is comprised of approximately 1,000 coworkers.

## **Position Summary**

This position is hybrid, working from your remote office and assigned location based on business needs.

Extracts operations data for analysis, leadership support and responses to ad hoc data requests. Maintains operations tools & databases to ensure that it is kept up to date. Develops, maintains and enhances operational metric database tools for the broader analytics teams. Identifies and solves current gaps in data requirements and ease of access to ensure fast and consistent responses to leadership inquiries.

PG&E is providing the salary range that the company in good faith believes it might pay for this position at the time of the job posting. This compensation range is specific to the locality of the job. The actual salary paid to an individual will be based on multiple factors, including, but not limited to, specific skills, education, licenses or certifications, experience, market value, geographic location, and internal equity. Although we estimate the successful candidate hired into this role will be placed towards the middle or entry point of the range, the decision will be made on a case-by-case basis related to these factors.

A reasonable salary range is:

Minimum Base Salary (Bay Area)	\$ 87,000.00
Maximum Base Salary (Bay Area)	\$ 131,000.00

### **Job Responsibilities**

- Manage standard, routine data analysis projects with limited supervision from initial request to presenting data results ensuring that the project is completed within budget and on-time.
- Work with other Data Management Analysts to process data, analyze data and report findings. Creates automated data routines and processes for reporting and data delivery ensuring accurate data manipulation and data cleansing.
- Manages standard data extracts and list pulls ensuring accurate data. Transfers the data from databases to various analysts to support operational analysis efforts.
- Demonstrates full understanding of data processing and analysis techniques. Analyzes data using various statistical tools to develop ad hoc reports, statistics, trends and profiles.
- Develops and communicates clear, concise and actionable data analyses for clients.

### **Qualifications**

#### **Minimum:**

- BA/BS Degree in Marketing, Business, Computer Science, Engineering or other related field or equivalent work experience
- 2 years of related work experience

**Desired:**

- Familiarity with utility operations.
- Skilled in Microsoft Excel/Access (complex formulas, graphing, VBA)
- Skilled writing SQL queries using Oracle or Business Objects
- Experience in UNIX shell programming (csh, awk, sed, vi).
- Knowledge of base-SAS and programming language such as Visual Basic, Perl, C
- Able to analyze and interpret data and effectively communicate findings.

## Purpose, Virtues and Stands

Our **Purpose** explains "why" we exist:

- Delivering for our hometowns
- Serving our planet
- Leading with love

Our **Virtues** capture "who" we need to be:

- Trustworthy
- Empathetic
- Curious
- Tenacious
- Nimble
- Owners

Our **Stands** are "what" we will achieve together:

- Everyone and everything is always safe
- Catastrophic wildfires shall stop
- It is enjoyable to work with and for PG&E
- A healthy environment and carbon-neutral energy system shall be the reality for all Californians
- Our work shall create prosperity for all customers and investors

More About Our Company

## EEO

Pacific Gas and Electric Company is an Affirmative Action and Equal Employment Opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability status, medical condition, protected veteran status, marital status, pregnancy, sexual orientation, gender, gender identity, gender expression, genetic information or any other factor that is not related to the job.

## Employee Privacy

### Notice

The California Consumer Privacy Act (CCPA) goes into effect on January 1, 2020. CCPA grants new and far-reaching privacy rights to all California residents. The law also entitles job applicants, employees and non-employee workers to be notified of what personal information PG&E collects and for what purpose. The Employee Privacy Notice can be accessed through the following link: **Employee Privacy Notice**

PG&E will consider qualified applicants with arrest and conviction records for employment in a manner consistent with all state and local laws.

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**Nearest Secondary Market:** Oakland

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