

**PIERCE PEPIN COOPERATIVE SERVICES
ELLSWORTH, WI**

POSITION DESCRIPTION

DATA ANALYST

DEPARTMENT: Operations

STATUS: Full-time Hourly, Non-Exempt

I. POSITION SUMMARY

This position is responsible for providing data analyst services for Pierce Pepin Cooperative Services (PPCS) and SwiftCurrent Connect. The position will extract data from various systems, databases, field equipment and internal processes and provide analytical services to make better business decisions. This position will need to be creative and have a passion for transforming our industries for the future.

II. REPORTING RELATIONSHIPS

1. Reports to: Energy Innovation and Operational Technology Manager
2. Works closely with senior leadership team including President & CEO

III. MAJOR RESPONSIBILITIES

A. Essential Functions

1. Responsible for ensuring data repositories and systems are properly functioning to provide quality data to be use in analysis.
2. Work with staff and senior management to identify dashboards, analytics, and visualizations to provide better efficiency and increase business performance.
3. Develop APIs through preferred programming language or work closely with contracted development resources to update, modify and import/export data from other systems.
4. Provide program and project management for data analytic projects.
5. Works closely with the advanced metering system (AMI), troubleshooting issues with operations staff to ensure quality data. Assists with troubleshooting and meter testing procedures in support of meter data accuracy.
6. Analyze customer data, including usage data to help promote electric or telecom rates, including the analysis and design of future rates to be offered to members and customers.
7. Develop and define data systems that enable data collection in a central location to create repeatable and reusable data structures for analysis.
8. Work with data analytic tools such as Microsoft PowerBI, Tableau, TIBCO, or other systems to provide data support and visualizations.

9. Document data workflows, analyze improvements and work with cooperative to ensure data collection best practices.
10. Demonstrate an entrepreneurial spirit to help use data, processes, and techniques to enrich the cooperative businesses.
11. Perform detailed analysis of needs, tools, software, and other resources to perform job duties effectively.
12. Exhibit cooperative culture while working with members, employees, and directors.
13. Follow well established safety standards and uphold cooperative safety standards.
14. Abides by the policies of the Cooperative and always maintains a professional manner while representing the Cooperative.
15. Demonstrate cooperative shared values.
16. Work under minimum supervision of the Energy Innovation and Operational Technology Manager.

The **Data Analyst** shall be required to perform any other duties assigned in order to fulfill the objectives of the cooperative.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

IV. INTERNAL RELATIONSHIPS

1. PPCS employees and directors

V. EXTERNAL RELATIONSHIPS

1. Vendors
2. Members
3. Dairyland Power Cooperative (DPC)
4. Other Cooperatives

POSITION SPECIFICATIONS DATA ANALYST

Job Knowledge, Training and Experience:

Education: High school diploma or equivalent required; 4-year college degree from an accredited university required.

Experience: Minimum 2 – 3 years of relevant experience.

Equipment Operated: Position utilizes personal computers and other common technology tools.

Abilities and Skills:

Knowledge of information systems, databases, programming languages such as SQL, and data extraction applications. Knowledge of analytic tools such as PowerBI or Tableau, or like programs that provide the ability to conduct data analysis.

The work is highly technical and analytical in nature. It requires the employee to be able to work independently, seek appropriate levels of advice and input from a wide range of employees, including senior executive staff. Familiarity with energy and telecom industries is helpful, but not required, however employee must be able to quickly familiarize with complex problems.

Must be well organized and be able to work with general and minimal management direction. Must be able to listen to member/customer and staff concerns and respond in a way that is constructive and builds positive relationships. Must be able to organize work to meet deadlines. Excellent English oral and written communications skills are required. Must demonstrate initiative. Must be able to research information and present recommendations to others. Must have an attention to detail. Must be flexible and able to respond to changing priorities and numerous interruptions, but still meet established deadlines.

Physical and Mental Effort:

1. Must be able to sit, walk and stand for prolonged periods, up to 8 hours in an eight-hour day, with or without back support.
2. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
3. Must be able to work at a desk and utilize necessary computer and communication equipment.
4. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
5. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Working Conditions:

1. Must be able to complete job duties in an environment with some background noise and interruptions, exposure to normal office distractions.

Travel: Occasional travel (company vehicle or commercial vehicle) may be required.

After an offer of employment has been made, a physical exam is required which includes both drug and alcohol testing.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated: 12/28/2022

Pierce Pepin Cooperative Services reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.