



## Sentinel Peak Resources California LLC

### POSITION DESCRIPTION

**TITLE:** Business Analyst  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Manager, Information Technology

#### **BASIC PURPOSE OF POSITION:**

The role of the business analyst is to elicit, analyze, specify, and validate the business and data needs of the stakeholders within the organization. This role will be expected to focus predominately on projects related to data, business continuity, and security. A major focus will be on enabling SPR to grow its data and reporting capabilities utilizing a data warehouse and common reporting layer. Furthermore, this role will play a lead role in establishing the standards/processes for the Business Analyst function within the organization.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work within the organization to drive business process improvement and value generation using data and technology.
- Conduct interviews to gather user requirements via workshops, questionnaires, surveys, site visits, workflow storyboards, use cases, scenarios, and other methods.
- Lead the prioritization of requirements and work with current team to identify solutions to meet these requirements.
- Take part in IT Governance meetings to represent projects and help governance council prioritize various initiatives.
- Work with IT Leadership to manage third party vendors, budgets and overall customer satisfaction.
- Communicate changes, enhancements, and modifications of business requirements—verbally or through written documentation – to project managers, sponsors, and executive stakeholders so that issues and solutions are understood.
- Develop and utilize standard templates to accurately and concisely write requirements specifications.

#### **POSITION SPECIFICATIONS:**

##### **Knowledge & Experience**

- Strong understanding of Upstream Oil & Gas business processes, data and industry specific applications
- University or College Degree in Business or IT related subjects is preferred
- 5 or more years of IT and business/industry work experience including architecture design and deployment, systems lifecycle management, and infrastructure planning and operations.

- Working technical knowledge of SQL for Data Warehousing and Reporting
- Experience with Microsoft Office including Word, Visio, Excel, Powerpoint
- Working knowledge of Business Intelligence tools such as Power BI and Spotfire
- Proven experience with business and technical requirements analysis, elicitation, modeling, verification, and methodology development.
- Requires exposure to multiple, diverse technologies and processing environments.

**Personal Attributes**

- Excellent listening, interpersonal, written, and oral communication skills.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Logical and efficient, with keen attention to detail.
- Adept at conducting research into project-related issues, technology, and software products.
- Must be able to learn, understand, and apply new technologies.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

**DISCLAIMER:**

The position description has been designed to indicate the general nature and level of work performed by employees within this classification. The essential duties, responsibilities and physical requirements above describe those functions that are essential to the performance of this job. The above description does not include all of the 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.

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