



Job Description

Job Title Project & Data Analyst	Pay Rate \$60-75,000
Reports to President & CEO	Revision Date 11/23/2023
Type of Position ☒ Full Time ☐ Part Time ☐ Holidays ☐ Unscheduled Part ☐ Temporary ☐ Evenings/Weekends	Position Classification/ ☒ Exempt (not eligible for overtime) ☐ Hourly (eligible for overtime) ☐ Contractor (not eligible for overtime) ☐ Hours of Duty

General Description

The Project and Data Analyst plays a critical role within Imperial Utilities & Sustainability, Inc. It is key to interpreting data, providing analysis, coordinating and executing complex projects and responsible for taking on new analysis and initiatives and ushering them through the finish line. This position involves taking a leadership role in guiding new analyses and initiatives to successful completion. The Project and Data Analyst keeps one foot in the analytical world and one foot in the project management world. It is key to have strong skills in statistics and analytics which focuses on entering data, interpreting data, writing insights, providing statistical analysis and researching solutions. It is also equally important to have strong organizational skills, customer service skills, and knowledge of project coordination.

Imperial is seeking someone who wishes to work with a small and dynamic growing team.

The ideal candidate will have strong knowledge of Regression Analysis, What-if formulas, v look ups, project management and customer service. Furthermore, the ideal candidate will be self motivated, positive, high level of critical thinking, curious nature, with an emphasis on teamwork and relationship building.

Knowledge of the Energy industry or Commercial Building industry is a plus.

Essential Functions

- **Advanced Data Management:** Demonstrate expertise in entering, interpreting, and analyzing data using advanced Excel functions, running regressions, and writing complex formulas to derive actionable insights.
- **Monthly Analysis Reports:** Take ownership of producing comprehensive monthly analysis reports, presenting key findings, and making data-driven recommendations for improvements.
- **Expanded Project Portfolio:** Lead the execution of rebate projects, proactively seeking out required data, and providing customer support through the application and analysis process.
- **Training and Mentorship:** Assume a leadership role by training new hires and providing mentorship and guidance to team members on advanced analysis methodologies and software applications.
- **Progress Monitoring:** Collaborate with upper management to gauge the progress of initiatives, identify obstacles, and provide strategic solutions for continuous improvement.

- **Service Line Development:** Spearhead the research and development of new service lines, bringing innovative solutions to the table and contributing to the expansion of the company's offerings.
- **Team Progress Oversight:** Monitor team progress, identify areas for improvement, and implement strategies to enhance overall efficiency and effectiveness.
- **External Coordination:** Act as a liaison between multiple external entities, including the City of Houston, State of Texas, Centerpoint, etc., ensuring seamless coordination and collaboration on strategic initiatives.
- **Communication and Public Speaking:** Engage in effective written communication, including emails and customer interactions, and occasionally participate in public speaking engagements.
- **Excel Proficiency:** Build, edit, and create complex Excel workbooks, leveraging advanced functionalities to streamline processes and enhance analytical capabilities.
- **Statistical Expertise:** Apply a deep understanding of statistical fundamentals to drive accurate and meaningful analyses.
- **Office Environment Contribution:** Actively participate in team-building activities, provide regular status updates, and contribute positively to the office environment.
- **Ad Hoc Responsibilities:** Undertake other related duties as assigned, demonstrating flexibility and adaptability in fulfilling organizational needs.

Education & Training Requirements

Bachelor's degree
Degree in Economics or Mathematics preferred
Or Equivalent Experience

Work Experience Requirements

- Evidence of "business to customer" relationship building skills.
- Management experience is beneficial, not required.
- Advanced proficiency of Excel, Powerpoint, Word and Outlook
- Excellent written and verbal communication skills
- Mastery of time management
- Ability to Self Manage

Essential Functions-Physical & Mental Requirements

Frequently required to sit; occasionally required to stand and walk.
Occasionally required to reach with hands and arms.
Frequently required to talk or hear.
Occasionally required to lift and/or move up to 25 pounds.
Occasionally required to bend, twist or climb, limited opportunity for breaks.
Normal memory, taking into consideration the amount and type of information.
Moderate level of complexity for decision making.
Normal time pressure of decision making.

Organizational Competencies

Imperial Utilities & Sustainability, Inc. leadership staff which includes management are required to follow and uphold Imperial's behavioral standards, policies and procedures, code of conduct and the code of ethics.

In addition, the following competencies are expectations for all employees:

Courteous-employee is courteous in interactions with customers, which include patients/residents, physicians, fellow employees and our community.

Respectful and Confidential-Employee respects the rights of privacy and our patients/residents and co-workers.

Responsive-Employee responds quickly, graciously, and appropriately to internal and external customer needs.

Gratitude and Attitude-Employee's behavior shows that he/she believes that each of us controls our own attitude and that what is important is how we choose to react.

Pride, Ownership & Image: Employee accepts all the rights and responsibilities of being part of Imperial.

Communication-Employee is personally accountable for positive communication with the customer-patients/residents, family members and co-workers.

Teamwork-Employee contributes positively to the Imperial team and is committed to treating coworkers with courtesy, honesty, and respect. Employee abides the Attendance policy. Employee has team pride in the purpose of our work-our patients/residents.

Adaptability-Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to handle frequent change, delays, or unexpected events.

Work Environment

Splits time between the office and client offices.

Imperial Utilities & Sustainability, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at Imperial Utilities & Sustainability, Inc. as noted above.

Employee Signature

Date