



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 2098

**OIL AND GAS PRODUCTION ANALYST
GRADE I**

SCOPE OF WORK:

Individuals assigned to positions in this class are responsible for developing and maintaining a gas and oil production auditing program.

DUTIES PERFORMED:

- Cooperate with and advise interagency work groups in the tracking of oil and gas production, disposition, transportation, and plant operations.
- Implement and maintain a computerized audit system that identifies reporting discrepancies.
- Verify the accuracy of monthly oil and gas production reports.
- Determine state reporting requirement compliance.
- Compile and organize statistical data utilizing monthly reports submitted by the operators.
- Coordinate the preparation, reproduction, and distribution of monthly, quarterly, and annual oil and gas production reports to public, state, and federal entities.
- Assist state and federal agencies in auditing production volumes for tax and royalty revenues.
- Provide production volume information to working interest owners and royalty interest owners for verification of statements received from the operator of the oil and gas well.
- Respond to public requests for statistical information and production regulation interpretation.
- Perform field reviews of problem production sites in conjunction with field staff.
- Arrange meetings with industry personnel to resolve problems in reporting procedures.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>

MINIMUM QUALIFICATIONS:

Requires four years of work experience in accounting, auditing or statistical duties utilizing current computer software for developing and maintaining data, conducting analysis of data, and performing communication with other entities. The hiring authority may substitute college-level course work leading to a degree program for the work requirement on a year-for-year basis.

Eff. Date: 02/91

Rev: 11/96 – Revised format

Rev: 07/99 – Some duty changes, revised minimum qualifications, re-evaluated grade, and changed title

Rev: 07/12 – Conversion to Hay System