



# Example of Capacity Planning Analyst Job Description

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Our innovative and growing company is looking for a capacity planning analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for capacity planning analyst

- Develop and implement accurate, timely reports required by CO, other departments, the NGDCs, and regulatory bodies
  - Consult and lead the development and monitoring of data and data collection systems related to weather, demand, purchases, and other related variables that influence gas supply and demand
  - Stay abreast of applicable industry trends and changes via participation on industry sponsored committees and development/administration of industry-wide surveys
  - Ensure adequacy and functionality of software systems, IT applications and data warehouses that contain/provide information critical to supply management and NGDC operations
  - Develop and publish "Winter Operations Reviews" after conclusion of each winter for the NGDCs
  - Review dispatch estimates of daily pipeline deliveries and reconcile differences with pipeline counterparts
  - Develop testimony responses to data requests as assigned
  - Develop and own concurrent data reporting projects and models to help drive insights for the regional strategy teams, based on an intimate knowledge of your support area
  - Assist the Quota and Capacity Planning team in finding opportunities for increased optimization and effectiveness in our existing processes and models
  - Automation of reports using Macros
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- Comprehensive knowledge of Internet technologies and protocols (Servers, Datacenters, DNS, Transit, Peering)
- Working knowledge of relational databases and database structures (Access)
- 2+ years of documented experience in staffing or full-time employee capacity/forecasting planning
- Advanced experience with MS Excel (vlookups, pivot tables, complex file links)
- 4 or more years of business or finance operations experience
- Strong written and verbal presentation skills - comfortable communicating in a variety of formats to Senior Level Executives