



October 2, 2026

JOB OPPORTUNITY

**Business Analytics Specialist
Monroe location- Replacement position**

Posted to internal employees and external applicants

PURPOSE OF POSITION:

To analyze data across the organization and provide impactful and actionable insights to improve business processes. This includes guiding and educating various departments on best practices in building various data dashboards, working with departments to identify, recommend and implement process improvements, and maintaining data engineering specifications that are logical, accurate and meet internal objectives in online data visualization environments. This also includes maintaining end-to-end accountability for business intelligence deliverables.

QUALIFICATIONS/REQUIREMENTS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Required to satisfactorily pass Walton EMC's employment entrance examination and drug screen.

EDUCATION AND EXPERIENCE:

Requires Bachelor's degree in Information Systems or Computer Science. Requires two years progressive experience with data analytics. Requires intermediate to advanced experience with the following: Tableau, SQL or Microsoft Access, and Office 365. Also is preferred to have experience with other scripting/programming languages (VBA, Python, R, SAS, .NET). Must have exceptional interpersonal skills, excellent verbal and written communication skills, ability to stay organized and multi-task in a professional and efficient manner with a focus on rapport-building, listening and questioning skills, strong documentation skills, keen attention to detail, and exceptional customer service orientation. Experience working in a team-oriented, collaborative environment required.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS:

Be proficient with the use of personal computer.

CERTIFICATES, LICENSES, REGISTRATIONS:

Require the ability to have and maintain a valid Georgia Driver's License.

PHYSICAL DEMANDS:

The employee is regularly required to talk and hear. Must be able to sit for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components. Occasional inspection of cables in floors and ceilings. Lifting and transporting moderately heavy objects, such as computers and peripherals 25 to 50 pounds. The employee is frequently required to walk; climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

General office environment with irregular hours as deemed necessary by the position. On-call availability. Must be able to sit for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components. Occasional inspection of cables in floors and ceilings. Lifting and transporting moderately heavy objects, such as computers and peripherals.

WORKING RELATIONSHIPS:

Internal: Two-way communication with immediate supervisor to receive direction, instruction, approval; to provide work related information in a timely manner; with immediate supervisor for training and/or technical assistance.

External: With other utilities, the public and government agencies to secure necessary permits, easements, or encroachment. Demonstrates an awareness that the job exists to effectively serve each and every member and at every opportunity to achieve increased member and public understanding for support of the cooperative.

This position is an exempt Grade 1505E. Minimum salary is \$84,144.00 annually.

Applications will be accepted until Friday, October 9, 2026. Internal applicants may apply by written internal application with the Human Resources Department. Outside applicants may apply by written application at the Monroe, Snellville, or Watkinsville Office. May fax resume to 770-266-2544 or email to careers@waltonemc.com. Contact Human Resources with any questions.

WALTON ELECTRIC MEMBERSHIP CORPORATION
LEVEL: 1505E
BUSINESS ANALYTICS SPECIALIST

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Walton EMC. This document does not create an employment contract, implied or otherwise, other than an *"at will"* employment relationship.

- A. Collaborates with IT team members to insure optimized data and analytics processes.
- B. Works with colleagues in identifying and gathering business requirements for data analysis and process improvements.
- C. Improves business and operational efficiency by developing, automating, and maintaining scalable processes, tools, and dashboards.
- D. Leads and participates in special projects and initiatives, innovates, and implements large-scale quality improvements to processes and/or systems by conducting data analysis and making recommendations.
- E. Serves teams across the organization, providing best practices, data interpretations, and training on created business solutions.
- F. Clarifies requirements, identifies data sources, and creates reporting datasets and visualization in form of dashboards and reports.
- G. Works cross functionally to collect and analyze business requirements and processes and translate them into business intelligence solutions and dashboards.
- H. Maintains data engineering specifications to ensure they are logical, accurate and meet internal objectives in online data visualization environment and platforms.
- I. Guides and educates best practices within departments across the organization in data reporting and building dashboards.
- J. Develops integrated self-serving reporting and analysis.
- K. Identifies opportunities and provides recommendations in the current processes for optimization and efficiency.
- L. Participates in meetings with End Users to determine key reporting requirements and identify gaps in existing reporting.
- M. Develops dynamic, scalable, and effective dashboards for visual analysis.
- N. Build rapport and elicit problem details from help desk customers.

O. Liaise with, and provide training and support to, end users and staff on computer operation and other issues.

P. Assist and/or provide guidance to other members of the IT team as well as to provide other duties as assigned.