



Internal/External Job Posting

Job Number: 005512

Closing Date: October 1, 2017

Resumes received in our office after the closing date will not be considered.

Position Title:	Compliance Specialist/Compliance Lead
Salary Band:	L/M
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is an exempt level position that works an urban 40-hour week or compressed work week 9/80 schedule. Relocation benefits may apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	<p>Applicants must meet or exceed these minimum job requirements to apply for this position.</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in legal, technical or business related field* ▪ Three years' experience in regulatory compliance ▪ Advanced knowledge of applicable federal and state regulations ▪ Demonstrated experience in planning and implementing compliance program ▪ Advanced written and oral communication skills; able to influence across departments and stakeholders ▪ Ability to establish and maintain cooperative relationships within the workplace ▪ Proficient in Excel and MS Word ▪ Proficient with developing and maintaining spreadsheets, charts and graphs <p>*Note: Additional related experience may be substituted for the education requirement.</p>
Preferences:	<ul style="list-style-type: none"> ▪ Bachelor's degree in legal, technical or business related field ▪ Seven years' experience in regulatory compliance ▪ Data management and trend analysis experience. ▪ Advanced technical writing skills (e.g. comprehensive reports, companywide newsletters and email communications, assessments, executive presentations) ▪ Experience working independently and performing successfully in a team environment ▪ Demonstrate ability to advocate, lead and implement continuous improvement solutions ▪ Familiar with pipeline regulations and the federal Grant of Right-of-Way and State Right-of-Way Lease ▪ Strong organizational skills, ability to multi-task, and efficient at information processing ▪ Creative communicator with ability to present complex ideas to a wide audience in an understandable way ▪ Experience with Oracle work management systems ▪ Through understanding of business processes and how they relate to compliance and ethics issues and performance. ▪ Demonstrated commitment to quality and safety programs/initiatives
Accountabilities and Specific Requirements:	<p>Under general direction of the Compliance & Documentation Manager, the Compliance Specialist/Lead is accountable for the following:</p> <ul style="list-style-type: none"> ▪ Accountable for managing and leading a company-wide compliance and ethics program to include the application and improvement of Alyeska's policies and processes to ensure that TAPS personnel comply with regulatory and business requirements. ▪ Research, plan and implement compliance program and process initiatives. Leads cross departmental regulatory specialist team. ▪ Interprets compliance policy and standards and advises on all components of the compliance and ethics program.



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	<ul style="list-style-type: none"> ▪ Applies knowledge to highly complex work assignments and demonstrates recognized leadership skills. ▪ Conducts qualitative and quantitative assessments of business functions. ▪ Trends regulatory activities and assesses impacts of regulatory matters on the company. ▪ Chairs executive and cross-departmental compliance review meetings. ▪ Direct oversight and delivery of Alyeska's comprehensive compliance and ethics program. ▪ Responsible for providing advice, interpretation, and oversight to Alyeska employees and TAPS contractors to ensure effective implementation of the compliance and ethics program. ▪ This job is accountable for the Alyeska Management System regulatory compliance process across multiple departments, and serves as a Subject Matter Expert and mentor to the company-wide regulatory specialist network. ▪ Advises senior management and staff on regulatory compliance requirements, monitoring, reporting and methods of compliance. ▪ Assesses and analyzes compliance information. This position requires independent judgement and creativity to design and implement compliance program and process training, communications and improvements ▪ Provide direction to TAPS personnel to promote Alyeska's compliance and ethics program ▪ Maintain and improve compliance and ethics program specifications, the company's Code of Conduct, and associated communication and training. ▪ Administer the Alyeska Management System regulatory compliance process and associated database. ▪ Provide direction to a companywide network of over 100 embedded regulatory specialists who contribute to the regulatory compliance database and act as subject matter experts on the approximately 700 regulatory requirements that apply to TAPS.. ▪ Interprets and communicates existing and proposed regulatory requirements. ▪ Identify compliance risks and recommend solutions to mitigate potential noncompliance. ▪ Develop awareness of company compliance performance to spot trends, capitalize on lessons learned and improve external relations. ▪ Review incoming notices (inspections, surveillances, oversight reviews) from regulators to determine root causes and lessons learned. ▪ Leads company Compliance and Ethics committee and ensure Executive engagement in the program. ▪ Interacts with stakeholders (external and internal) to explain or verify methods of compliance and data reliability.
<p>Knowledge, Skills, and Abilities:</p>	<ul style="list-style-type: none"> ▪ Analysis and Problem Solving ▪ Database Administration ▪ Contract Management ▪ Internal & External Relations ▪ Interpersonal Communication ▪ Information Management ▪ Job Specific Computer Expertise ▪ Planning ▪ Regulations ▪ Training ▪ Records Management
<p>Contributor Level:</p>	<p>Individual Contributor</p>



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<p>Pre-Employment Drug Screen Testing:</p>	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any positive drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
<p>Employment Verification using E-Verify:</p>	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
<p>TWIC:</p>	<ul style="list-style-type: none"> ▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov

ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY.

**Alyeska Pipeline is a drug-free and alcohol-free workplace.
Apply on-line at www.alyeska-pipe.com**