



Internal/External Job Posting

Job Number: 005583

Closing Date: December 5, 2018

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

Position Title:	IT Analyst
Salary Band:	L
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular exempt Anchorage based position on an urban schedule of a 40-hour week or 9/80-work 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 IT Technology or related* ▪ Three (3) years of experience involving IT/Business analysis in the advancement of business and strategic objectives ▪ Advanced technical and business process knowledge ▪ Experience with business processes, systems analysis and business case development ▪ Advanced written and verbal communication skills, able to influence across departments, agencies and stakeholders ▪ Advanced knowledge and competencies in relationship management concepts <p>*Equivalent of experience may substitute for the Bachelor's degree on a year-for-year basis</p>
Preferences:	<ul style="list-style-type: none"> ▪ Master Degree in IT Technology or related ▪ Pipeline or related oil and gas industry experience ▪ 8 years of experience in IT Systems development and/or delivery involving custom built or commercial enterprise software packages ▪ Project Management experience ▪ Experience in technical writing (e.g., assessments, requirements, workflows, economic analysis, executive presentations...) ▪ Experience in facilitating and collaborating across disparate disciplines, processes and locations ▪ Able to relate to and communicate effectively with business and technical stakeholders ▪ Demonstrated ability to advocate, lead and implement business solutions that fulfill business objectives
Accountabilities and Specific Requirements:	<p>Under the general direction of the Enterprise Applications Supervisor, the IT Analyst is accountable for:</p> <ul style="list-style-type: none"> ▪ Spokesperson and advocate for the business in translating business requirements into actionable IT initiatives and projects that serve to improve business efficiencies and effectiveness ▪ Responsible for managing customer interface for IT support and requirements, service delivery management ▪ Develops extensive knowledge of Alyeska's business systems, structure and processes ▪ Develops effective working relationships with assigned business organizational stakeholders ▪ Must coordinate and collaborate with IT team to deliver business solutions and assist in identifying customer requirements ▪ Conducts research and analysis into the cause and effect of systems and/or process related issues that impact business efficiencies ▪ Leverages the existing software portfolio and environment where possible and to capitalize on innovation ▪ Focused on proactive lifecycle management and systems improvement evolutions to ensure the supportability and health of business software systems ▪ Understands the context of the systems view when working initiatives and projects to ensure



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	<ul style="list-style-type: none"> ▪ additions and changes in technology are implemented for the overall long term effectiveness of the company ▪ Provides work direction to IT third party contractors in the delivery of IT related systems / business improvements ▪ Monitors and controls budgets allocated for work under this roles accountability ▪ The position is accountable to the IT function for advocacy of the IT policies, strategies, processes and practices ▪ Ensures robust communications with both business and IT stakeholders.
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Analysis & Problem Solving ▪ Leadership ▪ Strategy Objectives ▪ Technical Analysis ▪ Planning ▪ Project Management ▪ Interpersonal Communications ▪ Develop Business Case ▪ Financial Management ▪ Computer Expertise ▪ Contract Management ▪ Business Management
Contributor Level	Individual Contributor
TAPS Safety Culture	<p><u>Act With Discipline</u> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
Pre-Employment Drug Screen Testing	<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).
Employment Verification using E-Verify	<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
TWIC	<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



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