



## Internal/External Job Posting

**Job Number:** 005591

**Closing Date:** December 5, 2018

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

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| <b>Position Title:</b>                             | <b>Compliance Specialist I/II/III</b>   |
| <b>Salary Band:</b>                                | J/K/L   |
| <b>Range:</b>                                      | DOE<br>(Salary will be determined based on experience, qualifications and attributes.)  |
| <b>Work Location &amp; Schedule:</b>               | Anchorage<br>This is a regular non-exempt (J band) exempt (K&L band) Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits may apply.  |
| <b>Number of Positions:</b>                        | One (1)   |
| <b>Recruiting Contact:</b>                         | Tracey L. Mueller, Employee Relations Manager<br>Alyeska Pipeline Service Company<br>E-Mail: alyeska_jobs@alyeska-pipeline.com<br>Apply on-line at <a href="http://www.alyeska-pipe.com">www.alyeska-pipe.com</a>   |
| <b>Minimum Qualifications:</b>                     | <b>Applicants must meet or exceed these minimum job requirements to apply for this position.</b> <ul style="list-style-type: none"> <li>▪ Two year degree in Business or related area</li> <li>▪ Two years direct or related experience</li> <li>▪ Strong experience, skills and knowledge in specific area of expertise</li> <li>▪ Strong written and verbal communication skills</li> <li>▪ Strong customer service skills</li> </ul> *Note: Additional related experience may be substituted for the education requirement.  |
| <b>Preferences:</b>                                | <ul style="list-style-type: none"> <li>▪ Bachelor Degree in Business Administration or other related field.</li> <li>▪ Three (3) years' experience in documentation, records management, compliance or related field.</li> <li>▪ Advanced user in Microsoft and Adobe desktop productivity tools.</li> <li>▪ Knowledge of regulatory and compliance environment applicable to APSC.</li> </ul>  |
| <b>Accountabilities and Specific Requirements:</b> | Under general direction of the Documentation Manager, the Compliance Specialist is accountable for the following: <ul style="list-style-type: none"> <li>▪ Coordinates the documentation program for assigned departments, working directly with Managers and Supervisors.</li> <li>▪ Serves as a point of contact for documentation and associated regulatory compliance tracking and records management activities.</li> <li>▪ Provides a key interface between business functions to ensure a consistent execution of the company strategy by providing expertise for planning documentation and recordkeeping activities.</li> <li>▪ Responds to documentation and records management questions from TAPS Workers, including resolution of concerns.</li> <li>▪ Develops and maintains positive relationships and direct interface with Alyeska and contractor personnel.</li> <li>▪ Provides direction company/system-wide with regard to documentation and records.</li> <li>▪ Coordinates internal and/or external requests for documentation or related field visits.</li> <li>▪ Provides regular training to ensure organizational personnel understand processes and advises them to follow the required processes.</li> <li>▪ Assesses the processes at least annually for continuous improvement, reports on process effectiveness, and updates documentation as needed.</li> <li>▪ SME for software and applications needed for documentation. Provides backup administrator duties for controlled documentation application.</li> <li>▪ Participates in assessments including planning, conducting and reporting and is capable of planning and facilitating meetings.</li> <li>▪ Requires system wide travel.</li> </ul> |
| <b>Knowledge, Skills and Abilities:</b>            | <ul style="list-style-type: none"> <li>▪ Analysis &amp; Problem Solving</li> <li>▪ Database Administration</li> <li>▪ Internal/ External Relations</li> <li>▪ Information Management</li> </ul>   |



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|   | <ul style="list-style-type: none"> <li>▪ Interpersonal Communications</li> <li>▪ Records Management</li> </ul>   |
| <b>Contributor Level</b>                      | Individual Contributor   |
| <b>TAPS Safety Culture</b>                    | <p><b><u>Act With Discipline</u></b><br/>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><b><u>Take a System View</u></b><br/>Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><b><u>Make Sound Decisions</u></b><br/>Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><b><u>Learn, Improve, Innovate</u></b><br/>No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><b><u>Speak Up, Step Up</u></b><br/>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> |
| <b>Pre-Employment Drug Screen Testing</b>     | <ul style="list-style-type: none"> <li>▪ 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 drug test makes you ineligible for APSC employment.</li> <li>▪ 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).</li> </ul>  |
| <b>Employment Verification using E-Verify</b> | <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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. <a href="http://www.dhs.gov/e-verify">http://www.dhs.gov/e-verify</a></li> </ul>  |
| <b>TWIC</b>                                   | <ul style="list-style-type: none"> <li>▪ 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. <a href="http://www.tsa.gov">http://www.tsa.gov</a></li> </ul>   |

**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](http://www.alyeska-pipe.com)**