



Internal/External Job Posting

Job Number: 005640

Closing Date: Open Until Filled

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

Position Title:	Data and Assurance Specialist
Salary Band:	K/L
Range:	DOE (Salary will be determined based on experience)
Work Location & Schedule:	Anchorage This is a regular exempt position on an urban schedule of a 40-hour week or 9/80-work schedule.
# 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 Geomatics, IT, Computer Science, or related field* ▪ Two years of related work experience ▪ Direct experience with ArcGIS Portal and Desktop applications or similar applications ▪ Understanding data management and quality assurance concepts, practices, and procedures ▪ General experience with relational databases and data analysis ▪ Ability to translate business requirements into actionable data and assurance initiatives that create efficiencies and improve effectiveness ▪ Technical problem solving, trend analysis, and troubleshooting skills ▪ Confident verbal and skillful written communication abilities ▪ Demonstrated ability to relate to and communicate effectively with business and technical stakeholders ▪ Experienced in coordinating and collaborating with multiple, diverse teams to deliver business solutions and assist in identifying engineering data and process needs <p>* Equivalent experience may substitute for the bachelor's degree on a year-for-year basis</p>
Preferences:	<ul style="list-style-type: none"> ▪ General knowledge of programming and application scripting e.g., SQL, Python, VBA ▪ Broad base of geospatial technical knowledge, skills, and experience ▪ Working knowledge of oil and/or gas pipeline state and federal regulations ▪ Understanding of quality assurance, business process management, risk management, and knowledge management ▪ Experience managing enterprise data sets, systems, and tools ▪ Skilled at facilitating and collaborating across disparate disciplines, processes, and locations ▪ Experience in technical writing (e.g., requirements, workflows, processes, presentations, etc.)
Accountabilities and Specific Requirements:	<p>Under general direction of the Systems Integrity Data and Assurance Manager, the Data and Assurance Specialist is accountable for the following:</p> <ul style="list-style-type: none"> ▪ Develop effective working relationships with business organizational stakeholders ▪ Point of contact for data and assurance initiatives, working closely with the engineering SMEs ▪ Responsible for collaborating with the engineers for identifying and documenting specifications for data security, quality, issues, and validation



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	<ul style="list-style-type: none"> ▪ Perform analysis of database information through use of tools and reports, development of new reports as required, generation of performance measures, and trending analysis in support of engineers ▪ Assist engineers with the review, upload, and integration of data ▪ Solve non-routine problems and successfully work as a member of multidisciplinary teams ▪ Support coordination and performance of assurance activities that demonstrate effective implementation of management system
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Knowledge of Geospatial concepts including surveying and remote sensing ▪ Proven analytical and problem-solving skills ▪ Familiar with project planning and/or project management ▪ Understanding of data management concepts to include data quality, accessibility, and stewardship ▪ Ability to recognize opportunity for process simplification through automation ▪ Ability to translate business tasks into efficient data and process workflow ▪ Familiar with pipeline regulations, codes, and industry standards ▪ Proven planning/organizing skills, ability to multi-task ▪ Ability to work independently and perform successfully in a team environment ▪ Ability to coordinate and interact successfully with contractors ▪ A valid Driver's License is required
Contributor Level	Individual Contributor
TAPS Safety Culture	<p>Act With Discipline 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>Take a System View Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p>Make Sound Decisions Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p>Learn, Improve, Innovate No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p>Speak Up, Step Up 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 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



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	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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