



Internal/External Job Posting

Job Number: 005674

Closing Date: March 29, 2020 - Extended

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

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| Position Title: | Learning & Development Coordinator II/III |
| Salary Band: | K/L |
| Range: | DOE (Salary will be determined based on experience, qualifications and attributes.) |
| Work Location & Schedule: | Anchorage This is a regular non-exempt (K band), exempt (L band) Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule. |
| 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>Applicant must meet or exceed these minimum job requirements to apply for this position:</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in communications, education, business, instructional design or related field* ▪ Two (2) years of related experience in learning and development or human resources ▪ Strong experience, skills and knowledge in learning and development or human resources ▪ Strong written and verbal communication skills ▪ Proven advanced up-to-date computer skills <p>* Equivalent experience may substitute for the bachelor's degree on a year-for-year basis</p> |
| Preferences: | <ul style="list-style-type: none"> ▪ Proven advanced knowledge of learning and development, organizational development, and training ▪ Proven ability to learn complex, difficult concepts with minimal oversight ▪ Aptitude for prioritizing and problem-solving ▪ Attention to detail, organized ▪ Proven ability to provide creative and innovate solutions ▪ Experience with processes and learning management systems ▪ Performance based training design, delivery and assessment experience ▪ Ability to create assessments and develop assessment tools ▪ Project management experience ▪ Knowledge of online training development tools and practices ▪ Process and procedure writing and redesign ▪ Experience providing help to customers at remote locations on systems and processes ▪ SharePoint experience ▪ Adobe Suite experience ▪ Knowledge of invoice processing |
| Accountabilities and Specific Requirements: | <p><i>Under general direction of the Training Manager the Learning & Development Coordinator is accountable for the following:</i></p> <ul style="list-style-type: none"> ▪ Design, develop, implement and assess training strategies and tactics in support of the business plan ▪ Create and implement training solutions company-wide ▪ Work order and invoice review coordination ▪ 2nd level support for Learning Management System and training processes ▪ Coordinator and SME for training administrative services, including: training records, training help desk, invoicing, and processes ▪ Track and coordinate changes and assessments for core training documentation: process and procedure, job-aids, key performance indicators/metrics, and training website ▪ SME for training records and reports ▪ Coordinate technical and personal development opportunities |



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| Knowledge, Skills and Abilities: | <ul style="list-style-type: none"> ▪ Analysis & Problem Solving ▪ Internal Relations ▪ Interpersonal Communication ▪ Writing ▪ Records Management ▪ Regulations ▪ Training ▪ Job Specific Computer Expertise |
| Contributor Level | Individual Contributor - Professional |
| 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 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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Alyeska Pipeline is a drug-free and alcohol-free workplace.

Apply on-line at www.alyeska-pipe.com