

Trade Compliance Analyst

Regulatory Compliance: Interprets federal and state and/or international regulations as they apply to products, financial processes, and other processes, practices and procedures. Investigates and resolves compliance problems, questions, or complaints received from other units of the company, customers, government regulatory agencies, etc. Implements policies and procedures to ensure that these are in compliance with the appropriate statutes and regulations and that regulatory reporting requirements are met. May develop and implement programs designed to increase employee awareness and knowledge of compliance policies. May audit and evaluate current policies, procedures, and documentation for compliance with government laws and regulations. May include compliance review and approval of promotional materials, including post marketing.

Licensing-Export: Develops and manages activities related to export licenses in support of international business development activities. Establishes requirements for license generation, guidance of the license generation and tracking process, and support of submitted licenses throughout U.S. Government review and approval processes. Establishes and maintains relations with appropriate government licensing authorities to ensure that the company's position on licensing and technology release is conveyed, understood and accepted. Maintains marketing contacts with both domestic and foreign civilian and military personnel, as well as customers and procurement officers.

Level 1		Level 2		Level 3		Level 4		Level 5	
Trade Compliance Analyst I		Trade Compliance Analyst II		Trade Compliance Analyst III		Sr. Trade Compliance Analyst		Trade Compliance Manager	
Knowledge	Occasional use and/or application of basic principles, theories, and concepts. Basic knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.		Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices		Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.		Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.		Develops solutions to problems of unusual complexity that require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique, and solutions may serve as precedent for future decisions.	
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.		Works under consultative direction toward long-range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.		Decisions affect the financial, employee, public relations, or regulatory compliance posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.	

Level 1		Level 2		Level 3		Level 4		Level 5	
Trade Compliance Analyst I		Trade Compliance Analyst II		Trade Compliance Analyst III		Sr. Trade Compliance Analyst		Trade Compliance Manager	
Liaison	Contacts are primarily with immediate supervisor, and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.		Serves as a prime consultant and external spokesperson for the organization, including liaison with multiple sites within division, corporate office and/or government regulatory agencies on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives.	
Work Products (Examples include but are not limited to)	Shipping documentation, standard Export Licenses, Compliance Request Responses, Exemption authorizations.	Shipping documentation, standard Export Licenses, Compliance Request Responses, Exemption authorizations.		Export Licenses, technical authorization agreements, Exemption authorization, commodities jurisdictions.		Export Licenses, technical authorization agreements, Exemption authorization, commodities jurisdictions.		Licensing plans and strategy assessments implementing recommendations for export licenses, technical assistance agreements. Exemption authorizations, commodity jurisdictions, and advanced regulatory interpretations. Training program development and execution including support materials.	
Minimum Education and Experience	1+ years directly related experience with Bachelor's Degree in Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.	3+ years directly related experience with Bachelor's Degree in Business Administration or related field. Intermediate MS Word, PowerPoint and Excel skills.		6+ years directly related experience with Bachelor's Degree in Business Administration or related field. Advanced MS Word, PowerPoint and Excel Skills.		10+ years directly related experience with Bachelor's Degree in Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.		12+ Years directly related experience w/ Bachelor's Degree in Business Administration or related field. Advanced MS Word PowerPoint and Excel skills.	