

# Trade Compliance Management

**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
	Supervisor, Trade Compliance	Associate Manager, Trade Compliance	Manager, Trade Compliance	Sr. Manager, Trade Compliance	Director, Trade Compliance
Management Role	Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.	Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.	Accomplishes results through subordinate supervisors, or exempt specialist employees.	Generally accomplishes results through lower management levels.	Directs through lower management levels. Has responsibility for managing a function that includes multiple related departments.
Policy and Strategy	Directs daily operations of work area.	Administers and executes policies, processes, and procedures that affect subordinate employees and the workflow of the work area.	Interprets and administers policies, processes, and procedures that may affect sections and subordinate work areas.	Establishes operating policies and procedures that affect departments and subordinate sections and work area. Interprets company-wide policies and procedures. Develops budgets, schedules, and performance standards.	Establishes policies appropriate for the function. Interprets and recommends modifications to company-wide policies and practices.
Freedom to Act	Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.	Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.	Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.	Objectives are defined in collaboration with senior management and results assessed from a relatively long-term perspective.
Impact	Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.	Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.	Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time and funds.	Decisions have an extended impact on work processes and outcomes. Erroneous decisions result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time and funds; and jeopardize future business activity.	Decisions have a serious impact on the overall success or failure on area of accountability. Erroneous decisions or recommendations may cause critical delays or modifications to company projects or operations causing substantial expenditure of time and funds.

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Liaison	Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.	Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.	Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.	Interacts frequently with internal and external management and senior-level customer representatives concerning projects, operational decisions, scheduling requirements, and/or contractual clarifications. Leads briefings and technical meetings for internal and external representatives.	Interacts with senior management, and others concerning matters of significance to the company. Conducts business and technical briefings for senior and top management and for external representatives.
Minimum Education and Experience Requirements	Bachelor's Degree in Business or related field and 5+ years of diverse professional experience in all areas of which may include 1+ years previous lead or supervisory responsibilities.	Bachelor's Degree in Business or related field and 7+ years of diverse professional experience in all areas of which may include 3+ years supervisory responsibilities.	Bachelor's Degree in Business or related field and 10+ years of diverse professional experience in all areas of which may include 5+ years managing respective area.	Bachelor's Degree in Business or related field and 12+ years of diverse professional experience in all areas of to include 5-7+ years managing respective areas.	Bachelor's Degree in Business or related field and 20+ years of diverse professional experience in all areas, including 10+ years managing respective areas.