

2008 ConocoPhillips Position Summary

Job Title	: Analyst – U.S. Export Compliance
Salary Grade	: 12 - 13
New Position	: Was position mapped using grade mapping: No
Group	: U.S. Export Compliance, GPS
Work City	: Bartlesville, Oklahoma (effective 1 June 06)
Reports to	: Manager, U.S. Export Compliance

Basic Purpose/Accountabilities

To effectively administer an export compliance program on behalf of Global Procurement Services in support of corporate business units. The incumbent will become one of the corporation's resident experts with regard to export and foreign trade controls; providing export compliance training for company personnel, responsible for preparing export license applications, performing export compliance site assessments for Business Units, and coordinating the export of U.S. items to the company's international locations in accordance with U.S. export rules and regulations and consistent with ConocoPhillips' Internal Control Program. The incumbent will regularly interact with Business Unit personnel and ConocoPhillips counsel.

Areas of Responsibility

- Establish and maintain internal networks to insure that no export is made contrary to U.S. export regulations and to assure business unit compliance with the company's ICP.
- Be informed about relevant changes to government regulations and serve as a conduit for disseminating such information to impacted personnel.
- Regular attendance at seminars, conferences and continuing education programs addressing export and foreign trade controls.
- Assist with export compliance training of company personnel.
- Assist with business unit export compliance site assessments on a world-wide basis,
- Gain expertise at researching the Code of Federal Regulations to properly assign Export Control Classifications Numbers for goods purchased by our local and international subsidiaries and joint ventures.
- Prepare export license applications as requested.
- Assure all shipments from the U.S. and shipments from other countries that include U.S. origin items are made in compliance with all applicable government regulations.
- Maintain all documentation related to export activities in compliance with the government's retention requirements.
- Demonstrate pro-active teaming capabilities when assigned to group efforts.
- Role-model company Core Values and Global Procurement Services expectations.
- Actively support management direction.
- Utilize ethical negotiation practices.
- Travel (15-30%) may be required.

Required Skills / Competencies

- Five or more years of international procurement and logistics experience or a similar number of years experience within a corporate compliance function.
- Able to embrace change and respond quickly.
- Effective presentation skills and the ability to facilitate employee training sessions.
- Negotiation skills and ability to effectively apply analytical tools, concepts, and methods.
- Computer skills are essential. Must be proficient in Word, Power Point and Excel.
- Able to determine risks and resulting impacts.
- Able to function as a team player; may be called upon to lead site assessment teams.
- Effective interpersonal communications skills (verbal and written).
- Strong problem-solving skills (i.e., critical and evaluative thinking).
- Demonstrated ability to be a self-starter and self-managed.
- Capable of effectively managing multiple projects and priorities.

- Unquestionable ethics.
- Bachelor's degree in an engineering, supply chain management or business discipline.
- Fluent in English; proficiency in other languages would be beneficial.

If Significant

- Number of direct reports: 0 Number of indirect reports: 0
- Functional Responsibility: Yes

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- Compensation Use Only:
 - Final Grade :
 - Salary Recommendation :
 - Prepared by/Date :