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We encourage minorities, women, protected veterans, and disabled individuals to apply.

L-3 Army Fleet Support
Fort Rucker, Alabama
JOB ANNOUNCEMENT
FOR INTERNAL & EXTERNAL APPLICANTS

Date: October 28, 2016

Position: Ethics Coordinator ~ Requisition #080600

Location: L-3 AFS, Fort Rucker, AL

Salary: Furnished to Qualified Applicants

Job Duties/
Responsibilities: See Attached Job Description
Qualified AFS employees will be given hiring consideration

Closing Date: November 11, 2016

To apply, go to www.armyfleetsupport.com, career section. AFS internal applicants must submit form 208 to Human Resources.

Recruiting & Staffing

DISTRIBUTION:
Bulletin Boards

ARMY FLEET SUPPORT

JOB DESCRIPTION

Job Title: Ethics Coordinator	Job Number:	Grade: A04
Department: Employee Readiness	FLSA Status: Exempt	Risk Level:
Reports to: Ethics Officer	Schedule:	
Location: AFS HQ	Revision Date: 8/06/2009	
Approved: Human Resources		

BASIC FUNCTION SUMMARY

Under supervision, provides professional ethics and business compliance compliance guidance, monitoring and investigation services for Army Fleet Support and L-3. Responsibilities include: Planning and conducting compliance monitoring; preparing written reports including developing recommendations for corrective action; presenting reports and recommendations to department management; investigating questions/concerns from employees; reviewing a wide variety of corporate and entity policies/procedures; and presenting educational programs throughout the system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Investigates questions/concerns received by e-mail, voice-mail, "ethics hotline," drop-ins, etc., to determine specifics and provide recommendations for resolution.

Receives questions/concerns from employees concerning compliance situations.

Promptly conducts an investigation to ensure gathering of all applicable information or refers concern to appropriate individual(s) for follow-up.

Reviews and analyzes information, gathering more from additional sources as necessary, to determine if there are issues of non-compliance.

Prepares a report including recommendation, if necessary, to alleviate any issues of non-compliance.

Reviews concern, review, findings and recommendations with appropriate management.

Conducts follow-up review to ascertain that corrective actions have been implemented.

Enters, tracks and trends reported concerns utilizing department software.

Reviews a wide variety organization policies and procedures to ensure compliance with legal, accreditation, and internal standards.

Suggests additional policies/procedures or revisions to policies and procedures and, if required, is actively involved in process of drafting.

If necessary, assists with development of educational plans, materials and resources used to educate employees on compliance program objectives.

Provides training on compliance issues throughout the organization.

Adheres to all policies regarding customer, employee, and business confidentiality standards.

Complies with work performance expectations and completes corrective action plans when necessary.

Cooperates with co-workers and others as appropriate and necessary to accomplish the work requirements, programs and goals of the work unit/department/organization.

Maintains up-to-date job knowledge through professional reading, conference and seminar attendance.

QUALIFICATION STANDARDS

Education/Experience

Bachelor's degree.

Knowledge, Skills, Abilities and Mental Requirements

- Excellent verbal and written communication skills including ability to interact positively with a wide variety of individuals.
- Sound decision-making ability taking into account all information and utilizing a "big picture" approach.
- Demonstrated ability and willingness to learn and apply new and upgraded computerized systems to job responsibilities.
- Personal computer use including use of software tracking mechanism for compliance issues, word processing, spreadsheet, and presentation programs.
- Ability to collaborate with others in seeking resolution of problems.
- Ability to gather information from multiple sources in order to gain a thorough understanding of problems.
- Ability to recognize symptoms that indicate more significant problems.
- Ability to draw conclusions by relating information from different sources.
- Ability to handle multiple tasks, deadlines, and requests utilizing appropriate time management skills.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

Work normally performed under well-lighted and ventilated office conditions; normal office hours with some requirement for extended hours; some work performed at sites away from office; must be willing to travel; reliable transportation to work sites and/or valid drivers' license.

MISSION/VALUES/BEHAVIORAL EXPECTATIONS:

The person in this position is required to know and uphold the L-3/AFS mission and values, demonstrate the behavioral expectations of AFS and L3 and demonstrate the ability to explain the specific application of the mission and values to this job. Responsible for personal conduct which maintains adherence to the L-3/AFS Corporate Compliance program, promotes organizational effectiveness and maintains a high quality work environment.

DECISION-MAKING AUTHORITY:

- Recommendations following thorough investigation of situations or monitoring of a department/process.

SUPERVISORY AND/OR BUDGET RESPONSIBILITIES:

None

LICENSING, CERTIFICATION REQUIREMENTS

Formal/Specialized Training or Equivalent Security Clearance # Valid State Drivers License #
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ORGANIZATIONAL DATA

Department Manager

Site Manager

Limited (Task Specific)