



POSITION ANNOUNCEMENT

Compliance Specialist
A FULL-TIME POSITION
for

The Alabama Department of Commerce

Located in

Montgomery, Alabama

ANNOUNCEMENT DATE:
April 7, 2025

APPLICATION DEADLINE:
May 7, 2025

POSITION ANNOUNCEMENT

Compliance Specialist

SYNOPSIS

This position is responsible for administering certain incentive programs and assisting with the administration of certain incentive programs, including compliance, for the Alabama Department of Commerce.

DUTIES AND RESPONSIBILITIES:

- Review and certify incentive compliance reports submitted through Commerce's online compliance portal.
- Maintain and update Commerce's online compliance portal.
- Generate reports as needed by management and others regarding the performance of the state's existing and future incentive programs.
- Develop forms, procedures, and agency administrative rules for incentive programs in accordance with the law.

Work Habits:

- Comply with all policies and procedures as set by the Departments of Personnel and Commerce.
- Plan daily/weekly work schedule.
- Maintain housekeeping to organizational standards.
- Interact professionally with co-workers, general public, and others as required.
- Comply with the Department of Commerce policy regarding attendance. (Regular and predictable attendance is an essential function of the job.)

Required Knowledge, Skills and Abilities:

- Knowledge of Salesforce preferred, but not required.
- Skill in Microsoft office, including expert skills in Excel.
- Skill in communicating effectively verbally and in writing.
- Ability to analyze legislation.
- Ability to conduct research.
- Ability to organize, plan, and administer incentive programs.
- Ability to follow established laws, policies and procedures.
- Ability to set and meet deadlines and manage multiple projects concurrently.
- Ability to work flexible hours based on project needs.

Required Minimum Qualifications:

Bachelor's degree in Business Administration or a closely related field.

Salary and General:

Salary will be based on experience within a range of \$38,364 to \$72,504 annually.

Benefits:

Excellent benefits package included. Employees are offered a competitive benefits package which includes health and dental insurance, paid annual and sick leave, paid holidays, and a retirement program.

Resumes may be accepted via U.S. Postal Mail or Electronic Mail to

**ATTN: Candice Sudduth
DEPARTMENT OF COMMERCE - CHIEF HUMAN
RESOURCES OFFICER
401 Adams Avenue, Suite 642
Montgomery, Alabama 36130-4106
EMAIL: CANDICE.SUDDUTH@COMMERCE.ALABAMA.GOV**

Resumes received after May 7, 2025 will not be considered for review.

Interviews are by appointment only. Employment references may be requested during the application process.

The Department of Commerce is an equal opportunity employer. It is the official policy of the Department of Commerce that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The Department of Commerce will make reasonable accommodations for qualified applicants or employees with disabilities. The Department of Commerce reserves the rights to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position. The Department of Commerce participates in E-Verify, a Federal law that requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.