



## Position Description Analyst IV

<b>Position Title</b>	Analyst IV
<b>Position Description</b>	<p>Responsible for managing all phases of project execution from scoping and proposal development through development of client deliverables and close out. Responsible for leading, supervising, and managing personnel and meeting schedule, cost, and quality objectives to exceed customer expectations and meet business objectives and goals.</p> <p>Responsible for synthesizing all technical elements of a project to ensure conformance with current accepted science and practices. From product development through final review, provides significant input towards ensuring products meet or exceed contractual technical requirements.</p>
<b>Essential Responsibilities</b>	<ul style="list-style-type: none"><li>• Demonstrating superior technical skills in identified area of expertise as well as ability to contribute in a significant manner in supporting roles outside area of expertise.</li><li>• Contributing technical skills on projects (led by you or others) which require your skills and expertise</li><li>• Managing projects efficiently and effectively, including:<ul style="list-style-type: none"><li>○ Developing/writing technical capabilities for project proposals</li><li>○ Contributing to and effectively utilizing work break down structure templates in both project development and execution.</li><li>○ Establishing tasks to meet project requirements</li><li>○ Developing and adhering to delivery schedules for both project and contributing task management.</li><li>○ Managing project labor and ODC costs within budget</li><li>○ Integrating practical means to provide clients with a 10% above and beyond the required deliverable</li><li>○ Identifying and exploiting opportunities for innovation in each project</li><li>○ Delivering a superior product that meets contract technical requirements and customer expectations</li></ul></li><li>• Actively contributing to and encouraging others to support company goals, objectives and ethical standards.</li><li>• Exhibiting leadership in assembling a project team and providing the structure and organization for effective collaboration.</li><li>• Demonstrating clear and effective communication skills: communicating tasks, developing and reviewing products and corresponding with client.</li><li>• Reviewing and approving deliverables for technical accuracy, completeness and present ability IAW Integrated Management System (IMS).</li><li>• Training team members on new projects and their roles; developing technical leaders among employees.</li><li>• Setting expectations and example by enacting the ASG core values.</li><li>• Works under the general supervision of a Program Manager.</li><li>• Maintaining currency in relevant job knowledge to ensure that you are able to execute your responsibilities successfully.</li><li>• Mentoring other junior project leaders in areas of project management, assisting and contributing toward their successful</li></ul>



## Alliance Solutions Group Inc.

project execution.

- Navigating decision-making based on the core values of the company maintaining professionalism at all times.
- Plan and complete work in a manner that reflects commitment to and supports achievement of quality, environmental, and occupational health and safety goals.

- Qualifications/Requirements**
- **Education:** Requires a Master's degree in area of specialty. Must have a professional certification or license.
  - **Experience:** 12+ years of experience in engineering, emergency management/response, occupational health, medical operations, homeland security, public health, or fire and emergency services. A minimum of 6 years supervisory experience preferred.

**Additional Eligibility Qualifications**

ASG will only employ those who are legally authorized to work, eligible for a DoD security clearance. Any offer of employment is conditioned upon the successful completion of a background investigation and drug screen. Ability to travel multiple times per year for project-related travel and attend ASG-specific company/strategy meetings. Work beyond normal business hours when required to complete essential responsibilities.

**Physical Demands Must Be Able to**

- Travel extensively on various modes of transportation.
- Lift and carry minimum 25 lbs. frequently
- Able to climb/ squat/ bend/ kneel / twist / turn / reach above shoulder
- Able to manipulate small hand tools
- Sit extended period of time
- Utilize computer keyboard (type) and accessories repetitively and for extended periods
- Stand or walk for periods of eight hours or more
- Work in various climates from extreme cold or heat
- Walk and stand on uneven terrain

**Work environment:**

Generally works in an office environment or customer-supplied facility office environment but frequently may be required to perform job duties outside of the typical office setting, i.e., field setting

**Other:**

Ensures that all tasks are performed in accordance with the company's ISO 9001/14001/45001 compliant Integrated Management System.

**The statements included in this job description are intended to reflect in general the duties and responsibilities of this classification and are not intended to be interpreted as all inclusive.**