



## Position Description Analyst II

<b>Position Title</b>	Analyst 2
<b>Position Description</b>	Responsible for technical project execution for established projects including drafting and finalizing client deliverables and supporting project leaders in project completion. Responsible for responding to tasks in a timely manner from project leaders with the goal that work contributed to the project will exceed customer expectations and meet business objectives and goals.
<b>Essential Responsibilities</b>	<ul style="list-style-type: none"><li>• Demonstrate superior technical skills in identified area of expertise as well as ability to contribute in supporting roles outside area of expertise.</li><li>• Capable of identifying technical areas beyond current capability within assigned tasks and communicating this to the project leader.</li><li>• Working on tasks and projects efficiently and effectively</li><li>• Understand the nature of the task assigned, asking questions to further refine requirements and clearly understanding task delivery, date due and time limitations.</li><li>• Adhere to delivery schedules for tasks assigned.</li><li>• Creatively identifying opportunities for innovation in each project</li><li>• Balance tasks from multiple projects, ensuring a high quality result and meeting deadlines</li><li>• Identify conflicts between tasks assigned to the project leaders</li><li>• Demonstrate clear and effective written and oral communication skills. Able to effectively complete reports and task documents that meeting ASG Personnel Handbook writing requirements.</li><li>• Work with both direct supervisor and project leaders to ensure each work week maximizes billable hours and minimizes overhead hours.</li><li>• Communicate clearly with client to understand needs/requirements and specifically address those in the tasks or training accomplished.</li><li>• Demonstrate effective presenting and teaching skills; able to present technically complex information in an understanding manner. Capable of clearly addressing questions on the presented material.</li><li>• Review and approve deliverables for technical accuracy, completeness and presentation.</li><li>• Respond to communication, meeting and task requests from project leaders and supervisors.</li><li>• Navigate decision-making based on the core values of the company maintaining professionalism at all times.</li><li>• Maintain currency in relevant job knowledge to ensure ability to execute your responsibilities successfully.</li><li>• Plan and complete work in a manner that reflects commitment to and supports achievement of quality, environmental, and occupational health and safety goals.</li></ul>
<b>Qualifications/Requirements</b>	<ul style="list-style-type: none"><li>• Education: Requires at least a Bachelor's degree in area of specialty, or four years of professional/technical experience in related field</li><li>• Experience: Requires 7+ years' experience in the technical field of engineering, emergency management/response, occupational health, medical operations, homeland security, public health, fire and emergency services or other relevant technical field</li></ul>



## Alliance Solutions Group Inc.

### **Additional Eligibility Qualifications**

ASG will only employ those who are legally authorized to work, and eligible for a DoD security clearance. Any offer of employment is conditional upon the successful completion of a background investigation and drug screen. Ability to travel frequently throughout the year and 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

### **Other**

Ensures that all tasks are performed in accordance with the company's ISO 9001/14001/18001 compliant Quality System Procedures.

**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**