

### About ISG

First and foremost, we are a team. We succeed together and are stronger working in unison. Integrated Solutions Group (ISG) is a regional consulting firm that originated in Olympia, Washington in 1986. We have been providing business and IT solutions to government agencies within Washington since inception. Our team is comprised of talented, professionals with high-level skills, backgrounds, and experience. Fit is extremely important to ISG, for us, for you. Our culture, while evolving, is very focused on supporting people, doing the right thing, stewarding diversity, equity, and inclusion (DEI), and ensuring we provide excellence in our client services.

### Role and Responsibilities

The QA Analyst is responsible for applying ISG's Quality Assurance Framework. The position advocates for successful project implementations through application of industry best project management practices and experience. The QA Analyst engages as a trusted advisor with project team members as well as project leadership. The QA Analyst will provide specific and experience-based support for recommendations made by the QA Team, ensuring the recommendations are understood and are actionable by the client.

The QA Analyst leads assessment of project management practices and risks, documenting findings, observations and recommendations in the monthly or quarterly reporting process. This includes attending and observing project meetings, conducting interviews of team members, sponsors and executives, and review of project documentation.

The Analyst will support the development of a monthly formal assessment report with detailed findings/observations and recommendations within the ten (10) project management areas of PMBOK.

Within the reporting process, the Analyst will support the presentation and reporting of observations, risks, and recommendations to Project Stakeholders, typically in a Steering Committee or similar governance meeting.

### Primary Responsibilities

- Monitors and assesses risks; recommends actions to reduce risks.
- Advises project managers and sponsors on methods and practices to increase project effectiveness and efficiency.
- Participates in the ongoing improvement of the ISG Quality Assurance Framework including refinement of QA methodologies, assessment approach, assessment reporting and, risk and recommendation tracking.
- Provides support for the development of Quality Assurance proposals, developing proposal presentations and preparing the QA team for interviews.

### Required Qualifications

#### Skills

- Familiarity and experience utilizing Agile methodologies
- Presenting to executive teams.
- Leading a team to successful project outcomes.
- Excellent communication skills both in writing and verbally.
- Familiarity with state and local government systems, authorizing environment, structures and governance.

### Experience

- Minimum of five (5) years of experience applying Project Management principles, methods, techniques, and tools

### Education

- Bachelor's degree in Information Technology or related field.

### Other Requirements

- Ability to work over 40 hours week and travel to client sites as needed.
- Ability to work out of your own home office and work remotely with the ISG team.
- Ability to obtain and maintain a security clearance when working onsite with clients.
- Meet or exceed continuing professional education (CPE) requirements.
- Ability to comply with current requirements related to COVID-19 Vaccination under Washington State Governor's Proclamation 21-14 requiring full vaccination against COVID-19 as a condition of employment.

### Preferred Qualifications

- Project Management Professional (PMP) certification from Project Management Institute (PMI) highly desirable
- Highly desirable that Project Management includes:
- Implementation, operations, and maintenance of large complex IT systems on multiple platforms and environments.

### Location

ISG consultants currently work in a primarily remote environment. Successful candidates must be able to transition to hybrid or on-site work as the needs of the client require.

### Benefits and Compensation

ISG provides a competitive and comprehensive compensation and benefit package including employer paid Medical, Dental, Vision, and Long-Term Disability insurance, a 401k plan with employer match, and ample paid time off including vacation, sick, holidays and sabbatical. We also support continuing education and professional development among our employees, and value driven individuals who seek continuous professional improvement.

### How to Apply

Submit a brief letter of interest, resume and 3 references to Director of Internal Operations, Integrated Solutions Group, LLC via email to [careers@isg-nw.com](mailto:careers@isg-nw.com)

### Disclosures

*ISG is an equal opportunity employer. All qualified applicants are considered without regard to race, color, religion, sex, national origin, veteran status, disability, sexual orientation, gender identity, or any other protected status. We encourage qualified applicants of all backgrounds to apply.*

*Because we work with public agency clients, successful candidates must be able to comply with Governor Inslee's Proclamation 21-14 requiring full vaccination against COVID-19 as a condition of employment. Medical or religious accommodation may be available once an offer of employment is made.*