



Located in Clarksburg, MD Centaur Consulting Group LCC is a technical services business focused on providing project management and specialized consulting services in the areas of worker safety and health, quality assurance, environmental programs, and materials / facilities disposition across U.S. Department of Energy (DOE), U.S. Department of Labor (DOL), and the commercial power industry.

For more information, visit our website at <https://centaurllc.org/>

Employment Position: Records QA Analyst 4 (Journeyman / Site Lead)

Location: Lee's Summit, Missouri

Employment Type: Full-Time

Salary Range: \$80,000 annually

The Records QA Analyst 4 (Journeyman / Site Lead) serves as the on-site lead for Quality Control (QC) inspection of digitized immigration records at the Lee's Summit, MO facility. This role performs advanced QA/QC inspections, provides workflow leadership to junior analysts, coordinates site operations, and ensures compliance with USCIS policy, NARA 36 CFR Part 1236 standards, DHS privacy and CUI requirements, and ANSI/ASQ Z1.4-2008 sampling procedures.

Responsibilities:

Site Leadership & Operational Coordination:

- Lead daily QC operations at Lee's Summit site.
- Assign workload, set priorities, and monitor workflow of QA analysts.
- Serve as on-site point of contact for Government PM/COR during operating hours.
- Escalate operational issues to the Project Manager within required timelines.
- Coordinate error returns, rework verification, pallet/box movements, and batch completion.

QC Inspections & Sampling Oversight:

- Implement ANSI/ASQ Z1.4-2008 (Level II Normal) sampling methodology.
- Perform and oversee daily QC inspections applying a 100% pass/fail standard.
- Ensure proper tagging, documentation, and return of deficient files.
- Verify corrected images meet required quality standards.

File-to-Image Verification (Advanced Review):

- Verify page count, order, and completeness.
- Confirm capture of envelopes, photos, attachments, and file jackets.
- Identify image defects (streaking, distortion, skew, orientation errors).
- Apply three-way scan rules for attached items.
- Confirm proper color scanning of required materials.
- Document unscannable materials appropriately.

Systems, Metadata & Documentation:

- Utilize Kofax/KWIC QA queue systems.
- Validate metadata (A-Numbers, receipt numbers, dates of birth, submission dates).
- Confirm proper Record of Proceeding (ROP) breakout and document typing.
- Maintain digital QC records and site-level tracking logs.

Reporting & Deliverables:

- Compile daily QC metrics by 5:00 PM ET.
- Prepare weekly summary input for Project Manager reporting.
- Support QC Plan execution and Government Furnished Property reporting.

Records Management & Regulatory Compliance:

- Ensure compliance with USCIS Records Policy Manual (Volume 2).
- Follow NARA 36 CFR Part 1236 digitization standards.
- Prevent unauthorized removal or destruction of federal records.
- Immediately report records incidents.

Privacy, CUI & Incident Management

- Safeguard PII/SPII and Controlled Unclassified Information (CUI).
- Reinforce proper privacy and handling practices across the team.
- Report suspected or confirmed data incidents within mandated timelines.

Equipment & Site Logistics

- Ensure proper use of Government Furnished Equipment (GFE).
- Maintain property accountability and prohibit personal device use.
- Coordinate secure file handling and dock access per site procedures.

Required Qualifications:

- Three (3) to ten (10) years of relevant records QA/QC experience.
- Demonstrated independence in applying regulatory and technical standards.
- Experience with ANSI/ASQ Z1.4 sampling in high-volume digitization.
- Working knowledge of NARA 36 CFR Part 1236 and USCIS digitization standards.
- Experience using Kofax/KWIC or comparable QA tools.
- Demonstrated ability to mentor staff and lead operational workflows.
- Ability to work onsite in Lee's Summit, MO.

Desired or Preferred Qualifications:

- Experience with USCIS forms and Records of Proceeding (ROP) structures.
- Advanced image defect diagnostics experience.
- Experience handling PII/SPII and CUI in federal environments.

Security Requirements:

- U.S. Citizenship required.
- Must meet USCIS site access and background investigation requirements.
- Employment contingent upon successful background screening and continued compliance with federal security standards.

Work Environment & Physical Requirements:

- Prolonged sitting and computer use.
- Repetitive visual document review.
- Ability to lift and move record boxes up to 25 lbs.
- Secure, controlled federal records environment.

To Apply:

Interested candidates should email their resumes to: bpineda@ccg-group.org

Additional Information:

Eligible employees may receive:

- Medical, dental, and vision insurance
- 401(k) with company contribution
- Paid time off and federal holidays
- Professional development support

Position Contingency & Start Date:

This position is contingent upon contract award and funding authorization. The anticipated contract award is expected in late March 2026.

The position is expected to begin upon contract award and successful completion of all required background investigations, site access approvals, and onboarding requirements. Employment offers, start dates, and continued employment are dependent upon successful contract award.

Nothing in this job posting or any subsequent communication shall be construed as a guarantee of employment or a contract of employment for any specific duration.