



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:** Project Manager - Quality Control of Digitized Files

**Location:** Jessup, MD

**Employment Type:** Full-Time

**Salary Range:** \$110,000 annually

The Project Manager - Quality Control of Digitized Files (QC PM) serves as the single point of contact for Government stakeholders and is responsible for the overall leadership, execution, and compliance of Quality Control operations supporting federally digitized records.

**Responsibilities:**

Contract Leadership & Government Interface:

- Serve as the point of contact to the Contracting Officer (CO), Contracting Officer's Representative (COR), and Government Project Manager.
- Ensure availability during standard business hours; designate qualified alternate during absences. Standard business hours Monday-Friday 0800-1700 ET, with flexibility for surges.
- Provide centralized oversight of all order-level work and contract deliverables.
- Support CPARS performance management processes.

Quality Control Operations Management:

- Oversee QC operations onsite in Jessup, MD and remote oversight of Lee's Summit, MO operations.
- Implement and enforce ANSI/ASQ Z1.4-2008 sampling methodology.
- Ensure daily QC inspections and 100% pass/fail quality enforcement standards.
- Ensure deficient files are properly tagged, documented, and returned for correction.

#### Reporting & Deliverables:

- Submit daily QC inspection results by 5:00 PM ET.
- Provide weekly summary reports each Friday.
- Develop and submit Draft and Final QC Plans and Project Management Plans.
- Manage Government-Furnished Property (GFP) reporting cycles and inventory documentation.

#### Records Management & Regulatory Compliance:

- Ensure compliance with:
  - USCIS Records Policy Manual
  - NARA requirements
  - Federal records retention policies
- Safeguard federal records and report any incidents immediately in accordance with contractual timelines.

#### Privacy, CUI & Incident Response:

- Enforce DHS privacy and Controlled Unclassified Information (CUI) protections.
- Ensure all staff complete required privacy, security, and records training.
- Report PII/SPII incidents within mandated timelines and coordinate corrective actions.

#### Section 508 & Accessibility Compliance:

- Ensure all electronic information and technology (EIT) produced or used complies with Section 508 accessibility standards.

#### Staffing & Site Management

- Develop and maintain staffing plans aligned with QC volume requirements.
- Oversee recruiting, onboarding, training, retention, and supervision of QC staff.
- Provide performance feedback and maintain documentation compliance.
- Lead staffing efforts as required.

#### Equipment & Logistics Management

- Manage Government-Furnished Equipment (GFE) and workstation inventory.
- Coordinate secure handling and movement of physical records.

**Required Qualifications:**

- Bachelor's degree in Business Administration, Records Management, Information Management, Quality Assurance, or related field (or equivalent experience).
- Minimum six (6) months managing a Quality Control program.
- Minimum one (1) year experience working with NARA guidelines or federal records standards.
- Experience managing distributed or multi-site teams.
- Experience supporting Government reporting requirements.
- Strong knowledge of quality sampling methodologies.
- Strong written and verbal communication skills.

**Desired or Preferred Qualifications:**

- Prior PMP certification or equivalent project management credential.
- Experience supporting DHS, USCIS, DOE, or other federal agencies.
- Experience managing digitization or document imaging programs.
- Familiarity with ANSI/ASQ standards.
- Experience with federal information security and privacy compliance.

**Security Requirements:**

- U.S. Citizenship required.
- Ability to obtain and maintain required federal background investigation clearance.
- Employment is contingent upon successful completion of background investigations and drug screening.
- Some roles may require periodic security reviews.

**Work Environment & Physical Requirements:**

- Office-based environment.
- May require prolonged sitting, computer use, and document review.
- Ability to lift to 25 lbs. as needed for records handling.

**To Apply:**

Interested candidates should email their resumes to: [bpineda@ccg-group.org](mailto: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.