

# Configuration Analyst: Sr. Configuration Analyst

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Plans and coordinates preparation of project documentation, such as engineering drawings, production specifications and schedules, and contract modifications to ensure customer contract requirements are met. Reviews contract to determine documentation required for each phase of project, applying knowledge of engineering and manufacturing processes. Analyzes proposed changes of product design to determine effect on overall product and system. Coordinates modification records for management control. Establishes change orders and prepares for change authorization and documentation by company and subcontractor. Reviews and analyzes released engineering change data and coordinates changes with engineering, quality, support, manufacturing and engineering data control activities.

## **Knowledge**

Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.

## **Problem Solving**

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

## **Discretion/Latitude**

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

## **Impact**

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

## **Liasion**

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.

## **Minimum Education and Experience**

10+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Advanced MS Word, PowerPoint and Excel skills.