

Configuration Analyst: Configuration Analyst I

Implements the discipline of Configuration Management (CM) for company products throughout that product's life cycle through Planning and Management, Configuration Identification, Configuration Change Management, Configuration Status Accounting and Configuration Verification/Audit. 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 by applying knowledge of engineering and manufacturing processes. Analyzes proposed changes of product design to determine effect on overall product drawing structure. 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

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards. Limited familiarity with ANSI/EIA-649, CMMI and ISO/AS9100 processes and use of computer-based Product Life Cycle Management tools.

Problem Solving

Solves routine problems of limited scope and complexity by following established policies and procedures.

Discretion/Latittude

Work is closely supervised. Follows specific detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor and other personnel in the section or group.

Work Products (Examples may include but are not limited to)

Assists senior Configuration Specialists in the creation of CM Plans, Functional and Physical Configuration Audit Plans and Reports and control implementation processes.

Minimum Education and Experience

1+ years of directly related experience with a Bachelor's Degree in Technical Field, Business or a related field. Basic MS Word, PowerPoint, Excel and Access skills. 4+ years of military logistics or related job experience may substitute for a Bachelor's Degree.