

# Configuration Analyst: Configuration Analyst II

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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**

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles. General knowledge in ANSI/EIA-649, CMMI and ISO/AS9100 processes and use of computer-based Product Life Cycle Management tools. General knowledge of MRP requirements, Lean/6-Sigma and Green Belt processes.

## **Problem Solving**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Discretion/Latittude**

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

## **Impact**

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

## **Liaison**

Provides hands-on leadership to Configuration Control Boards (CCBs). Frequent internal company and external contacts. Represents organization on specific projects.

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

Prepares technical configuration management proposals for company programs. Creates CM Plans, Functional and Physical Configuration Audit Plans and Reports and control implementation processes.

## **Minimum Education and Experience**

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