

# Configuration Analyst: Configuration Analyst III

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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**

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices. Considered an expert in the field within the organization. Expertise in ANSI/EIA-649, CMMI and ISO/AS9100 processes and use of computer-based Product Life Cycle Management tools. Working knowledge of MRP requirements, Lean/6-Sigma, Green Belt or Black Belt and Cost/Schedule processes.

## **Problem Solving**

Develops solutions to a variety of complex problems. May refer to established precedents and policies. Presents these solutions through effective written and oral communications

## **Discretion/Latittude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

## **Liaison**

Provides hands-on and oversight leadership to Configuration Control Boards (CCBs), hardware and software verifications efforts, engineering change reporting, product change metrics, documentation/media verification, FCA/PCAs, engineering change proposals and deviations/waivers. Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

Prepares technical and cost 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**

6+ years of directly related experience with a Bachelor's Degree in Technical Field, Business or a related field. Advanced MS Word, PowerPoint, Excel and Access skills. 4+ years of military logistics or related job experience may substitute for a Bachelor's Degree. Knowledge of financial control and database administration.