

Configuration Analyst: Sr. Configuration Analyst

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

Contributes to the development of new concepts, techniques and standards. 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 complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives. Presents these solutions through effective written and oral communications.

Discretion/Latittude

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.

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

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

10+ 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.