

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.

Level 1		Level 2		Level 3		Level 4	
Configuration Analyst I		Configuration Analyst II		Configuration Analyst III		Sr. Configuration Analyst	
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.	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.		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.		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	Solves routine problems of limited scope and complexity by following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies. Presents these solutions through effective written and oral communications		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 closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		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.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.		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.		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.	

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Liaison	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Provides hands-on leadership to Configuration Control Boards (CCBs). Frequent internal company and external contacts. Represents organization on specific projects.		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.		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)	Assists senior Configuration Specialists in the creation of CM Plans, Functional and Physical Configuration Audit Plans and Reports and control implementation processes.	Prepares technical configuration management proposals for company programs. Creates CM Plans, Functional and Physical Configuration Audit Plans and Reports and control implementation processes.		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.		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	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.	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.		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.		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.	