

***Job Code: PGCN14***

***Job Title: CONFIG ANALYST SR***

---

***Education and Experience:***

HS diploma/GED or equivalent experience

***Duties and Tasks:***

Technical-

Performs basic Information Configuration Management (ICM) data entry

Duties and tasks may involve a combination of any of the following:

- Enters data into CSA logs
- Enters data into CDRL/SDRL tracking logs
- Enters parts list data into PDM tool
- Assists with audits of ICM data

Project Execution- Performs assigned tasks

Mentoring/Coaching- Listens and acts as directed

Business Impact - Completes assigned tasks

Process Ownership - Accepts and complies with process/ policy requirements

***Knowledge, Skills, and Abilities:***

Learning- Learns & applies GD culture and policies

Learns & applies basic ICM procedures

Skills- Desktop applications including word processing and spreadsheet

Basic knowledge of standard PDM tools

Business Impact- Completes tasks accurately to support schedule

Accommodates Change- Accepts new ideas

Time/Priority Mgmt- Uses time well

***Interface:***

---

***Thursday, December 02, 2004***

***Page 1***

Engineering Support\_Configuration\_PGCN14

***Job Code: PGCN14***

***Job Title: CONFIG ANALYST SR***

---

Works under direction of ICM task lead.  
No outside business contact.  
Occasional informal interaction with internal project staff.  
Interacts with others within ICM to accomplish work assignments.

***Additional:***