

Job Code: PGCN16

Job Title: CONFIG ANALYST STAFF

Education and Experience:

HS diploma/GED or equivalent 2 to 3 yrs of ICM experience required

Duties and Tasks:

Technical- Performs Information Configuration Management (ICM) data entry Duties and tasks may involve a combination of any of the following:

- All Config Analyst SR duties and tasks
- Sets up CSA logs
- Sets up CDRL/SDRL tracking logs
- Sets up parts list in PDM tool
- Audits ICM data
- Prepares data for and participates in CCB
- Processes change requests
- Delivers CDRLs to customer
- Can be expected to lead, direct, organize ICM work

Project Execution- Sustains multiple assignments, performs multiple tasks

Mentoring/Coaching- Seeks help
and acts as directed

Business Impact - Completes multiple assigned tasks according to priorities given

Process Ownership - Accepts
and complies with process/policy requirements

Knowledge, Skills, and Abilities:

Learning- Learns & applies GD culture and policies

Learns & applies ICM procedures

Skills- Desktop applications including word processing and spreadsheet

Advanced knowledge of standard PDM tools

Business Impact- Completes tasks accurately meeting schedule constraints

Accommodates Change- Accepts new ideas and makes suggestions for improvement

Time/Priority Mgmt- Manages time well

Interface:

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Works under direction of ICM task lead.
No outside business contact.
Occasional informal interaction with project staff is required to accomplish assigned tasks.

Additional:

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