

Job Code: PGCN19

Job Title: CONFIG SPECIALIST II

Education and Experience:

4 year degree in a technical field, or equivalent experience

Duties and Tasks:

Technical:

Strong contribution as individual contributor within Information Configuration Management (ICM). Duties and tasks may involve a combination of any of the following:

- All Config Specialist I duties and tasks
- Performs basic administration tasks in PDM tool
- Administers Change Management Tool
- Creates ICM Plans for small- to medium-scale projects
- Creates release documentation
- Proficient in the use of more complex PDM tools in accomplishment of tasks
- Derives CDRL/ SDRL schedules from project contract documents (e.g., DD1423, SOW)
- Typically leads, directs, organizes ICM work

Project Execution:

Plans sub tasks. Follows direction and makes a significant contribution to the team.

Mentoring/Coaching:

Listens to and acts on mentor advice.

Business Impacts:

Has basic understanding of other commitments and interdependencies. Understands ICM's role in successful project execution.

Process Ownership:

Promotes process/policy compliance. Supports continuous improvement initiatives.

Knowledge, Skills, and Abilities:

Learning:

Keeps abreast of ICM methodology trends, including latest PDM tools. Aligns training plans with ICM needs.

Innovation: Takes initiative in proposing ideas.

Business Impact:

Aware of business objectives and role in achieving.

Creativity:

Contributes ideas that enhance productivity and efficiency. Willingly considers new ideas & perspectives.

Risk:

Thursday, December 02, 2004

Page 1

Engineering Support_Configuration_PGCN19

Job Code: PGCN19

Job Title: CONFIG SPECIALIST II

Takes reasonable risks within defined boundaries.

Ownership:

Identifies alternatives in the midst of barriers to progress.

Interface:

Usually works under direction of ICM Task Lead. Little or no outside business contact. Frequent, informal interaction with other project members. Makes suggestions to task leads regarding ICM activities.

Additional: