

# Configuration Analyst: Configuration Analyst II

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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, applying knowledge of engineering and manufacturing processes. Analyzes proposed changes of product design to determine effect on overall product and system. 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**

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

## **Problem Solving**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Discretion/Latitude**

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

## **Impact**

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.

## **Liasion**

Frequent internal company and external contacts. Represents organization on specific projects.

## **Minimum Education and Experience**

3+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Intermediate MS Word, PowerPoint and Excel skills.