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# Example of Analyst Configuration Job Description

Our company is hiring for an analyst configuration. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst configuration

* Strong phone presence when contacting insurance companies, healthcare specialists or commercial businesses
* Take the ownership to oversee the day to day operations relating to Asset & Configuration Management
* Ensure that all Service Providers maintain accurate and current CMDB entries through audits and inspections
* Ensure that the integrity of the CMDB is maintained and integrated with other key operational processes – especially Incident, Problem and Change Management
* Work with the Service Provider as reasonably requested with the scoping of audits, impact assessments, investigation and resolution of discrepancies
* Ensure that the life cycle of the CI is managed and accurately reflected
* Implement the agreed data model and attribute amendments
* Integrate with agreed data sources (both internal and external supplier sources)
* Ensure CMDB is updated after every change is closed
* Gather CMDB data from all partners and upload to ServiceNow CMDB

## Qualifications for analyst configuration

* BI Tool experience preferred (Web Intelligence (Webii) and/orTableau Development)
* Experienced working with diversified constituents
* Excels at verbal and written communication
* A background in business analysis, risk management, and/or software configuration preferred
* Three or more years of application configuration (or similar) experience
* Experience with RSA Archer or similar eGRC products a plus