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# Example of Configuration Management Analyst Job Description

Our innovative and growing company is looking for a configuration management analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for configuration management analyst

* Establishes and maintains status accounting records
* Provide support to development team and Programs Management
* Exercise great attention to detail with respect to managing the program baselines
* After hours and/or on-call support may be required
* Maintaining CM Wizard database to include maintenance of RFCs, modifications, and Additional Change Requests, report generation
* Supporting preparation of Requests for Changes (RFC)
* Update and keep current the status of records and documents in CM databases
* Provide support and management of the Configuration Control Board (CCB) activities, audit and compliance with the established CM/RM management plan, and maintenance of the CM/RM database
* Schedules and provides review packages for SED internal Software Configuration Control Boards
* Generating and maintaining standard reports ad-hoc reports upon request

## Qualifications for configuration management analyst

* Demonstrated ability to learn new technical information quickly
* Dynamic interpersonal and leadership skills while fostering a team environment
* Working knowledge of ITSM, specifically Asset & Configuration Management at a minimum
* Set-up and configuration of software application package (currently CV)
* Create baseline documentation of configuration definition and maintain updates to ensure an accurate representation is available at all times
* Complete application configuration per SRS (ensure configuration has traceability to business requirements)