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# Example of Software Configuration Analyst Job Description

Our company is looking to fill the role of software configuration analyst. 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 software configuration analyst

* Acts as SCM subject matter expert, responsible for the definition and implementation of the technical methodology of the SCM department
* Defines SCM plans and scripts/programs
* Analyzes and documents systems requirements for the most complex environments
* Recommends software design based on requirements
* Structures and monitors technical activities based upon approved project methodologies
* Collects and analyzes project data and produces progress reports
* Bi-Weekly shift rotation for facilitation of Production changes and weekend work for offline releases
* Can quickly switch to secondary tasks if unable to continue with primary task without supervision
* Owns the source code management process
* Works with software engineers to develop, capture, validate, prioritize, decompose manage, and prioritize a complete set of user and system requirements

## Qualifications for software configuration analyst

* Experience with package management technologies (NuGet, ProGet, MyGet, ..)
* Experience with PDM/PLM tools
* Preferred 6 - 8 years of related infrastructure experience required, experience in the securities or financial services industry is a plus
* Monitor and process the Change Requests (CR) that come into the CR mailbox, route them accordingly and notify Software Development (SD) and Operations (OP) CM when CRs have been approved
* Assist in maintaining the OIT CM Library
* Proficient with Microsoft Office applications to generate documents such as reports, spreadsheets, presentations