



About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We support the total lifecycle of Information Technology systems and applications.

We have an immediate opening for a **Senior Configuration Management Analyst** who knows their way around the IT Operations Support environment. If you want to be part of a dynamic team and want to provide yourself with a daily challenge, this job is for you.

Again, if you are currently in the market for an exciting challenge, review the below position description to see how this immediate opportunity can be a great fit for your career path.

Overview: This position involves addressing an evolving Information Technology (IT) Configuration Management (CM) initiative for a complex Government program, as well as providing experience and team skills to ensure the success of the program's ongoing IT CM efforts. Candidate must have IT Service Management experience and has dealt with Configuration Management for large scale Enterprise Networks. Candidate will directly support the government CM Lead and must have good communication and computer proficiency skills. Any CM training, certificates and related education background helpful, but IT infrastructure background essential. Must be creative, self-starter but team oriented, tenacious, and have overall good IT skills.

Core Requirements:

- Employs practical IT Service Management background and IT Management tools experience to address Configuration Management planning and implementation for IT tools and processes within Government program
- Analyzes change processes of IT infrastructure to determine impacts on overall system, and recommendations for management control.
- Provides key Configuration Management (CM) support for CM Lead, and provides leadership in addressing implementation of best practices associated with CM for team
- Capable of drafting, reviewing, and revising all CM documentation, including: Configuration Management Plan (CMP); Performance Work Statements (PWS); Contract Data Requirements Lists (CDRLs); and System Design Specification (SDS).
- Assists Lead in providing program requirements for implementation of CM tool
- Assists CM Lead in addressing various stakeholders associated with CM and its implementation within program; also attends CM meetings and reviews as needed
- Employs Change Management best practices within SOPs, and prepares directives for change authorization and documentation for contractor and subcontractor personnel
- Reviews System and Component Types in support of System Engineering (SE) development of Product Baseline and identification of critical Configuration Items (CIs)



- Provides leadership and guidance to other less experienced members of CM team
- Serves in related assignments designated by CM Lead as needed

Desirable Attributes

- Experience with change, release, problem, incident and SLA management processes ITIL (v. 3) certification
- Experience with NMCI or Navy related IT Service Management Program.
- Must have good communication and computer proficiency skills-- written, oral, and MS Office (incl. Excel, Visio, etc.)
- CM training/ certificates/ related education
- IT or IT infrastructure background
- Personal Attributes: creative, self-starter, tenacious, good team skills, good to great PC skills