

Position Description

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| Position | Configuration Management Specialist - Middle- several positions anticipated for emerging contract opportunity |
| Position Description | <ul style="list-style-type: none"> • Support all issues relating to configuration management to include but not limited to performing all technical administrative activities necessary to keep the DHSS CM tools Serena PVCS Tracker, PVCS Version, and TeamTrack operational and accessible to DHSS PO and DHSS contractor staff, provide administrative support for DHSS CCB meetings and produce and distribute CM reports. • Provide support in recording and distributing detailed CCB meeting minutes and produce and distribute CCB meeting read-ahead materials. • Provide support in recording and distributing detailed CCB meeting minutes and produce and distribute CCB meeting read-ahead materials. |
| Desired Experience | <ul style="list-style-type: none"> • Demonstrated experience and ability to establish and/or maintain a system to record modifications to hardware, software or documentation. • Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. • Ability to serve as secretary to Configuration Control Boards (CCBs) to help ensure all baseline changes are approved before initiation. • Involved in review of engineering change requests to assess impact upon configuration baseline and logistics support elements. • Maintain configuration control records and technical documents. • Work closely with quality assurance and management representatives to ensure accurate and well-documented product baseline. • DoD and /or DHSS and or MHS experience a plus |
| Work Location | Falls Church and various locations within the Washington DC Metropolitan Area |
| Start date | Start date contingent on contract award during FY2010. |
| U.S. citizen / Perm Resident | U. S. Citizen |
| Contact | KSJ, Inc.: Michelle Marks, 703-824-7739, mmarks@ksj.us |