**Configuration Specialist**

**Job #517**

**Pay range: $30 –$45/hour**

**Description:**

Photo-Sonics, Inc. is an international leader in state-of-the art optical tracking systems in Chatsworth and has an immediate opening for Configuration Specialist. We’re seeking a multi-disciplinary candidate who is self-motivated and is able to set and meet goals.

A Configuration Specialist (CS) is a critical role in the design and implementation of a configuration management system and processes. The CS is responsible for maintaining detailed records, managing version control, implementing changes, and ensuring that any hardware and software modifications are systematically documented throughout the product life-cycle. The CS will work closely with various teams and stakeholders to coordinate updates, resolve issues, and optimize the configuration management strategy, ultimately ensuring PSI’s configuration processes remain robust and efficient to support system operations and deployments.

**Responsibilities include but no limited to:**

* Maintain and manage a configuration management database (CMDB)
* Implement and enforce change control procedures
* Monitor configuration changes and updates
* Oversee software and hardware version control
* Ensure documentation of configuration changes
* Interface with departments to define configuration requirements
* Conduct compliance audits
* Report key metrics and issues effectively to program leadership
* Develop configuration management policies and plans
* Lead configuration control board meetings
* Track and manage configuration items and baselines
* Resolve configuration issues and provide technical support
* Collaborate with program and project managers on configuration changes
* Generate and present configuration status reports
* Train staff on configuration management tools and processes
* Perform risk assessments for configuration changes
* Support new configuration deployments with documentation and verification
* Implement automated configuration monitoring processes
* Identify and implement process improvements
* Update configuration documentation and system diagrams
* Ensure all project assets are tracked and managed throughout the project lifecycle
* Maintain compliance with industry regulations and standards
* Manage the organization's documents management system
* Maintain and enforce the Configuration Management Plan
* Manage the engineering change process for drawings, parts lists and bill of materials
* Create, update and manage configuration training documentation
* Maintain standards for part numbering schemes
* Oversee product as-built configuration and serialization

**Flexibility:**

* Ability to work flexible shifts and adapt to changing work schedules.
* Must be flexible to work overtime.
* Physical requirements can include lifting, carrying, standing, walking, bending, stooping, reaching, and pushing or pulling objects.

**Requirements:**

**Education:**

* Bachelor’s degree in Computer Science or Information Technology preferred or related field

**Skills and Experience:**

* 2-3 years proven experience as a Configuration Analyst, Specialist, Manager or similar role
* 2-3 years of experience in manufacturing environment
* 2-3 years of experience in planning, requirements definition, traceability, interface definition, design documentation, integration, verification, and validation
* Proficiency with Microsoft Office products
* Strong analytical skills for risk assessment and mitigation; attention to detail
* Excellent organizational skills and ability to manage multiple tasks concurrently in a fast-paced and dynamic environment
* Excellent oral and written communication skills; ability to communicate effectively with technical and non-technical stakeholders
* Certification in configuration management tools or relevant field (e.g., PMP, CMPIC, CMTF, etc…) is preferred
* Experience with Computer Aided Design (CAD) software is preferred
* Experience in quality administered systems, ISO 9001 is preferred

**Physical Requirements include:**

* Ability to frequently stand, walk, use hands and reach with hands and arms.
* May be required to lift up to 50 lbs.
* Comfortable working in lab, production floor, and field environments, including outdoors at test ranges