**PDM Configuration Management Analyst**

**Job #525**

**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.

The PDM Configuration Management Analyst is responsible for managing and maintaining product data and documentation throughout the product lifecycle. This role ensures that engineering designs, bill of materials (BOMs), change requests, and related documentation are correctly entered, controlled, and updated in the Product Data Management (PDM) or Product Lifecycle Management (PLM) system. The analyst collaborates with engineering, manufacturing, quality, and Production teams to ensure compliance with internal processes and industry standards.

**Responsibilities include but no limited to:**

**PDM/PLM Administration:**

* Manage and maintain product data within the SolidWorks PDM
* Control engineering documents, part numbers, CAD files, BOMs, Work Instructions, SOPs and ECO/ECNs (Engineering Change Orders/Notices).
* Ensure that design changes from PDM are reflected in the ERP system to provide a seamless data flow from design to production

**Configuration Management:**

* Apply configuration management principles to control changes to product designs and documentation.
* Develop and maintain configuration management policies and plans
* Ensure proper versioning, revision control, and traceability of all product data.
* Oversee software and hardware version control
* Track and manage configuration items and baselines
* Resolve configuration issues and provide technical support
* Support new configuration deployments with documentation and verification
* 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
* Manage the engineering change process for drawings, parts lists and bill of materials
* Maintain standards for part numbering schemes

**Change Management:**

* Facilitate the change control process, including routing, reviewing, and releasing engineering changes.
* Track the status of change requests and communicate with stakeholders to ensure timely resolution.
* Implement and enforce change control procedures
* Oversee product as-built configuration and serialization

**Data Accuracy & Compliance:**

* Audit and verify product data for accuracy, completeness, and compliance with company standards and regulatory requirements (e.g., ISO 9001, AS9100).
* Support internal and external audits by providing configuration data and documentation.
* Perform risk assessments for configuration changes
* Identify and implement process improvements

**Collaboration & Support:**

* Work closely with engineering, manufacturing, quality, and Production teams to resolve data or system issues.
* Provide training and support to users of the PDM/PLM system.
* Interface with departments to define configuration requirements
* Report key metrics and issues effectively to program leadership
* Lead configuration control board meetings
* Train staff on configuration management tools and processes

**Process Improvement:**

* Lead process improvement initiatives related to product data management and change control.
* Lead in the development and maintenance of CM plans, procedures, and work instructions.

**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:**

* High School Diploma or equivalent

**Skills and Experience:**

* 2–5 years of experience in product data management or configuration management.
* Proficient in PDM/PLM tools (e.g., SolidWorks PDM).
* 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
* Strong understanding of BOMs, CAD systems, and engineering documentation.
* Knowledge of configuration management principles (e.g., CMII, ANSI/EIA-649).
* Understanding of PLM-PDM-ERP integration processes.
* Excellent organizational, communication, and problem-solving skills.
* Ability to manage multiple priorities in a fast-paced environment.
* Experience with Computer Aided Design (CAD) software is preferred
* Experience in quality administered systems, AS 9100 is preferred

**Preferred Qualifications:**

* Bachelor’s degree in Engineering, Business Administration, or related field
* Certification in Configuration Management (e.g., CMPIC, CMII).
* Experience in a regulated industry (e.g., aerospace, defense).
* Familiarity with ERP systems (e.g., Microsoft Dynamics, Oracle).

**Physical Requirements include:**

* Ability to frequently stand, walk, use hands and reach with hands and arms.
* May be required to lift up to 25 lbs.
* Comfortable working in lab and production floor.