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Change Control and Configuration Management Specialist

Description

We Are Looking to Hire a Change Control and Configuration Management Specialist for Our Client. This role will be responsible for overseeing changes in IT systems, ensuring all changes are tracked, documented, and reviewed properly.

Responsibilities

- Perform Change Control and Change Management activities related to Infrastructure and Software Configuration Management.
- Process all System Change Requests (SCR) and Software Change Proposals (SCP), including the review and management of associated documentation.
- Review System Change Requests (SCR) for completeness and accuracy.
- Enter SCRs into the ESD Configuration Management Tracking tool, assign unique Configuration Item (CI) Identifiers (CII), and prepare Change Control Packages for Configuration Control Board (CCB) reviews.
- Coordinate and facilitate Configuration Control Board (CCB) meetings for both Infrastructure and Software Configuration Management.
- Schedule CCB meetings, notify attendees of any changes, and prepare and distribute meeting agendas, minutes, and action item logs.
- Support the development, updating, implementation, and maintenance of Configuration Management documentation, including business standards, processes, templates, forms, and Standard Operating Procedures.
- Ensure that all configuration items and their components are documented, controlled, and tracked to maintain consistency and integrity across the systems.

Qualifications

- Bachelor's degree in information technology, Computer Science, or a related field.
- Proven experience in Configuration Management and Change Control processes within an IT or software development environment.
- Experience in managing System Change Requests (SCR) and Software Change Proposals (SCP).
- Proficiency in using Configuration Management Tracking tools.
- Excellent organizational and coordination skills, with experience in facilitating meetings and managing documentation.
- Ability to develop and maintain business standards and Standard Operating

Hiring organization

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Job Location

Pontiac, Michigan, United States

Date posted

August 26, 2024

Procedures.

- Strong communication skills, with the ability to collaborate effectively with cross-functional teams.