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Change Control and Configuration Management Specialist

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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.

Job Location
Pontiac, Michigan, United States

Date posted
August 26, 2024

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