

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities, Cyber Security policy, and engineering.

We have an immediate opening for a **Configuration Management (CM) Analyst** to provide CM program office support and perform Configuration Manager duties for the Navy Maritime Maintenance Enterprise Solution (NMMES) Technical Refresh (NMMES-TR) Program Management Office.

Job Code: 444-CM

Duty Location:

Norfolk, VA

Travel may be required.

The CM Analyst will:

- Identify, collect, track and manage, and report program management office (PMO) configuration items throughout the program lifecycle.
- Identify, collect, track, manage, and report engineering change requests, and engineering change proposals.
- Track, manage, and report PMO user access to government data, documentation, and other information.
- Administer, and manage government SharePoint site and document repository.
- Develop CM policies, and procedures, ensure PMO personnel execute and follow government approval procedures.
- Develop PMO CM workflow flows, and change management processes.
- Plan, coordinate, and execute, Configuration Management Working Group and Change Control Board meetings.
- Document, report on CM related data, status, and brief to stakeholders.
- Coordinate with Government, contractors and system integrator(s) on all aspects of configuration management.
- Assess viable configuration tools and provide tool recommendations to the Government.
- Develop CM charters, memos, plans, reports, minutes, and other associated documentation.
- Conduct market research on similar enterprise systems.

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- Maintain current knowledge of relevant developments in area of expertise.
- Develop and deliver working level and senior leadership briefs.
- Provide general documentation support.

Required Qualifications:

- Minimum SECRET clearance
- Bachelor's degree and 4+ years of CM and/or change management experience
- ITIL v3 Foundations certification
- Experience supporting IT programs or systems
- Familiarity with DON Fleet command structure
- Proficiency in Microsoft Office applications, particularly Access, Excel, PowerPoint, Project, SharePoint, Visio, and Word
- Advanced proficiency with data analysis
- Advanced proficiency in business writing
- Capability to handle sensitive and complex issues with discretion and good judgment
- Ability to work on a team as a member or a task lead, while keeping the overall project goal on schedule
- Ability to think independently with minimal oversight, as well as demonstrate exceptional written and oral communications skills
- Exemplary customer/client management skills and techniques

Desired:

- 3+ years in DoD acquisition
- Familiarity with DoD 5000.02
- Familiarity with Navy network environments

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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