

As a **Senior Configuration Management Specialist** (Configuration Management Specialist IV), you will support the NETCOM/9th SC (A), ACofS, G-3/5/7 to Draft Change Management (ChM) procedures and implementation guidance, including CCB charter, standing operating procedures (SOP), processes diagrams, create an evaluation report as input to Change Management and provide input to the Enterprise technical procedures in accordance with enterprise LWN configuration. You will process Request for Change (RFC) for enterprise Configuration Items (CI). You will review Enterprise concepts/designs, provide recommendations, and coordinate results with Enterprise Change Advisory Boards and the Enterprise Change Control Board. You will review the Army and DoD policies, processes, and procedures to support standard implementation of enterprise capabilities. In support of Emerging Strategies, you will review, analyze and provide recommendations to utilize new initiatives and best practices to improve areas within program management.

Highlights of Responsibilities:

- Processing all enterprise Requests for Change (RFC) submitted to the LWN CCB, to include reviewing RFC and recommending process planning and staffing of requirements.
- Using automated tools for end-to-end tracking of request for change submissions and change proposals.
- Integrating with enterprise configuration and release management processes.
- Scheduling, tracking, and participating in all aspects of the CCB meetings, video teleconferences, conference calls, and working group recommendations. The Change Management contractor support personnel are not voting members of the LWN CCB. They provide technical expertise and support the LWN CCB.
- Leveraging file sharing, the email system, SharePoint, and enterprise ticketing system to automated CCB processes.
- Ensuring availability of all CCB materials to the board, CCB and CAB members.
- Maintaining all materials related to the identification, storage, distribution, and tracking of RFC actions and store materials on portals and/or in classified containers.

Requirements:

- Current IT Level III Active Secret (T3) formally NACLIC in Security Clearance, in accordance with AR 25-2
- Bachelor's Degree with 7 years of experience or 12 years of practical experience in lieu of a degree
- IAM I certified as specified in DOD 8570.01-M and BBP 05-PR-M-0002 (Security+ CE, CAP, or GSLC IA Certifications).
- Current Computing Environment (CE) certification (attainable within 6 months of performance start date): ITIL 2011 Foundations Certification

Preferred Education and Experience:

- Experience with large-scale organizational change efforts.
- 5 years specialized experience in: Microsoft Office Suite, Visio, and Project, and Microsoft SharePoint.
- Experience developing and maintain Configuration, Change and Release Management processes.

- Current ITIL Practitioner Certification, ITIL Intermediate Service Transition Certification or ITIL Intermediate Operational Support and Analysis Certification
- Experience with large-scale organizational change efforts.
- Current/active CISSP or CASP certification.
- Thorough understanding and ability to apply knowledge and skills of the following areas: Project Management Professional (PMI Best Practices), ITIL v2011, ISO 20000, Microsoft Office Suite, Visio, and Project, Remedy/ITSM, and Microsoft SharePoint.
- Experience in managing the Full Development Lifecycle with working knowledge of: Requirements Specifications, Formal Testing (including unit, integration and regression testing), Implementation and sustainment of Enterprise Services and NetOps capabilities across the LWN to include Joint components in support of the Joint Information Environment (JIE).
- Plans and Programs required skills to include: Interpersonal relationship/communication skills, Problem solving skills, Organizational and Operational skills and financial analysis skills.
- Project Management Professional (PMP) certified