

Position Title: Business Systems Specialist

Full Time/Part Time: Full Time

Projected Start Date: ASAP

Work Location: Honolulu, Hawaii

Security Clearance Requirement: Secret

Anticipated Need to Travel: N/A

Special Qualifications:

- Must have experience in IT management and/or systems/network operations experience; preferably in a DoD environment.
- “Security+” certification is desired, but not required.

Summary of Job Duties:

- Perform configuration management using ITIL based Configuration and Change processes and a Configuration Management System (CMS) and record the receipt of new or revised configuration changes into the appropriate CMS library and archives records.
- Review CM data; drawings and documents and ensures they meet policies and procedures and preparation of the Configuration Management Plan and CM process and procedures documentation.
- Identification service assets and CIs and develop and maintain HQ USPACOM Service Catalog.
- Collection, documentation and validation of CM audits and development and maintaining CM numbering and naming schema.
- Provide consultative support to HQ USPACOM Directors, Branch Chiefs, and project leads and/or staff members on an ad hoc basis by providing research and/or other well-informed options. Provide responses to requests for CM support within one day of receiving a request.
- Conduct coordination with external CM related agencies and activities to identify CM methodologies and approaches for use by HQ USPACOM. This includes coordination support for efforts by academia, corporations, vendors, and other Government agencies and organizations.
- Ensure configuration changes are recorded, assessed, authorized, prioritized, planned, tested, implemented, documented and reviewed in a standardized and controlled manner.
- Manage and lead the Configuration Control Board (CCB):
- Prepare CCB agenda and meeting minutes.
- Review Request for Change inputs for completeness and compliance with policies and procedures, allocate priority, and schedule CCB meetings.
- Track and monitor approved change requests through the release process to ensure change is properly implemented and documented in CMS system.
- Track and follow up on CCB action items, reporting status to CCB and ensure actions are validated, completed and entered into the CMS system.
- Manually or through automatic processes ensure Configuration Control data is recorded in the CMS system and remains up-to-date.