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Business Process Analyst

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, is seeking a Business Process Analyst. This position will be located at Joint Base Andrews, Md. and requires an active Secret clearance.

Responsibilities:

- Assist in the development of configuration and data management processes, documentation and procedures based on program requirements.
- Assist the Government in ensuring established “Configuration Management Guidance” and System Engineering Process (SEP) regulations and procedures are adhered to and accomplished as mandated.
- Execute reviews and written comments for incoming CM baseline documents as well as other related design and product documentation (i.e. Specifications, Test Documents/Procedures, Version Description Documents, etc.) and reviews and analysis of change documentation (Engineering Change Proposals (ECPs)/ Notices of Revision (NORs)/ Requests for Deviation (RFDs), etc.).
- Assist in the performance of Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCAs) and ensure all audit issues are resolved or mitigated prior to acceptance.
- Analyze the current Engineering Control Board (ECB) and Configuration Control Board (CCB) processes and develop recommendations for improvement

Qualifications:

Active Secret Clearance

- BS Degree in Information Technology, Business Information Systems or related field.
- Minimum eight (8) years of process improvement, management consulting, change management, or related business experience
- 5+ years hands on software/hardware configuration management, development, or testing experience within the last 5 years.
- Lean Six Sigma Master Black Belt Certification
- ITIL Service Manager Certification (ITSM)
- CMIIC Level 3 Certification preferred.