



## **Business Analyst**

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IT WORKS has an exciting position to fill with one of our most important clients in downtown Washington, DC (metro accessible). We are a woman-owned small business headquartered in Washington, D.C. and have been providing end-to-end IT consulting services and innovative technology solutions to the federal government since 2003. Our clients depend on us to manage complex technical projects to achieve their strategic business objectives.

### **Responsibilities:**

- Provide configuration control, identification and analysis for Rail car sub-system (i.e. propulsion, braking, doors, Vehicle Monitoring system, train control network, HVAC, etc.) documentation.
- Provide document control support to Vehicle Engineering team members in the form of reviewing, revising, tracking, controlling and maintaining technical documents.
- Manage the implementation of engineering and product changes into the appropriate documentation.
- Oversee the delivery/availability of documents (in electronic format) to customers.

### **Requirements:**

- Associates or Bachelor's degree in Communications, Information Systems, or a related field or suitable combination of post High school education & work experience.
- Minimum 3 years of Configuration Control/Document Control experience.
- Excellent communication and process management skills.
- Thorough understanding of Configuration Management and document control standards.
- Competency with standard office software (word processing, spreadsheets, etc.).
- Ability to work in a fast-paced, collaborative team environment.