

Position Description (PD) for Yucca Mountain Lead Lab Activities

SAND2008-7209P

Position Description Number	YM233	
Creation Date of PD		
Job Title	Quality Support Systems Technical Specialist	
SNL Dept Name	Business Operations	
SNL Org Number (or TBD)	10666	
Number of Openings	1	
Description of Position	<ol style="list-style-type: none"> 1. Manage LL Dimensions © requirements management database, supporting and facilitating Responsible Manager implementation of PI-PRO-005. <ol style="list-style-type: none"> a. Develop and maintain LL requirements traces and analyses; b. Support and drive continuous improvement in the LL identification of project and SNL corporate requirements, including initiatives to streamline or re-engineer consolidation activities. 2. Provide independent internal review of LL Self-Assessments to encourage excellence in the performance of PI-PRO-004 activities. <ol style="list-style-type: none"> a. LL Managers select topics that are appropriate for SA vs. surveillance or audit; b. SAs reflect a Questioning Attitude, or other appropriate elements of nuclear culture; c. SAs result in the identification of opportunities for improvement, so that LL operations continuously become more efficient and high performing. 3. Serve as principal initial author of LL procedures and procedure updates within the area of responsibility assigned to the Business Operations, Organization Assurance and IT Support organizations. <ol style="list-style-type: none"> a. Facilitate multi-person reviews of procedures and other process documents; b. Facilitate implementation of SNL Work Process in a systematic fashion. 4. As requested by the Business Operations or Organization Assurance Manager, provide support for investigations of past YMP software management practices. 	
Required Skills & Experience	Experience in requirements analysis, allocation and implementation. Experience in independent oversight of quality program implementation. Experience with historical YMP software management practices.	
Desired Skills & Experience (if applicable)	Familiarity with Dimensions © or other commercial requirements configuration management tool. Experienced in MS Excel, Word, Oracle and MS Power Point. Experienced in multi-task management and customer service orientation.	
Required Education (Degrees & Levels)	High School degree	
Desired Education (Degrees & Levels - if applicable)	2 year degree in associated computer science, software engineering or technical management. Or equivalent 5 years experience.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	No	
Desired Start Date	10/27/08	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)
Y	N	N

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

1.5.01.05		
		X