



Position Title: IT Analyst - Quality Assurance Testing
Reports To: Director, Quality Assurance
Department: Quality Assurance/Information Technology (IT) **Job Code:** 0478
Prepared By/Date: Donna French/11-17-2011 **Job Group:** PEC
Approved By/Date: Gabriel Yanni/12-05-2011 **Salary Grade:** 15
Revised: **FLSA Status:** Exempt

Summary:

This position will be responsible for the performance of quality assurance reviews, which entails the testing of computer software and processes. Handles various aspects of version control of software components in systems.

Essential Duties and Responsibilities:

- Works closely with the Director, Quality Assurance to define various test scenarios and sets up test scripts
- Conducts tests on the computer software from test scripts in order to ensure the programs perform properly and are easy to use
- Certifies the validity and functionality of applications promoted to production
- Identifies program defects and provides detailed reports
- Sets up automated testing processes
- Sets up automated load testing processes to ensure the software will function under heavy usage periods
- Performs software version control processes
- Refers further testing of scripts and decisions to promote to production to the Director, Quality Assurance
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Practical knowledge of quality assurance procedures
- Proficiency in use of quality assurance automated testing tools
- Knowledge of defect tracking software
- Ability to be trained in various quality assurance procedures, automated testing tools, and defect tracking software
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with

hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in related Information Technology field and six (6) years of quality assurance experience; or Associate's degree in related Information Technology field and ten (10) years of quality assurance experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name