

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Software Quality Assurance Analyst
Job Code: 8425
Pay Grade: 61
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Ensure the quality of all Information Technology Services Division (ITSD) software application systems. Develops and implements all program testing to ensure that any program is sufficiently tested and proven to meet all quality assurance (QA) standards before being moved into production. Ensure the release of high quality software products.

ESSENTIAL FUNCTIONS:

- Recommends quality assurance policies, procedures, requirements and standards.
- Recommends and prepares quality goals and metrics by which the quality of software can be tested and measured.
- Provides software quality assurance support to multiple software development and maintenance projects by creating, performing and maintaining manual and/or automated testing plans.
- Prepares test scripts based on application functional design documents.
- Tests systems prior to being placed into production, reviews documentation for accuracy and clarity, and validates systems application software against documented requirements ensuring the system works properly.
- Identifies and clearly documents errors and inconsistencies in the functionality, usability, and performance of software.
- Performs regression testing on corrected software to verify accuracy.
- Monitors and evaluates quality assurance effectiveness and compliance with QA standards and procedures.
- Performs application and performance testing as directed; and tracks and elevates issues of non-compliance to ensure resolution.
- Evaluates and recommends tools for use in the effort of quality assurance and implements software quality assurance process improvements.
- Coordinates with ITSD management quality assurance education and training delivered to ITSD staff.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Interfaces with ITSD and other court staff, provides support regarding the accuracy and usability of software systems.
- Maintains regular meetings with the supervisor and provides status reports as requested.
- Maintains current knowledge of emerging software quality assurance tools and industry standards.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a working knowledge of project development methodology and quality control policies, standards and procedures.
- Must have knowledge of database management systems, process definition, developing software QA plans, and software security concepts and tools.
- Must have strong skills in work organization, multi-task coordination, and making presentations.
- Must have the ability to communicate effectively with coworkers and court staff.

MINIMUM REQUIREMENTS:

A Bachelor's degree with a major in computer science, management information systems, or a related field, and three years of experience in computer related applications development, and/or software quality assurance. Programming experience in C, C++, VB, VFP, HTML, ColdFusion, Java Scripting; SQL, Microsoft Office, and/or Rational Unified Process experience is desirable. Or, any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Information Technology. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 12/18/98

Revised: 04/20/04, 10/26/07