AUBURN
Human Resources

QA Analyst - IT

Job Description

JOB INFORMATION

Job Code	MA23
Job Description Title	QA Analyst - IT
Pay Grade	IT07
Range Minimum	$64,310
33rd %	$79,310
Range Midpoint	$86,820
67th %	$94,320
Range Maximum	$109,330
Exemption Status	Exempt
Approved Date:	11/22/2019 3:06:30 PM
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JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Software Development Test Engineering

JOB SUMMARY

Under general supervision, the Quality Analyst helps teams and product users adhere to newly developed quality management standards and processes Ensures quality activities for projects and enhancements, from inception to promotion to production.

RESPONSIBILITIES

- Participates in QA initiatives for designated projects (both standard and agile). Facilitates QA conversations with customers across the entire project team. Guides a project through various quality milestones and ensures standards and best practices are followed.
- Assists teams with the development and maintenance of QA artifacts, such as requirements, test cases/scenarios, test executions, defect management and metrics reporting. Ensures quality deliverables and milestones are being met.
- Develops both functional and API automation and load/performance testing scripts in support of project activities, as well as the building of a holistic regression testing library. Helps with maintaining test automation framework and strategies.
- Communicates quality management principles throughout the Auburn University campus (both with technical and non-technical users).
- Participates in the analysis and recommendation of various quality tools, to include vendor discussions, proofs of concepts (POCs), and presentations. Maintains the suite of quality tools to include test management, functional automation, performance and load testing and mobile testing solutions.
- Provides mentorship and training with tools and best practices to various teams. Examples are automation test cases and scenario creations, script writing, tests and defect tool management, and agile testing strategies.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or Business preferred.	and	3 years of	Experience in software quality analysis and risk management, software testing and defect management, test automation and performance testing. Experience with requirements management, as well as testing principles (unit, functional, regression, systems integration, end to end (E2E) and user acceptance testing (UAT) are essential. Experience with qTest, HP-ALM, PractiTest, or similar test management tool. Experience with Jira or similar agile PM tools. Experience with Java, JavaScript, .NET or related languages.	Or
Associate's Degree	No specific discipline. Degree in IT or Business preferred.	and	7 years of	Experience in software quality analysis and risk management, software testing and defect management, test automation and performance testing. Experience with requirements management, as well as testing principles (unit, functional, regression, systems integration, end to end (E2E) and user acceptance testing (UAT) are essential. Experience with qTest, HP-ALM, PractiTest, or similar test management tool. Experience with Jira or similar agile PM tools. Experience with Java, JavaScript,.NET or related languages.	Or
High School Diploma or GED	High School/GED general education	and	11 years of	Experience in software quality analysis and risk management, software testing and defect management, test automation and performance testing. Experience with requirements management, as well as testing principles (unit, functional, regression, systems integration, end to end (E2E) and user acceptance testing (UAT) are essential. Experience with qTest, HP-ALM, PractiTest, or similar test management tool. Experience with Jira or similar agile PM tools. Experience with Java, JavaScript,.NET or related languages.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and delivery experience of QA functions.	And
Foundational knowledge of modern IT technologies and applications.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of current development frameworks and practices	And
Proficient in programming languages (e.g., JavaScript, .NET) and modern practices.	And
Excellent communication skills both written and verbal.	And
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.