



QA Analyst - IT

J O B D E S C R I P T I O N

JOB INFORMATION	
<i>Job Title:</i>	QA Analyst - IT
<i>Auburn Title:</i>	Analyst, IT Quality Assurance
<i>Job Code:</i>	MA23
<i>FLSA Classification:</i>	Exempt
<i>Salary Grade:</i>	IT07 \$55,300 - \$94,000
<i>Organizational use restricted to the following divisions:</i>	
JOB FAMILY AND FUNCTION	
<i>Job Family:</i>	Information Technology
<i>Job Function:</i>	Software Development Test Engineering
<i>Family Description</i>	
<p>This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, policies and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.</p>	
<i>Function Description</i>	
<p>Responsible for testing the functionality and performance of software applications or systems software. Develops and executes test plans and scripts designed to detect problems in software applications and systems software. Ensures software applications or systems software meets technical and functional requirements. Performs work flow analysis, documents test results and recommends quality improvements. Works with development to resolve software defects and diagnose/improve product configuration for current and future modules.</p>	
JOB SUMMARY	
<p>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.</p>	
KEY RESPONSIBILITIES	
	<i>% TIME</i>
<ul style="list-style-type: none"> 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. 	25%
<ul style="list-style-type: none"> 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. 	20%
<ul style="list-style-type: none"> Develops both functional and API automation and performance/load 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. 	20%
<ul style="list-style-type: none"> Communicates quality management principles throughout the Auburn University campus (both with technical and non-technical users). 	15%

<ul style="list-style-type: none"> 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. 	10%
<ul style="list-style-type: none"> 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. Performs other related duties as assigned by the supervisor. 	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Minimum Education and Experience					
Education Level	Field of Study		Years of Experience	Area of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or Business preferred.	And	3	Experience in software quality analysis and risk management, software testing and defect management, test automation and performance testing. Must have an understanding of the role of a strong Quality Management program and its role within a modern IT organization. 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	Experience in software quality analysis and risk management, software testing and defect management, test automation and performance testing. Must have an understanding of the role of a strong Quality Management program and its role within a modern IT organization. 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/GED	general education	And	11	Experience in software quality analysis and risk management, software testing and defect management, test automation and performance testing. Must have an understanding of the role of a strong Quality Management program and its role within a modern IT organization. Experience with requirements management, as well as testing principles	

Minimum Education and Experience					
Education Level	Field of Study		Years of Experience	Area of Experience	
				(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 Skills and Abilities		
Description	Proficiency	
Knowledge and delivery experience of QA functions.	Intermediate	And
Foundational knowledge of modern IT technologies and applications.	Intermediate	And
Understanding of current development frameworks and practices	Intermediate	And
Proficient in programming languages (e.g., JavaScript, .NET) and modern practices.	Intermediate	And
Excellent communication skills both written and verbal.	Intermediate	And

Minimum Technology		
Technology	Technology Details	
Strong technical aptitude and computer skills.		

Minimum Licenses and Certifications			
Licenses/Certifications	Licenses/Certification Details	Time Frame	
None Required.			

Approved 11/10/2019
Date: