

## Job Description

**Job Title:** Jr. Quality Assurance Analyst

**Reports To:** Quality Assurance Supervisor

**FLSA Status:** Exempt

**Department:** Program Management

**Summary:** Applies and performs appropriate QA testing to assigned projects, documents results, and confers with the software development team on resolving issues and questions that may arise through testing. Adheres to QA processes and standards.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Review business requirements for assigned testing projects and make recommendations for changes where appropriate
2. Create test data and set up test environment
3. Execute documented test cases and update test execution progress in Quality Center
4. Document and validate test results, and record pass/fail results in Quality Center
5. Troubleshoot any deviation from expected results, and generate and maintain defects from all phases of the SDLC
6. Schedule and facilitate test results reviews with Stakeholders, BA's and Developers, and obtain Stakeholder's sign-off
7. Prepare projects for Production deployment
8. Provide status updates to QA Supervisor
9. Attend weekly Project Management team meetings as necessary
10. Make recommendations for QA process improvement
11. Follow documented QA processes and standards
12. Work with QA Supervisor to establish performance goals and objectives

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree in business or IT-related field and one year related experience and/or training; or equivalent combination of education and experience.



**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software and database software.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**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 regularly required to sit and talk or hear. The employee is frequently required to use hands. The employee is occasionally required to stand and walk.

