

Texas A&M System-Wide Classification Description

Classification Title Code/Title: 9501/ Lead Software Quality Assurance Analyst

Exempt Status: Exempt

Pay Grade: 71

Job Summary:

The Lead Software Quality Assurance Analyst, under direction, develops, establishes and enforces quality assurance standards and measures for information systems.

Essential Duties and Responsibilities

- Designs and deploys effective test suites and regimes for in-house software application development.
- Participates in activities related to the integration of software programs and applications.
- Develops documents to assist in the development, use and support of the computing systems.
- Administers task/bug tracking system managing users and preparing deployment release tasks.
- Reviews, design documents and prepares test cases for application features. Builds automated testing suites.
- Performs individual testing and coordinates group testing sessions.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree or equivalent combination of education and experience. Equivalent combination of relevant education and experience may be substituted as appropriate

Experience – Five years of related experience in software applications, design, testing and/or technical document writing experience.

Knowledge, Skills, Abilities

Knowledge of word processing and spreadsheet applications. Ability to multitask and work cooperatively with others. Excellent written and oral communication skills.

Registration, Certification, or Licensure

None.

Supervision Received/Given

Works under direction and generally does not supervise employees.

Other Requirements