

Job Title	Software Quality Assurance Analyst
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Software Quality Assurance Analyst, under general supervision, 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 computing systems.
- Administers task/bug tracking system managing users and preparing deployment release tasks.
- Reviews, designs 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 in applicable field or equivalent combination of education and experience.

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

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills

Licensing / Professional Certification – None.

Physical Requirements – None.

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.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	