

JOB DESCRIPTION

Position Title: Quality Assurance Analyst
Department: Quality Assurance
Reports To: QA Lead
FLSA status: Exempt

Position Summary:

Performs testing tasks requiring planning, scheduling, and testing to assure that developed products meet design specifications and are within total quality management limits and standards. Assists product developers and technical support specialists with software installation. Operates under moderate supervision.

Essential Functions:

30% Tests alpha and beta versions of the company's products.

30% Executes functional, application, regression and performance tests.

20% Designs test cases for assigned modules, builds test systems and automates tests under the direction of more senior analysts

10% Researches and develops an understanding of the marketing requirements for the product features being tested, including how the users use the features and their performance requirements for the features.

10% Develops first pass documentation for new features.

Essential Qualifications:

A Bachelor's degree in business, information systems or computer science; or equivalent work experience.

General knowledge of database administration, programming and systems analysis procedures. General knowledge of database software and operating systems such as Windows 2000, 2003, XP, Citrix, Solaris, Websphere, Tomcat, WebLogic, XSL, XML, and Java. Detail oriented, good communications, writing and editing skills needed to transfer information to individuals involved in the development process.

General knowledge of business software applications.

Work Environment

General office. Use of PC and related software applications. No special physical demands required.