

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION¹

JCN: 381
RANGE: 154
EXEMPT

QUALITY ASSURANCE SPECIALIST

BASIC FUNCTION:

Under the direction the Director of Application Development and Support or assigned supervisor, perform a variety of technical quality assurance (QA) related duties; create, enhance and maintain test scripts required for testing a variety of web system applications as assigned; document and communicate results of QA testing to the project team lead.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of technical quality assurance (QA) related duties; create, enhance and maintain test scripts and create test reports required for testing a variety of web system applications as assigned; document results of QA testing to the lead of the project team.
- Create clear, concise, detailed project artifacts meeting the standards of the testing processes.
- Execute the test cases, identify defects, classify and raise defects, participate in defect triages.
- Identify and log defects, work with development to resolve, and verify fixes when implemented.
- Participate in meetings with clients, Software Engineer Lead, QA Lead to understand the functional and non-functional requirements of the project.
- Review and analyze user stories to determine reasonability, testability, resource requirements and sequencing.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, courtesy and customer service.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required in and outside of California.
- Work a flexible work schedule as required.

¹Unrepresented

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Industry knowledge to effectively assist with troubleshooting as needed.
- Software development life cycle (SDLC) flows and processes.
- Software Quality Assurance (QA) processes.
- Various software testing types, strategies and approaches.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Demonstrate strong attention to detail and analytical skills.
- Demonstrate strong organizational and time management skills.
- Demonstrate working knowledge of Microsoft Excel and Word.
- Investigate and troubleshoot problems.
- Maintain records related to work performed.
- Meet schedules and timelines.
- Perform variety of functions to ensure deliverables are validated with quality consideration.
- Prioritize and manage several projects simultaneously.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in computer science or related field preferred.

EXPERIENCE:

- Experience working in an information technology quality assurance industry preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: October 1, 2017