



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior Quality Assurance Analyst	Job Code:	7055300	Job Grade:	KM
Reports To:	Quality Assurance Manager	Pos. No:	TBD	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	2010001	SIC Code:	9311
				WC Code:	8810
Division:	Program Management	CS Code*:	C	EEO Code:	B01

Summary of Functions: Assists management with developing and establishing quality assurance standards and measures for information technology services; gathering and analyzing data in support of business cases, proposed projects, and systems requirements; writing test plans and scripts for tracking defects and fixes in product development, software application development, information systems, and operations systems.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists management with developing and establishing quality assurance measures and testing standards for new applications, products, and/or enhancements to existing applications throughout their development/product lifecycles.	30	E
2. Executes test plans and scripts that will determine optimal application performance according to specifications; ensures that testing activities allow applications to meet business requirements and systems goals, fulfill end-user requirements, and identify existing or potential issues.	30	E
3. Conducts internal audits to measure and assure adherence to established quality assurance standards for software development, application integration, and information system performance, and corresponding documentation.	15	E
4. Prepares and delivers reports, recommendations, or alternatives that address existing and potential trouble areas in IT systems and projects; collaborates with software/systems personnel in application testing, such as system, unit, regression, load, and acceptance testing methods.	10	E
5. Tests any new software to ensure integration into company systems meets functional requirements, system compliance, and technical specifications; and analyze formal test results in order to discover and report any defects, bugs, errors, configuration issues, and interoperability flaws.	10	E
6. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Business Administration or in a job related field of study. Four (4) years in an Information Technology environment, which utilizes multiple subsystems, including two (2) years quality assurance experience in a Senior or Lead role.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Skilled with Microsoft Project and Microsoft Visio. Knowledge and understanding of automated Quality Assurance systems; Knowledge and understanding of Mercury Testing Tools (e.g. Test Director). Must possess a valid Texas Driver's License, with a good driving record.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: FII2 304 PS: E3(43%) 132 AC: E2C 132 TTL: 568 PTS: KH/PS/AC: 54-23-23 PROFILE: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 10/2006, 12/13/2006

Approved by Civil Service Commission on

Date 1/22/07

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.