Information Systems Quality Assurance Lead

Classification: Exempt
Band: TBD
*Department***:**   Information Systems
*Supervisor's Title***:**   Information Systems Assistant Director

*Position Summary***:**

Develops and maintains departmental policies and standard operating procedures, as needed, to effectively execute the principles and responsibilities of software quality assurance. Participates in all phases of Information Systems Projects to ensure that quality can be validated at each step. Responsible for coordinating QA tasks for multiple project teams, tracking the progress of test planning, design and execution, and management of the overall Quality Management process and workflow. Hands-on testing and automation test development as required.

*Position Functions***:**

A. Supervises Quality Assurance Specialists. Primary responsibility for staff evaluations, goal setting and monitoring progress.
B. Responsible for ensuring that output from the software development process includes adequate identification and interpretation of product requirements, such as a) traceability requirements, b) test requirements, c) usability, etc.
C. Review product documentation to ensure that requirements stated are unambiguous and verifiable.
D. Assist in documentation of user stories and acceptance criteria to ensure that all functional requirements of a system are captured during the product design phase. Analyze software requirements specifications thoroughly and outline a test strategy, test plans and test cases based on the requirements.
E. Ensure system interfaces can support test automation (both from a UI approach or a business logic approach).
F. Consult with product development and operations to ensure new applications interoperate seamless with other systems in the Federation's portfolio.
G. Recommend and execute load\performance analysis/testing of new applications as well as how the application affects load\performance of other Federation systems.
H. Recommend design improvements or corrections to engineers throughout the development process.
I. Maintain effective communication with the project engineers on project limitation, capability, performance requirement and hardware interface changes.
J. Execute test plans and create test reports to describe program evaluation, testing, and correction.
K. Identify edge cases for each project in question and have a plan for testing the system for potential security and other vulnerabilities.
L. Utilize practical trouble-shooting and diagnostic tools in order to provide technical guidance and assistance to other team members.
M. Assist with special projects as required.
N. Maintains a professional approach when dealing with the membership, public and staff, and utilizes discretion and good professional judgment when answering questions.
O. Supports the Federation's philosophy, character, style, standards, and procedures. Maintains the Federation standard of excellence and professionalism.
P. Exercises confidentiality with Federation information in accordance with Federation Policy.

FEDERATION OF STATE BOARDS OF PHYSICAL THERAPY

Position Requirements:

Education: Graduation from a four-year college or university.

Experience: Minimum of three years leading a testing team. Minimum of five years of experience testing software. Experience using automated testing tools such as Telerik Test Studio or Visual Studio Test Manager.

*Knowledge, Skills and Abilities***:**
- A detail oriented and self-motivated professional that has primary responsibility for identifying problems with the numerous application systems used by the Federation.
- Excellent partnering, communication, and negotiation skills so as to understand business customer problems, and communicate effectively with technology development groups and vendors.
- Ability to capture & accurately report defects and issues in a way that the development team can easily reproduce them by following the steps outlined in the report.
- Ability to gather and interpret relevant data and information in order to produce custom reports for various business units.
- Ability to get a quick understanding of the business objective of a project.
- Mastery of the software development life cycle and various methodologies used throughout.
- Familiarity with the Agile software development methodology.
- Familiarity with software bug tracking tools (e.g., Fogbugz, Bugzilla, Gemini, Test Director)
- Ability to work on multiple projects at the same time.
- Understands the professional development process and becomes actively involved by setting challenging goals and meeting them through continuous learning.
- Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change.
- Ability to work as a team with senior developers, quality assurance, business analyst/project managers and a project sponsor.
- Familiarity with Microsoft Team Foundation Server
- Advanced skills in the MS Office Suite including Visio, Project, Power Point, Word, Outlook, and Excel
- Ability to analyze and document complex business processes.
- Ability to think analytically and should be a great problem solver
- Ability to gather and interpret relevant data and information.

Working Conditions:

Possibility of travel two times each year usually on weekends.
Overtime expected during outstanding and/or time-sensitive projects.
Office environment - all office equipment provided.