

Quality Assurance Analyst Job Description

Job Summary: Develops, establishes and applies quality assurance testing standards and measures within the organization. Gathers and analyzes data including the review of systems requirements to write test plans and scripts, track and facilitate defect resolution, and apply analytical problem-solving skills by collaborating with business and technical staff throughout the testing process.

Experience: 4+ years' experience in Test Quality Assurance

Essential Functions:

- Effective thought leadership with the ability to proactively influence others
- Provide test solutions for Application Components and Application Functionality and Regression
- Analyze changes that span application test team and functional processes to ensure all impacts have been identified for testing
- Conduct test team meetings to ensure business and IT testing expectations are met, and test deliverables are traceable to business requirements
- Partner with QA support teams, Business Areas, and IT to ensure testing goals, objectives, and expectations are effectively met across organizations
- Support the effort of creation of Master Test Plan, Detailed Test Plan, Test Cases and other testing deliverables in accordance with SDLC guidelines via manual and automated toolsets
- Work closely with the QA Organization in leading the development of Regression and Functional Test Cases to meet release and project deliverables
- Lead the creation of Manual and Automated Test Scripts (as transactional activity matures and stabilizes using Quick Test Pro and HP Quality Center tools)
- Review and ensure all applicable changes are documented appropriately through Change Control Process; assess the impact across deliverables within a release and to in-flight and/ or upcoming deliverables
- Participate as Project Team Member from Inception through Completion for projects not requiring QA Test Manager level designation
- Utilize Quality Center Tool to log and track all defects identified during testing
- Collaborate with software/systems personnel in application testing, such as unit, system, regression, load and acceptance testing methods
- Collaborate with the development and configuration management team for deployments into the test environments
- Contribute to the establishment and adherence to quality assurance guidelines and standards as defined by the project and/or organization requesting testing services
- Enter and track all daily activities using status tracking tools as required
- Prepare and Analyze test results to aid in problem solving and facilitate decision-making

Knowledge & Experience Requirements:

- Experience testing mainframe, web based and middleware integrated applications
- Skill-set for effective status reporting (including PowerPoint presentations as needed) and senior management communications
- Core strengths must include excellent communication and coordination skills inclusive of team leadership, relationship management and mentoring
- Health care and/or Insurance Industry knowledge
- Proven application testing experience that includes testing of distributed applications on a

variety of platforms such as DB2, SQL, UNIX, Client Server, and Web

- Ability and willingness to work on a collaborative geographically dispersed team
- Good customer service and interpersonal skills