**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**ENTERPRISE SERVICES BUREAU**

**ENTERPRISE SUPPORT BRANCH**

**ENTERPRISE SERVICES SECTION**

**QUALITY ASSURANCE/ENTERPRISE TESTING OFFICE**

**JOB TITLE:** Information Technology Associate (ITA)

**POSITION NUMBER:** 420-862-1401-001

**INCUMBENT:** Vacant

**PRIMARY DOMAIN:** Client Services - The full lifecycle of end-user device solutions, including evaluation, configuration, provisioning, training, security, tracking, and support for an end-user computing environment.

**SECONDARY DOMAIN(S):** Software Engineering - The architecture, development, operation, implementation, and maintenance of software systems.

Business Technology Management - The management of information technology resources according to an organization's priorities and needs.

**JOB WORKING TITLE:** Quality Assurance Testing Associate

**STATEMENT OF DUTIES:** Under general supervision of the Information Technology Supervisor II (ITSup II), the Information Technology Associate (ITA) participates in a wide range of analytical and technical activities. The incumbent typically works with a lead person on less complex assignments. The incumbent may function as a software testing lead, ensuring new releases and enhancements to software developed and used by the Department of Justice (DOJ) meets business requirements, technical specifications, and customer needs. Job functions include participation in the creation and execution of test plans and the associated test cases, schedules, methods, and approaches, coordinating with end-users for functional and user acceptance testing, and working with the technical, program and administrative staff on software release configurations and processes.

**SUPERVISION RECEIVED:** Under general supervision of the ITSup II.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed windowed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**TECHNICAL FUNCTION**

**40%** With direction from the ITSup II or ITS I Lead, ensures that test management tools are seeded with test cases/scenarios and data to meet manual and automated testing methodologies per design requirements of the enterprise applications being developed or enhanced. Participates in analyzing, designing, verifying, and, as needed, executing tests to validate enhancements and corrections to applications and systems. As directed, performs and documents exploratory tests of new and existing applications. May serve as a software testing lead. Participates in working with business and IT stakeholders to identify necessary system requirements and changes. Utilize software tools for automated testing activities and manual test results tracking.

**TESTING**

**35%** Facilitates and prepares traceable software test cases, scripts, and scenarios. Analyzes, designs, verifies, and, as needed, executes tests to validate enhancements and corrections to applications and systems. Oversees and guides end-to-end and regression testing to ensure products meet quality expectations of customers and design specifications. Reports defects based on test case results. Collaborates with and leads stakeholders to correct defects discovered through testing in a manner that minimizes impacts to customer workflows. Participates in load and performance testing on new and existing applications. Develops and executes test scripts using performance and load testing tools as prescribed by DOJ. Participates in test planning meetings with division staff and stakeholders. Monitors assigned testing efforts to ensure testing assignment quality and timeliness. Coordinates new release implementation with the user community to ensure a successful delivery of the finished system.

**CONSULTATIVE**

**10%** Participate in project meetings to ensure a full understanding of the testing efforts required. Confirm for users that requirements are well-defined and testable. Effectively communicate the QA status of specific projects across the department. Collaborate with business and technical teams to ensure testability of requirements.

**MARGINAL FUNCTIONS**

**10%** Stay current on statewide information technology policies under the State Administrative Manual and Statewide Information Management Manual. Keep informed and maintain knowledge of emerging test methodologies, trends, technologies, and best practices. Continuously develops and enhances core IT skills and knowledge by ensuring thorough familiarity with the available tools, methods, and procedures to complete assignments; research, investigate, and keep abreast of trends in Information Technology, and; attend training, conferences, and webinars. Mentor lower-level staff.

**5%** Other duties as required.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation*.

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Employee Signature Date Supervisor Signature Date