

## **Position Description**

**Position Title:** Quality Assurance Specialist  
**Position ID:** QA 102  
**Department:** Quality Assurance  
**Reports to:** QA Manager  
**Location:** Headquarters – Pittsburgh  
**Exempt Status:** Exempt  
**Level:** Professional

### **SUMMARY**

Reporting directly to the QA Manager this position is primarily responsible for the overall testing, functionality as per customer's requirements and data validation for all products before being released to the end user. Additionally, this position is responsible for assuring that all processes that contribute to company's products are following industry's best practices.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned.)**

- Develop testing procedures for the company
- Introduce new test methods as well as improve the efficiency of the quality assurance department through the introduction of automated tests where feasible
- Standardize all documentation templates for the company
- Assign work to QA team members and follow up for completion as needed
- Ensure that the established procedures and standards are followed within the department
- Train and mentor personnel within the department as needed
- Test software and software components including scripts and processes to ensure functional integrity.
- Identify specific "bugs" and software flaws and communicate errors to appropriate members of development team
- Identify potential systemic errors and suggest potential remedies
- Compare final product functionality to original specifications and test plan to ensure full functionality of purpose
- Create, modify and run automated tests on test server
- Create reports as needed
- Document all findings as required by department standards
- Meet established deadlines as require
- Create, modify and run SQL scripts to validate data for all company's products
- Work with Project Managers and others within the company to ensure that final product is meeting end-user requirements

## **EDUCATION AND EXPERIENCE**

- Bachelor of Science degree in Information Systems, Computer Science, or related discipline or equivalent experience.
- A minimum of 3 years of experience in hands-on quality assurance and testing in a software development environment
- Thorough understanding of relational DB structure
- Experience with test plan development and requirements validation
- Demonstrated proficiency SQL, T-SQL, and Ruby
- Expertise in data validation techniques
- Experience with software documentation in a test environment
- Proficiency with Microsoft Office Suite
- Expertise in test automation procedures
- ASQ certification preferred

## **COMPLIANCE REQUIREMENT**

*Comply with all relevant information security policies and regulations, including HIPAA.*

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Incumbent will work primarily in an office environment and will be required to sit for extended periods of time and move from office to office or to conference rooms as needed. Incumbent will be required to use a PC with keyboard for extended periods of time and use a telephone. Incumbent may be required to lift objects up to 25lbs.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work location is a climate controlled indoor office. Incumbent may be required to visit locations outside of the office from time-to-time. Incumbent will be expected to work in several projects/assignments simultaneously and may need to work outside of core operating hours as requested.

## **COMPETENCIES**

- Intellectual curiosity
- Problem solving
- Written and verbal communications

- Attention to detail
- Analytical ability
- Patience
- Team player
- Creativity
- Initiative
- Tenacity