



Software/Data Quality Assurance Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	165855
<i>Job Title:</i>	Software/Data Quality Assurance Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Computer Quality Assurance
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Coordinates the quality assurance of complex software applications and/or data integrity. Ensures quality of administrative software applications and/or data using a quality assurance method written for the University. Writes and verifies test cases for quality assuring software applications and/or data from written functional analyses. Writes and develops functional specifications for software applications and/or data integrity. Reviews and evaluates software/data quality assurance products and services for applicability to in-house needs. Reviews and interprets system design and specifications and/or data integrity to include in defining a matrix of functions for writing test cases. Develops test data for use exclusively with functional test cases. Plans and schedules when specifications must be written for which functions/data sets, test case drafts are due and test environment must be ready on platforms before testing can begin. Gathers data used to develop a budget. Provides leadership, guidance and direction to programmers/designers in defining and creating the specific test environments needed for unit, integration and regression testing. Analyzes software anomalies/data errors identified during formal testing procedures and communicates possible source of errors to the programmers/designers. Trains end users on quality assurance techniques and/or to run core test cases. Creates detailed reports of testing outcome on a regular basis.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		General knowledge of formal software testing procedures, documentation procedures, data integrity procedures and technical specification-writing procedures, as necessary.
X		Knowledge of operating environments.
X		Advanced knowledge of desktop and project workplan applications.
X		Experience with databases.
X		Knowledge of client/server applications.
X		Knowledge of internet web browser technology.
X		Experience with quality assurance/testing methods, tools and techniques.

Other Job Factors

- Evening or weekend work may be necessary to meet deadlines.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates the quality assurance of complex software applications and/or data integrity. Defines functions to be tested, develops quality plans, creates a quality assurance hardware/software environment for new development and unit testing, creates an area for integration testing and creates a formal test/regression test area.				
Ensures quality of administrative software applications and/or data using a quality assurance method written for the university. Establishes software quality standards for life cycle, documentation, development methods, testing and maintenance and development of quantitative measurements and techniques for measuring software quality and/or data integrity.				
Writes and verifies test cases for quality assuring software applications and/or data from written functional analyses.				
Writes and develops functional specifications for software applications and/or data integrity.				
Reviews and evaluates software/data quality assurance products and services for applicability to in-house needs.				
Reviews and interprets system design and specifications and/or data integrity to include in defining a matrix of functions for writing test cases.				
Develops test data for use exclusively with functional test cases.				
Plans and schedules when specifications must be written for which functions/data sets, test case drafts are due and test environment must be ready on platforms before testing can begin. Coordinates with the software project manager/database administrator, architect, analyst and programmers to define testing schedules. Plans and schedules staff to run which test cases.				
Gathers data used to develop a budget. Obtains prices for software and/or hardware needed to create a specific test environment.				
Provides leadership, guidance and direction to programmers in defining and creating the specific test environments needed for unit, integration and regression testing. Provides leadership, guidance and direction to data entry operators used in integration and regression testing. Schedules work, sets priorities, establishes deadlines, reviews work and ensures the timely completion of all work by staff, as assigned.				
Analyzes software anomalies/data errors identified during formal testing procedures and communicates possible source of errors to the programmers/designers.				
Trains end users on quality assurance techniques and/or to run core test cases. Teaches techniques by conducting hands-on workshops. Provides support for resolution of user/production issues and assistance with end user training, as needed.				
Creates detailed reports of testing outcome on a regular basis. Projects end results based on written functional specifications to test against.				
Establishes and maintains test database. Ensures data is complete and accurate.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.