

# MICHIGAN SENATE

## SENATE BUSINESS OFFICE

### POSITION POSTING

#### SENATE INFORMATION SERVICES – QUALITY ASSURANCE ANALYST

##### **SUMMARY**

Under the direction of the Director of the Senate Business Office and supervised by the Application Development Manager, the Quality Assurance Analyst (QAA) is responsible for working alongside the Quality Engineer and the Scrum Team verifying Senate products to ensure products meet their requirements and are working as designed using both exploratory and automated techniques. The QAA works in conjunction with the Scrum team to detect, track, and fix issues during the development stage, giving consideration not only to the customer experience, but also to the technical aspects of the system.

##### **ESSENTIAL JOB FUNCTIONS**

- Develops and executes manual test cases and demonstrates the ability to learn automation testing
- Executes and documents testing execution and any relevant findings
- Engages with the Scrum team regularly (shifts left) in the development cycle to minimize risk
- Assist with preparation of quality metrics reports and makes them transparent to the organization
- Works with the Scrum team to determine root causes for all software issues and aids in the development of practical, efficient, and permanent technical solutions
- Assists with the development of process improvements and best practices through Agile philosophy and the Scrum framework
- Identifies, prioritizes, and executes individual tasks throughout the sprint cycle
- Participates and contributes as a member of a Scrum team; continually learns and grows in good Scrum practice under the guidance of the Scrum Master through techniques of inspection and adaptation

##### **SECONDARY DUTIES AND RESPONSIBILITIES**

- Participates in the evaluation, testing, and recommendation of new software packages including testing tools and user interface (UI) scripting languages
- Assists in the implementation and training of Senate developed applications as required
- Provides support and maintenance for legislative and business applications as required
- Participates in client-focused discussion and requirements gathering when necessary
- Works with Quality Engineer and Scrum Team to document and report risk factors
- Performs all other duties, as requested by the Application Development Manager

## **EDUCATION /EXPERIENCE**

- One to two years of relevant experience within the Software Development environment required
- Experience working on a Scrum team preferred
- Experience with test automation tools and related scripting preferred
- Experience with manual testing and writing test scripts preferred
- Experience working with bug tracking software preferred
- Other combinations of education and experience will be evaluated on an individual basis
- High School Diploma required; advanced degree in a computer related program preferred
- Any Quality related certifications (ASTQB, ISTQB) preferred

## **SKILLS AND KNOWLEDGE REQUIRED**

- Experience in problem solving and analytical engagement
- Ability to recognize, gather, assemble, correlate, and analyze facts and use them to draw conclusions, define problems, and devise solutions or suggest alternatives
- Ability to communicate well with others, both orally and in writing
- Ability to prioritize multiple tasks in a fast-paced environment, and work within time frames that may be rigid, or subject to change on short notice
- Ability to follow directions, work independently, and work as part of a group
- Ability to keep abreast of the latest trends and their effect on the Scrum team, product, users and the organization
- Ability to work outside of prescribed work hours when necessary
- Ability to maintain confidential information
- Ability to work in a professional and nonpartisan manner while maintaining good working relationships with legislators and other elected officials, staff, vendors and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

**STATUS:** Salaried, with a standard benefits package

**SALARY:** \$60,000 - \$80,000, based on experience

**GOVERNING CAUCUS:** Nonpartisan

This is a non-civil service, at-will position.

**Interested applicants, please submit a cover letter and resume to:**

PO Box 30036

Lansing, MI 48909

Email: [resume@senate.michigan.gov](mailto:resume@senate.michigan.gov)

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, gender identity or expression, sexual orientation or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.