

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title Test Automation Specialist
Name of Incumbent <i>Click here to enter text.</i>	Position Number 349-1402-074
Section/Unit ETO Technical Tier	Supervisor's Name
Division Product Development Division	Supervisor's Classification Information Technology Supervisor II
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date 3/7/2023

### 2. REQUIREMENTS OF POSITION

Check all that apply:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment                           |
| <input type="checkbox"/> May be Required to Work in Multiple Locations              | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check     |
| <input type="checkbox"/> Requires DMV Pull Notice                                   | <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) |
| <input type="checkbox"/> Travel May be Required                                     | <input type="checkbox"/> Other ( <i>specify below in Description</i> )             |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

### 3. DUTIES AND RESPONSIBILITIES OF POSITION

**Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Business Technology Management | <input checked="" type="checkbox"/> IT Project Management | <input checked="" type="checkbox"/> Client Services |
| <input type="checkbox"/> Information Security Engineering          | <input checked="" type="checkbox"/> Software Engineering  | <input type="checkbox"/> System Engineering         |

Summary Statement (Briefly describe the position's organizational setting and major functions)

Under the direction of the Information Technology Supervisor II, the incumbent works independently or as a lead over lower-level staff or team projects on test automation services, test tools administration, performance test, test data and test environment management on systems software projects and/or works independently as a high-level technical specialist on complex system assignments associated with EDD business applications.

The incumbent contributes toward the growth of the IT Branch into a, customer-focused, service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

**Information Technology Specialist I****3. DUTIES AND RESPONSIBILITIES OF POSITION** *(continued)*Percentage  
of Duties

Essential Functions

45%

Provides technical subject matter expertise and leadership oversight to support and maintain the testing automation frameworks for mainframe, web and cloud based applications. Works with testing teams to develop, maintain, and create new and re-usable end-to-end automation scripts and repositories for mainframe, web and mobile testing. Administers automation system testing in multi-component environments using test management tools such as Micro Focus Application Lifecycle Management (ALM). Maintains expert level programming knowledge of Visual Basic with tools such as Micro Focus ALM, Micro Focus UFT, Selenium, BrowserStack.

Maintains test automation frameworks, functional and regression end-to-end automation scripts, test management tools such as Micro Focus ALM administration, processes and policies for the new enterprise services and their integration with the Department's existing legacy systems.

Trains team members on Micro Focus ALM, UFT, Selenium and other test management tools processes and procedures. Team members must understand and integrate test automation, ITB Micro Focus ALM processes procedures, processes, and tools with ETO's testing methodologies.

30%

Provides support for the performance test team utilizing Micro Focus On Prem and SaaS ALM Performance Center/ LoadRunner Enterprise and other integrated performance test management tools for performance test development, execution, and result analysis as applicable.

Reviews non-functional requirements, volumetrics analysis, prepares data models, design, develop, execute performance test plans and test scripts, issue triage and validate performance test results based on requirements.

Supports and maintain the performance testing framework, Micro Focus ALM Performance Center/ LoadRunner Enterprise administration, processes and policies for the new enterprise services and their integration with the Department's existing legacy systems.

15%

Supports technical services for non-production testing environments and test data. Tracks status of service requests. Works with technical support groups, testing staff, and cross-functional IT teams to resolve any issues/roadblocks in support of test environments and test data management technical issues.

Percentage  
of Duties

Marginal Functions

- 5% Performs special projects and analysis as required
  
- 5% Performs other duties as assigned.

**4. WORK ENVIRONMENT** *(Choose all that apply from the drop-down menus)*

- |   |  |
|---|--|
| Standing: Rarely (1-6%)   | Sitting: Frequent (51-75%)                             |
| Walking: Rarely (1-6%)  | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting   | Pushing/Pulling: 1-25% of the time                     |
| Lifting: 1-25% of the time  | Bending/Stooping: 1-25%                                |
| Other: <a href="#">Click here to enter text.</a>  |  |
| Type of Environment: a. Cubicle b. Select c. Select d. Select   |  |
| Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select. |  |

**5. SUPERVISION**

- Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*  
None

**6. SIGNATURES**

**Employee's Statement:**  
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)  
[Click here to enter text.](#)

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Employee's Signature	Date
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**Supervisor's Statement:**  
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)  
[Click here to enter text.](#)

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Supervisor's Signature	Date
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**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

- |   |                             |                            |
|---|-----------------------------|----------------------------|
| <input type="checkbox"/> Duties meet class specification and allocation guidelines. | PMG Analyst initials<br>AEL | Date approved<br>10/7/2024 |
|---|-----------------------------|----------------------------|
- 

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Civil Service Classification

**Information Technology Specialist I**

Position Number

**280-349-1402-092**

Click here to enter text.

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**