



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Specialist I	DIVISION NAME Business Operation and Solutions Division, Enhancements Service Center, Enterprise Quality and Testing Section
WORKING TITLE Lead Testing Analyst	POSITION NUMBER 333-450-1402-006
EMPLOYEE NAME Vacant	EFFECTIVE DATE TBD

You are a valued member of the Department of FISCal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Information Technology Manager I (ITM I), the Information Technology Specialist I (ITS I) works as a Lead Testing Analyst for the Department of FISCal (FI\$Cal). The incumbent is responsible for leading the state testing team in the most complex Enterprise Resource Planning (ERP) testing activities related to business and technical testing functions within FI\$Cal.

The incumbent will work closely with the ITM I to lead the planning and execution of FI\$Cal testing activities, while following FI\$Cal project management standards, to ensure the highest quality of the FI\$Cal solution.

The duties for this position are focused in the IT Project Management and Software Engineering domains, however, work may be assigned in the other domains as needed.

SUPERVISION RECEIVED

Reports directly to the ITM I.

SUPERVISION EXERCISED

None. May act as a team lead as directed by the ITM I.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
45 %	Test Planning <ul style="list-style-type: none">• Work collaboratively with all stakeholders to review requirements for testability.• Collaborate with subject matter experts to develop a test approach that validates the system functions according to the expectations defined by the requirements/specifications.• Lead the refinement of test plans, test design, and test tools, including automated testing, consistent with overall testing methodology.• Lead the process definition for Functional, User Acceptance Test and Regression Test signoff.• Apply lessons learned to future testing activities to capture process improvement opportunities.• Plan, organize, and collaborate with state and contractor staff to ensure that testing standards mandated for the project are met at each stage of the lifecycle. This includes managing the testing process, setting expectations for deliverables, leading the review process of the most complex system deliverables documents (IEEE Plans, PM Plans, ITIL Plans etc.) to ensure state policies and enterprise directions are met.• Validate test script coverage by using the Requirements Traceability Matrix to ensure all testable requirements have been addressed with one or more test scripts.• Ensure state staff have been properly trained to assume testing responsibilities during system maintenance and operation mode.
40 %	Test Execution <ul style="list-style-type: none">• Lead testing activities for department waves and releases as assigned by the ITM I.• Validate and ensure that the scope of all functional, technical, user acceptance testing and regression test requirements are met• Execute test scripts (manually or using automated testing tools), and document the results by creating test logs, documenting defects, logging testing issues, and coordinating reviews with the stakeholders.• Provide technical leadership in planning, execution, training, presentation, and documentation of application testing efforts of the FI\$Cal system.• Coordinate and support setup of the training suite and test environment(s).

	<ul style="list-style-type: none"> • Lead UAT test preparation activities to ensure good user experience for departmental staff. • Track testing timelines to completion and report progress to management. • Identify project risks or issues related to testing activities and communicate these to Enhancement Service Center (ESC) management in a timely manner. • Research and evaluate testing methodologies, testing tools, standards and best practices that can optimize testing outcome. • Advise ESC management of problem areas or areas in need of improvement and provide implementation proposals for consideration. • Augment work of other staff and consultants when required by assuming responsibility for completing or assisting with testing related tasks. • Validate testing artifacts to support testing activities. • Assist departmental subject matter experts with User Acceptance Testing (UAT), Unscripted User Acceptance Testing (UUAT) and Regression Testing (RT).
10%	<p>Reporting Test Progress</p> <ul style="list-style-type: none"> • Keep executive leadership informed of progress on complex ERP testing activities. • Manage, monitor and report on the implementation of the system testing plan and knowledge transfer activities with the System Integrator. • Provide the ITM I and executive leadership with various reports indicating testing progress, and the usage and effectiveness of testing techniques. • Develop and provide presentations to the ITM I, Executive Leadership and peer groups. • Provide detailed metrics and track the progress and outcomes of the testing process.
% OF TIME	MARGINAL FUNCTIONS
5%	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Associate classification; and

Knowledge of: information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in

accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

H/R Analyst _____

Date Revised: 01/02/2025

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Associate (ITA)	DIVISION NAME Business Operation and Solutions Division, Enhancements Service Center, Enterprise Quality and Testing Section
WORKING TITLE Testing Analyst	POSITION NUMBER 333-450-1401-XXX
EMPLOYEE NAME Vacant	EFFECTIVE DATE TBD

You are a valued member of the Department of FI\$Cal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Information Technology Manager 1 (ITM1), the Information Technology Associate works as a Testing Analyst for the Department of FISCAl. The incumbent is responsible for working with various teams on a complex Enterprise Resource Planning (ERP) system, conducting testing activities related to Business and Technical testing functions within the Department of FISCAl (FI\$Cal).

The incumbent will work closely with the IT Specialist I's on the planning and execution of FISCAl testing activities, while following FI\$Cal standards, to ensure the highest quality of the FI\$Cal solution.

The duties for this position are focused in the IT Project Management and Software Engineering domains, however, work may be assigned in the other domains as needed.

SUPERVISION RECEIVED

Reports directly to the EQTS Manager (ITM1).

SUPERVISION EXERCISED

None. May act as a team lead as directed by the EQTS Manager (ITM1).

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
30 %	Quality Assurance and Planning <ul style="list-style-type: none">• Assist and maintain quality planning, quality assurance procedures, change and scope control processes and procedures for testing.• Execute the quality assurance and quality control processes in accordance with the FI\$Cal Quality Assurance (QA) and Configuration Management Plans.• Monitor control processes and procedures in accordance with established QA plans and process guidelines.• Implement continuous process improvement plans that are in alignment with the overall QA plan.• Review system artifacts from a quality standpoint and ensure quality across the implementation phases of the system implementation.• Measure and report the less complex quality performance, process compliance, solution quality, and ensure system performance requirements are fully met throughout the implementation life cycle.• Update, develop and maintain quality standards, processes, procedures, checklists, workflows and audit to confirm the system implementation adheres to quality standards.• Participate in process improvement workshops to ensure project management processes are effective.• Develop and establish the overall quality strategy and approach to determine, investigate, and resolve data quality issues.• Participate in on-going efforts to maintain quality data and refine quality audit processes.• Attend Change Request Board meetings and provide assistance to lead quality analyst.• Assist test lead analysts with creating automation reports, execute automated test scripts and tracking automation results.
25 %	Test Planning and Coordination <ul style="list-style-type: none">• Assist in the planning, organization, and collaborate with subject matter experts and technical staff to ensure that testing standards mandated for the system release are met at each stage of the lifecycle.

	<ul style="list-style-type: none"> • Refinement of test plans, test designs, and test tools, including automated testing, consistent with overall testing methodology. • Assist test lead analyst with functional testing\validation support\departmental on-boarding, documentation, meeting agendas and minutes, set-up test execution trackers, review and print test scripts. • Provide validation of test script coverage, comparing to functional requirements, functional designs and ensure the overall testability of each requirements by one or more test scripts. • Apply lessons learned to future testing activities to capture process improvement opportunities.
25%	<p>Defect Management, Tracking and Reporting</p> <ul style="list-style-type: none"> • Enter, triage and provide reporting on defects for various test phases/releases to the ITM1 and FI\$Cal leadership. • Coordinate the tracking of all test defects using the automated tool suite. • Create defect management reports for various test phases and releases and provide defect updates to ITM1 on a regular basis. • Create presentation materials for various levels of meetings detailing the current status of defects for FI\$Cal system.
15%	<p>Reporting and Presentations</p> <ul style="list-style-type: none"> • Draft a wide range of briefing materials for a variety of audiences from diverse backgrounds (e.g. Steering Committee or department leadership) and participate in presentations or briefings on aspects of the system implementation. • Report system status and progress to FI\$Cal management, staff and Partner staff; escalate issues for resolution and/or QA corrective actions recommendations. Assist in the development and delivery of training for department staff relative to respective assignments

<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Technician classification; and

Knowledge of: Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and techniques; performance monitoring tools and techniques; and data administration techniques and best practices.

Ability to: Use initiative; act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; perform technical analysis of proposed technology solutions; comprehend technical documents to interpret specifications, system implementations, capabilities, interdependencies, and compatibilities; serve as a technical liaison; develop and effectively utilize all available resources; develop end-user training materials; and gather data to perform statistical analysis and report outcomes.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

H/R Analyst _____

Date Revised: 2/6/2025