

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME [Employee]	EFFECTIVE DATE [Actual Start Date]
CLASSIFICATION TITLE Information Technology Specialist I	POSITION NUMBER 410-113-1402-203
WORKING TITLE Quality Assurance Test Automation Engineer	DIVISION/OFFICE/UNIT/SECTION Information Technology Office / Application Development Unit
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the direction of the Application Development Unit (AppDev) Manager, the Information Technology Specialist I (ITS I) works independently as the recognized technical specialist on the system testing and application testing of the most complex software systems and software activities. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

45% (E) Testing Automation [Software Engineering]

Designs, implements and executes automated tests to ensure software quality. Creates automated test scripts and frameworks using appropriate tools and technologies. Runs and monitors test execution, develops reports on the test runs, analyzes results for defects and performance issues. Executes test strategies and plans to ensure quality assurance of all testing activities through the Software Development Life Cycle (SDLC). Participates in the creation and maintenance of the department's testing lab/environment.

20% (E) Testing [Software Engineering]

Maintains automated test scripts and frameworks using appropriate tools and technologies. Identifies and troubleshoots issues in automated tests and software. Conducts root cause analysis of identified defects, provides development and business partners with sufficient and clear detail to understand, replicate and resolve the defect.

15% (E) Requirements [System Engineering]

Reviews software requirements and specifications and prepares test scenarios. Ensures quality of requirements by eliminating ambiguity and incompleteness during requirement formulation. Studies the requirements in conjunction with current automation test suits, other work items being developed or in the queue. Develops detailed automated test scripts for each requirement, covering multiple scenarios to ensure broad test coverage.

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15% (E) Team Collaboration [System Engineering]

Collaborates with developers to understand the impact of each deployment to the automated test suite and adjusts the test scripts and automation frameworks accordingly. Works with testing team members and other staff to identify opportunities for continuous improvement in quality assurance and testing processes as well as mitigating risk. Participates in requirement gathering and design sessions. Interfaces with project managers, developers, business analysts, customers, and other technical and functional support staff. Maintains policies and procedures to reflect current department business practices related to testing.

5% (M) Other

Performs other related duties as required.

B. Supervision Received

The Information Technology Specialist I (ITS I) reports directly to and receives the majority of assignments from the Information Technology Manager I (ITM I); however, direction and assignments may also come from the Information Technology Manager II (ITM II).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Information Technology Specialist I (ITS I) will interact with DFPI Executive, Program, and IT Staff.

F. Actions and Consequences

Performing the job inadequately may produce faulty software which is the primary consequence for the unit and/or Department/Division. This could lead to a substantial loss of time for both internal and external users, and possibly money for our external users. At the very least, it will delay the release of defective fixes and enhancements to the department's systems. At most, it could cause entire systems to fail.

G. Functional Requirements

Works primarily onsite, with one day of Telework available with an approved Telework agreement on file.

The incumbent works 40 hours per week. The use of a computer, telephone, copier, and fax machine is essential to the duties of this position.
Some weekend or after-hours may be required.

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H. Other Information

Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manages time and resources effectively. Works well with others, under changing priorities, and work irregular hours when workload dictates. Regular attendance and punctuality are essential. Possesses good written and verbal communication skills.

CONFLICT OF INTEREST

[If the position is subject to the Statements of Economic Interests (Form 700), language pertaining to the COI designation should be inserted here as follows:

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

FINGERPRINTING

None

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 Health & Safety analyst.)

Employee Signature

Date

Employee’s Printed Name, Classification

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

Supervisor Signature

Date

Supervisor’s Printed Name, Classification