Quality Assurance Analyst

Our Organization

We are a medical specialty certifying board serving anesthesiologists. Since 1938, we have been administering certification exams and today we take an innovative approach to certification and continuous learning. We foster practice standards that instill confidence and trust that board-certified anesthesiologists have the knowledge and skills to provide high-quality patient care. We are dedicated to elevating expertise in an evolving profession. Our mission is to advance the highest standards of the practice of anesthesiology. We work together with physician anesthesiologists to ensure they provide the best care possible for every patient, every day.

Position Description

Reports to: Manager, Quality Assurance

The Quality Assurance Analyst will test web-based enterprise software and systems that are critical to the ABA’s success. He or she is responsible for executing test cases and scripts; incorporating black box and white box testing; reporting and managing defects to their resolution; performing regression testing for software fixes; assisting in decisions to launch a new software product or a release of an existing software product; maintaining SQA documentation for the ABA; and assisting in multiple simultaneous QA efforts. The QA Analyst will participate in ongoing process improvements for software development in general and software quality assurance. The Quality Assurance Analyst works to assess and improve the quality of the ABA’s software and systems, ensuring that the delivered software meets the needs of the customers.

Education

Baccalaureate degree or comparable work experience.

Skills

- Demonstrate a commitment to service and continually exhibit a customer service culture.
- Demonstrate dependability for own actions and their consequences, and for the performance of our functions and duties.
- Demonstrate flexibility in rapidly changing conditions.
- Independent self-starter with strong interpersonal, communications, and customer service skills.
- Proven ability to communicate clearly and concisely with a professional constituent base, both orally and in writing.
- Ability to think logically and analytically in a problem-solving environment.
- Ability to work concurrently on multiple tasks and projects.
- Ability to work collaboratively as part of a team.
- Strict attention to detail.
- Able to learn new technologies quickly. Demonstrated willingness to keep technical skills and knowledge up-to-date.
- An in-depth understanding of software quality issues, including all facets of software development, software testing, and software process improvement, and the ability to apply them in practice. Familiarity with software QA books, magazines, and on-line resources.
- A good understanding of software testing techniques, including test planning and execution.
- A solid understanding of software project management.

**Experience**

- Minimum of three years of experience testing Web-based strategic software systems.
- Strong familiarity with test methodologies and the software development life cycle.
- Minimum of one year of experience working with relational databases and SQL (Structured Query Language).
- Minimum of one year of experience with SCM (Software Configuration Management) and defect tracking tools.

Highly desirable:

- Specific experience with Microsoft SQL Server.
- Specific experience with Azure DevOps, Silk Test and Silk Central.
- Experience working on teams developing web applications.
- Experience using Agile software development methodology.

**Specific Responsibilities**

1. Assist in the development of software test plans for all the company’s software products and Web sites.
2. Help develop, maintain, and execute test plans, procedures, and cases.
3. Document test results in an effective and efficient manner, publishing these results to appropriate ABA staff.
4. Continuously review requirements, user stories, and other artifacts with the Business Analysts. Document anomalies as needed and recommend solutions as appropriate.
5. Review design documents, source code, and other artifacts with the Software Engineers. Document anomalies as needed and recommend solutions as appropriate.
6. Assist in the development of test summary reports for each release of the company’s software products and Web sites.
7. Automate test procedures as needed.
8. Participate in continuous improvement of the Software Development Life Cycle as well as other opportunities across the company.
9. Keep up-to-date on current software QA engineering technologies and administration issues.
10. Attend training classes and seminars related to software quality assurance and software process improvement.
11. Implement ways to reuse software quality assurance tools and techniques across projects and teams.
12. Maintain knowledge of the latest computer technology.
13. Travel to support remote ABA operations as needed.

**Special Requirements**

- Ability to lift up to 10 pounds on occasion.
- Ability to sit for extended periods of time.