

Job Description

Job Title:	Quality Assurance (QA) Analyst
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About us:

The WCIRB is California's trusted partner in Workers' Compensation Insurance, leading the way in objective research, data science and education. The WCIRB is a California unincorporated, private, nonprofit association comprised of all companies licensed to transact workers' compensation insurance in California, and has over 400 member companies. No state money is used to fund its operations. The operations of the WCIRB are funded primarily by membership fees and assessments. Through our products and services, we are shaping the future of the Workers' Compensation industry. Our core values of collaboration, innovation and integrity guide us in setting industry standards by developing cutting-edge technology and services for our valued customers.

About the role:

The QA Analyst is responsible for ensuring the adherence of the software product to the specifications, for enabling software quality at all stages in the project and for aiding in identifying and quantifying risks to the product. The quality of the work must withstand scrutiny of internal and external audits.

The QA Analyst needs strong oral and written communication, analytical and problem-solving skills, and keen attention to detail. The QA Analyst will be required to work non-standard hours at times and will partner with all technology disciplines.

Essential Duties and Responsibilities

- Review core project documentation and perform ambiguity reviews
- Develop project testing artifacts such test strategies, test plans and traceability matrix
- Create and execute reusable test cases and develop applicable test data to validate the entire application in various phases of development
- Leverage SQL skills and knowledge of data models with the understanding of the application in order to conduct in-depth analysis of defects and their root causes
- Collaborate with Business Users, BSAs and Development teams in addressing gaps in project documentation and testing strategies
- Manage multiple tasks and/or simultaneous deliverables – hitting deadlines without reduction in quality
- Prepare project report and provided detailed daily/weekly project status to QA Manager and Project Team
- Lead/Coordinate offshore deliverables and support automation team.
- Ability to handle multiple tasks and deadlines with attention to detail
- Hold and facilitate test plan/case reviews with cross-functional team members; solicit input and adjust testing strategy accordingly

Qualifications

The individual must be able to perform each essential duty in order to perform this job successfully. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3+ years of experience in developing QA artifacts that include test plans, test cases, test data development and defect management.
- 3+ years of experience utilizing requirements, test case and defect management tools, developing and executing manual functional test cases.
- Expertise in Functional Testing, Black Box Testing, Integration Testing, System Testing and Regression Testing.
- Prior experience in Workers' Compensation or other Property/Casualty insurance lines is preferred.
- Experience in conducting web services testing through usage of SOAPUI Pro, XML or WSDL preferred.
- Excellent understanding of SDLCs and various testing methodologies.
- Work closely with business and business analysts to document and refine requirements as needed.
- Understanding of business analysis strategies with ability to ensure a quality requirement is established for assigned projects.
- Creation and maintenance of the Project Test Plan, maintenance and management of the Project Schedule.
- Excellent understanding of SDLCs, primarily Agile & Water fall, and various testing methodologies.
- Advanced Knowledge in SQL.
- Experience in Microsoft Dynamics CRM, functional knowledge of Microsoft Dynamics CRM Online.
- Managing the creation of reusable test suite and maintenance of reusable test cases in an automation framework.

Communication and other Skills

- Ability to work with minimal supervision while being very deliverable focused.
- High level English language skills, both verbal and written.
- The ability to tailor verbal and written communications to employees that have widely divergent experience with WCIRB software and hardware.
- The ability to function as a member of a team.

Mathematical Skills

Basic mathematical skills required.

Physical Demands

The physical demands described in this section are to be representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Steady stream of analytical work, telephone work, meetings, decision-making and research.
- Work requires attention to detail, follow-through and analysis of collected information.
- Frequent interaction with fellow IT employees, QA Manager, other WCIRB leadership and vendors.

Disclaimer

Management may assign or reassign duties and responsibilities to this position at any time. As such, the job description may be revised depending on WCIRB's needs. Further, this job description is a general summary of responsibilities and requirements and is not intended to be all-inclusive of the responsibilities and requirements of this position.