



Job Description

Job Title: Computer Systems Testing Engineer

Position Code: 6N15, FN15

Job Classification: Non-Exempt

Supervisor: Configuration Management Coordinator

Pay Grade: 35

Contract Length: 245 Days

Job Summary

Position is responsible, under the direction of the Configuration Management Administrator, for performing quality assurance functions in support of simple to complex, mission critical computing systems which involve several applications, communication inputs, and large sets of data. Position assists with developing detailed test plans/procedures; conducts performance tests on computer systems; analyzes and interprets results for use by systems personnel; and provides appropriate follow-up. Position develops and maintains test scripts/architectures and sample test data; and configures and programs automated test tools.

Essential Duties

1. Confers with systems personnel to review program documentation, diagrams, performance specifications, and quality standards of new and modified computer applications programs/systems to be evaluated.
2. Assists with developing system test plans/procedures and ensuring that proper testing scenarios and quality assurance measures have been carried out.
3. Determines testing requirements, methods to be used, and sequences/phases of test operations under the direction of the Configuration Management Administrator.
4. Develops, maintains, and updates automated test scripts and architectures, sample test data, and test control apparatus and equipment; and configures/programs automated test tools.
5. Performs tests to verify system reliability and to ensure conformity of systems to quality standards.
6. Monitors the system testing environment to assure the integrity of results.
7. Analyzes and interprets system test results; identifies potentially suboptimal system performance and error codes; and prepares technical reports containing quality and reliability data for use by systems/programming personnel.
8. Assists the Configuration Management Administrator with making system re-design/modification recommendations to programmers and systems personnel in order to resolve system errors.
9. Interfaces with systems personnel for follow-up and to ensure prompt attention and resolution of problems identified during testing.
10. Assists with process control of the movement between system/program development, test, training, and production environments; and regularly monitors progress against the build plan.
11. Prepares and maintains records of performance specifications, programs tested, testing methods used, and results.
12. Gathers documentation and assists with maintaining a library of licensing information, technology project documentation, and software inventories; and monitors who has copies of controlled items.
13. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Configuration Management Administrator or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree in computer science, management information systems, or a related field and some experience in a related computer systems testing position within a UNIX, MS Windows, and network environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Experience within a SUN Solaris environment preferred. Must possess a general knowledge of, and the ability to practically apply, basic principles and techniques involved with developing system test plans, generating test scenarios, configuring/programming testing systems, and conducting performance tests on computer systems. Must possess a basic knowledge of computer system development processes and a variety of test equipment, automated test tools, and test systems. Must possess the ability to determine system testing requirements and methods; analyze system test results; identify suboptimal performance; make system re-design/modification recommendations; and communicate/follow-up with systems personnel. Must possess excellent technical writing, computer scripting, communication, and organizational skills. Must possess the ability to establish and maintain effective working relationships with technical programming and systems personnel.

Working Conditions & Physical Requirements

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Configuration Management Coordinator

This job description in no way states or implies that these are the only duties to be performed by this employee. The Computer Systems Testing Engineer will be required to follow any other instructions and to perform any other related duties as assigned by the Configuration Management Administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 6/10 (BB)