Job ID: 2023-1983
Job Title: IT QA Officer (QA Tester)
Grade Level: H15
Open Date: 08/16/2023
Close Date: 09/30/2023

Job Summary

The QA Tester is responsible for testing technical solutions to flag bugs, usability issues, and any other defects before delivery to users. The tester will act as a quality champion and empower teams to create high-performing and resilient systems, leveraging both automated and manual testing to efficiently cover each solution's functionality. The QA Tester will collaborate closely with the development team to flag issues and ensure each feature is thoroughly tested.

Essential Duties and Responsibilities

- Uses both automated and manual testing to efficiently cover the system's functionality and ensure every feature developed by the team is tested
- Partners with development teams to identify key areas of risk in new solutions
- Communicates detailed information on any defects found to development team and helps the IT Product Manager prioritize defects
- Actively participates in agile ceremonies as needed to provide clarifications and problem solve with the team
- Strives to automate and maintain comprehensive test suites with a continuous improvement mindset
- Runs tests in production environments after deployment to ensure quality
- Knows the product vision and works closely with the Business Analyst and IT Product Manager to translate their vision into tests
- Stays updated with industry best practices and standards on testing
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.

- Must complete annual and semiannual self-assessment as required.

- Performs other duties and special projects, as assigned.

Skills and Abilities

- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.
- Communication
- Strong written and verbal communication skills; able to quickly process complex information and communicate test results, issues, and recommendations clearly
- Willingness to speak up and present contrarian views in team settings

Subject matter expertise

- Bachelors degree in IT / Computer Science OR related experience in technical field
- 3+ years of QA testing experience working with multiple platforms and testing techniques, including but not limited to manual acceptance testing, exploratory testing, and creative testing

- Strong analytical skills – able to analyze software systems to identify existing / potential issues
- Experience implementing automated end-to-end tests using frameworks and tools such as BDD, Selenium, and JavaScript
- Ability to develop integration, performance, and load bearing tests

Agile experience
- Strong understanding of agile methodologies
- Experience as a tester on cross-functional agile teams preferred

Leadership and teamwork
- Strong collaborator on all aspects of teamwork. Accepts feedback, learns from mistakes and maintains a positive attitude
- Capable of managing time effectively and juggling competing priorities

Mindset
- Passionate about technology and excited about the impact of emerging / disruptive technologies
- Strong attention to detail with ability to spot small issues, unearth hidden requirements, and identify edge cases
- Talent for breaking things and finding problems

Physical Demands
- Minimal
- Ability to work outside normal business hours, as needed

Travel
- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required
- **License:** Staff are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

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Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of

an offer the offer will be rescinded.
- Must comply with the "New Jersey First Act" which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
    - Those guidelines to can be found here:
        - https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf
        - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

HOW TO APPLY

Interested Applicants **MUST** submit their resume through our online applicant tracking system.

https://careers-njeda.icims.com/jobs/1983/it-qa-officer-%28qa-tester%29/job

For general recruitment questions, please email us at NJSAME@NJEDA.GOV

Visit us online at www.njeda.gov