



Job Description

POSITION TITLE: Automation Specialist #2453
CodeStack
Office of the Superintendent

SALARY PLACEMENT: Classified Salary Schedule
Range 37

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess an Associate of Arts Degree with a concentration in computer-related technology and/or Business Administration; or equivalent experience in information technology. One year of experience in providing Quality Assurance in a development environment.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor of Arts Degree with a concentration in computer-related technology and/or Business Administration.

CREDENTIALS AND OR SKILLS AND ABILITIES:

Experience working in an AGILE/SCRUM environment. Knowledge of industry standard QA testing tools (automated and manual). Experience working with enterprise SaaS applications. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under the general direction of the CodeStack Director I, Project Management Services, perform specialized testing and technical services. Perform regression testing against large web-based applications. Work with the programming and help-desk teams to streamline the testing/validation process. Design and implement automated and manual test cases. Document, track and analyze identified issues. Work with programming staff to resolve identified issues. Perform data validation during testing.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Operate computers and other related equipment.
2. Utilize correct English usage, spelling, grammar and punctuation.
3. Communicate effectively in written and oral form.
4. Establish and maintain effective work relationships in the performance of required duties.
5. Communicate effectively with programmers, system leads and help-desk staff.
6. Oversee specific system components/modules.
7. Conduct thorough testing of proposed project components/functions.
8. Document all phases of the analysis, design, programming, implementation, and maintenance of web-based projects; create user documentation for the utilization of web-based systems, reports, procedures, and training materials.
9. Assist critical demand periods, emergency situations, or scheduled vacations.
10. Perform other duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak, hear and understand speech at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.

2/7/2020 final sc