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| **Job ID :** | RS132850 | **Job Title** | QA (Lead QA Analyst) |
| **No.of Positions :** | 1 | Position Type : | Contract |
| **Projected Start Date :** | 08-19-2024 | Client : | Florida Department of Revenue |
| **Projected End Date :** | 06-30-2025 | **Primary Skills:** | Manual QA Testing,Automated QA Testing,SAP |
| **Work Location (City/State) :** | Tallahassee, Florida (Onsite)Need Local | **Talent must reside at location on submission?** | Yes |
| **Level/Salary Range :** | $40/hr on W2 | **Send Resumes to :** | resumes@taurusbiz.com |
| **Experience, Duties, and Responsibilities:**  **Required experience:**  \*Minimum 3 years work experience in requirements analysis, systems analysis, design, development, scripting and user acceptance testing.  \*Two or more years of experience working with SAP systems Experience with requirements, design and testing.  \* Three (3) years of experience managing or leading projects, including utilizing project management tools.  **Preferred Experience:**   Experience facilitating meetings.   Experience performing configuration in SAP.   Experience performing Business Blueprinting.   Experience performing SAP system requirements analysis.   Experience performing SAP root cause analysis.   Experience conducting Joint Application Development sessions.   Experience in schedule development and identification and assignment of resources to projects  **Duties and Responsibilities:**  \* Work closely with Program staff and other consultants to understand the functional and technical business requirements that drive the analysis and design of the Program System(s) technical solutions while preserving quality.  \* Help ensure the Program system(s) technical solutions align with the Department’s business and IT strategies and comply with architectural standards.  \*Assist team leads by providing orientation to new consultants as appropriate. Orientation may include instruction regarding Enterprise Systems Support Process organizational structure, preparation of timesheets, configuration processes, use of the release calendar, Design, Development, and Implementation plans, test strategy overview, acceptance test procedures, operational procedures and Accelerated SAP (ASAP) methodology.  \* Act as liaison between technical staff, external business partners, Program staff and others.  \*Share software application knowledge with Program staff.  \* Identify and record data anomaly lists, as assigned, to assist in data cleansing processes.  \* Meet with the ESSP Process Manager, Program Contract Manager, and/or designated staff to discuss the status of assignments and address any concerns, on an as needed basis, but at least semi- annually.  \* Maintain a daily log of activities worked using the project management tool. Activities in the project  management tool correlate to specific contract job duties.  \*Respond to inquiries and requests timely and accurately.  \*Provide assigned work effort results to the ESSP Process Manager or as directed.  \* Communicate with the ESSP Process Manager or designee and/or Program Contract Manager in writing about any concerns or information of relative significance.  \* Complete all assignments as directed, within specified timeframes in a satisfactory manner as determined by the ESSP Process Manager and/or other designated Child Support Program staff.  \*Responsible for solidifying design, development, and implementation and ensuring that all key stakeholders are involved in the planning phases.  \*Coordinate with the Operational process and Enterprise Systems Support Process Management Group (ESSPMG) to select proper resources.  \*Establish and perform ongoing maintenance of a folder structure for all documentation.  \*Create Design, Development, and Implementation schedules, including time frames, resources, dependencies, and milestones, listing a minimum of the 5 ASAP methodology tasks.  \*Perform the overall establishment of Business Blueprinting, including the review of new business needs against the existing process and to determine the gaps between the two.  \* Perform analysis of how existing system functions work, comparing them to how SAP can or will support the desired functionality resulting from the proposed enhancement, in addition to any interfaces or existing systems or modules that may require modifications to support the enhancement.  \*Collaborate with the Operational Process to review existing business requirements with new business requirements and modifying or adding new requirements as approved by the Operational process.  \*Ensure all high-level business requirements are refined into discrete measurable system requirements.  \*Coordinate and participating in Fit/Gap Analysis sessions, and documenting the results of the analysis sessions, to include the determination of the type of technical solution required to realize the business requirement(s).  \*Assist Operational Process with the development of process flow diagrams.  \*Ensure modifications conform to the Program System(s) business requirements and operations.  \* Develop requirements documents that identify and document the business requirements and objectives for initiating software modifications to the Program System(s).  \*Serve as part of a team.  \*Review and make recommendations to Program management regarding the technical solutions proposed by programming staff for enhancements to the System.  \*Ensure system documentation, including functional and technical specifications, as well as configuration items are updated or created to reflect the new/enhanced functionality.  \*For configuration only design, the Quality Assurance Analyst (QAA) will ensure the configuration of the system is performed.  \* If custom coding is required, the QAA will assist in ensuring Operational and Functional staff work with the SAP trained staff as they build the ABAP or other custom code to support the design, as well as security staff and org model staff to implement needed changes to support the design.  \*Ensure all unit, integration, and acceptance testing occurs according to the accepted procedures described in the Master Test Plan performing testing of the program software.  \*Developing all required test documents (test strategies, test scenarios, test scripts and test result  matrices).  \*Ensure all test artifacts developed establish and maintain requirements traceability from the original source through development, deployment, and production implementation.  \*Ensure that the system meets federal certification guidelines in accordance with the U.S. Department of Health and Human Services, Administration for Children and Families Automated Systems for Child Support Enforcement Guide.  \*Review design documents to validate the technical accuracy of the documents and define acceptance test criteria.  \*Participate in component and data architecture design, performance monitoring, product evaluation, and buy vs. build recommendations.  \* Ensure the development of a final preparation plan outlining all tasks to be performed to implement the solution in production.  \*The plan must include all aspects of the implementation, including security,Organizational Model and tasks performed outside of the system, such as roll back plan, training, and communication plan. These activities are  performed prior to the implementation.  \* Support activities associated with training of the software enhancement.  \*Ensure all tasks in the project schedule have been completed.  \*Ensure all documentation needed to support transports to production are complete and provided to appropriate personnel.  \*Ensure upon release to production, that validation of the processes, features, and other components impacted has been performed. Findings are reported to proper personnel, and that any warranty items identified are triaged to determine if rollback is needed. Monitor the enhancement in production.  **EDUCATION/CERTIFICATIONS**  \*Education – Bachelor’s or Master’s Degree in Computer Science, Information Systems, Business Administration, or other related field, or equivalent work experience. | | | |
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| Reviewed By: | Swathi G | Date: | 07/15/2024 |
| Approved By: | Ram S | Date: | 07/15/2024 |
| Last Updated By: | Swathi G | Date/Time: | 07/15/2024 |