

## Enterprise Information Systems Duty Statement

<b>Section:</b>	Strategic Offender Management System (SOMS)
<b>Unit:</b>	Testing - UAT
<b>Position Number:</b>	065-625-1470-829
<b>Classification:</b>	Associate Information Systems Analyst (AISA) (Specialist) Limited Term
<b>Date:</b>	4/26/16

### **Supervision:**

Under the general direction of the Senior Information Systems Analyst (Supervisory) of the Strategic Offender Management System (SOMS) Project in Enterprise Information Services (EIS), the incumbent will perform duties as the SOMS User Acceptance Testing (UAT) Test Analyst during the development and implementation of the SOMS solution.

### **Knowledge:**

The incumbent, at this level, is familiar with data processing concepts, practices, methods and principles, particularly the phases of the Software Development Life Cycle (SDLC) as implemented within the Enterprise Information Services. The incumbent has some familiarity with the organization's business. The incumbent possesses analytical and organizational skills and possesses some knowledge in the SOMS application from both a technical and business perspective. The incumbent is motivated and capable of prioritizing work, initiating contacts, and resolving issues.

### **Guidelines:**

The incumbent uses initiative and resourcefulness in the performance of his/her duties while requiring only generally stated guidelines. Administrative and technical policies and precedents are applicable but are stated in general terms. The incumbent must use judgment in interpreting and adapting guidelines such as policies, operations manual, and work direction for application to specific cases or problems. The incumbent has some familiarity with (1) the available tools, methods, and procedures associated with both application development and UAT testing environments, (2) possesses technical familiarity to make correct choices from alternatives in all these areas, and (3) is able to apply selected technical tools, guidelines, etc., in such a way as to meet set targets of cost, time, quality, and performance.

### **Scope and Effect:**

The scope of work is commensurate with the breadth and depth of general and technical competencies affecting application development and testing activities. At the Associate level, the incumbent is expected to participate on a project team and work independently. Assignments may involve multiple tasks, single significant functions, or multiple functions. At this level, the incumbent is expected to lead small to medium assignments, assign work to team members, and follow up to ensure assignments are completed accurately and on schedule. The incumbent is capable of directing and motivating team members to achieve project goals.

### **Complexity:**

The AISA (Specialist) will perform work on medium to difficult analytical and evaluative assignments, which will assist in the implementation, maintenance, and support of information technology solutions.

### **Personal Contact:**

The incumbent is expected to communicate effectively, orally and in written form with management, peers, users, as well as with solution software contractors and vendors. The incumbent assists with writing project status reports, project plans; reviews project documentation produced by team members and may assist in preparation of highly technical evaluative analysis documentation including Feasibility Studies, Special Project Reports and Post Implementation Evaluation Reports as needed. The incumbent

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demonstrates presentational skills by preparing and conducting presentations to team members and CDCR management.

### **Purpose of Contacts:**

The AISA (Specialist) possesses the ability to provide factual information, and consider and value differing viewpoints, goals, or objectives.

The duties of the AISA (Specialist) for the SOMS project include, but are not limited to the following:

45%	<b>UAT Test Analyst</b>	<ul style="list-style-type: none"> <li>• Participates in the development of the UAT Test and Evaluation Master Plan (TEMP) for the project.</li> <li>• Participates in the development of the release/phase specific UAT Plans.</li> <li>• Participates in the development of the Acceptance Test criteria, test scenarios and test cases in conjunction with the Subject Matter Experts (SME).</li> <li>• Participates in test planning meetings and work groups with the SMEs and vendor staff.</li> <li>• Coordinates and monitors SME testing effort ensuring SME availability, quality and timeliness of assignments.</li> <li>• Participates in test writing status to the SOMS UAT Manager.</li> <li>• Participates in development of all UAT testing processes.</li> <li>• Participates in development of all UAT training materials to be utilized during UAT preparation and execution phases.</li> <li>• Participates in training/mentoring SMEs in all testing processes.</li> <li>• Creates/conducts isolated testing of technical nature.</li> <li>• Creates/assists with test data identification.</li> <li>• Participates in incident reporting and defect resolution, including tracking, monitoring, status reporting and testing of defects.</li> <li>• Prioritizes work, initiates contact with the appropriate staff and resolves issues.</li> </ul>
20%	<b>Monitor Vendor Test Activities</b>	<ul style="list-style-type: none"> <li>• Reviews vendor's test plans, scripts, and results.</li> <li>• Reviews the test completion criteria and generated data to verify test completeness.</li> </ul>
15%	<b>Test Technical Liaison</b>	<ul style="list-style-type: none"> <li>• Participates in any test-related technical reviews for UAT.</li> <li>• Reviews project deliverables for each phase of the SDLC as it relates to testing.</li> </ul>
10%	<b>Work Plans, Proposals, and Reporting</b>	<ul style="list-style-type: none"> <li>• Participates in preparation of project plans, schedules, and proposals.</li> <li>• Assists with development of contingency plans as needed.</li> <li>• Research, prepare and deliver presentations to users and CDCR management.</li> </ul>
10%	<b>Methodologies, Standards, Training and Others</b>	<ul style="list-style-type: none"> <li>• Participates in the development of division-wide methodologies and standards.</li> <li>• Demonstrate proficiency with the available tools, methods and procedures to complete assignments.</li> <li>• Participates in formal and informal training programs to strengthen analytical skills and enhance knowledge of current information on emerging technologies, trends and best practices to maintain</li> </ul>

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familiarity with the implications and uses of new technologies which would prove beneficial to end-users.

- Keeps current with established testing and implementation standards.
- Participates in Division meetings and other activities as required.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

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Employee's Signature

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Date

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Supervisor's Signature

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Date