



Test Lead, Information Technology Job Description

JOB INFORMATION

<i>Job Code:</i>	165867
<i>Job Title:</i>	Test Lead, Information Technology
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.
<i>Job Family:</i>	Computer Quality Assurance
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Develops and deploys test scripts and cases of complex modules. Designs testing strategies, conducts and or oversees test activity for projects, and partners with stakeholders to ensure effective planning. Determines and plans collection and analysis of qualitative and quantitative data to enable success or failure determination of test objectives. Performs risk analysis, builds and evaluates quality checkpoints, and ensures consistency and adherence to organizational practices. Leads testing activities on large programs and/or multiple concurrent projects, coaching and providing feedback while driving day-to-day work.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Computer Science	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	of relevant project management experience.	
X		2 years	in leadership/executive positions.	
	X	4 years	of hands-on and leadership experience in web, mobile, API Security Testing and Secure code analysis.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Extensive experience writing and executing manual test cases for custom web applications, web services and service-oriented architecture (SOA), and enterprise resource planning (ERP).
X		Extensive experience creating test plans for manual and automated testing, reviewing requirements and solution designs, and providing test coverage and status reports, defect reports, and trends.
X		Experience on Agile teams, participating in and leading user acceptance testing (UAT) sessions, and designing and writing automated test scripts in C# programming language.
X		Experience in HP Application Lifecycle Management (ALM), Structured Query Language (SQL), and automated functional GUI test tools (e.g. HP Quicktest Professional, Borland SilkTest).
X		Able to fluctuate between learning, teaching and head-down mindsets.
	X	Well-versed in networking, operating system and database concepts, and proficient with tools such as Checkmarx, HP Fortify, Web Inspect, BURP, ZAP, IBM Appscan, and Nmap.
	X	Relevant experience in software and/or at a software-as-a-service (SAAS) company.
	X	Experience with Agile hybrid delivery and extending or modifying methodologies, and in Infra security, IDAM and/or Data security.
	X	Development experience in Java, .Net and/or iOS.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		ISEB System Testing Foundation Certification or similar.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and deploys test scripts and cases of complex modules. Tests designs, approaches and deliveries for performance and automation events across the university system. Identifies, derives and documents system testing requirements, conducts test events, and produces test reports. Reviews, monitors and summarizes progress of project testing activities. Suggests and implements process improvements to accomplish team, department and business goals.				
Designs testing strategies, conducts and/or oversees test activity for projects, and partners with stakeholders to ensure effective planning. Confirms proper version control and configuration management of all test objects and test environments used. Ensures clear and coordinated communications regarding test progress and closure. Reports discrepancies, tracks their lifecycles and provides timely and accurate reports to appropriate stakeholders.				
Determines and plans collection and analysis of qualitative and quantitative data to enable success or failure determination of test objectives. Provides end-to-end testing support for internal system evaluation and administration, including support for unit, integration, operational and acceptance testing.				
Performs risk analysis, builds and evaluates quality checkpoints, and ensures consistency and adherence to organizational practices. Manages complex test programs with multiple projects/threads Works with project stakeholders during project definition to bolster understanding of risks, dependencies and opportunities. Participates in requirements definition and review, and lends subject matter expertise to projects.				
Leads testing activities on large programs and/or multiple concurrent projects, coaching and providing feedback while driving day-to-day work. Influences others without authority to make sound decisions supported by facts. Manages supplier relationships and works with vendor test leads and configuration management groups to implement improved integration testing.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.