Innovation * Opportunity * Work that Matters

Join the 2,000+ professionals who are bringing strategic vision to state government as part of Minnesota's newly-consolidated information technology agency. Work for Minnesota IT Services and be part of a cutting-edge organization that is emerging as a national leader in government IT. This position exists to serve our partners at Minnesota's largest state agency, the Department of Human Services (DHS). The Minnesota IT Services team supports complex and varied technical needs, including systems that provide health care coverage, ensure child protection and welfare services, and provide support for Minnesotans with special needs including mental illness, chemical dependencies, and physical or developmental disabilities.

Our culture promotes collaboration, demands continuous improvement and encourages innovation in IT delivery. Be a part of something bigger than yourself, something to be inspired by; come to work for Minnesota IT Services.

Job Class: Information Technology Specialist 3 or 4

Working Title: IT Quality Assurance Analyst

Job ID: 29992
Location: St. Paul
Full/Part Time: Full-Time
Regular/Temporary: Limited
Who May Apply: Open to all qualified job seekers
Date Posted: 01/29/2019
Closing Date: 02/11/2019
Hiring Agency/Seniority Unit: Minnesota IT Services
Division/Unit: Department of Human Services (DHS)
Work Shift/Work Hours: Day Shift
Days of Work: Monday - Friday
Travel Required: No
Salary Range: ITS 3: $27.09 - $44.52/hourly; $56,564 - $92,958/annually
ITS 4: $30.08 - $49.62/hourly; $62,807 - $103,607/annually
Job Class Option: IT QA
Classified Status: Unclassified
Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE
FLSA Status: Exempt - Administrative

Connect 700 Program Eligible: No

As an IT Quality Assurance Analyst, you will provide professional knowledge and skills in information systems software testing, quality assurance and quality control of application software and systems. This includes the quality of the coding itself and not just the outcome of the application execution. You will also promote appropriate testing methodologies, participate as project QA lead, mentor junior team members, identify and manage defects in the software systems, and create / maintain quality control artifacts that are used in audits.

This position is temporary and includes full state fringe benefits; it is anticipated to last up to two(2) years.

Note: This posting will be used to fill up to 15 identical vacancies. These positions are being posted at the Information Technology Specialist 3 and Information Technology Specialist 4 levels. The classification filled will be determined by the selected candidate's qualifications.

Minimum Qualifications:

Candidates must clearly demonstrate all of the following qualifications in their resume:

Information Technology Specialist 3 Level:

> This position requires a minimum of three (3) years of experience in performing IT quality analysis functions.
>
> Experience must include:
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> - Creating business relevant artifacts: test strategies, test plans, test cases and data, test reports, and test closure documents.
> - Participating in formal review of business/functional requirements and application design.
> - Coordinating test schedules and assisting in management of progress of all test activities against the test plan/release schedule.
> - Executing project regression, and system testing tasks.

Information Technology Specialist 4 Level:

> This position requires a minimum of four (4) years of experience in performing IT quality analysis functions.
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> Experience must include:
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> - Creating business relevant artifacts: test strategies, test plans, test cases and data, test reports, and test closure documents.
> - Participating in formal review of business/functional requirements and application design.
> - Coordinating test schedules and assisting in management of progress of all test activities against the test plan/release schedule.
> - Executing project regression, and system testing tasks.
> - Leading the QA effort on projects.

Successful candidate must pass past-employer reference checks and a criminal history verification.

It is the policy of Minnesota IT Services that all employees submit to a background investigation prior to employment. The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past state employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification

**Minnesota IT Services will not sponsor applicants for work visas. All applicants must be legally authorized to work in the US. **

Preferred Qualifications:

- Strong background in process management using industry standard software development methodologies.
- Experience working on complex projects while organizing and prioritizing multiple deadlines, including defining issues and possible solutions.
- Experience in manual testing and experience in automated testing with the ability to execute test scripts for system and regression testing, as well as analyze and report overall test statuses and results.
- Experience in leading Defect Triage meetings with project stakeholders.
- Experience using SQL server and writing and executing SQL queries.
- Experience working with web based forms, web based content, and interactive solutions well as performing testing on web based applications and database testing.
- Experience testing forms and other correspondence pieces from Adobe Experience Manager (AEM).

- Experience with workflow applications.
- Ability to communicate clearly, present complex information to users in a comprehensive style, and translate technical and system information for non-technical stakeholders.

How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to http://www.mn.gov/careers.

To be considered for any Veteran's Status, you MUST indicate this on your application.

RECENTLY SEPARATED VETERANS (RSV): Effective July 1, 2009, legislation provides that the top five RSV applicants who apply and meet the qualifications for a vacancy shall be granted an interview. To qualify, you must meet the following: 1) have separated under honorable conditions from any branch of the armed forces of the United States; 2) have served on active duty for 181 consecutive days or more or for the full period ordered to active duty or have separated by reason of disability incurred while serving on active duty; 3) be a United States citizen or resident alien; and 4) have served in active military service at any time on or after September 11, 2001, as shown on your DD-214 form. To be considered under this legislation, you must: 1) meet all Minimum Qualifications identified in this posting; 2) meet all of the above RSV criteria; and 3) submit a copy of your DD-214 form by the closing date to: MNIT.Recruitment@state.mn.us. Failure to submit your DD-214 form will affect your consideration for an interview under this legislation.

Contact

If you have questions about the position, contact Mai N. Vang at Mai.N.Vang@state.mn.us.

Why work for us?

The State of Minnesota IT Services offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, defined benefit pension plan, tax-deferred compensation plan (457), generous vacation and sick leave, and 11 paid holidays each year. In addition, at the management's discretion, Minnesota IT Services offers flexible work scheduling, telework options, mentorship opportunities, employee recognition and reward programs, and paid training and development. Join Minnesota IT Services now and stay for a career!

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

It is the policy of Minnesota IT Services to provide reasonable accommodations to qualified candidates and employees. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need. To request an accommodation for an interview, please contact Mai N. Vang at Mai.N.Vang@state.mn.us or contact the hiring manager.