**Class Summary**

The Quality Assurance (QA) Engineer – Entry conducts a wide range of quality control tests, diagnostics, and analyses to ensure that software meets or exceeds specified standards and end-user requirements; coordinates with stakeholders to plan user acceptance, alpha, and beta testing; and ensures that system tests meet deadline and are successfully completed, documented, and resolved through QA update and approval submissions and defect tracking system inputs.

**Distinguishing Characteristics**

This is the first level in a three-level classification series. This classification is distinguished from the QA Engineer classification in that the incumbent in the QA Engineer executes test plans, procedures, and automated testing scripts, communicates program issues to engineering teams, and may work collaboratively to resolve issues.

**Examples of Duties**

1. Participate in test planning and activities on multiple projects and releases; develop test suites and scenarios from requirement and design review and analysis; create and update test plans from new features, platforms, and projects; and develop and execute test scripts and scenarios.
2. Work with test team to prioritize, meet deadlines, develop test plans, and ensure product quality.
3. Test manually integrated product solutions end to end.
4. Reproduce, debug, and isolate problems and verify solutions.
5. Ensure all issues, defects, and risks are identified, communicated, and documented.
6. Participate in QA check-in, bug triage, and project meetings.
7. Apply application content knowledge in system functionality and operational processes and procedures.
8. Perform other duties as assigned.

**Knowledge/Skills**

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | QA Engineer-Entry, QA Engineer, QA Engineer-Senior |
| **Class History** | 01/2024 - Created |