

**Original Date:** 1/31/2010  
**Revised Date:**  
**Reports To:** TBD  
**#of Subordinates:** None  
**Status:** Exempt  
**Job Code:**  
**Salary Grade:** TBD  
**Geographic Location:** Lakeland, Florida

**I. BASIC FUNCTIONS:**

QA Software Tester and Data QA Analyst to help maintain and enhance our Healthcare ASP, analytical, business intelligence/data warehouse application. Candidates should have a strong fundamental grasp of application development tools, testing procedures, and systems development life cycle processes. Candidate also should have fundamental experience as an analyst creating reports, working with data, working with data warehouses, and working in general with validating health care data for reporting purposes.

Candidates need to have knowledge of analytical applications, data warehousing, data models, report creation, web server and Internet applications. We need a professional who can quickly become productive as part of a fast-moving development team, building new modules and integrating interfaces to the existing multifaceted analytic application.

**II. JOB FUNCTIONS:**

Percent	Responsibilities
%	<p><b>Design, develop, and lead Quality Assurance processes and methods to QA the data and reporting of data from client data warehouses. This involves working with ETL experts to put structures in place to ensure that client data meets corporate specifications prior to loading into DW and testing the validity of the data load, ensuring relationships between data elements in data models are quality-checked, and ensuring that reports utilizing data are quality checked.</b></p> <p>Primary Responsibilities</p> <ul style="list-style-type: none"> <li>• Develop and coordinate test plans, thereby ensuring plans are complete and will validate testing. Testing will be for both applications as well as for data-drive reports and databases.</li> <li>• Lead the software quality assurance function and perform final signoff as condition for production system release</li> <li>• Provide post-implementation support for all deliverables</li> <li>• Develop relationship with internal operating groups and external customers</li> <li>• Manage test environment for integration testing activities</li> <li>• Manage testing software scripts</li> <li>• Develop functional specifications and new customer report templates for technical analysis</li> <li>• Effectively work with Business Analysts and Product Managers to meet deliverable deadlines for various projects</li> </ul>

%	<p><b>Technical Requirements</b></p> <ul style="list-style-type: none"> <li>• Must have 5+ years of application testing experience</li> <li>• Extensive experience with functional test execution</li> <li>• Extensive experience designing test cases</li> <li>• Some experience writing queries to verify backend functionality</li> <li>• Moderate knowledge of HTML, SQL, and/or PHP</li> <li>• Some business analysis experience</li> <li>• Knowledge of data models and relationships between data elements</li> <li>• Experience writing data-driven reports, working with data to create reports</li> <li>• Familiarity with ETL processes</li> </ul>
%	<p><b>Communication Skill Requirements</b></p> <ul style="list-style-type: none"> <li>• Fluent in English, both written and spoken, to assist in client Help Desk requests</li> <li>• Demonstrated ability presenting to small work groups on both technical and functional requirements</li> <li>• Ability to thrive under production pressure and deadlines</li> <li>• Strong conceptual and planning skills</li> <li>• Strong communication (verbal and written), time management skills, fast learner, self- motivated, and comfortable taking initiative and handling multiple projects simultaneously</li> <li>• Comfortable in ambiguous environments and leading the team through problem solving exercises</li> <li>• Team oriented with good interpersonal skills and the ability to collaborate effectively with coworkers and product management team</li> <li>• Comfortable challenging peers in a healthy, constructive way</li> </ul>
	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in related field</li> <li>• Ability to be flexible and adaptable when dealing with change</li> <li>• Ability to allocate time efficiently; handle multiple demands and competing priorities</li> <li>• Strong problem solving skills and analytical ability</li> <li>• Ability to work well both independently and as part of a team</li> <li>• Health Insurance industry experience required. Other industries that may be considered: Healthcare provider, financial sector, health care disease management, health care analytics.</li> </ul>

**III. MINIMUM REQUIREMENTS:** Estimate the minimum requirements of education, specialized knowledge, and job experience necessary for the position:

Education:

- Bachelor’s degree, or equivalent experience, in analytics, informatics, computer science, programming, health care administration, or business.
- Master’s degree or MBA in Health Care Management preferred.

Work Experience:

- Total 3-5 years experience in healthcare analytics or IT
- Minimum 3-5 years experience with business intelligence tools (HDMS, Cognos, Hyperion/Brio, Business Objects, MicroStrategy, Microsoft Analytic Services, etc.)
- Minimum 3 - 5 years of experience with Microsoft SQL, data warehousing, or similar
- Experience in the creation and maintenance of OLAP cubes, or similar
- 3-5 years experience with Application Development methodologies preferred
- 3-5 years Data Quality and/or Application Testing writing experience preferred

**V. CERTIFICATES, LICENSES or REGISTRATIONS:** List any job related certifications, licenses or registrations required to perform the job:

- N/A

**VI. SKILLS/ABILITIES:**

- Analytical and problem solving skills
- Excellent verbal and written communication skills
- The ability to interact professionally with a diverse group of executives, managers, and subject matter experts
- Strong oral and written communications abilities
- Solid analytical and technical skills

**VII. WORK ENVIRONMENT:** Describe the work environment an employee would encounter while performing the functions of the job:

- Standard work environment

**VIII. EQUIPMENT OPERATION:** List the various pieces of equipment the employee operates as part of the job:

- Standard office equipment