



## **APPLY ONLINE**

### Position Summary

#### **IT Quality Assurance Analyst (Business Analyst III)**

##### **Purpose**

Leads and fulfills a full range of activities that ensures validation, operational use and effectiveness of systems and products that support the data-centric software solutions that ingest, integrate, and aggregate data from disparate sources for stakeholders to share, visualize and analyze data. Links validation and testing to product requirements and design.

##### **Primary Functions**

- Works closely with stakeholders to define business requirements for systems and data products.
- Translates business requirements into test plans and cases across the data products supported; acts as liaison between IT, statistical team, scientific directors, and diverse stakeholders throughout the CIBMTR.
- Manages and performs various types of testing including functional, system, integration, performance, and regression testing.
- Documents and maintains the traceability of requirements with testing execution information.
- Identifies and tracks product issues and defects from testing.
- Communicates defects to engineers and collaborates with other scrum team members to report defects in issue tracking and dashboards, as appropriate.
- Ensures product development and product modifications have been tested and results are documented, auditable, and consistent with the needs and stated objectives.
- Prepares and maintains documentation that aligns with internal SOP's, best practice (including GxP) and regulatory compliance.
- Trains others, including end users on techniques to elicit, analyze and communicate requirements for product validation and testing.
- Leads end user training on product.
- Works alongside subject matter experts to acquire a deep understanding of data domains and data use to be able to recommend ways to improve data quality, reliability, and efficiency.

##### **Knowledge – Skills – Abilities**

Knowledge of computers, electronics, digital media, databases, applications, software development, risk management, and information security.

Customer support, systems analysis, troubleshooting, problem solving, and listening skills.

The candidate will have:

- Five or more years of experience in analytics and systems development
- Excellent knowledge and working experience with test planning, writing test cases, test execution and report results.
- Strong knowledge of quality assurance principles and best practices (integration, system, regression, performance, and user acceptance).
- Knowledge of SQL or PL/SQL.
- Experience with and the ability to critically review code done in a high-level programming language.



- Ability to design and implement quality standards, track defects, and resolve system/environment issues.
- Experience working with various development methodologies: Waterfall, Agile.
- Knowledge of Agile software development tools and issue tracking for test management, such as JIRA
- Excellent written and verbal communication and presentation skills.
- Ability to work effectively with minimal supervision, a self-starter, self-motivated team player.

### Organizational Structure

Building: CLCC  
Department: CIBMTR  
Division: Center for Blood & Marrow Transplant Research (CIBMTR)  
Reports to (Title): Principal Data Engineer  
Direct Reports (Titles): NA  
Collaborates with (Titles): CIBMTR MCW and MSP (NMDP) Biostatisticians, Business Operations, IT, and Scientific Directors

### Specifications

*Appropriate education and/or experience may be substituted on equivalent basis*

Minimum Required Education: Bachelor's Degree

Minimum Required Experience: 5 years

Preferred Education: Bachelor's Degree in Computer Science, informatics, statistics or other technical disciplines  
Preferred Experience: Experience in healthcare data management, analysis, reporting, or other BA related experience

Field: Healthcare or Life Sciences

Certification: CITI training within 90 days of hire

### Classification

Grade Name	16
Full-Time Equivalent	1.0
FLSA Status	Exempt
FLSA Test	Computer Professional
Workweek	Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID	10648
Job Name	System Analyst
Position Category	Information Services

### Job Scope

*Complexity* – requires sound judgment; leads difficult and involved planning of initiatives

*Impact* – errors may result in extensive damage; constant attention to accuracy required

*Autonomy* – individual responsible for completion of work; seeks supervision as appropriate

*Communication* – involved in frequent conflict resolution; communicates with senior leaders

*Responsibility* – influences others

*Confidentiality* – confidential information used frequently to make decisions

*Leadership* – prioritizes work of others or may provide supervision



## **Physical Requirements**

Work requires infrequent physical effort such as walking or retrieving materials.

## **Risk Potential**

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

## **Sensory Acuity**

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

## **Work Environment**

May experience slightly disagreeable features such as temperature changes or noise from time to time. Work performed in an environmentally controlled environment.

## **Performance Dimensions**

### **Collegiality**

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

### **Excellence and Creativity**

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

### **Education and Development**

Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

### **Agility and Judgment**

Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

### **Stewardship and Institutional Citizenship**

Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.

## **Disclaimers**

### **Background Check**

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check



Law, physical examination, and / or driving record check.

**Equal Opportunity Employer**

The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

**Diversity and Inclusion**

The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

**Confidentiality**

Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

**Completeness**

This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.