

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED July 2020**  
**RANGE: 58.5**  
**CLASSIFIED OVERTIME EXEMPT**  
**CODE: 2, 3, 6**

**CSIS TESTING ANALYST**  
**(California School Information Services)**

**DEFINITION**

Under general supervision, plan and execute testing and configuration maintenance tasks supporting the development and implementation of California School Information Services' (CSIS) State Reporting and Records Transfer System (SRRTS).

**EXAMPLES OF DUTIES**

The CSIS Testing Analyst is responsible to the CSIS Information Systems Administrator, and is expected to work as a technical team member contributing to a wide variety of tasks necessary to the effective deployment of SRRTS, including: a) design and authoring of unit and systems test plans, b) review and/or development of unit and system test harnesses, c) track and report configurations of development, testing and production computer system environments, d) create and maintain test data sets, and e) track assignment of Change Requests and other formal documentation of pending and in process changes to system configuration and software code.

Other usual duties include procedural efforts necessary to document and coordinate activities of CSIS Program staff and staffs of other agencies as directed;

provide timely and accurate reporting of CSIS technical issues to the CSIS Information Systems Administrator, and as directed to key stakeholders and other entities;

be knowledgeable regarding the use of testing products and tool sets;

serve as a cooperative and contributing member of the CSIS Program Office team;

complete other duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Thorough knowledge of library tools to manage software code development and to conduct software testing;

knowledge of advanced principles, practices and computer systems development methodologies as they apply to client/server, multi-tier computer applications;

thorough knowledge of graphical user interface (GUI) concepts and practices.

Ability to:

Proven ability to effectively work on concurrent tasks and with multiple entities;

ability to work with formal organizational structures as well as with flexible teams;

build and manage constructive interpersonal relationships;

excellent written and verbal communication skills.

Experience:

A minimum of two (2) years of combined experience in systems and/or acceptance test development.

Desirable experience includes: Demonstrated skill in development using one or more of Java, JavaScript, HTML, Visual Basic;

demonstrated knowledge of relational or multi-dimensional database tools;

experience in large scale, enterprise database and/or data warehouse applications;

two (2) or more years of experience working with school and/or student based information systems.

Education:

Graduation from an accredited two-year college or university with a major in computer science, information technologies, or a related field.

Work experience resulting in an equivalent knowledge base may be substituted for the major requirement.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of six months.

RT: rn

7/21/2020

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