

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JULY 2020**  
**RANGE: 56.0**  
**CLASSIFIED - OVERTIME-EXEMPT**  
**CODE: 2, 6**

**CSIS TESTING SPECIALIST**  
**(California Schools of Information Services)**

**DEFINITION**

The CSIS Testing Specialist will work as a technical team member contributing to a wide variety of tasks necessary to ensure quality standards for SRRTS, the CSIS software.

The position performs and coordinates test activities among the CSIS staff and manages the testing results.

The CSIS Testing Specialist works under the supervision of the CSIS Client Services Director or CSIS Information Systems Director.

**EXAMPLES OF DUTIES**

Create and maintain test data sets;

create and maintain test plans;

translate software requirements into test cases;

ensure CSIS quality standards by performing testing of new versions of the CSIS Client and Server software;

document test results and create status reports on testing status;

serve as a cooperative and contributing member of CSIS Program;

complete other duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Knowledge and understanding of the K-12 schools helpful;

possess excellent written and verbal communication skills.

Ability to:

Perform excellent diagnostic and analytical skills;

build and maintain constructive interpersonal relationships;

be detail oriented and organized.

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

work with formal organizational structures as well as with flexible teams.

Experience:

Minimum three (3) years of experience in technical support and/or acceptance test development;

experience building test plans and using test scripts to validate software quality;

experience with PC and MAC platforms.

Education:

Requires graduation from accredited two-year college or university with a major in computer science, information technologies or a relate field.

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

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

7/20/2020

G:\CSIS Testing Specialist.doc