



Job Description

Job Title: Software Analyst
FLSA Status: Exempt
Department: Analysis & Testing
Reports To: Director of Software Analysis & Testing
Direct Reports: None
Approved By: Primary Solutions Human Resources Departments
Approval Date: 10/05/2017

Summary: Perform analysis and testing to ensure that software products meet design specifications and are within total quality management limits and standards by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Work with Support team to identify needed enhancements to the software.
2. Work closely with customer & software support team to identify and interpret industry and customer needs/updates.
3. Work with outside entities to identify needed enhancements to the software.
4. Provide internal software support to the Support team.
5. Provide product and module specific training and review for the Support team.
6. Write software enhancement requirements and design specifications for the Development team.
7. Work closely with software development team to analyze products post engineering update(s) to evaluate changes.
8. Write supporting and technical documentation.
9. Expert for modules within the developed products.
10. Perform tests to assure that developed products meet requirements and design specifications.
11. Creates complete documentation of testing and results.
12. Assists development team in resolving testing issues.
13. Create or modify test scripts.
14. Quality assurance testing to prepare for release of software.
15. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
16. Accomplishes information systems and organization mission by completing related results as needed.

Other Responsibilities:

1. Uphold the Mission, Vision, and Values of Primary Solutions.
2. Contribute to positive company culture.
3. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A. A.) from two-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.



Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Microsoft Office Suite, Email, Primary Solutions Software Products.

Certificates and Licenses:

No certifications needed.

Supervisory Responsibilities:

No supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to sit, use hands to finger, handle or feel, and talk or hear. The employee is regularly required to reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Color vision, and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.



ACKNOWLEDGED: Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date