

**STATE CORPORATION COMMISSION**

**EMPLOYMENT OPPORTUNITY**

**Quality Assurance Lead**

Anticipated Starting Salary Range: $80,000 - $105,000

Starting Salary Commensurate with Qualifications and Experience

The State Corporation Commission (SCC) seeks a Quality Assurance Lead to join our newly established Health Benefit Exchange (HBE) division. This position offers the unique opportunity to be involved in the early stages of forming this new division of the SCC and will join a growing and talented professional team. The Quality Assurance Lead position offers a hybrid work schedule (generally 3 days of telework and 2 days in office per week) as well as opportunities to attend job-related training and to obtain related certifications and designations.

The responsibilities of the Quality Assurance Lead position include, but are not limited to, the following:

* Manage the Software Testing Lifecycle (STLC) for the HBE Quality Assurance Program.
* Facilitate User Acceptance Testing (UAT) by developing test data and entry/exit criteria and leading users through the process with executing testing and defect logging.
* Perform manual and automated testing to ensure that federal, state, and HBE requirements and quality standards are met.
* Define UAT test plans, test cases, test scripts, and other documentation for HBE systems and data transfer processes with internal and external partners.
* Coordinate and perform testing with state agencies, federal agencies, and external partners to ensure that data quality, account transfers, and technology solutions are executed appropriately.
* Perform detailed analysis, data reconciliation activities, and collaborate with/oversee external partners to ensure they are resolving incoming and outbound data transfer issues.
* Review and approve documentation for performing quality assurance and data reconciliation activities.
* Identify, track, prioritize, and collaborate on resolutions for bugs and defects.
* Maintain a test management repository to manage UAT testing and oversee the documentation of testing activities that external partners are conducting.
* Manage, coach, develop, and train staff.
* Develop and continuously improve the HBE’s quality assurance operating procedures, processes, and documentation.

**Qualifications**

Preferred qualifications for this position include considerable professional experience in facilitating UAT and executing testing activities and a bachelor's degree in information systems, computer science, business, or a related field. Hands-on experience with test management tools, SQL programming, 3rd party software/CoTS, API, and user acceptance testing is required. This position requires excellent problem-solving, attention to detail, analytical skills, and critical thinking skills. A demonstrated capability to hire, lead, and train staff is required. Explaining technical matters clearly and effectively in a technical and non-technical manner is essential. The ability to adapt to a continuously changing environment, handle multiple priorities, and work independently and with a team in a fast-paced environment is critical for success. The ability to establish and maintain effective working relationships within the SCC and with external partners is required. Experience with State-Based Exchanges, HHS/CMS, or Medicaid systems is preferred. JIRA, Zephyr, Jenkins, and/or data reconciliation experience is a plus.

**SCC Information**

Located in downtown Richmond, Virginia, the SCC is a state agency with regulatory authority over many business and economic interests in Virginia. More information about the SCC may be found on our website: [www.scc.virginia.gov](http://www.scc.virginia.gov).

The SCC offers its employees rewarding, impactful work; flexible telework options and work-life balance; and professional development opportunities. The SCC fosters a high-performing workforce with a commitment to diversity and inclusion, collaboration, and alignment with the SCC’s mission and strategic goals. Core benefits provided to SCC employees include competitive health and life insurance programs, pre-tax spending accounts, leave programs, and paid state holidays. Employees participate in a state retirement plan with options for tax-deferred retirement savings including employer matching. The state funds a short and long-term disability program.

The SCC regulates various companies and industries in Virginia; therefore, to avoid any conflict, employees are required to sign a Conflict of Interest Form and must dispose of any stock they hold in a regulated company or dispose of any licenses or certificates they hold in any industry regulated by the SCC unless otherwise permitted. Employees also shall report employment of household members by a regulated company.

The SCC is an Equal Opportunity Employer. Military veterans and national service alumni are encouraged to apply. The SCC uses the E-Verify system to confirm identity and work authorization and does not provide sponsorship. If requested, the SCC will provide reasonable accommodation to applicants in need of accommodation in order to provide access to the application and interview process. A background investigation is conducted on the selected candidate as a condition of employment.

The information you submit must clearly demonstrate your experience and qualifications as they relate to this position. Interview consideration is based on the information submitted online.

This position will be classified in the [SCC Salary Structure](https://scc.virginia.gov/getattachment/6a580d82-f2d0-471c-9b1e-fdeb1ab894dd/sal.pdf) as a Grade P-13 and will be exempt from the provisions of the Fair Labor Standards Act (FLSA).

**How to Apply**

This position will remain open until filled; however, interested candidates are strongly encouraged to apply by close of business on **April 28, 2023.**

Qualified candidates are encouraged to apply on the SCC Career Center website at <https://careercenter.scc.virginia.gov>.