KANSAS DEPARTMENT OF REVENUE
Classification Title: Management Systems Analyst I

Percentage	Description
30%	Facilitates the development of test materials (universes, story pages or scenarios and data) for system, integration, regression, user acceptance and various other testing by an accurate analysis of the General System Design (GSD) and Detailed System Design (DSD) requirements, the business processes and operational procedures, statutes and regulations, forms and instructions and incident fixes in order to perform an accurate test execution of the various ASTRA, Channel or ACM system applications and sub-systems. Facilitation includes the analysis and identification of critical requirement criteria, interfaces of the various tax applications or third party systems, and conversion data from various mainframe systems to ensure all areas of these systems are completely and accurately tested. The development of test materials requires detailed knowledge of business processes of all tax types, system functionality, and the technical components of the various systems and sub-systems. Participate in General System Design walk-through to ensure specifications are understood and met during testing, and requirements are analyzed for process or organizational impact.
30%	Performs test execution of the various ASTRA or Channel system applications, sub-systems, interface components, batch jobs, reports, security, database tables, incident fixes, and tax processing and procedures by a thorough and accurate analysis of test results, system performance, target and source data comparisons, and batch and interface program performance in order to test system design requirements, enhancements, and emergency fixes or releases by diagnosis of problems or incidents and determination of the implementation of system changes to a production environment within a defined schedule. Applies knowledge of Powerbuilder, Cobol, Filenet, Captiva, DBSurfer, Toad, SQL Plus, Telnet, SAS, and Oracle software; an understanding of data manipulation; and detailed knowledge of the business processes of all tax types, system functionality and the technical components of the various systems in order to support all facets of client server testing and to complete the testing process. Makes recommendations to supervisors and KDOR Managers regarding policy or procedural changes related to system functionality and implementations based on test findings.
20%	Participate and assist in test managing by fully understanding the testing scope and approach, assisting with test resource decisions, test execution and implementation decisions, testing level of effort analysis, test training and reporting in order to assist the test manager in meeting timeline requirements of various system implementations. Test managing includes acting as a team lead over an initiative, sub-system or system to temporarily or other assigned testers. This includes providing guidance, reviewing work output, answering questions, removing roadblocks and providing technical assistance in order for the test manager to ensure and oversee the large volume and variety of testing within various implementations and aggressive timelines.
15%	Communicates effectively the test progress and status updates on a regular basis to the test manager by documenting incidents, problems and issues associated with the test execution within the Lotus incident tracking databases and providing thorough written description of the incident, problem or issue in order to provide knowledge and timely input for production implementation decisions. Assist manager with production implementation decisions upon completion of testing, based on test results. Provides input and may assist the test manager in the presentation of project reviews.
5%	Serves on cross process teams or special projects as needed. Performs additional job related duties as assigned by the team leader or manager.