



POSITION DESCRIPTION

Position: Quality Assurance (QA) Analyst

Qualifications:

- Must have 5 years or more of experience in quality assurance.
- Must be able to perform the following activities with minimal supervision:
 - Develop QA guidance documents and templates, including QA checklists that foster continuous improvement.
 - Perform QA audits to ensure that system development teams adhere to QA plans.
 - Establish and maintain QA documents and records.
 - Provide processes and tools to evaluate how proposed IT initiatives support organizational goals and objectives.
 - Assist in developing meaningful performance measures.
 - Collect and analyze quality performance data measures.
 - Assist in the training and dissemination of all new/revised QA documents, templates, and procedures to project teams to foster and ensure an enterprise-wide approach to quality management.
- Must be able and willing to work full-time (i.e., 40 hours per week) as an employee of KMS.
- Must be able and willing to travel at least 25% of time. (Travel to any of the 50 states in the U.S. and its territories may be required.)
- Must have an active security clearance.
- Must be a U.S. citizen.
- IT Infrastructure (ITIL) certification or training or experience with Capability Maturity Model Integration (CMMI) Maturity Level (ML) 3 is a plus

Education: Bachelor's degree or at least 4 years of relevant (i.e., related to QA) work experience.

Send resume **and the Employment Candidate Questionnaire** on the next page to info@kmscorp.com. Attn: Sharon Graves.



Employment Candidate Questionnaire

Position: Quality Assurance Analyst

Candidate Name: _____

Date: _____

Qualifications	Yes	No	Employer	Dates of Experience	Comments
Do you have 5 years or more of experience in quality assurance (QA)?					
Do you have experience performing the following activities:					
<ul style="list-style-type: none"> • Develop QA guidance documents and templates, including QA checklists that foster continuous improvement? 					
<ul style="list-style-type: none"> • Perform QA audits to ensure that system development teams adhere to QA plans? 					
<ul style="list-style-type: none"> • Establish and maintain QA documents and records? 					
<ul style="list-style-type: none"> • Provide processes and tools to evaluate how proposed IT initiatives support organizational goals and objectives? 					
<ul style="list-style-type: none"> • Assist in developing meaningful performance measures? 					
<ul style="list-style-type: none"> • Collect and analyze quality performance data measures? 					
<ul style="list-style-type: none"> • Assist in the training and dissemination of all new/revised QA documents, templates, and procedures? 					
Do you have ITIL certification or training?					
Do you have experience with CMMI ML 3?					
Do you have an active security clearance?					
Have you ever been denied a security clearance? If yes, explain.					



Employment Candidate Questionnaire

Position: Quality Assurance Analyst

Qualifications	Yes	No	Employer	Dates of Experience	Comments
Are you able and willing to work full-time (40 hours per week) as a KMS employee?					
Are you able and willing to travel at least 25% of the time to any of the 50 states and U.S. territories?					
Are you a U.S. citizen?					
Education: What is your highest degree?					

Additional Information

Question	Yes	No	Employer	Dates	Comments
Are you currently employed?					
What is your availability if KMS extends an offer of employment?					
What is your current annual salary?					
Please provide three (3) references (name, phone, and email address) who have knowledge of your work experience.					