

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Computer Associate (Software)	<b>TITLE CODE NO:</b> 13631-02
<b>OFFICE TITLE:</b> Quality Assurance Analyst	<b>SALARY:</b> \$63,226 to \$88,002 (annual)
<b>DIVISION/WORK UNIT:</b> Information Technology	<b>WORK LOCATION:</b> 2 Lafayette Street, New York, NY
<b>HOURS:</b> 35 Hours Per Week (minimum)	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) provide youth and community services through contracts with Community-Based Organizations throughout New York City. DYCD's central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and their communities.

The Quality Assurance Analyst works with the Project Managers, Business Analysts and Developers to understand the business requirements and objectives relative to the desired functionality of products and applications. This position evaluates and tests new or modified software, reported software issues, and data deliverables to determine that products meet functional requirements and quality standards.

The candidate may be called upon to assist others on large and complex projects by analyzing and evaluating interrelationships of programs to determine how changes in one program will affect another. The selected person will work very closely with the DYCD IT project management group to assist in identifying project related technical issues. The candidate may also be called upon to perform a variety of duties to insure the proper operation of systems, to meet IT commitments to the business, and to leverage the strengths and skills of individuals within the overall team effectively.

- Establish testing plans with clearly defined test objectives for existing and upcoming product deployments
- Write and execute test cases, performing complex manual function, integration, and regression tests
- Collaborate with developers to establish data environments and unique testing methodologies to effectively test backend code
- Measure quality of products against documented requirements
- Document software issues and assist development with concise and detailed steps for duplication of the problems found during testing
- Conduct consistent, ongoing quality checks on existing products and data in production
- Cultivate a deep knowledge of all products in order to recreate issues and dialogue with developers when they need direction on what to resolve
- Investigate help desk-reported product issues and log validated bugs for developer queue according to established prioritization process
- Help establish a quality-focused product development culture
- Work with developers to promote code to production environment

**PREFERRED SKILLS:**

- 2+ years of experience in a QA Testing role desired
- High level of comfort working with databases including setting up test data and running SQL queries to confirm quality of feature or product
- Quality Assurance certifications are a plus
- Comfortable with QA testing standards and practices
- Basic understanding of Waterfall and Agile software development lifecycle methodologies
- Knowledgeable in testing web, mobile, and data driven applications
- Comfortable with SharePoint, MS Office & MS Visio
- Experience with incident tracking and assessment
- Familiarity with web development and scripting technologies (HTML, Javascript, templating, .NET, SQL)
- Experience working with cross-functional teams and able to collaborate and communicate effectively within a diverse team
- Skilled in change management process and procedures
- Familiarity with automation testing frameworks (such as Selenium) and load testing tools (JMeter)
- Excellent written and verbal communication skills

**MINIMUM QUALIFICATIONS:**

- 1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field and one (1) year of satisfactory fulltime computer software experience in computer systems development and analysis, applications programming, database administration, systems programming or data communications; or
- (2) A four year high school diploma or its educational equivalent and five (5) years of full-time satisfactory computer software experience as described in "1" above; or
- (3) A satisfactory combination of education and experience that is equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) semester credits from an accredited college or graduate school in computer science or a related field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may be substituted for one year of experience. However, all candidates who attempt to qualify under option "3" must have at least a four year high school diploma or its educational equivalent and at least two years of satisfactory full-time computer software experience as described in "1" above.

To receive credit, all college credits in computer science or a related computer field and/or the certificate in computer programming must be listed in Section A.6 on page 2 of the Education and Experience Test Paper.

Some examples of unacceptable experience are: End users of a computer system, program or software package; experience in the areas of computer technical support, computer operations; data entry/data retrieval; pure quality assurance (QA) auditing and analysis; hardware installation; help desk; teaching; telecommunications; experience in productivity software products (e.g. word processing, spreadsheet, presentation, and database software, etc.); superficial use of preprogrammed software without complex programming, design and implementation.

**THIS POSITION IS NOT SUBJECT TO A RESIDENCY REQUIREMENT**

To APPLY:

**Search for the Job ID #200879**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)

Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**\*If you do not have access to a personal computer, please visit your local library\***

**POST DATE: 7//22/2015**

**POST UNTIL: Until Filled**

**JOB ID: 200879**

**The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.**