



The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

## CITYWIDE JOB VACANCY NOTICE

**CIVIL SERVICE TITLE:** Computer Programmer Analyst

**LEVEL:** 2

**TITLE CODE NO:** 13651

**SALARY RANGE:** \$50,393 - \$70,607

**FUNCTIONAL TITLE:** Tester

**NON-CITY MINIMUM:** \$50,393

**CITY MINIMUM\*:** \$57,952

**DIVISION/WORK UNIT:** Administration / Management Information Systems  
(MIS)

**WORK LOCATION:** 150 William Street, Manhattan

**NUMBER OF POSITIONS:** 1

*\* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.*

**JOB DESCRIPTION:**

Under general supervision, with wide latitude for the exercise of independent initiative and judgment, the MIS Tester will be responsible for planning, defining, documenting, automating, and executing testing on ACS' developed applications.

Specific tasks for this position include, but are not limited to, the following:

- Develop test plans, test cases, test scripts and test reports on multiple projects of varying size.
- Execute test cases within identified time frames, within test environments and test data with high degree of accuracy.
- Perform testing and validation on reporting.
- Review functional specification requirements documents to ensure that requirements are testable.
- Document and report system defects to the project team.
- Identify and communicate business risks relative to testing and implementation for evaluation by project teams.
- Ensure that defects uncovered in the test are recorded, summarized and utilized in post project reviews in an effort to improve the development and test processes.
- Provide formal status to Test Manager/Client Relations Manager (CRM) and ensures that work is carried out in accordance with the schedule and testing requirements.
- Provide estimates and feedback to the Testing Manager/CRM for project scheduling purposes.
- Participate in status meetings, staff meeting to share the results of research on testing techniques, process and procedures.
- Follow guidelines and standards as set forth by ACS and MIS.

**PREFERRED SKILLS:**

5+ years proven experience of testing complex web-based user interfaces; 5+ years experience preparing, documenting, and executing test criteria, test cases, test scripts, and test plans for IT system projects. Thorough knowledge of structured test methods and processes; previous experience with automated testing tools, such as Quality Center, QTP, Rational Test Suite, Selenium. Experience testing Windows Software Applications/Database applications produced using VB, SQL Server, JAVA, Oracle, or TOAD; strong oral and written communication skills along with the ability to meet deadlines in a dynamic environment.

**QUALIFICATION REQUIREMENTS:**

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; or
2. A four-year high school diploma or its educational equivalent and three (3) years of satisfactory full-time computer programming experience; or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two (2) 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) credits from an accredited college or graduate school in computer science or a related computer 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 must have at least a four- year high school diploma or its educational equivalent.

**ADDITIONAL REQUIREMENTS:**

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

*To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:*

**ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES:** Visit the ACS **Intranet** and select the 'Jobs' icon.

**ALL OTHER APPLICANTS:** Visit the [www.nyc.gov/acs](http://www.nyc.gov/acs) internet page and select the 'Work at ACS' link.

*Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.*

<b>POST DATE:</b> 5 / 4 / 12	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 067-12-10765C-C2H
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**\*Job Vacancy Notice Reissued. Previous applicants do not need to reapply.**

*Note: All resumes must be received no later than the last day of the posting period.*

**Michael R. Bloomberg**  
Mayor

**Ronald E. Richter**  
Commissioner

*The City of New York and the Administration for Children's Services are Equal Opportunity Employers **Committed to Diversity***