

**City of New York
Department of Information Technology and Telecommunications
Job Posting Notice**

Civil Service Title: Computer Associate (Operations)	Level: 02
Title Code No: 13621	Salary: \$55,556/\$63,889 - \$80,000
Business Title: Software Test Analyst	Work Location: Brooklyn, NY
Division/Work Unit: Emergency Communications Transformation Program (ECTP)	Number of Positions: 1
Job ID: 229149	Hours/Shift: Day - Due to the necessary technical support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.

Job Description

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The successful candidate will serve as a Software Test Analyst reporting to the Emergency Communications Transformation Program (ECTP).

Responsibilities will include:

- Oversee the testing activities for one or more systems and subsystems;
- Work with the Requirements Analyst to understand the functional and nonfunctional requirements thus ensuring that the requirements are testable;
- Analyze use cases and derive test cases for both functional and nonfunctional requirements;
- Create a summary of test scenarios from the use case scenarios and prioritize test cases;
- Design and develop integration test cases and procedures;
- Review test plans with stakeholders and gaining acceptance;
- Analyze the test procedures, determine data requirements and create test data plans;
- Determine what tests should be automated vs. manual;
- Create automated test scripts;
- Provide regular reports on the state of defects;
- May advise other roles about test development processes;
- Coach and mentor testers on all aspects of testing processes;
- Help upgrade the testing process;
- Provide ad hoc analytical or project support, as assigned;
- Assist with special projects and initiatives as assigned.

Minimum Qualification Requirements

1. A certificate from an accredited technical school (approximately 675 hours) with a specialization in computer operations, and two years of satisfactory full-time experience, acquired within the last eight years, working on large-scale mainframe computer operations or mainframe data communication networks;
- or-
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience, acquired within the last eight years, as described in "1" above;
- or-
3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience, acquired within the last eight years, as described in "1" above;
- or-
4. A satisfactory combination of education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have at least two years of full-time experience, acquired within the last eight years, as described in "1" above.

Preferred Skills

The preferred candidate should possess the following:

- 5-7 years of experience testing distributed applications and/or systems, including data validation and error handling;
- 2+ years experience with test centers such as HP Quality Center or similar;
- Practical experience testing solutions that are developed using iterative and incremental development process;
- Familiarity with requirements management using use cases;
- Demonstrated ability to create Test Plans, design Test Cases, create Test Scripts and automate them where applicable;
- Proficiency in identifying, documenting test defects, prioritizing defects and overseeing defect resolution;
- Excellent people skills with an ability to communicate with developers, contractors, vendors and all levels of management;
- Strong interpersonal and communication skills;
- Excellent ability to work well with others in a public safety environment and maintain appropriate confidentiality;
- Self-motivated and have the ability to work independently with minimal supervision;
- Experience with testing of telephony and infrastructure related projects;
- Experience with mission critical operations.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #229149
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #229149

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT

Posting Date: January 25, 2016

Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.