



<b>Office Title:</b> IT Quality Assurance Analyst	<b>Civil Service Title:</b> Economist
<b>Level:</b> 1	<b>Salary Range:</b> \$50,720 - \$62,000
<b>Division / Work Unit:</b> Information Technology	<b>Number of Positions:</b> 1
<b>Job ID:</b> <a href="#">404870</a>	<b>Hours / Shift:</b> Monday – Friday (9am -5pm)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> Until Filled
<b>DISCLAIMER:</b> The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.	

**THE AGENCY**

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the Neighborhood Development Fund, geared toward ensuring that growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at [www.nyc.gov/planning](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION:**

NYC Planning’s IT division is responsible for the digital solutions that support the agency’s planners, urban designers, analysts, and its core functions. Our staff of 50+ specialists — in engineering, data, UI/UX, geography, and data visualization — continuously adapt with the ever-evolving technology industry. We

design, build, and improve digital products that are the nervous system of the agency, and we're committed to furthering transparency in planning and providing digital services to New Yorkers.

## **THE ROLE**

The New York City Department of City Planning seeks an experienced Quality Assurance Analyst to join the IT Division. Under general supervision, with wide latitude for independent action and the exercise of independent initiative and judgment, QA Analyst is responsible for the planning, documentation, automation, and execution of testing of applications (vendor or in-house developed). This position will support the development and maintenance of specialized geographic data processing capabilities that support the planning activities of the Department of City Planning and other city agencies, including federally funded programs such as CDBG.

The QA Analyst will be responsible for the development, implementation and execution of full test plans to include unit, integration, functional, regression and performance testing as well as UAT (user acceptance testing) of a specific work stream/application/release during development and/or after production implementation. The QA Analyst will develop test outlines and detailed cases and/or execute test cases or retests for a specific set of functionality for the assigned work stream/application/release. In this capacity, the QA Analyst will interact with in-house or vendor staff and deliver comprehensive quality assurance reports to IT management.

### ***The ideal candidate is expected to:***

- Be knowledgeable of industry standards and best practices in delivering quality assured systems.
- Boast of robust experience in manual and automated testing.
- Be keenly aware of how the quality assurance role fits into agile software. The candidate will work with the Application Development and Project Management teams to continuously improve software development and testing processes, using the latest technology tools and frameworks.
- Willingly work closely with diverse clients, business analysts and project team members in developing and executing software test plans, verifying that the software developed meets the requirements as defined by provided specifications, and identifying and documenting any defects that need to be corrected or enhancements in usability that need to be implemented prior to code being promoted to the production environment.
- Able to provide accurate test schedule estimates.

### ***Specific tasks for this position will include:***

- Develop test plans, test cases, test scripts and test reports on multiple projects of varying size.
- Create, evaluate, use and verify testing documentation including: test plans, traceability matrices, and summary reports.
- Develop test strategy and prepare test plans, test cases, test scenarios, and test scripts for integration, usability, and regression testing.
- Execute test cases within identified time frames, within test environments and test data with a high degree of accuracy.
- Document and report system defects to the project team.
- Test software for defects, enhancements, cosmetics changes, and verify modifications as part of validation process. Coordinate sign-off to move projects into production.
- 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.
- Identify and communicate business risks relative to testing and implementation for evaluation by project teams.
- Participate in application troubleshooting to resolve production issues and contribute to formal/informal technical reviews and presentations.
- Provide formal status to Project Manager and ensure that work is carried out in accordance with the schedule and testing requirements.

- Provide estimates and feedback to the Project Manager for project scheduling purposes.
  - Perform database validations using SQL.
  - Test web applications for cross-browser, cross-platform compatibility using desktops, tablets, and smartphones.
  - Implement defect tracking process to document test procedures, software defects, and monitor the progress in a timely manner to ensure repeatability and compliance with standards. Escalate aging and priority defects to overall stakeholders.
  - Proactively explore new ideas and initiatives.
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#### **MINIMUM REQUIREMENTS:**

1. A master's degree from an accredited college or university in economics, statistics, finance, management, business administration, public administration, public policy or related field; or

2. A baccalaureate degree from an accredited college or university, including or supplemented by 24 semester credits in one or more of the course areas of economics, statistics, finance, management, mathematics, business administration, public administration, and public policy, 12 semester credits of which must have been in economics; and one year of satisfactory full-time experience in one or more of the fields of finance; economic, fiscal or statistical research; policy analysis; or quantitative, business, market or financial analysis. Graduate semester credits in any of the areas described in "1" above may be substituted for the undergraduate semester credits on the basis that each 3 graduate semester credits may be substituted for 6 of the required undergraduate semester credits.

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#### **PREFERRED SKILLS**

- 3+ years proven expert level experience with defect tracking and Test Case Management tools (Microsoft Test Manager (MTM) and Team Foundation Server (TFS)).
  - 3+ years direct hands-on experience with load and performance testing with performance testing and tools (LoadRunner or JMeter).
  - 5+ years of proven experience reviewing test deliverables, defects, test results created by team members.
  - 3+ years of proven experience managing and leading QA activities on a project.
  - Extensive experience in functional, regression, system integration (SIT), user acceptance (UAT), GUI, security, and performance/stress testing; data-validation, browser and Operating System (OS) compatibility testing.
  - Experience creating, executing and managing automation scripts (QTP, WinRunner, RFT, Visual Studio, Selenium, Cucumber etc.).
  - Experience working on Agile teams, using Scrum methodologies.
  - 3+ years of experience in test script execution, defect reporting.
  - 3+ years of experience in database analysis and validation; must be familiar with SQL
  - Excellent English language written and verbal communication skills
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**TO APPLY:** All applications must be submitted through ESS

#### **City Employees**

1. Log in to ESS.
2. Search for job ID number: **404870**
3. Click on the job business title: **IT Quality Assurance Analyst**
4. Click on "Apply Now" at the bottom of the posting

**Non-City Employees** – Please visit: <https://www1.nyc.gov/jobs/> and follow the steps below:

1. Search for job ID number: **404870**
2. Click on the job business title: **IT Quality Assurance Analyst**
3. Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

***PLEASE NOTE: New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with a Human Capital representative.***

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