



55 Water Street, New York, NY 10041
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Teachers' Retirement System of the City of New York

Job Vacancy Notice

Civil Service Title: Administrative Retirement Benefits **Salary Range:** \$58,700 - \$110,000 (Annual)
Level: 00 **Location:** 55 Water St. NY, NY
Functional Title: UAT Testing Specialist **Department:** Quality Center of Excellence
Title Code: 8298C

Job Description:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS was established on August 1, 1917, to replace the existing New York City Teachers' Retirement Fund. TRS is currently the second largest New York City pension system. We are also one of the largest pension plan sponsors in the United States, with over 200,000 active and inactive members, retirees, and beneficiaries.

Our Quality Center of Excellence is looking for a self-motivated and detail-oriented professional who will be responsible for leading QA & UAT testing of TRS' highly complex initiatives assigned by the Testing Manager. The successful candidate will review and analyze business requirements and technical specification. He/she will also interact with all levels of TRS staff to obtain and confirm requirements to develop test documentation and perform/lead test execution. The ideal candidate will exhibit a mature, detailed knowledge of the testing process including demonstrated ability to lead multiple projects within aggressive timeframes.

Roles and Responsibilities:

- Develop an ongoing relationship with key project stakeholders to identify targeted business functionality from analyzing requirements/design documents required for testing.
- Develop the testing strategy for complex legacy and special project initiatives.
- Develop test plans that define scope, responsibilities, schedule, requirements, and objectives which ensures test coverage and meets release quality.
- Develop test cases from requirements and or user stories that include all conditions that must be tested to validate requirements.
- Provide test environment administration in support of assigned projects by defining/gathering environment requirements and maintaining environment during testing
- Perform/lead comprehensive functional testing tasks during QA/UAT testing cycles to ensure full coverage of project requirements and support issues.
- Engage business managers, business testers and service providers (including DOE, CUNY, FISA and vendors) in conducting user acceptance testing activities as required to confirm functionality is working as per requirements
- Execute tests cases manually or through automation using agile or waterfall testing methodologies in QA /SIT / UAT environments as appropriate and collaborate results for use in entrance / exit criteria prior to UAT or production go live as applicable
- Attend project meetings and provide updates on testing
- Communicate effectively with business, project managers, developers, and OCM (business analysts, procedures writers and department help desk reps)
- Update and coordinate issue resolutions
- Prepare test documentation and test status reports in accordance with best practices guidelines for standardized artifacts

Preferred Skills:

- Minimum of five years' experience that demonstrates a solid, mature knowledge of the software certification process within the System Delivery Life Cycle methodology from requirements gathering to planning to testing to implementation.
- Minimum of two years of project management experience
- Experience in utilizing QA/UAT testing methodologies
- AS/400 and DB2 queries experience preferred
- Knowledge of Software Testing, Testing Techniques, Test Tools
- Knowledge of how to prepare Test Documentation (Test Plan, Test Case Matrix, Test Summary Reports)
- Knowledge and experience in Testing Planning and Estimation
- Knowledge of identifying and tracking defects using Test Management Tools
- Knowledge of test script execution.
- Ability to analyze, evaluate and record test results.
- Business Retirement/Pension standard Process Knowledge
- Experience in testing web applications
- Experience with Microsoft Windows platforms; Solid experience in working with Microsoft based web technologies, Microsoft SQL Server databases and Azure
- Experience in writing SQL queries
- Broad-based knowledge of computer hardware, software, platforms, networks, web programming techniques, and operating systems
- Ability to collate and analyze defects, present the results using charts for root cause analysis and provide feedback to compare against defined parameters.
- Hands on experience in designing and executing test scripts by using Test Automation Tools is a plus.
- Experience in working with various test automation frameworks is a plus
- Knowledge of Tableau is a plus

Competencies:

- Analytical Thinking
- Drive for Results
- Business Judgement
- Learning Agility
- Effective Communication

Additional Information:

Benefits of Working at TRS

- TRS offers competitive salaries
- Pension Plan (The New York Employees' Retirement System)
- 401(k) and Roth 457 Retirement Savings Programs
- U.S. Savings Bonds
- Flexible Spending Program
- Health Benefits, Dental, Vision Coverage, Prescription Drug Program
- Employee Assistance Programs (EAP)
- Training and Professional Development
- Opportunity for Scholarship; College Savings Program
- Flexible Work Hours, Paid Holidays and Sick/Annual Leave
- Student Loan Forgiveness

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in "1"; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.

Residency Requirements:

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 the agency representative at the time of interview.

EEO/Reasonable Accommodation and Diversity Statements:

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: HRInquiry@trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

Note:

Salary will commensurate with experience.

Only those candidates under consideration will be contacted.

Civil Servants working in a comparable title may apply.

All applicants must meet the minimum qualification requirements.

To Apply: If interested, please apply using the following methods.

City Employees: Employee Self Service (ESS). www.nyc.gov/ess.

All Other Applicants: www.nyc.gov/careers/search.

Search for Job ID#: 561785

Dated: 11/22/2022 **Posted Until:** 1/21/2023