Job Vacancy Notice

Job Title: Business Data and Reporting Analyst, Level 3 or 4 (Provisional) - Enterprise Systems
Job ID: 18705
Location: CUNY School of Law
Regular/Temporary: Regular

GENERAL DUTIES

Under supervision, provides and/or oversees expert end-user support by proficiently and accurately inputting, auditing, and reporting on information in CUNYfirst (i.e., PeopleSoft). CUNYfirst is the City University of New York's Enterprise Resource Planning (ERP) Oracle/PeopleSoft system used to capture and maintain the University's student administration, human resources and finance functions.

This position differs from an Information Technology position in that an incumbent in an Information Technology position provides hardware support, software programming and networking, systems planning, and/or technological troubleshooting while a Business Data and Reporting Analyst is a highly skilled end-user of CUNYfirst. There are 4 levels of this title. Related duties may be assigned as needed.

Levels 1 and 2 are non-exempt from FLSA.
Levels 3 and 4 are exempt from FLSA.

This job is in CUNY's Classified Civil Service. The full specification is available on our web site at http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html

CONTRACT TITLE

Business Data and Reporting Analyst

CAMPUS SPECIFIC INFORMATION

City University of New York School of Law is seeking applications for a Business Data and Reporting Analyst, Level 3 or 4 - Enterprise Systems. Under strategic direction of the Chief Information Officer, the Enterprise Systems Specialist will work closely with various departments across the college, helping end-users leverage the college's enterprise resource planning (ERP) systems to efficiently and effectively meet the diverse data management needs of the institution.

Typical duties include but are not limited to:
- Serve as the school's primary PeopleSoft (branded as CUNYfirst) and related to enterprise system support
- Work closely with campus subject matter experts to determine most appropriate and efficient methods for utilizing the campus's enterprise systems and how they interface with CUNYfirst
- Create and administer various online forms used to collect data
- Analyze business functions and design new databases and dashboards to meet the data collection, processing, and reporting needs of the organization
- Coordinate and manage the conversion of legacy systems to new systems interfacing with CUNYfirst including data validation and archiving
- Audit system reports and identify incorrect data/actions; maintain appropriate documentation and audit trails; Determine necessary corrective actions
- Work closely with CUNY Central Computing and Information Services (CIS) staff to determine and resolve issues affecting the ability of employees and students to use various enterprise systems.
- Identify CUNYfirst and other enterprise system user training needs for employees, students, and/or managers; prepares and oversees formal campus training in these areas.
- Serve as the School’s CUNYfirst Application Security Liaison (ASL): assigns access roles for end users
- Serve as the School’s CUNYfirst Communications Liaison: provide timely notification to appropriate parties in the user community about events and incidents that affect CUNYfirst access and performance.
- Run queries and create reports from databases using PS Query, SQL, or similar tools
- Analyze data, synthesize information, and disseminate results by producing informative reports, tables, presentations, and visualizations (e.g., charts, maps, and infographics)
- Draft, recommend, and implement changes to School of Law business processes to improve utilization of CUNYfirst
- Work with functional units to document workflow and process steps

MINIMUM QUALIFICATIONS

All Levels
- Possession of a High School Diploma or GED.
- Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for the job tasks.
- One (1) year of related full-time experience utilizing PeopleSoft computer software technology. CUNY considers full-time experience to be 35 hours per week. Experience that is less than full-time and more than 20 hours per week can be prorated at 50% (e.g., two month's related work experience at 20-35 hours per week equate to one month's full-time related work experience.)

This title has four levels. To qualify for Levels 2 - 4, additional qualifications, such as education, experience, or certification relevant to the area of specialization are required.
The full specification is available on our web site at http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html

COMPENSATION

New Hire:
Level 3 - $59,013*
Level 4 - $73,285*

Incumbent:
Level 3 - $66,710
Level 4 - $82,813

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Resumes will be accepted through May 17, 2018, with review of resumes to begin May 7, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Information Technology/Technical

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.