**Job Vacancy Notice**

**Job Title:** Business Data and Reporting Analyst - 500272-500275

**Job ID:**

**Location:**

**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

**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.

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/ohrm/hros/classification/ccsjobs.html

**COMPENSATION**

**POSITION DETAILS/ CAMPUS SPECIFIC INFORMATION**

**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**

**CLOSING DATE**

**JOB SEARCH CATEGORY**

CUNY Job Posting: Support Staff

**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.