

**City of New York
OFFICE OF PAYROLL ADMINISTRATION
Job Vacancy Notice**

Civil Service Title: COMPUTER SYSTEMS MANAGER	Level: M1
Title Code No: 10050	Salary: \$49,492.00/\$53,373.00-\$136,198.00
Office Title: Cognos Report Writer	Work location: 132 West 31st Street, 6th floor New York, NY
Division/Work Unit: CHRMS	Number of Positions: 1

Hours/Shift: 35 Hrs/Day

Job Description

The Cognos Report Writer will be responsible for creating and delivering reports from the City Human Resource Management System (CHRMS) to City agencies and external constituencies, including requests made to the City under the Freedom of Information Law (FoIL). The reports that are generated out of the CHRMS application are populated with data from various city systems, namely, the Payroll Management System (PMS) and CityTime. The desired candidate will hold technical responsibility for a number of extremely complex software functions including: Coordinating design and development activity of CityTime reports using Cognos development tools Report Studio and Query Studio and deliver advanced report metrics. Additional duties and required skills of the selected candidate includes, but is not limited to the following:

- Produce one-off and standard reports at the direction of the Agency Counsel in response to requests under the Freedom of Information Law (FoIL), and ensure these reports are vetted by agency subject matter experts.
- Ad Hoc Reporting: Assists end user agencies in developing and running CityTime reports
- Reports and Data Warehouse requirements: analyzes the NYC agencies reporting requirements and describes how this information will relate to the CHRMS Data Warehouse
- Ensures the timely escalation of issues so that users are minimally impacted by data source or data understanding issues.
- Work with the CityTime team, other OPA units and other agencies to ensure that reporting issues are prioritized in an appropriate manner and delivery dates are known and met.
- Utilize in-depth knowledge of Cognos components including but not limited to Report Studio, Query Studio, Metric Studio, and Powerplay/Analysis Studio.
- Ability to extract SQL/MDL definitions and interpret SQL formulations to tune reports for improved performance, and work with DBA, if necessary
- Develop and implement Java-scripts, HTML items, Report layout calculations, Query calculations, generated prompts, conditional blocks etc. on an as needed basis to deliver superior visualization and interactive experiences to users.
- Ability to develop cross-tab, repeater and chart reports with calculated measure(s) to deliver complex metrics and drill-through ability to recover supporting information.
- Ability to prepare and generate Cognos performance statistical reports using Cognos audit information, progress of resolving existing production issues, and discuss new production issues and possible solutions.

Qualification Requirements

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

Essential Skills

- Excellent oral, written communications and interpersonal skills.
- Proficiency in J2EE.
- Working knowledge of SQL.
- Proficiency in Cognos 8 tools, including ability to prepare reports with speed and facility via Report Studio and Query Studio.
- Proficiency in Excel, PowerPoint, Word, Visio.
- Cognos B1 Author Certification

To Apply:

TO APPLY, PLEASE SUBMIT A COPY OF YOUR RESUME WITH JVN NUMBER IN THE SUBJECT LINE, TO
OPARecruitment@payroll.nyc.gov OR (2) COPIES OF YOUR RESUME (with daytime number included) AND COPY OF THIS NOTICE
TO:

If sending by e-mail, please list JVN 131-2010-006362 in the "subject" line.

Patricia Blunt
Personnel Officer
One Centre Street, Room 200N
New York, New York 10007

Post Date: 09/17/2009	Post Until Filled	JVN: 131-2010-006362
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The City of New York is an Equal Opportunity Employer.