



EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for

Business Data and Reporting Analyst Exam #2061

Filing Period Opens:	Monday, June 22, 2020
Filing Period Closes:	Monday, July 20, 2020 Applications must be completed online by 11:59 p.m. Eastern Standard Time (EST), or received, <i>not postmarked</i> , by 11:59 p.m. (EST)
Filing Fee:	\$54 , Non-refundable, unless waiver is granted, see page 3.
Salary:	New Hires: \$38,928 Current Employees: \$43,990

Minimum Qualifications

In order to qualify to take the exam, at the time of application, a candidate must have:

1. High School Diploma or GED.
2. One (1) year of related full-time experience utilizing PeopleSoft computer software technology.

Note: CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period (e.g., two month’s related work experience at 20-35 hours per week equate to one month’s full-time related work experience.) Part-time experience of fewer than 20 hours per week will NOT be credited at all.

3. Demonstrable English language proficiency: be able to speak, read, write, and comprehend the English Language. English proficiency will be evaluated at the time of interview.

Individuals meeting the above requirements will receive a passing score of 70% on the experience and education test and will be required to complete the on-line questionnaire in order to determine their final score.

Eligibility for Employment

Candidates must be legally eligible to work in the United States at the time of appointment and throughout employment with CUNY. If appointed, candidates must produce documents that establish identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act.

Description of the Job

At Assignment Level 1, under supervision and with limited latitude for independent or unreviewed action or decision, actively uses one or more components/pillars of CUNYfirst (PeopleSoft). This work comprises the majority (80% or more) of the employee's duties and responsibilities. Typical tasks may include, but are not limited to:

- Accurately inputs information into CUNYfirst (PeopleSoft) related to student, employee, and/or financial transactions.
- Gather and organize data from primary and secondary sources.
- Runs standard and ad-hoc CUNYfirst (PeopleSoft) reports.
- Answers general CUNYfirst (PeopleSoft) questions from students, employees, managers and other system users. Reviews and resolves simple problems relating to student, employee and/or financial CUNYfirst (PeopleSoft) transactions.
- Recognizes and refers non-system user issues (e.g., hardware, programming, connectivity, etc.) to the appropriate IT unit.

This job has multiple assignment levels. Appointments may be made at any level (Levels 1 – 4), depending upon campus need. Candidates may qualify for higher levels based upon additional years of experience.

Application Process

The application period closes on **Monday, July 20, 2020**, at 11:59 pm, Eastern Standard Time. By the date of your application you must:

1. Meet the minimum qualifications (see page 1).
2. Have a copy of your high school diploma or GED sent directly to CPS HR Consulting by the close of the application period. All scores will be conditional upon receipt and review of this document. All required documents must be **received** by CPS HR Consulting (**NOT** postmarked) by July 20, 2020. CPS HR Consulting will accept diplomas sent by the following methods:

By mail to: CPS HR Consulting, ATTN: CUNY BDRA Exam #2061, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.

By email a scan copy to: cunysupport@cpsshr.us. Subject line: BDRA Exam #2061.

OR

By fax the diploma/GED to: 916-561-3290 ATTN: CUNY BDRA Exam #2061

3. Complete the entire application either online or on paper. The application website is <https://cuny.cpsshr.us> or www.cuny.edu. At www.cuny.edu click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Business Data and Reporting Analyst, #2061" for the exam notice, or click on the EXAMS XPRESS link at the top of the page. **ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED; DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE.**
4. As a part of the application, you must attest to your understanding that cheating, misrepresenting Your qualifications, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process.

5. Pay the **non-refundable filing fee of \$54**, via credit/debit card or U.S. Postal or bank money order, or certified check (made payable to *The City University of New York*), or complete the Fee Waiver Request. No personal checks will be accepted. Submission of fees will not be accepted after the close of the filing period. **The filing fee will not be refunded if you fail this examination.**
6. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for a waiver, you must have a *demonstrable* financial hardship and complete the “*Application Fee Waiver Request and Certification Form*”. Your waiver request form and supporting documents must be submitted along with your application by the close of the filing period.
7. Applicants must select, at the time of application, which of the New York City five (5) boroughs in which they will accept appointment. Separate eligible lists for each of the five (5) boroughs MAY be created. When the eligible lists are established, names are placed only on the list(s) in the borough or boroughs selected by the candidate. While the exam score will remain the same, the rank order may differ from one borough list to another. Failure to designate a borough of consideration shall result automatically in a designation by the University Personnel Director in the closest borough of the candidate's home address on the application.
8. Demonstrate English language proficiency: ability to speak, read, write, and understands English well enough to meet minimally acceptable performance standards for this job. English proficiency will be evaluated at the time of interview.

Mail payments and completed paper applications to:

CPS HR Consulting
Attn: BDRA 2061
2450 Del Paso Road, Suite 160,
Sacramento, CA 95834.

Examination Process - Online Work Experience Test (100% of Final Ranked Rating)

The **online Work Experience Test** will determine your final score. The test asks you about specific work activities you may have performed during your career. You will be asked to assess your level of experience performing each activity and to assign a rating for each activity. It is critical that you be as accurate in your assessment as possible. Your ratings will be reviewed during and prior to your interview. If it is found that you over-inflated your ratings, you will be disqualified from the examination process. All passing scores will be banded.

The examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules, and regulations dealing with the preparation of examinations will apply to this examination.

Selective Certifications

Student Administration: If you have one (1) or more years of full-time experience utilizing PeopleSoft computer software technology experience in the area of student administration in a college or university work setting, you may request to be selectively certified for positions in the CUNY functional area of Student Administration.

Human Resources: If you have one (1) or more years of full-time experience utilizing PeopleSoft computer software technology experience in the area of human resources in a college or university work setting, you may request to be selectively certified for positions in the CUNY functional area of Human Resources.

Finance: If you have one (1) or more years of full-time experience utilizing PeopleSoft computer software technology experience in the area of finance in a college or university work setting, you may request to be selectively certified for positions in the CUNY functional area of Finance.

If you wish to apply for any of these Selective Certifications, you must send a written request indicating which Selective Certification you are applying for and the name of the employer where you had obtained the required experience to CPS along with your examination application materials, as described in the Application Process, above. Your required experience will be checked at the time of appointment. This requirement also may be met at any time during the duration of the exam eligible list. If you meet the Selective Certification requirement at some future date, you may submit documentation by mail to **OHRM, Civil Service Support, ATTN: Business Data and Reporting Analyst Exam #2061, 395 Hudson Street, New York, NY 10014**

After the Exam

1. A CUNY Civil Service list of eligible candidates will be established, and candidates will be notified of their scores. Lists are established for one year and may be extended to up to three additional years. Each candidate's final banded score will be determined by the Work Experience Test Score and any veteran's preference and /or legacy credits awarded (see page 5). The final banded score will determine the order in which candidates are certified from the eligible list for vacancies. CUNY's active civil service lists may be viewed online at <http://portal.cuny.edu/cms/id/cuny/documents/jobposting/JobPostingEligibleList/EligibleListTOC.htm>
2. The civil service eligible list resulting from the examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. Candidates will be called to interview for positions in list number order which will be determined by the order of their final banded score and the 5th digit of their social security number. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.
3. Candidates who are appointed from the civil service eligible list resulting from this examination are subject to a one-year probationary period, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations and/or appropriate collective bargaining agreement.

Notes:

- A. Release of Test Scores below 70. Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60."
- B. Please note that because the City University of New York (CUNY) is a separate employer, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority and time and leave accruals is his/her date of appointment to CUNY. New York City residency is not required for employment in this title.
- C. Email is the preferred method of communication between CUNY and applicants. Candidates are asked to include a valid email address with the application and keep it up to date. It is the candidate's responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: Classified.Centex@cuny.edu or mailed to OHRM, Civil Service Support, 395 Hudson Street, New York, NY 10014. **NO APPLICATIONS ARE ACCEPTED AT THIS LOCATION.**

- D. All candidates must meet the minimum qualifications at the time of application. A candidate who does not meet the minimum qualifications at the time of application for this title will be disqualified. Candidates who have been deemed unqualified and already been appointed will be terminated. Candidates must attest to the accuracy of the information provided at the end of the application and must attest to understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification.
- E. Eligibility for employment: All candidates must be legally eligible to work in the United States at the time of appointment and throughout your employment with CUNY. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act. Proof of meeting the above requirements is necessary at the time of application. You will be asked to provide proof of having met these requirements.
- F. It is the candidate's responsibility to complete the application fully and accurately and to submit all supporting documentation of your claims of veteran/ disabled veteran / legacy credit, or foreign education or requests for fee waiver.
- G. Candidates' education and work history will be verified. When candidates who completed college coursework outside of the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), they must have the higher education coursework evaluated at their own expense to determine its equivalence to higher education coursework completed within the United States. Agencies that are certified to make this evaluation are listed on the "Foreign Education Fact Sheet". It can be downloaded from the website <https://cuny.cpshr.us>. You must pay the evaluation fee directly to the evaluating agency you selected and forward the results of the evaluation to CPS. The certified evaluation of your foreign education must be sent within 30 days after the close of the filing period to: **CPS HR Consulting, ATTN: CUNY BDRA Exam #2061, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.**
- H. Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment (through the process outlined in this Notice). CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 211/212 of New York State Retirement and Social Security Law. The annual earnings limitation is \$30,000 per year.
- I. Appeals: Stage I Appeal of Test Results or Disqualification - Candidates may file a "Stage I" appeal of certain aspects of an examination. The candidate must provide supporting evidence for reason(s) for appealing. Please see the CUNY website for more information on appeals: <http://www.cuny.edu/employment/civil-service/appeal-procedure.html>
- J. More information about civil service at The City University of New York is available on our website at: <http://www.cuny.edu/employment/civil-service.html>

Applicants or their representatives may call CPS HR Consulting toll free at 866-864-1072, extension 3245, for further information regarding this examination.

**Remember: Applications and official documents
must be received (not postmarked)
by 11:59 pm Eastern Standard Time on the closing date of
Monday, July 20, 2020**

**The City University of New York (CUNY)
An Equal Opportunity Employer/ Affirmative Action/
Immigration Reform and Control Act/ Americans
with Disabilities Act Employer**

Visit the CUNY website at www.cuny.edu