

Job Title: Business Data and Reporting Analyst, Level 2 (Provisional) - Human Resources
Job ID: 31340
Location: College of Staten Island
Full/Part Time: Full-Time
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

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The Business Data & Reporting Analyst will perform a broad range of HR information systems functions, data reporting, and data entry responsibilities while exercising strict confidentiality and

strong attention to detail. The incumbent will apply HR policies and relevant contract provisions to support and maintain daily HR operations and procedures.

Reporting to the HR Director, the Business Data & Reporting Analyst will:

- Enter personnel data into CUNYfirst and audit transaction reports to identify and correct discrepancies, ensuring compliance with University payroll timeliness and data integrity standards
- Serve as a point of contact and HR information system resource to assist end users
- Participate in HRIS implementations, upgrades, and system testing
- Assist with managing Person-of-Interest (POI) records and conducting data audits
- Complete Department of Labor unemployment claims
- Respond to inquiries related to payroll status, pay discrepancies, and payroll transactions; research and resolve issues using CUNYfirst and associated systems
- Perform other related duties as assigned

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>

OTHER QUALIFICATIONS

Preferred Qualifications include:

- Experience working in PeopleSoft, Workday, or another Human Resources Information System (HRIS) to compile data and perform data entry
- Ability to work independently and collaboratively while managing priorities, deadlines, and project assignments
- Demonstrated problem-solving skills with a proactive and solutions-oriented approach
- Excellent verbal and written communication skills
- Strong attention to detail with a customer service focus
- Proficiency in Microsoft 365, including Teams, Word, Excel, and Outlook

COMPENSATION

New Hire: \$56,565*

Incumbent: \$63,918

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

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, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

Open Until Filled

*Review of resumes to begin on or about November 24, 2025

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.