

The University of Texas at San Antonio

Job Description

Job Title: Cognos Administrator
Code: 19118
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Management Reporting and Administrative Systems
Reports To: Senior Director, Management Reporting, Financial Assessment,
Administrative Systems

Summary

- Function: To provide professional technical system administration and support of the Management reporting Cognos Business Intelligence reporting system in association with relational, non-relational and OLAP UTSA financial data sources that are maintained and administered independently of the Information Technology Department.
- Scope: Responsible for oversight and management of the day to day activities that support the Cognos Business Intelligence reporting system.

Duties

- Typical:
 1. Responsible for the administration of existing databases, analysis, design, and creation of new databases. Schedules and oversees updates and testing, database backup and recovery.
 2. System access management duties: Administers and monitors Cognos BI and database security by adding and removing users, creating user groups, roles and profiles, auditing, and checking for security vulnerabilities.
 3. Monitors systems for optimal performance, efficiency and capacity constraints. Performs database optimization.
 4. Serves as liaison between Management Reporting and OIT server management team in the design, development, delivery, implementation, maintenance and support of Cognos BI reporting system Production and Development environments.
 5. Acquires, refines, and documents a comprehension of data sources, definitions, and usage as required to support the informational needs of the division and primary customers. Documents database/SQL (ETL) design and processes.
 6. New Product Design/Build: Perform software application testing, system

integration testing, post go-live analysis along with monitoring and optimizing SQL and OLAP database environments.

7. Interprets and writes complex SQL queries.
8. ETL design, development, testing, and maintenance of data models, EZTL scripts, and data base structures; data model design and integration/implementation of new data sources following design standards and proven best practices. Understands and implements database schemas.
9. Assists in documenting, maintaining, and coordinating the metadata within the Cognos BI reporting system to support financial management reporting.
10. OLAP cube development and processing: assists in managing database cube architecture through BI architectural design and analysis, building supporting data models, and developing/testing products and solutions.
11. Serves as liaison between Management Reporting and Cognos support staff in issue resolution and problem solving for application and system functionality.
12. Develops and maintains organized, comprehensive, concise and user friendly departmental website to provide customer assistance and access to pertinent data relating to management reporting.
13. Assists in report design and generation.
14. Performs other duties as assigned.

• Periodic:

1. Reviews and updates user and group access, roles, and profiles.
2. Reviews and updates system and database policies and procedures.
3. Reviews user and developer license renewal and update processes.
4. Reviews software and database version upgrades and new products.
5. Makes recommendations for the improvement, development, and growth of Cognos BI reporting system.
6. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred
Database Administration, System Administration, Data Modeling, SQL code, OLAP Cube development, Metadata development, SQL Server database, Oracle database, Access Database, HTML, Coldfusion, Dreamweaver, .ASP, MS Office Suite	N/A

Experience

Required	Preferred
Two years experience working with MS SQL Server and Oracle Database systems.	N/A

Equipment

Required	Preferred
Personal computer, Microsoft Office Suite (to include Word, Excel, and Outlook), and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Limited Supervision from the Senior Director, Management Reporting, Financial Assessment, Administrative Systems.	N/A

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
