



USA Staffing[®]
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USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

May 17, 2018



OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Agenda

- **Program Updates**
 - Design session with HR Supervisors and HR Specialists
 - Query performance
 - USA Staffing Upgrade Applicant Flow Data Status
- **Modifications to Reports/Data Models**
 - Staffing Reports
- **Agency Share**
 - U.S. Customs and Border Protection Workload Tracking
- **Cognos Tips**
 - Building In-Page Prompts
- **Open Q&A/Demo**



Program Updates



Design Session

USA Staffing held two in-person design sessions (April 24 and 26) to gather information from HR Supervisors and HR Specialists on **how reports are currently being used and what we can do to improve them.**

Issue 1: HR Specialists generally do not use Cognos Reports

Issue 2: There are gaps in reports/data needed for HR Supervisors and HR specialists to complete their work

Next Steps:

- **Analyze information gathered from the sessions to develop an action plan**
- **Likely improvements include:**
 - Enabling Report Buttons to make access to reports easier for HR specialists
 - Developing HR specialist-focused training materials
 - Reorganizing the folder structure to make it easier to find reports
 - Developing new reports based on the typical work day of HR Supervisors and Specialists

Participating Organizations: DOD (Air Force, WHS), OPM, DOJ, NTSB, DHS (CBP), HHS (NIH, CMS), and DOI (BIA)



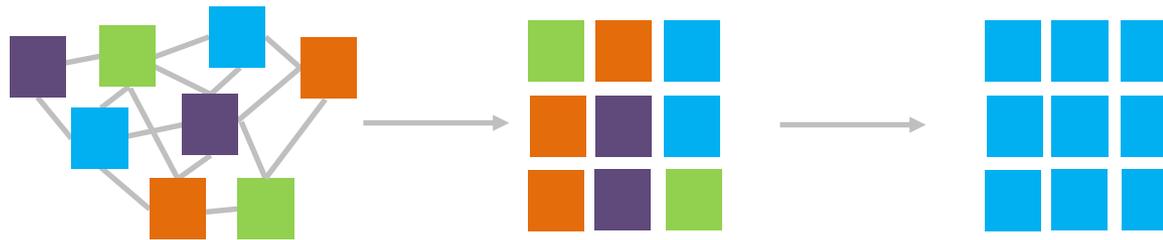
Query Performance

Issue: Query performance in the New Hire, Application, and Assessment areas (Staffing Reports) has slowed down in recent months. This is due to a few factors:

- Increased data volume in the USA Staffing Upgrade (Applications)
- Complexity in the underlying data structure (New Hire and Assessment)

Solution: Begin moving poorly-performing queries to a daily run (New Hire is in progress)

Implications: Query performance will drastically improve, but data will not be near real-time; it will be updated nightly



Run a New Hire Query with all necessary joins once for all data and update nightly for any changed data

Store data as a flat table (denormalized)
Reports no longer have to go through background joins at each run



Applicant Flow Data Status

Legacy USA Staffing: Data continues to be loaded monthly (Certificates) and quarterly (Vacancy). We do not expect to make any additional modifications to Legacy AFD data or reports.

Upgrade USA Staffing: Data is currently only available for applications submitted in FY 2017. We are in the process of building data that covers all fiscal years.

**Current Estimate
for Upgrade USA
Staffing AFD:**

July/August 2018



Upgrade AFD Certificate Data

USA Staffing will not be replicating the RNO by Certificate dataset (Certificate Detail and Certificate Summary Reports) in the USA Staffing Upgrade

We made this decision for two primary reasons:

- **Aggregating certificate data causes duplicate and incorrect data in most cases.** Certificate data should only be used at the certificate-level and for referred and selected metrics. Aggregating certificates up to the vacancy, series, or organization level causes duplication.
- **Certificate-level data does not meet our standards for ensuring AFD is not used to inform hiring decisions.** We do not release vacancy data until all certificates for the vacancy are audited. This helps to ensure that AFD is not used to modify an open announcement, issue more or less certificates, or make a selection. When AFD for an individual certificate is released after an audit, there may be other certificates for that vacancy that are still active. We structure vacancy data so that it is only released once all certificates are audited to help ensure AFD is not available to make hiring decisions



Upgrade AFD Certificate Data – Implications

Identifying units/locations not in the Org, Office, Customer structure

- Analysts have used Certificate Location to identify work units outside of the Org, Office, and Customer structure
- Location code information will likely not be available for the FY 2018 reporting season for Upgrade AFD (we will work on adding it)
- Contact us (Help Desk ticket or USAStaffingData@opm.gov) if you need help identifying an alternative method for identifying work unit/location information

Providing more timely data than the Vacancy dataset

- Analysts have relied on the Certificate dataset (released monthly) to provide more timely data than the Vacancy dataset (released quarterly)
- With Upgrade AFD, the Vacancy dataset will be updated nightly (no longer a quarterly load)
- We can work with you and your HR office to identify Staffing reports to help track unaudited certificates
- Standing registers will always have a longer time lag for access to AFD

Please contact us if there are other uses for the Legacy Certificate dataset that are not captured here so that we can identify an alternative method for retrieving the data you need



Modifications to Reports/Data Models

Sprint 76 is planned for deployment to Production on June 2



Staffing Reports

Data Model Changes

New Hire Dates– June 2

Added New Hire Effective Date and the first date the new hire logged into the system

Team Content > USA Staffing Packages and Folders > Staffing Reports

[New Hires].[New Hire].[New Hire Effective Date of Appointment]

[New Hires].[New Hire].[New Hire First Log in Date]



Agency Share

U.S. Customs and Border Protection Workload Tracking

Stephanie Nelson
Patrick Gonsalves



Cognos Tips:

Building In-Page Prompts



In-page Prompts

Users can build prompts in the report so that users can re-prompt reports in HTML output

The screenshot shows the USA Staffing report builder interface. On the left is a toolbox with categories: PINNED, TEXTUAL, LAYOUT, DATA CONTAINER, PROMPTING, and ADVANCED. Under PINNED, 'Text item' and 'Table' are highlighted with red boxes. Red arrows point from these boxes to the report design area. The design area shows a table with two prompts at the top: 'Please select a Customer Name:' and 'Please select an Announcement Status:'. Below the prompts is a table with 6 columns: Vacancy Customer Name, Vacancy Number, Announcement Number, Announcement Open Date, Announcement Close Date, and Announcement Status. The table contains three rows of data, each row starting with a plus sign icon in the first column.

Vacancy Customer Name	Vacancy Number	Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Status
<Vacancy Customer Name>	<Vacancy Number>	<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>
<Vacancy Customer Name>	<Vacancy Number>	<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>
<Vacancy Customer Name>	<Vacancy Number>	<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>

- In an existing list report, click on the Toolbox icon and add a Table to the top of the list container
- Drag Text Items onto the table and name the prompts

In-page Prompts

The screenshot displays the USA Staffing software interface. At the top, there are navigation icons and a 'Test' dropdown menu. Below the navigation bar, there are two prompts: 'Please select a Customer Name:' and 'Please select an Announcement Status:'. A 'Next' button is positioned below these prompts. A table is displayed below the prompts, with columns for 'Vacancy Customer Name', 'Vacancy Number', 'Announcement Number', 'Announcement Open Date', 'Announcement Close Date', and 'Announcement Status'. The table contains three rows of data, each starting with '<Vacancy Customer Name>'. On the left side, there is a sidebar with a 'Find' search bar and a list of components. The 'PROMPTING' section is expanded, showing various prompt types. Two items are highlighted with red boxes: 'Value prompt' and 'Prompt button'. Red arrows point from these highlighted items to the 'Next' button and the first row of the table, respectively.

Vacancy Customer Name	Vacancy Number	Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Status
<Vacancy Customer Name>	<Vacancy Number>	<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>
<Vacancy Customer Name>	<Vacancy Number>	<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>
<Vacancy Customer Name>	<Vacancy Number>	<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>

- Add appropriate prompts, likely set to optional
- Add a Prompt button set to "Reprompt"; users will need to click the "Reprompt" button to run the new prompts

In-page Prompts

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Please select a Customer Name: Please select an Announcement Status:

Customer A Closed

Next

Vacancy	Customer Name	Vacancy Number	Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Status
	Customer A	10000002	DEST-10000002-14-TH	09/17/2014	11/28/2014	Closed
	Customer A	10000004	DE-10000004-14-TA	09/18/2014	01/31/2015	Closed
	Customer A	10000023	DE-10000023-14-TA	03/01/2016	03/31/2016	Closed
	Customer A	10000035	Onboarding9921	09/19/2014	09/23/2014	Closed
	Customer A	10000053	US-Demo	09/24/2014	09/30/2014	Closed
	Customer A	10000064	US Demo JOA1	09/25/2014	09/30/2014	Closed
	Customer A	10000067	ST-10000067-14-BKC	09/26/2014	10/31/2014	Closed
	Customer A	10000068	DE-10000068-14-TA	09/03/2014	10/31/2014	Closed
	Customer A	10000070	ST-10000070-14-BKC	09/29/2014	10/31/2014	Closed
	Customer A	10000072	DESTIMP-10000072-14-TH	09/30/2014	10/10/2014	Closed
	Customer A	10000075	ST-10000075-14-BKC	09/30/2014	10/31/2014	Closed
	Customer A	10000087	DEIMP-10000087-15-TH	10/01/2014	10/31/2014	Closed
	Customer A	10000115	DEST-10000115-15-ST	10/14/2014	10/31/2014	Closed

- In-page prompts can be used in conjunction with Prompt Pages
- In-page prompts only work when running HTML output

Open Q&A/Demo



Resources and Contacts

Cognos Report Author Training Sessions

An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager if you are interested in scheduling a session for the report authors in your organization

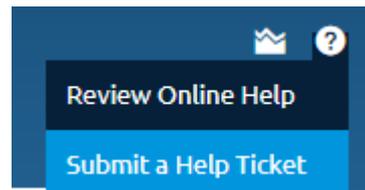
Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing.

USA Staffing Upgrade

USA Staffing Users

Submit a ticket through the interface



Reports Only and AFD Users

Contact us at
USASTaffingData@opm.gov

USA Staffing Legacy

Submit a ticket through Footprints: <https://eshelp.opm.gov/>

