



USA Staffing[®]
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USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

January 31, 2018



OPM HR SOLUTIONS
by government, for government

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

Agenda

- **Program Updates**
 - Cognos Analytics r11.0.9 Deployment
 - Detail Opportunity
- **Modifications to reports/data models**
 - Staffing Administration
 - Staffing Analytics
 - Staffing Reports
 - Interim Upgrade AFD (Upgrade)
 - Applicant Flow Data (AFD) (Legacy)
- **Cognos Tips**
 - How to add a visualization in a Report
- **Open Q&A/Demo**



Program Updates



Cognos Analytics v.11.0.9

USA Staffing deployed Cognos Analytics (v11.0.7) on Saturday, October 14th;
v.11.0.9 includes several bug fixes but is not a major release

- Cognos Analytics v.11.0.9 is reported to include:
 - XML as a report output option
 - The ability to set a report output default at the report-level
 - When a user utilizes a package with multiple tenants in a Dashboard, the interface will now prompt for a data source connection
 - A new interface for managing report schedules
- Aside from the modifications mentioned above (and some other small fixes), users should not experience a significant change with this update

**Estimated
Production
Deployment**

Sat. Feb 17th



Detail Opportunity

Do you like data? Do you often get into arguments with co-workers on the appropriate usage of pie charts? And, do you have ideas on how to improve the data provided by USA Staffing?

OPM is looking for an individual with significant HR staffing experience and a love for data to serve on a **temporary, full-time, remote detail to work with the USA Staffing reporting and analytics team.**

The detailee will work with the team to ensure that data and reports are designed with the work and needs of HR specialists in mind. Through this detail, you will:

- Work with other agencies to identify reporting and data needs
- Map the staffing process and identify points where reports and data would be useful
- Evaluate existing Cognos reports and recommend changes
- Identify topics and conduct analysis to identify staffing best practices
- Develop and deliver training materials on the use of USA Staffing data

Individuals interested in this detail opportunity should send a current resume and SF-50 to Celina Wong (Celina.Wong@opm.gov) by **COB February 7, 2018**



Modifications to Reports/Data Models

Sprint 70 was deployed to Production on Dec 9

Sprint 71 was deployed to Production on Jan 13



Staffing Analytics

New Reports or Modifications

Email and Employee ID added to the User License User Accounts Report – Dec 9

Added Email and Employee ID to the User License User Accounts report
Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses



Staffing Reports

New Reports or Modifications

Application Notes Report – Dec 9

The Application Notes report is meant to provide a list of all notes for an application. The list requires one or more application numbers.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Application

Modified Application Overview Report – Jan 13

Displays application information as well as assessment responses

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Application

Time to Hire Milestone Report – Jan 13

The Time to Hire Milestone Report includes key Time to Hire metrics for active and completed requests

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Other

Cognos Reports List – Jan 13

A list of standard and custom reports including the description and location

Team Content > USA Staffing Packages and Folders



Staffing Reports

Data Model Changes

Application History Data– Dec 9 and Jan 13

Allows users to report on the dates an application was resubmitted as well as the application responses that were modified
[Applications].[Application History]

Application History
Application History Changed Field
Application History Changed Field New Value
Application History Changed Field Old Value
Application History Event
Application History Event Date/Time
Application History Event Description
Application History Event User Full Name
Application History Event User Name



Application Number	Application History Changed Field	Application History Changed Field New Value	Application History Changed Field Old Value
ABC-123	Lowest Acceptable Grade	12	
ABC-1234	Lowest Acceptable Grade	14	15
ABC-12345	Lowest Acceptable Grade	9	



Staffing Reports

Data Model Changes

New Hire: Application Number and Applicant ID – Dec 9

The application number and applicant ID of the new hire was added to the New Hire Namespace

[New Hires].[New Hire].[New Hire Applicant ID]

[New Hires].[New Hire].[New Hire Application Number]

Multiple: Concatenated Applicant Name – Dec 9

Applicant First, Last, and Middle name was combined into one field in multiple namespaces

[Applications].[Applicant].[Applicant Name]

[Certificates].[Certificate Applicants].[Certificate Applicant Name]

[New Hires].[New Hire].[New Hire Applicant Name]

Assessment Packages: Additional Assessment Items and Instructions – Jan 13

New query subject and items related to instruction text for completing assessments

[Assessment Packages].[Assessment Questionnaire Instructions].[Assessment Questionnaire Instructions Text]



Interim Upgrade AFD (Upgrade)

New Reports or Modifications

Interim MD-715 A7 Report – Dec 9

Provides summary demographic data by occupational series for completing the MD-715 A7 table

Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Interim Upgrade AFD

Sex	RNO Category	Total Applications	Qualified Applications	Referred Applications	Selected Applications
	American Indian or Alaska Native	34	21	12	0
	Asian	199	105	50	6
	Black or African American	972	604	269	14
	Hispanic or Latino	318	176	78	9
Female	Native Hawaiian or Other Pacific Islander	14	13	8	0
	Omitted	63	32	15	1
	Two or More Races	59	29	12	5



Applicant Flow Data (AFD) (Legacy)

New Reports or Modifications

MD-715 Detail Report – Jan 13

Provides application-level detailed data to respond to MD-715 A7, A9, B7, and B9 tables

Team Content > Applicant Flow Data (AFD) > Applicant Flow Data (AFD)

MD-715 Detail Report with Grade – Jan 13

Provides application-level detailed data to respond to MD-715 A11 and B11 tables

Team Content > Applicant Flow Data (AFD) > Applicant Flow Data (AFD)

Major Changes

1. Only the most recent vacancy load is populated
2. Disability codes required for MD-715 are pulled out in specific columns (below)

Disability Codes	Disability ?	Targeted Disability ?	01-Deaf or Serious Difficulty Hearing?	02-Blind or Serious Difficulty Seeing?	03-Missing Extremities?	04-Total Paralysis?	07-Significant Psychiatric Disability?	08-Intellectual Disability?	11-Dwarfism ?	12-Epilepsy or Other Seizure Disorders?
07 13 18 23	1	1	0	0	0	0	1	0	0	0



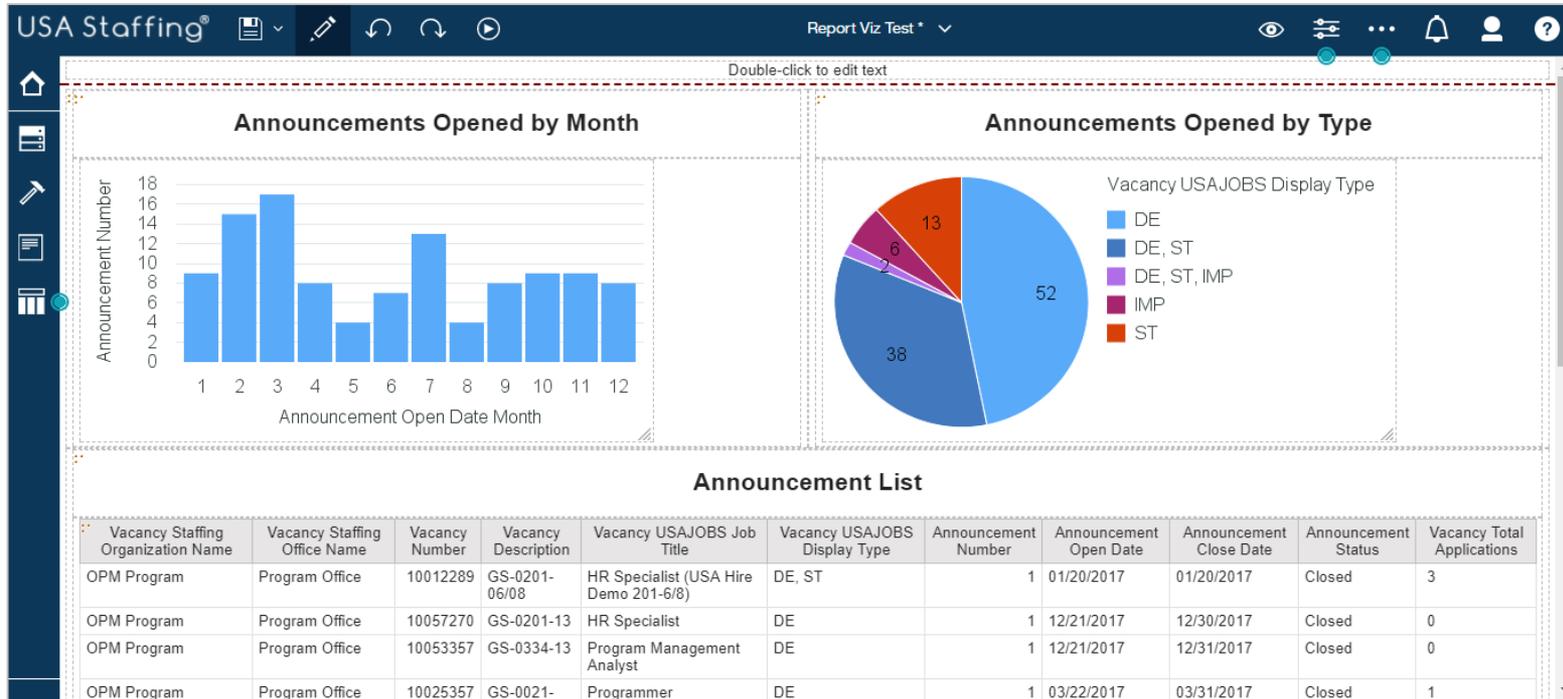
Cognos Tips

How do add a Visualization in a Report



Visualizations in Reports

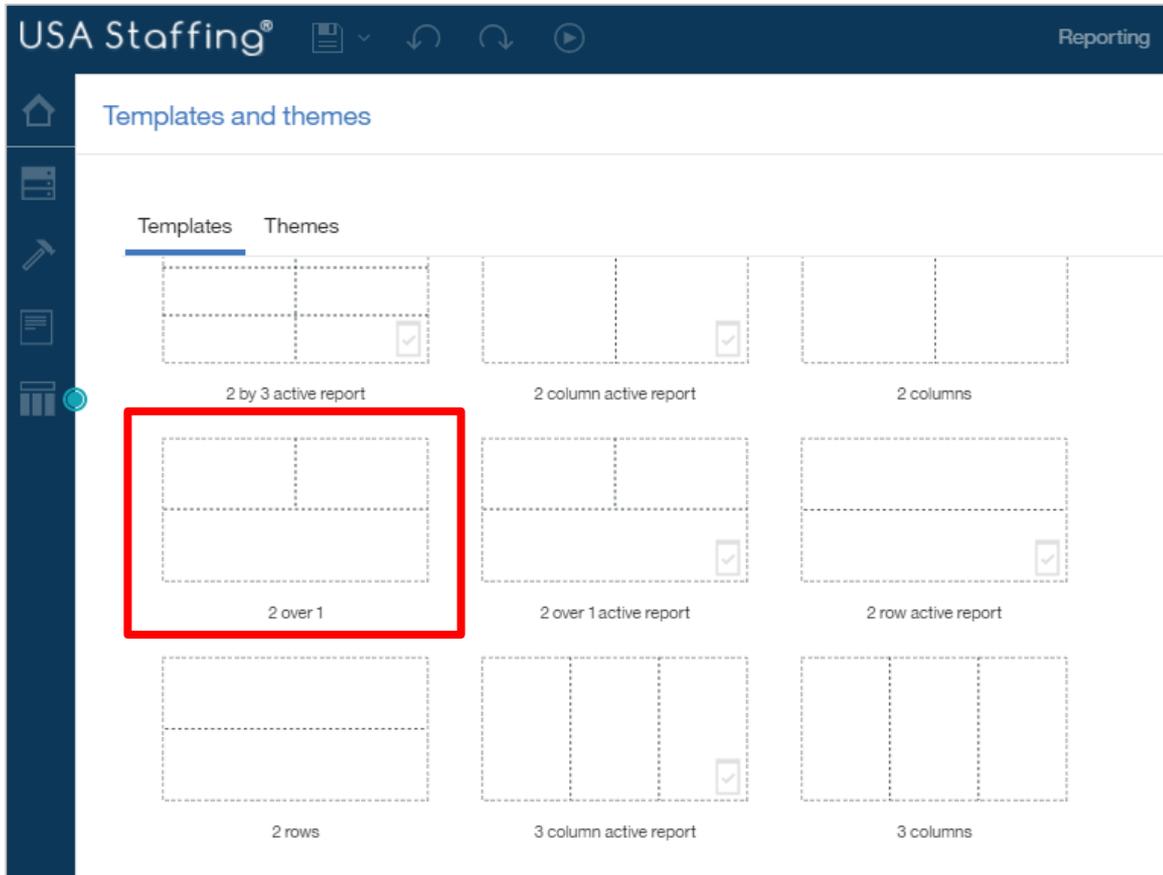
Similar to the Dashboard feature, **users can also build reports with visualizations to display summary data alongside detailed data**



Unlike Dashboards, reports using visualizations can be exported into PDF, Excel, and other formats. Reports can also more easily drill-through from summary to detail reports



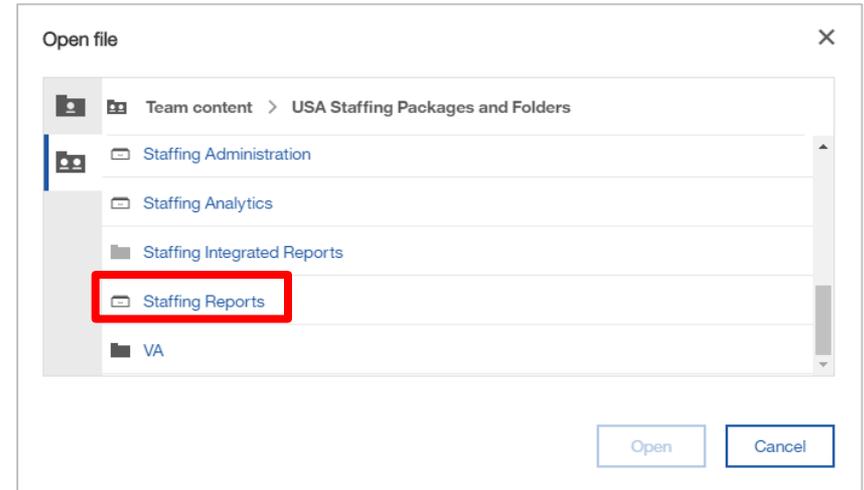
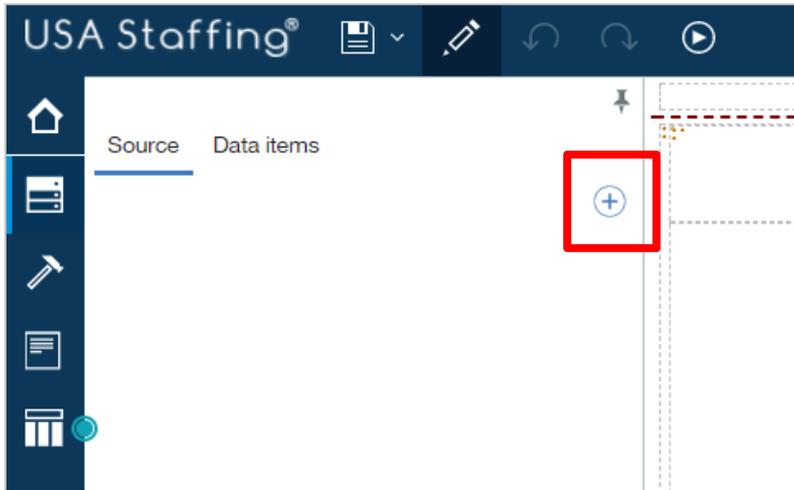
Select a Template



- Create a new report and select a Template
- Templates pre-populate a table in your report that can act as a container for visualizations, lists, and other objects
- For the purpose of this demo, select the “2 over 1” template
- Click OK



Choose a Data Source



- Choose a data source by clicking the plus icon in the Source pane

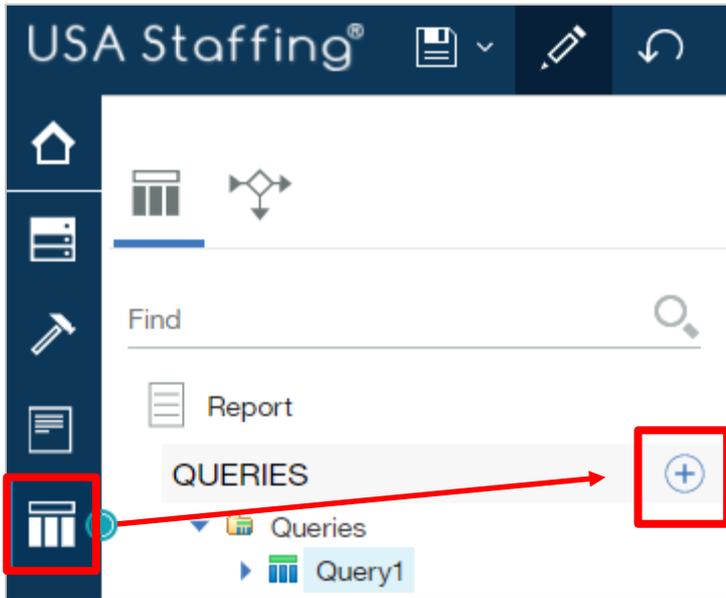
This demo focused on Staffing data; Applicant Flow Data users can replicate this by selecting the appropriate AFD package

- Navigate to the Team Content folder (the folder icon with two people)
- Click on USA Staffing Packages and Folders
- Select Staffing Reports
- Click Open

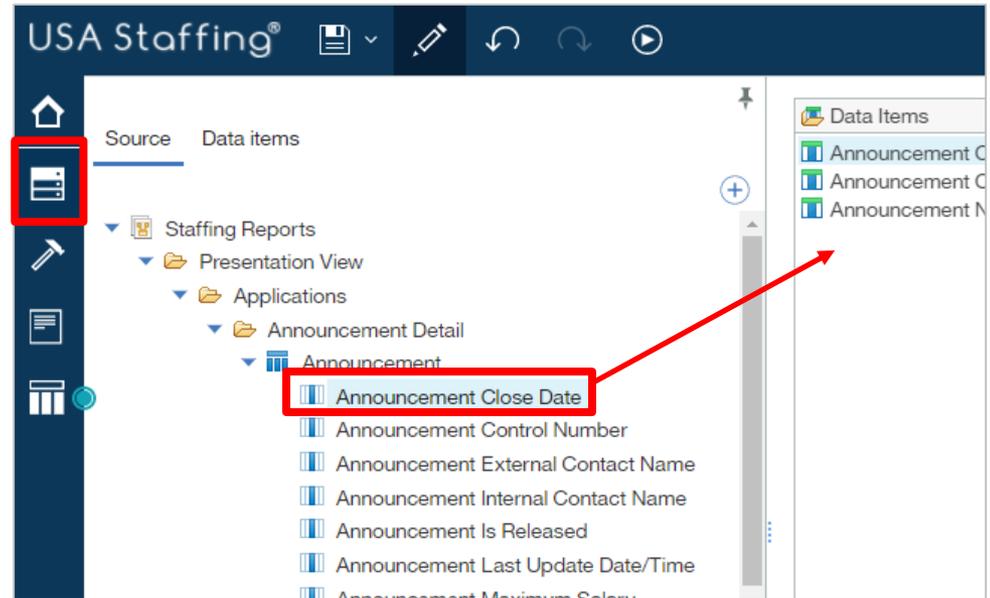


Build the Query

Add data items you plan on using in your visualizations



- Click on the Queries icon and add a new Query by clicking on the plus icon
- Right-click on Query 1 and rename it something more easily identified; for this demo, rename it "qry_visuals"



- Click on your new query – for this demo, "qry_visuals"
- Click on the Data icon and expand the Staffing Reports tree to begin populating your query with data



Build the Query, cont.

Identify which data items will be used as metrics and change the aggregation properties appropriately

The screenshot shows a reporting tool interface with the following components:

- Data Items:** A list of data items including Vacancy Number, Vacancy USAJOBS Display Type, Vacancy USAJOBS Job Title, Vacancy Staffing Office Name, Vacancy Staffing Organization, Announcement Close Date, Announcement Open Date, **Announcement Number** (highlighted with a red box), and Vacancy Total Applications.
- Detail Filters:** An empty section for detail filters.
- Summary Filters:** An empty section for summary filters.
- Data Item Properties:** A table showing properties for the selected 'Announcement Number' item. The 'Detail aggregation' and 'Summary aggregation' rows are highlighted with a red box, both set to 'Count distinct'. A red arrow points from the 'Show Properties' icon in the top right to this table.

Data Item	
DATA ITEM	
Type	Data Item
Name	Announcement Nur
Label	
Expression	[Applications].[Anno
Detail aggregation	Count distinct
Summary aggregation	Count distinct
Pre-sort	Don't sort
Detail	Automatic
Calculation intersection	Show value
Solve order	

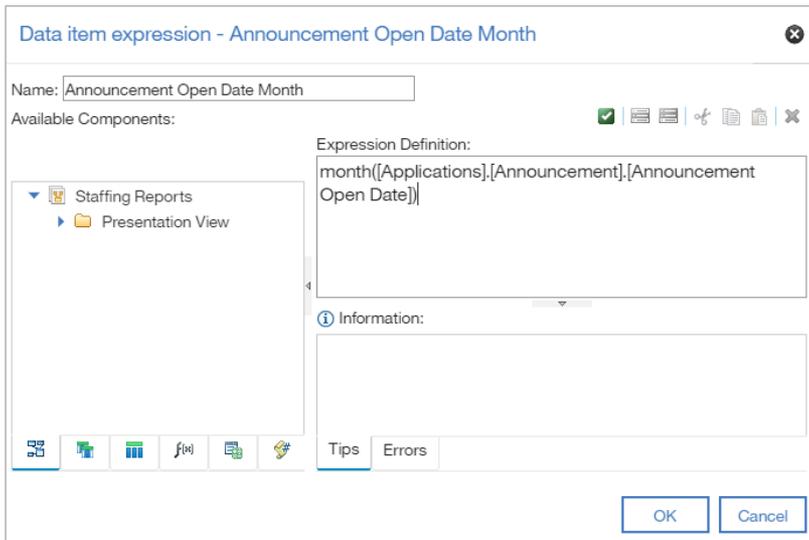
- Identify which query items you will be using as the metrics and change the aggregation properties appropriately
- For this demo, click on Announcement Number and click on the Show Properties Icon
- Change the Detail Aggregation and Summary Aggregation to Count Distinct
- Double-click on Announcement Number and change the name to Announcement Count

Other common Aggregation settings include Total and Average

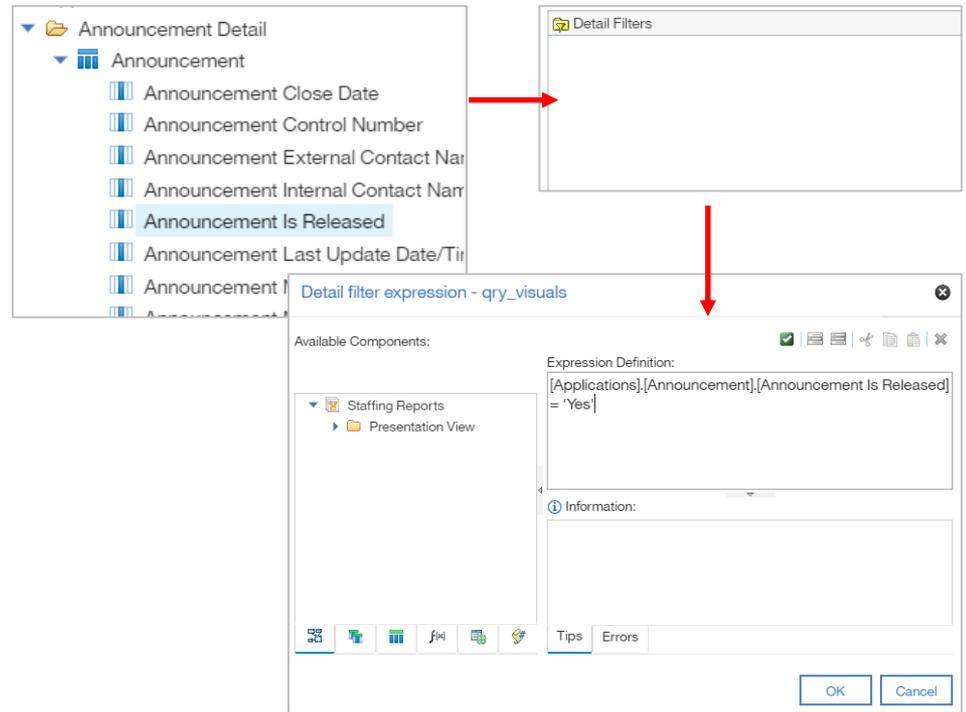


Build the Query, cont.

Add any filters and modify other query items to prepare for building visualizations



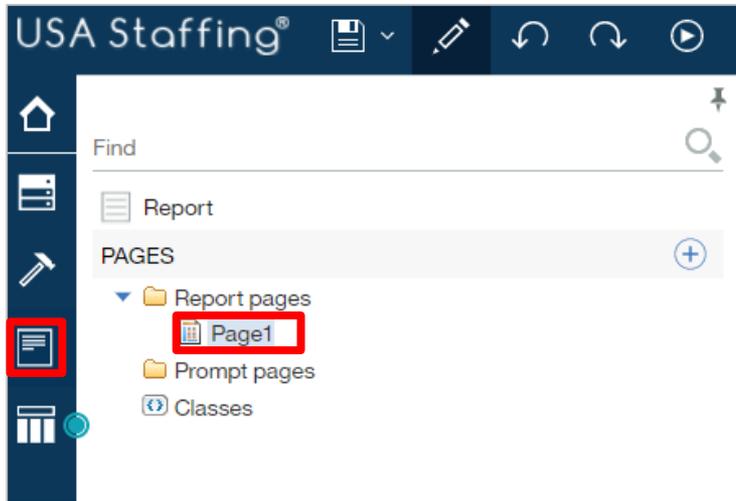
- Click on Announcement Open Date and change the Expression Definition to: `month([Applications].[Announcement].[Announcement Open Date])`
- Change the name to Announcement Open Date Month



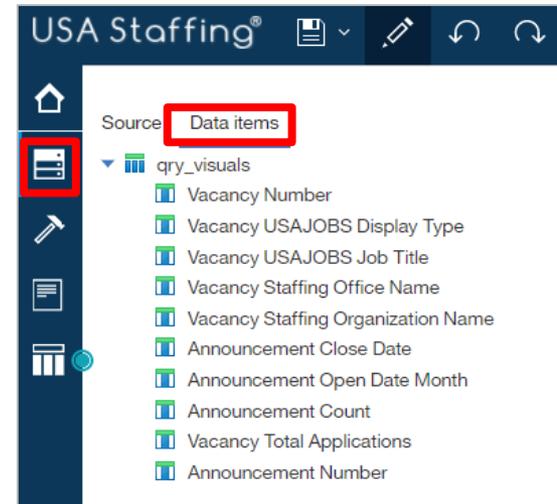
- Drag the Announcement Is Released query item from the Source into Detail Filters
- Change the Expression Definition to: `[Applications].[Announcement].[Announcement Is Released] = 'Yes'`



Navigate to the Report Design page



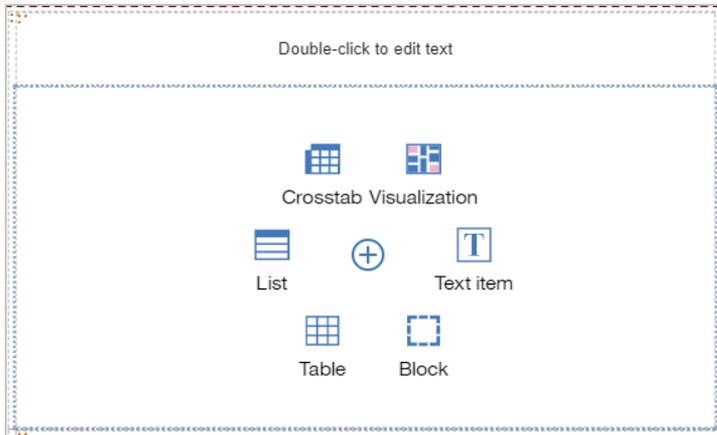
- Click on the Pages icon and Select Page 1 to navigate to the Report Design Page



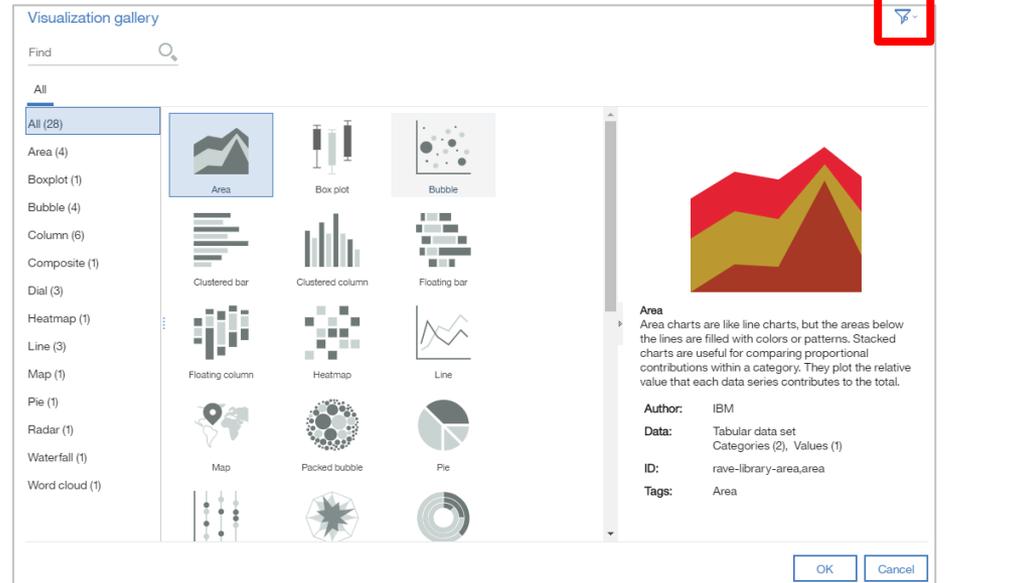
- Click on the Data icon and select Data Items to view the items in the query you just built



View Visualization Options



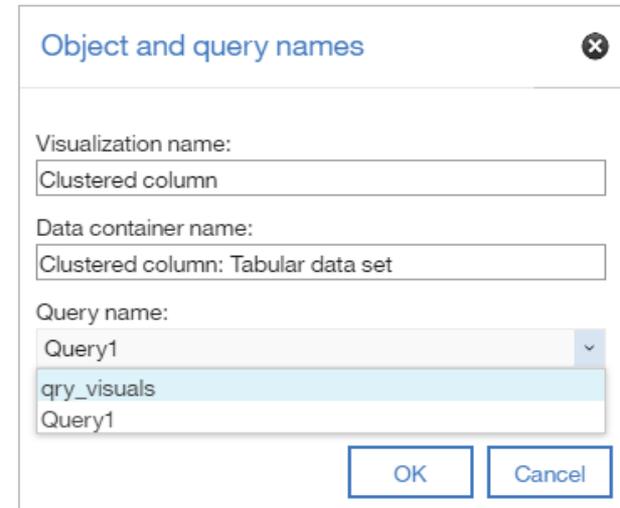
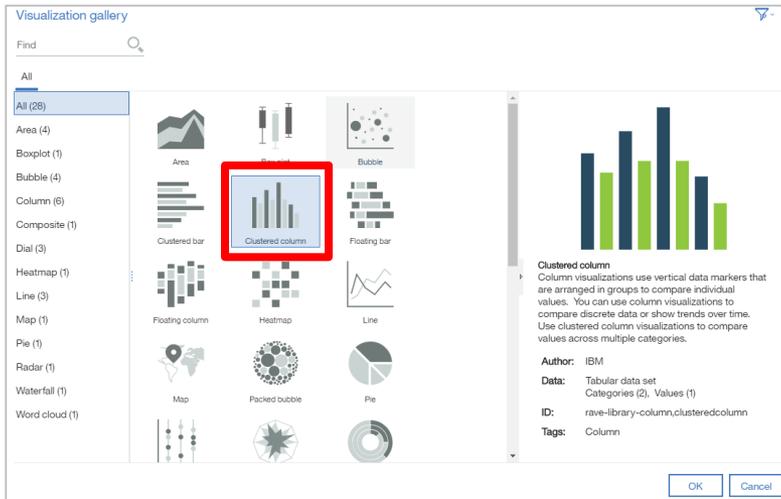
- In one of the table blocks, click the plus icon and select Visualization



- Visualization options are defaulted to the new visuals available in Cognos analytics
- Click the Filter icon in the Visualization Gallery to view options from Legacy Visualizations (RAVE) and Charts (options from v10.2)



Select a Visualization



- For this demo, select a Clustering Column visualization
- Click OK

- To connect this visualization to the correct query, select qry_visuals (or whatever you named your query) and click OK



Build the Visualization

The screenshot shows the USA Staffing reporting tool interface. On the left, the 'Data items' list includes: Vacancy Number, Vacancy USAJOBS Display Type, Vacancy USAJOBS Job Title, Vacancy Staffing Office Name, Vacancy Staffing Organization Name, Announcement Close Date, **Announcement Open Date Month**, **Announcement Count**, Vacancy Total Applications, and Announcement Number. The 'Announcement Open Date Month' and 'Announcement Count' items are highlighted with red boxes. Red arrows point from these boxes to the 'Values' and 'X axis' sections of the visualization configuration panel on the right. The 'Values' section shows a hash symbol (#) and '<#Announcement Count#>'. The 'X axis' section shows a bar chart icon and '<#Announcement Open Date Month#>'. The visualization itself is a bar chart with several bars of varying heights.

- Click and drag Announcement Count to the Values section of the visualization
- Click and drag Announcement Open Date Month to the X axis section



Click on the Page Views icon and select Page Preview to view the visual populated with data



Modify Visualization Properties

With the visualization selected, click on the Properties icon to view and modify properties

Clustered column

CONDITIONAL

Render variable

DATA

Data format

GENERAL

Type rave-library-column,cl...

MISCELLANEOUS

Name Clustered column

Alternate text None

COMMON

Background color Transparent

Elements background color Transparent

Color palette

Padding padding-top:10;paddi...

Width 500

Height 250

COLUMN

Column border color Black

Column border width 0px

Switch X and Y axes No

X-AXIS

Show gridlines No

Gridline color #dfe9e9

Gridline dash pattern

Show labels Yes

Label font

- Change the height to 250 pixels for this demo

Y-AXIS

Show gridlines Yes

Gridline color #dfe9e9

Gridline dash pattern

Show labels Yes

Label font

Show line No

Line color #e9e9e9

Show ticks No

Tick color #e9e9e9

Show title Yes

Title font

Title

LEGEND

Show legend No

Legend position Right

Space between legend and chart 10

Align legend to chart No

Title

Title font

Entry font

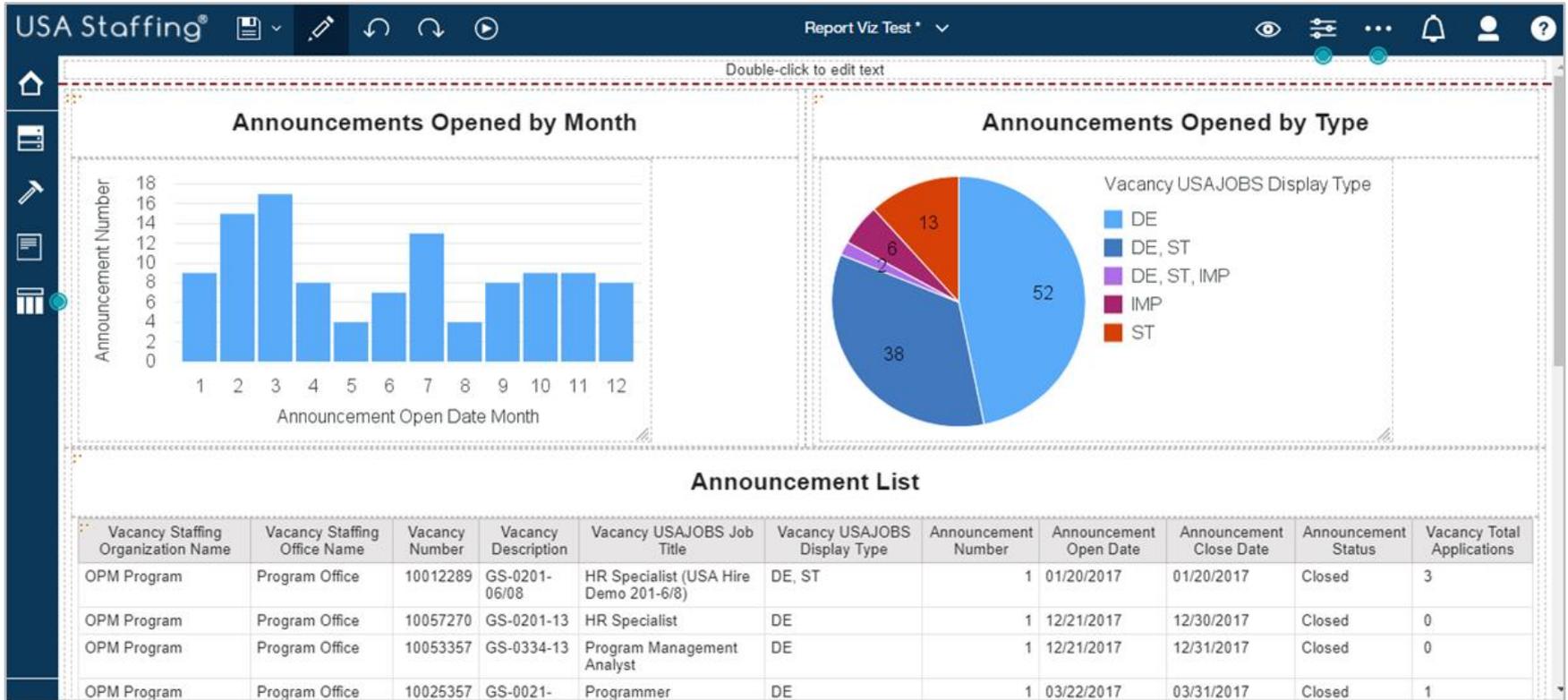
- Change Show Legend to No

Modifying properties for visualizations in Reports is not as easy as modifying properties in Dashboards; however, users have more options in Properties in Reports



Add Other Report Objects

Add other visualizations, lists, or other objects to complete the report



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 or Primary Contact below if you are interested in scheduling a session for the report authors in your organization

Primary Contact

Alberto Quinones

alberto.quinones@opm.gov

- Department of Homeland Security
- Department of Justice
- Social Security Administration

Caleb Judy

caleb.judy@opm.gov

- Department of Defense
- Department of Health and Human Services

Scott Salvati

scott.salvati@opm.gov

- Department of Veterans Affairs
- Department of the Interior
- Office of Personnel Management
- Small and Independent Agencies

