

## Arizona State Retirement System

*For more than a half-century, the Arizona State Retirement System (ASRS) has provided retirement, health insurance and long term disability benefits to employees of the state, counties, municipalities, universities, community colleges, school districts and other political entities. We are a top performing benefit plan administrator with a solid reputation and sustainable plan design. Our organizational culture is based on the following principles; **Professionalism, Results, Improvement, Diversity and Excellence**. We believe in delivering service with **PRIDE**. Check out our webpage, [www.azasrs.gov](http://www.azasrs.gov), to learn more about the ASRS.*

### MANAGEMENT ANALYST

Location: Phoenix

Salary: Up to \$50,000 + Benefits

#### **JOB SUMMARY:**

The Administrative Services Division of the Arizona State Retirement System is seeking a highly motivated professional to fill a **Management Analyst** position.

#### **DUTIES INCLUDE:**

Complete a variety of research, analytical, and documentation/report activities necessary to achieve the goals/objectives of the agency's strategic plan/initiatives in some or all of the following functional areas: employment processes (recruitment/selection/on-boarding), compensation programs/approaches, training and development, federal/state law/regulatory compliance, budget development, procurement

Perform a variety of complex analytical assignments using knowledge gained from increasing experience; make recommendations to management regarding policy/practice

Participate in special short/long-term teams/projects, including taking a lead responsibility in planning/creating time lines, coordinating deliverables, and administering related processes for timely and accurate completion/implementation

Contribute to the efficiency/accuracy/quality control of the division/agency by conducting analysis of programs, policies, procedures, systems, and practices, and proposing appropriate modifications

Write, edit, prepare correspondence, documents, announcements, procedures, reports, and presentations in a format necessary for meeting internal and state/federal requirements

Coordinate the collection/analysis/processing of data/information/documents of different types/sources; update/maintain records, including paper/electronic data systems; oversee/monitor accuracy of information

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

Advanced critical thinking and analytical skills - proven ability to research/analyze disparate information, make accurate inferences, and apply results to programs/procedures

Ability to synthesize complex information and present ideas/information clearly and concisely in writing

Ability to work on multiple projects simultaneously and establish and maintain priorities to meet deadlines

Knowledge of principles/concepts/methods of public and human resources administration

Interest in and capable of learning/applying agency's policies/operational procedures and Arizona laws/rules/policies as they relate to the ASRS retirement program, personnel, and administrative processes

Excellent computer skills, including ability to compile and array data in a readable and comprehensible manner and to assume responsibility for administration of automated technical functions, including resolution of problems

Ability to be self-directed and work effectively independently without detailed instructions

Ability to exercise discretion and tact and utilize sound judgment in analyzing/processing documents and information of a confidential nature

#### **IDEAL CANDIDATE:**

Two to four years of related experience, such as in talent management or organizational strategic planning/analysis

Previous experience providing analytical support for an executive, board or other senior level staff

Demonstrated experience in project coordination

Bachelor's Degree in relevant field

**BENEFITS:**

The State of Arizona offers a comprehensive benefits package, including medical, dental, vision, wellness, life insurance for employees and dependents, short and long-term disability, and flexible spending accounts. Another benefit to working for the ASRS is the excellent retirement program provided to our employees. Please visit

[http://www.hr.az.gov/Public\\_Applicant/PA\\_Total\\_Compensation.asp](http://www.hr.az.gov/Public_Applicant/PA_Total_Compensation.asp) to learn more about benefits offered to our employees.

**HOW TO APPLY:**

Apply online at [www.azstatejobs.gov](http://www.azstatejobs.gov). Follow the instructions to submit your application.

Direct link: <https://azstatejobs.azdoa.gov/ltnprod/xmlhttp/shorturl.do?key=IGE>

Job Id: 10895

Interested applicants must apply online by August 1, 2014.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.

pref1, pref2, pref3, pref4