

# 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.*

## Survey Administrator

Location: Phoenix

Salary: Up to \$65,000

Grade: 22

### **JOB SUMMARY:**

The Management Analyst is responsible for the day-to-day management of the agency's satisfaction survey program (employer, member, and employee), for acting as a project manager for the agency's PRIDE Steering Committee, and for participating in the overall management and execution of the agency's Strategic Plan, and associated Priorities, Goals, and Objectives.

#### Survey Administration:

- Manage all aspects of the agency's member, employer, and employee survey program, including survey design, execution, data tabulation, and reporting.

#### Strategic Planning:

- Work with users to develop and/or enhance business objectives
- Identify gaps in performance measures
- Ensure adequate reporting of performance, including validation of data and data sources on reports
- Participate in technology development efforts to ensure strategic aims are identified and achieved
- Gather data needed to report on performance and develop management reports or presentations that use various media to communicate information, including written words combined with effective use of data tables, charts and graphs

#### Business Analysis:

- Conduct research and analysis necessary to administer the agency's survey program, assist in the management and execution of the strategic plan, manage the PRIDE initiative
- Conduct research on other topics of interest, as requested by Management and/or the Board, including peer reviews, defined benefit plan design, industry best practices, trend analysis, workload forecasting, operational design, efficiency, and effectiveness
- Interpret results, make recommendations, formulate written and/or graphical reports, and make presentations to Senior/Executive Management or the Board as needed

#### PRIDE Steering Committee and Workgroups:

- Responsible for the day-to-day management of PRIDE Steering Committee activities, including developing of a project plan for each workgroup that outlines the projects that will be worked on for the upcoming fiscal year, ensuring that workgroups identify expected outcomes and success criteria for each project, ensuring that PRIDE workgroup leaders report periodically to the PRIDE Steering Committee to provide progress reports, ensuring adequate measurement and reporting for the Strategic Plan as a member of the PRIDE Steering Committee
- Responsible for ensuring that the PRIDE Steering Committee meets, that agenda topics are scheduled and discussed, and for ensuring that participants adhere to timelines by scheduling PRIDE Steering Committee meetings; organizing meeting agendas and ensuring participants are present; facilitating meeting discussions and making changes to documents during meetings as needed, taking meeting minutes, posting minutes to IQ, and distributing minutes to team members; and managing and maintain the PRIDE Steering Committee IQ page

### **PREFERRED EDUCATION/EXPERIENCE:**

- 3-5 years' survey design/execution and/or quantitative/qualitative analysis experience
- 3-5 years' project management experience
- Advanced knowledge of various computer software programs, with emphasis on Word, Excel, and PowerPoint

- Knowledge of the ASRS's internal organizational structure, rules, regulations, policies, and operational procedures as well as federal, state, and agency laws, regulations, and policies and procedures
- Effective written and verbal communication skills
- Advanced meeting facilitation, report writing, and presentation skills
- Proven ability to establish and maintain effective working relationships with different levels of the business (user, management, board) and to facilitate and manage projects and workgroups effectively and efficiently with little supervision
- Bachelor's degree or higher in Business Administration, Finance, Contract Management, Accounting or related 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, flexible spending accounts, and an excellent retirement program. We are located in midtown Phoenix, within walking distance from the Light Rail. We also provide free covered parking. 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.

Job Id: 10900

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.

The Arizona State Retirement System does not provide sponsorship for this position.