

## 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.*

### Project Manager/Business Analyst

Location: Phoenix

Compensation: Up to \$83,000 + **Benefits**

### **JOB SUMMARY:**

The Technology Services Division of the Arizona State Retirement System (ASRS) is seeking experienced project manager/business systems analysts to fill one full-time position. The ASRS provides a challenging and rewarding environment utilizing state of the art technologies and tools. The ASRS applications are web-based, image and workflow enabled and supports a broad range of ASRS activities for both active and retired members.

#### The position duties include:

- Perform project management production support activities including assigning and managing of helpdesk tickets, coordinating work with the development and test teams for service requests, incidents and data changes
- Work with other project managers to plan, coordinate and develop activities on the Technology Services 3 Year Plan
- Contribute to the review and update of project management standards and common practices amongst the project management team
- Perform cost-benefit evaluations using various modeling and interview methods
- Present status of projects, prioritize work and solicit decisions on key policies and procedures with senior management
- Contribute to key decisions throughout the project lifecycle, following Agile principles
- Act as primary liaison between the business users and technical team
- Elicit and document requirements documenting user stories and acceptance criteria
- Perform business process re-engineering, including the use of document imaging, automated workflow and custom business applications to facilitate more efficient processing
- Perform technical analysis on the master data using SQL and PL/SQL, to research the as-is data for production support and project modeling
- Participation in prototyping and design documentation during the technical design phase of each assigned project
- Work with other business analysts and test team to plan, coordinate and execute user-acceptance testing on all product releases
- Contribute to the review and update of standards and common practices amongst the business analyst team

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

- Bachelor's degree in Computer Science or equivalent (minimum 5 years experience in business systems analysis field)
- Minimum 1 year project management experience
- Minimum 3 years experience eliciting requirements and performing cost-benefit analysis in a custom software development environment, from inception to production support
- Minimum 1 year experience performing database queries and/or related data research to support the requirements validation process
- Minimum 1 year experience coordinating and conducting User Acceptance Testing

- Proven ability to multi-task on concurrent projects
- Excellent oral and written communication skills

### **IDEAL CANDIDATE:**

- Experience designing systems around the use of automated workflow, document imaging, and custom business applications is a plus
- Experience in the Financial/Retirement sector, including administration of health insurance and benefit payments, is a plus
- Certification in Project Management and/or Business Analysis is desirable
- Experience with MS Project and/or MS Project Server is desirable
- Experience in Agile methodologies, preferably Scrum and Kanban
- Experience in documenting user stories and acceptance criteria

### **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. 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:**

Current employees must submit their resume through the Opportunities link the MAP application.

External applicants must apply online at [www.azstatejobs.gov](http://www.azstatejobs.gov). **Job ID 9268**.

Direct Link to posting: <https://azstatejobs.azdoa.gov/ltmprod/xmlhttp/shorturl.do?key=EQ6>

First review of resumes will be completed by 05/02/2014.

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.

pref1, pref2, pref3, pref4