

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, to learn more about the ASRS.*

Rules Writer

Location: Phoenix

Compensation: DOE - Up to \$65,000 + **Benefits**

JOB SUMMARY:

The Arizona State Retirement System is seeking an individual to analyze and develop ASRS rules as necessary to implement ASRS governing statutes and coordinate this rulemaking with personnel within the agency, the Board, and the members and employers of ASRS.

The position duties include:

- Administer the agency's regulatory agenda by evaluating legal authorities and requirements for rules and providing guidance to generate new or amended rules, statutes, policies and procedures
- Draft rule language for implementation of statutory requirements; research and draft economic impact statements and other supporting documents as necessary for submission to the Governor's Regulatory Review Council (GRRC) and the Office of the Secretary of State according to governing statutes and rules of those offices
- Advise Executive Staff on the legal and practical requirements and status of the rules and policies programs
- Coordinate the informal and formal public comment process, including conducting formal oral proceedings for proposed rules; analyze, summarize and prepare written evaluations of oral and written comments for analysis and evaluation by subject matter experts and presentation to the Board of Trustees
- Communicate and coordinate the work of teams representing agency programs to develop rules and policies, as well as stakeholder groups and representative members of the public involved in rules development or finalization
- Prepare reports and required notifications
- Ensure public rulemaking records are established and maintained in accordance with law and provide timely notice to staff and the public
- Assist agency divisions with review of affected division policies/procedures
- Provide input regarding publication standards and verify incorporated material is most current

KNOWLEDGE, SKILLS, & ABILITIES:

- Comprehensive knowledge of technical writing principles and techniques
- Knowledge of the Arizona Administrative Procedure statutes, rule drafting principles and administrative rule making procedures.
- Comprehensive knowledge of research techniques and procedures, including legal research.
- Extensive knowledge of state regulatory agencies and channels of decision making
- Ability to analyze and accurately interpret statutes, rules, and economic impact
- Ability to process, analyze and condense large amounts of complex information
- Ability to think strategically, integrating and balancing big picture with day-to-day activities
- Ability to establish and maintain effective interpersonal relationships, including effective working relationships with internal staff at various levels, staff of other agencies, legal representatives, and general members of the public
- Highly effective presentation, facilitation, and business communication skills; ability to write and speak with impact
- Knowledge of time-management principles and techniques
- Ability to organize tasks and shifting priorities
- Effective consensus building skills
- Good computer technology skills
- A Bachelor's Degree in Public Administration, Business Administration, legal studies, or related field and 3-5 years of experience writing rules for a public employer is preferred.

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 to learn more about benefits offered to our employees.

HOW TO APPLY:

External applicants please apply online at www.azstatejobs.gov. Job ID 11037.

Current employees please apply through the MAP application.

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

Interested applicants must apply by **08/13/2014**.

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