



## EMPLOYMENT OPPORTUNITY WITH JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY

### Business Systems Analysis Manager

Salary Range: \$70,200 – \$90,563 – \$110,926

Depends on Experience

Application deadline October 30<sup>th</sup>, 2009.

#### Location Address:

Downtown Justice Center  
620 W. Jackson, 2<sup>nd</sup> Floor  
Phoenix, AZ 85003

#### Position Qualifications:

- Bachelor's degree in a Computer Science, Business, or a related field, from an academically accredited college or university
- At least seven (7) years related work experience, including a minimum of three (3) years of management and/or supervisory experience. A Masters Degree in a closely related field may substitute for one year of required experience. The related experience must include three (3) years experience in county or state judicial operations, automated Court Case Management Systems (CCMS), and project management experience in a Project Management Office (PMO) setting.
- Or an equivalent combination of education and job-related experience substituted on a year-for-year basis.
- Passion to coach and develop team members to strengthen the overall team
- Skilled in logical problem solving
- Skilled in conducting extensive research and analysis.
- Superior abilities in communicating complex technical information to computer users with varying levels of computer literacy. Excellent written and verbal communications skills
- Ability to actively listen and interface with both technical and non-technical personnel
- Deep knowledge of business process techniques and project management methodologies
- Current with up-to-date methodology advancements within the industry
- Ability to function as a 'working' business analyst
- Exhibits outstanding project management capabilities
- Very strong interpersonal, negotiation, and presentation skills and the ability to develop positive working relationships with all levels of the enterprise
- Exhibits exceptional capabilities in grasping and documenting business issues
- Balances short and long-term priorities to obtain best results
- Proactively identifies, documents, and resolves potential problem areas
- Possesses strong quantitative skills with proven ability to consolidate complex data or situations into clear, useful trends in order to facilitate informed decision making and problem resolution.
- Strong desire to deliver quality service
- Exhibits professionalism, honesty, integrity, respect for every individual, and teamwork
- Displays a high degree of initiative, energy, dedication, and innovation on a regular basis

## **Essential Job Tasks:**

- Responsible for managing, overseeing, and supervising the daily operations of staff that performs business analysis
- Provide leadership, mentoring, and coaching for team of business analysts to achieve the highest level of internal client satisfaction
- Establish and maintain positive business relationships with managers throughout the enterprise
- Inspire customer confidence in the service attitude of the department
- Assist business units in determining the anticipated business value to be derived from a specific project
- Help establish appropriate measurements and reporting mechanisms to ensure the achievement of business value
- Actively mentor and grow team members on requirements and project management best practices
- Designs, develops and recommends new or enhanced business processes in support of new or enhanced information systems and technology; prepares business cases including risks and cost/benefit analysis for proposed processes
- Develop, maintain, and communicate priorities for corporate technology projects
- Implement consistent project management methodologies
- Coordinate technical projects from inception to implementation
- Ensure that strong change management practices are utilized for all project-related changes
- Communicate project goals, impacts, and status updates to project teams and at all levels of the enterprise
- Participates in department strategic planning and in establishing division's goals
- Provides general assistance and back-up to the division director to include oversight of other division personnel
- Responsible for management and development of staff including hiring, training, and performance management
- Performs additional related duties as required

## **Preferred Experiences and Skills:**

- Familiarity and hands-on experience in using Microsoft's Visual Studio Team Suite Architect edition, Project Server, and Team Foundation Server (TFS)

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 10 paid holidays. This position is Unclassified and not covered by the Judicial Merit Rules. **EOE**

## **How to Apply:**

Submit a cover letter and résumé via email to (deadline October 30<sup>th</sup> 2009):

Email: [andersonm005@superiorcourt.maricopa.gov](mailto:andersonm005@superiorcourt.maricopa.gov)

For questions, please contact Michelle Anderson with Judicial Branch Human Resources via email or call 602-506-0023.