



City of Goodyear Business Analyst-Engineering

SALARY	\$80,043.92 - \$118,825.77 Annually	LOCATION	Goodyear, AZ
JOB TYPE	Full-Time	JOB NUMBER	FY2600547
DIVISION	ENG -Engineering	DEPARTMENT	Engineering
OPENING DATE	08/26/2025	CLOSING DATE	9/9/2025 5:00 PM Arizona
FLSA	Exempt		

Job Description Summary

The Business Analyst in the Engineering Department serves as the continuous improvement expert.

The ideal candidate is a dynamic, analytical, and solutions-driven professional with a deep commitment to continuous improvement. They would possess a bachelor's degree, a lean six sigma green belt certification, and strong communication skills with the ability to lead cross-functional teams. The ideal candidate would also facilitate collaborative workshops to uncover root causes, map current and future state processes, and develop actionable recommendations that enhance operational effectiveness and service delivery. They bring a solid understanding of Lean, Six Sigma, or similar process improvement methodologies and are skilled in using data visualization and reporting tools to communicate insights clearly.

At the City of Goodyear, you will be a part of an organization that values its employees as its greatest asset. You will become part of a dedicated team of professionals that are committed to build and maintain a highly engaged workforce. You will be challenged to learn and grow in an environment that values employee development and career-building. You will thrive in a culture of innovation. We believe that successful employees are those that possess these six core values:

Adaptability - Integrity - Initiative - Empathy - Optimism - Innovation

Only a limited number of the most qualified applicants meeting the City's requirements will be invited for an interview. The examination process for this position will consist of a panel interview. ***All communication regarding application status and interview notifications will be sent via email- please monitor your junk/spam email for communication as it will come from a system generated source.***

Essential Functions

- Ability to make connections with others to lead change in an inspiring and meaningful way.
- Conducts thorough reviews of existing engineering workflows, systems, and procedures to identify inefficiencies, bottlenecks, waste, and improvement opportunities.
- Creates current and future state process maps, including flowcharts, value stream maps, or other visual models, to clearly illustrate current operations and proposed improvements.
- Establishes and maintains relationships with external city stakeholders within the engineering value streams, which include upstream and downstream customers impacted by potential changes being made in the engineering department.
- Leads cross-functional team collaboration in workshops, interviews, and meetings.
- Applies continuous improvement methodologies such as Lean, Six Sigma, Kaizen, or the PDCA (Plan-Do-Check-Act) cycle to structure improvement efforts and foster a culture of continuous improvement.
- Creates structured plans for improvement initiatives including timelines, resources, milestones, and pilot testing to ensure smooth rollouts and minimal disruption.
- Assists with development of engineering Key Performance Indicators (KPIs).
- Manages and tracks process improvements within a Continuous Improvement Management System (CIMS).
- Provides consistent reporting to leadership on continuous improvement efforts within the department.
- Assists in the creation of the engineering department "continuous improvement system" that discovers, investigates, prioritizes, tracks, records and celebrates the continuous improvement initiatives for the department.

Requirements

- **Formal Education/Knowledge:** Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree or equivalent.
- **Experience:** Minimum three years of experience in a related field.
- **Certifications and Other Requirements:** Valid Driver's License
- **Reading:** Ability to read technical instructions, technical specifications, trade magazines, responses to vendor solicitations, planning documents, policies/procedures, and documents generated by staff at a high level of comprehension.

- **Math:** Ability to perform math calculations at a college level including basic math, percentages, and algebra as well as formulas.
- **Writing:** Ability to write interoffice memos, staff presentations, issue papers, planning documents, technical instructions, technical specifications and vendor solicitation documents. Many assignments require translation of technical terms into those that can be understood by non-technical staff.
- **Managerial:** Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
- **Budget Responsibility:** Limited - Supports the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compiles data and/or enters or oversees data entry. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
- **Policy/Decision Making:** Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized
- **Technical Skills:** Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- **Interpersonal/Human Relations Skills:** High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

12 Month Objectives

First month of employment:

1. Attend Goodyear Employee Orientation (GEO) and complete all assignments, trainings, and meetings associated with GEO.
2. Become familiar with the city's vision, mission, and core values.
3. Gain access to the city's CI Management System (CIMS) and assess its feasibility.

First 3 months of employment:

1. Gain an understanding of the city's department level continuous improvement efforts by meeting with the Business Analysts in development services and finance.
2. Meet with the city's CI Manager and gain an understanding of future citywide CI efforts.
3. If the current city CIMS is not feasible, research other solutions.
4. Gain an understanding of the department strategic plan CI activities by division (admin, project management, real estate and transportation).
5. Review and assist with the engineering department director's goals that pertain to CI efforts.
6. Research the Shingo model and understand the value of this approach. Provide recommendations of its usage in the engineering department.
7. Host an executive engineering leadership team read out of 3-month goal progress.

First 6 months of employment:

1. Meet with each division (admin, project management, real estate and transportation) manager and capture all the CI efforts they'd like to undertake and identify a lean champion from their division.
2. Create a CI strategy document with all the CI efforts requested by each division (admin, project management, real estate and transportation).
3. Create a timeline to complete one CI effort in each division, within a 12-month period.
4. Host a lean 101 training course for all members of the engineering department.
5. Host an executive engineering leadership team read out of 6-month goal progress.

First 12 months of employment:

1. Conduct lean 1:1 with all members of the engineering department by division in this order transportation, admin, real estate, and project management.
2. Create a lean 1:1 readout document for the department director to synthesize.
3. Establish relationships with external city stakeholders within the engineering value streams, which include upstream and downstream customers impacted by potential changes being made in the engineering department.
4. Successfully obtain the Lean Six Sigma Green Belt
5. Host an executive engineering leadership team read out of 12-month goal progress.

Employer

City of Goodyear

Address

1900 N. Civic Square

Goodyear, Arizona, 85395

Website

<http://www.goodyearaz.gov>

Business Analyst-Engineering Supplemental Questionnaire

*QUESTION 1

Do you have a valid Driver's License?

- ☐ Yes
☐ No

*QUESTION 2

Describe your highest level of education completed?

- ☐ HSD
☐ Associates Degree
☐ Bachelor's Degree or above

*QUESTION 3

Describe your related experience or years of experience working with continuous improvement methodologies?

- ☐ 0-2 years' experience
☐ 3-4 years' experience
☐ 5-6 years' experience
☐ 7 years' + experience

*QUESTION 4

Please specify your Six Sigma Belt Certification level.

- ☐ I am not certified
☐ Yellow Belt
☐ Green Belt
☐ Black Belt
☐ Master Black Belt

*QUESTION 5

Do you possess experience creating or collecting data to drive measurable outcomes utilizing a continuous improvement management system?

- ☐ Yes
☐ No

*QUESTION 6

Explain your experience creating or collecting data to drive measurable outcomes utilizing a continuous improvement management system.

*QUESTION 7

Do you possess experience leading cross-functional teams?

- ☐ Yes
☐ No

*QUESTION 8

Describe your experience leading cross-functional teams.

* Required Question