OFFICE OF THE STATE AUDITOR

POLICY AND COMMUNICATIONS ANALYST

Posting Number 2011-11

Salary Range: $50,000 - $65,000

GENERAL STATEMENT OF DUTIES:

Works with multiple audit teams concurrently throughout the audit process from planning through report writing to evaluate the efficiency and effectiveness of state functions and develop sound policy recommendations and strong communication of audit results and recommendations.

SUPERVISION RECEIVED:

Works under the direction of the Director of Audit Planning and Review.

SUPERVISION EXERCISED:

May exercise functional supervision of other employees as needed.

DUTIES AND RESPONSIBILITIES:

- Participates in the development and updating of the annual audit plan;
- Works with audit planning staff on assigned audits to assist in developing audit scopes and objectives;
- Works with assigned audit teams during planning phase to assist in developing audit objectives and methodologies, assists in identifying and conducting necessary research and analysis, works with Director of Audit Planning and Review and Director of Policy to identify broader policy considerations that should be pursued in conjunction with the audit;
- Fosters regular communication with the audit team throughout the field work stage, particularly as audit results are being developed, assists with research and analysis throughout the field work stage as needed;
- Meets with the audit team as findings are developed, assists in developing recommendations, conducts additional research as necessary to ensure that recommendations are sound and achievable.
- Analyzes audit results with the goal of identifying public policy implications of audit findings and recommendations;
- Researches operational policy trends related to audit subject;
- Identifies “best practices” from other agencies and other jurisdictions with the goal of incorporating them into audit recommendations;
- Assists in drafting audit reports, identifying the audience(s) for the report, ensuring the report is clear and the tone is balanced and appropriate;
- In conjunction with the Director of Audit Planning and Review, Director of Policy, Director of Communications, Press Secretary and others, identifies and assists in developing collateral materials to complement the audit report and strengthen communication of audit results and recommendations to multiple audiences;
- Collaborates with staff at all levels throughout the OSA as necessary.

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MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelors degree or higher;
- At least five (5) years experience in government, research or analysis; communications or related field;
- Demonstrated ability to communicate effectively, both orally and in writing;
- Ability to research and gather relevant information from trusted and accurate sources to prepare internal analysis and final reports for public release;
- Ability to take complex and technical material and present it in an understandable and relevant manner to a larger audience.
- Ability to think critically and work both independently and as part of a team; and
- Proficiency in Microsoft Office applications.

A Master's degree in public policy, public administration, strategic communications or a related field may be substituted for up to three years of the experience requirement.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Masters degree or higher in public policy, public administration, strategic communications or a related field;
- Experience in public policy analysis;
- Demonstrated ability to identify and develop opportunities to reform government operations;
- Working knowledge of Massachusetts General Laws, state budgeting and state government structure;
- Knowledge of and experience with research methodologies.

Salary is commensurate with experience.

Please submit your cover letter and resume electronically, no later than December 23, 2011 to OSA.applications@sao.state.ma.us, referencing Posting Number 2011-11 in the subject line.

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.