



OFFICE OF THE STATE AUDITOR

DIRECTOR OF POLICY

OSA Posting Number 2012-42

SALARY RANGE: \$70,000 - \$92,000 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

Provide leadership in the development and implementation of public policy initiatives for the Office of the State Auditor (OSA).

SUPERVISION RECEIVED:

Works under the direction of the First Deputy Auditor, and works collaboratively with the State Auditor, other Deputy Auditors and Directors.

SUPERVISION EXCISED:

Functionally supervises staff in various divisions throughout the office on project basis; may supervise public policy staff as necessary.

DUTIES AND RESPONSIBILITIES

- Oversees the review and analysis of public policy, programs and initiatives related to the work of the state auditor, including managing the development of research methodologies and the implementation of analysis and reporting on outcomes.
- Briefs the State Auditor and OSA senior staff on public policy issues.
- Develops OSA's public policy agenda in collaboration with OSA's senior management team and audit staff, including but not limited to Audit Directors and the Director of the Division of Local Mandates.
- Assists the First Deputy Auditor, in collaboration with the other Deputy Auditors and Directors in prioritizing the Office's public policy initiatives, ensuring that those initiatives are executed in a timely and competent manner.
- Collaborates with other state governmental entities, including without limitation the Attorney General's Office, the Inspector General, the Executive Office of Health and Human Services, and the Executive Office of Administration and Finance as appropriate.
- Serves as the State Auditor's designee on working groups, task forces, commissions, and the like that are concerned with public policy issues, and develops and presents the OSA's positions before internal and external audiences.
- Manages and produces timely, relevant, and accurate materials to support OSA's public policy agenda, and directs projects related to OSA's public policy agenda.
- Provides advice and instruction regarding OSA's public policy initiatives to interested parties, including without limitation municipal officials, legislators, and state agencies.
- In cooperation with the Director of Communication and Outreach, identifies constituency groups with any interest in OSA's public policy initiatives, maintains communication with such groups, and affords such groups a means of providing input to OSA.

- Working in conjunction with the Director of Intergovernmental Affairs, reviews pending legislation that may implicate OSA's policies, advises the OSA regarding such legislation, and proposes legislation that may implicate OSA's policy agenda.
- Supervises, directs, and evaluates other OSA staff as necessary to accomplish OSA's public policy objectives.
- Develops and maintains comprehensive understanding of OSA procedures and systems relevant to successful performance of job duties.
- Performs such other related duties as required.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Graduate degree in public policy, public administration, or related field;
- At least five (5) years experience in public policy development or analysis;
- Experience conducting with cost-benefit analysis and other applications of quantitative analysis and modeling, as well as the use of statistical software;
- Experience using social science methodologies for dealing with problems of data collection, analysis, and program evaluation
- Ability to gather relevant information from trusted and accurate sources to prepare internal analysis and final reports for public release;
- Capacity for and experience in preparing and presenting complex information to diverse audiences;
- Familiarity of the workings of state government and demonstrated ability to identify opportunities for government reform and to develop recommendations to implement them;
- Ability to communicate effectively, both orally and in writing;
- Ability to work independently and as part of a team; and
- Proficiency in Microsoft Office applications.

PREFERRED QUALIFICATIONS:

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

- Ability to build effective relationships across diverse internal and external groups;
- Demonstrated experience with change management;
- Experience in the design, development and implementation of new strategies;
- High potential for strong and immediate contributions;
- Willingness to mentor OSA public policy staff and assume a leadership role in their continued development; and
- Understanding of health care policy and economics is a plus.

Salary is commensurate with experience.

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than December 31, 2012 to OSA.applications@sao.state.ma.us.

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.