



Office of the State Auditor

BSI Data Analytics Assistant Director

Posting Number 2014-36

SALARY RANGE (Grade 14) CSA906: \$65,000 - \$80,000 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The Assistant Director of BSI's Data Analytics Unit (DAU) will assist BSI's Director in carrying out the Bureau's goals, by overseeing all data analytics projects and supervising DAU staff. Additional responsibilities include: participating in a collaborative role with the OSA's Data Analytics and Data Warehousing Initiative team; collaborating with other OSA business units in their efforts to assimilate data analytics into their toolsets; and attending regular user/advisor meetings and providing end user training on specific analytic tools.

SUPERVISION RECEIVED:

Work under the direct supervision of BSI's Director.

SUPERVISION EXERCISED:

Responsible for the day to day oversight of BSI DAU staff.

DUTIES AND RESPONSIBILITIES:

- Oversee and manage all DAU staff, directing and prioritizing their work.
- Support the database environment.
- Produce reports that and monitor and track the status of data analytic tasks and projects.
- Promote and support the policies and procedures of the OSA.
- Understand the data structure and metadata available in all OSA technical environments.
- Review reports that are developed by DAU team for quality assurance and translate reporting requirements and model data using OSA standard tools.
- Support the business reporting needs by designing, developing, and implementing various forms of informational reporting, including testing and migration.
- Translate complex quantitative analysis for non-technical staff members.
- Ensure compliance with HIPAA and other federally and State required data policies/best practices.
- Maintain and enforce OSA policies regarding privacy and protection of sensitive data.
- Ensure the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.
- Collaborate with OSA's IT Department and other appropriate state agencies on technical projects and initiatives.
- Perform other duties as assigned by BSI's Director.

REQUIREMENTS:

- A Bachelor's degree plus five years of practical experience OR a Master's Degree in a related discipline plus two years of practical experience.



Office of the State Auditor BSI Data Analytics Assistant Director

- Background in study design or similar practical work experience.
- Experience in managing teams, including supervision, mentoring, coaching, and conducting performance evaluations.
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- High level of both oral and written communications skills and ability to communicate technical concepts to technical and non-technical audiences.
- Ability to manage multiple teams, projects, assignments and competing priorities.
- Ability to use analytical techniques such as critical and conceptual thinking to objectively analyze situations.
- Ability to communicate effectively, both orally and in writing.
- Ability to produce clear, concise, and analytical reports and presentations, oral and written and recommend strategies or solutions as appropriate.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than August 22, 2014 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#),

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