



Office of the State Auditor

BSI Data Analytics Assistant Director

OSA Posting Number 2014- 60

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

The Bureau of Special Investigations (BSI) is charged with investigating complaints of fraudulent claims or wrongful receipt of payment or services from public assistance programs. BSI examiners work out of five offices throughout the state investigating referrals from the Department of Transitional Assistance and its programs - Transitional Assistance to Families with Children, Emergency Aid to Elders, Disabled and Children and the Supplemental Nutrition Assistance Program as well as MassHealth and the Department of Early Education and Care.

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 as they examine data to discern patterns of possible fraudulent use of social service programs.

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 general supervision of BSI's Director.

SUPERVISION EXERCISED:

Responsible for the direct supervision 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.
- Work with Information technology (IT) staff to develop requirements for data acquisition and computer programs to perform analysis functions and to facilitate evaluation of various automation concepts.
- Understand the data structure and metadata available in all OSA technical environments.
- Train employees in new procedures or protocols developing skills that enable staff to find/sort and present data
- Assist IT staff with the installation, operation and maintenance of new technologies.
- Review reports that are developed by DAU team for quality assurance and translate reporting requirements and model data using OSA standard tools.
- Translate complex quantitative analysis for non-technical staff members.
- Ensure compliance with HIPAA and other federally and State required data policies/best practices.
- Promote, support, maintain and enforce OSA policies, including those 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.



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- Defines and anticipates processes for databases/dataset creation and maintenance to maximize multipurpose uses.
- 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.
- General programming skills using SQL or Information Builders to meet the challenges of advanced data manipulation, complicated programming logic, and large data volume.
- Experience in the field of fraud and white collar investigations. Professional certificates in related fields. Experience and training in four key areas: fraud prevention and deterrence, financial transactions, fraud investigation, and the legal elements of fraud would be a plus.
- Working knowledge of the principles, theories and techniques of investigation and detection of public assistance fraud, including a comprehensive knowledge of current standards, techniques and methodologies of program evaluation and investigative analysis.
- Knowledge of state and federal laws with the ability to understand, interpret and apply state laws, rules and regulations governing the department.
- 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 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 December 2, 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](#), with your resume.

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