



OFFICE OF THE STATE AUDITOR

BUREAU OF SPECIAL INVESTIGATIONS DIRECTOR

Posting Number 2019-08

SALARY RANGE (Grade 16) CSA970: \$75,000.00 – 110,000.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

Responsible for the efficient and effective day-to-day operation and oversight of the Bureau of Special Investigations (BSI or the Bureau) within the Office of the State Auditor (OSA).

SUPERVISION RECEIVED

Works under the direction of the Deputy Auditor and General Counsel.

SUPERVISION EXCISED

Supervises all staff assigned to the Bureau.

DUTIES AND RESPONSIBILITIES

- Assists the Deputy Auditor and General Counsel in prioritizing the Bureau's functions, and ensuring that those functions are executed in a timely and competent manner.
- Ensures that the Auditor's vision of being an agent for accountability, and increasing the public's understanding of how we make government work better is met by establishing and encouraging a positive, professional, respectful and collegial atmosphere within the Bureau.
- Ensures that the Bureau meets its statutory obligation to respond to allegations of public benefit fraud in a timely and competent manner. Designs, implements, and manages a prosecutorial strategy to improve the Commonwealth's recovery of fraudulently issued public benefits.
- Works cooperatively with other divisions within the OSA, including without limitation the Medicaid Audit Unit and the legal division, to enhance the OSA's ability to address fraud, waste, and abuse in state government.
- Oversees the three major ways in which the Bureau receives incoming fraud referrals: BSI hotline calls, internally generated referrals, and referrals from external stakeholder agencies.
- Provides advice, training and instruction regarding the Bureau's operations to interested parties, including without limitation: state agencies with whom the Bureau interacts on a regular basis, including the Department of Transitional Assistance, Mass Health, Early Education and Child Care and the Department of Revenue; Federal agencies that address public benefit fraud; and governmental prosecutorial agencies, such as the U.S. Attorney's Office, the Attorney General's Office, and District Attorney offices.
- In cooperation with OSA's Communications division, identifies constituency groups with an interest in the Bureau's operations, maintains communication with all such groups, and affords such groups a means of providing input to the Bureau.
- Works in conjunction with the OSA Communications and Legislative Affairs divisions to review pending legislation that may implicate the Bureau, advises the OSA regarding such legislation, and drafts legislation that may benefit the Bureau.
- Supervises, directs, and evaluates other BSI staff as necessary to accomplish the Bureau's objectives.
- Develops and maintains comprehensive understanding of OSA procedures and systems relevant to successful performance of job duties.
- Lead in the development and publishing of quarterly and annual statutorily required BSI reports.

- Oversee and develop complex data analytics and case management strategies to further BSI's mission.
- Trains internal and external stakeholders about BSI, and the successful strategies that advance BSI's mission.
- Performs such other related duties as required.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- At least five (5) years experience in a supervisory position, managing and evaluating staff, preferably in the public sector, as well a similar experience investigating and prosecuting white-collar crimes.
- Ability to communicate effectively, both orally and in writing;
- Ability to work independently and as part of a team;
- Proficiency in Microsoft Office applications;

PREFERRED QUALIFICATIONS:

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

- A Law Degree from an accredited law school, and prior experience as a governmental lawyer or prosecutor.
- Proven expertise and knowledge of best practices across all fraud investigation functions including policies, procedures, and systems;
- Ability to build effective relationships across a diverse population and at all levels of the organization, functioning as an employee advocate and management agent;
- Demonstrated experience with change management;
- Experience in the design, development and implementation of new strategies and procedures and in formulating policy; and
- High potential for strong and immediate contributions.

Salary is commensurate with experience.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **March 4, 2019** via the MassCareers website: [Click Here](#)

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.