



# OFFICE OF THE STATE AUDITOR

## AUDIT PLANNING ANALYST BOSTON OFFICE

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**Posting Number 2020-19**

**SALARY RANGE (Grade13) CSA497: \$59,007.09 - \$88,510.63 (Commensurate with experience)**

### **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. Engages in projects, conducts research and develops ideas needed to enhance the creation of meaningful OSA audits of public policy topics.

### **SUPERVISION RECEIVED:**

Works under the direction of the Director of Audit Operations.

### **SUPERVISION EXERCISED:**

May exercise functional supervision of other employees as needed.

### **DUTIES AND RESPONSIBILITIES:**

- Participates in the creation, 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 Audit Planning Manager regarding considerations that should be pursued in conjunction with the audit;
- Writes reports (including ad-hoc) requested by the Auditor, Deputies, Directors and other staff, as necessary.
- At management direction, works with agency stakeholders on content clarity and meeting technical requirements.
- 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 and current day policy trends related to audit subject matters;
- Conducts research to identify "best practices" in public policy with the goal of recommending changes as a part of audit findings to improve government agencies / systems;
- In conjunction with the Director of Audit Operations, Director of Communications, 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;
- Through networking and outreach, develops and maintains relationships with stakeholders and subject matter experts.



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### MINIMUM QUALIFICATIONS:

*The successful candidate will possess and/or demonstrate:*

- Bachelor's degree or higher;
- At least five (5) years of 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.
- Ability to work with large datasets.

*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:*

- Master's 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.
- Ability to use analytical techniques such as critical and conceptual thinking to objectively analyze situations.
- Experience using data in a public policy context.

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 [June 25, 2020](#) via the MassCareers website: [Click Here](#)

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