



# Office of the State Auditor

## Bureau of Special Investigations Assistant Director Boston

---

**Posting Number 2020-20**

**SALARY RANGE (Grade 14) CSA906: \$64,000.00 - \$89,000.00 (Commensurate with experience)**

### **GENERAL STATEMENT OF DUTIES:**

Assists the Director in carrying out the Bureau's goals by supervising staff in all stages of the investigation. Maintains communications with outside agencies and with other divisions within the OSA.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Director.

### **SUPERVISION EXERCISED:**

Responsible for the day-to-day oversight of BSI staff, evaluates referrals of fraud from the Department of Medical Assistance, the Department of Transitional Assistance (DTA), and the Department of Early Education and Care (EEC), supervises Examiners, and makes final determination in open investigations.

### **DUTIES AND RESPONSIBILITIES:**

- Stays current on national best practices relative to public benefits fraud investigation trends and techniques. Trains and mentors Bureau staff as needed.
- Evaluates fraud referrals from the Department of Medical Assistance, DTA, and EEC, assigns referrals to Examiners for investigation and supervises ensuing investigations.
- Collaborates with the Director in the formulation of policies relative to personnel staffing and operating procedures.
- Assists in the direction, development, and implementation of all work assignments, the legislative mandate, and whatever specific programs are required in order to carry out the functions of the Bureau.
- Supervises and evaluates the performance of assigned personnel. Maintains ongoing awareness of Examiners' caseloads, including matters pending in court and/or requiring an interview.
- Reviews Examiners' Reports of Investigations and evidentiary packages for accuracy and completeness.
- Maintains open communication with Examiners, answers questions regarding on-going investigations and potential dispositions, and actively engages Examiners to make timely case determinations.
- Utilizes case management software daily to manage Examiners' investigations, as well as to identify and process case dispositions.
- Notifies external stakeholders about investigatory statuses and case dispositions and requests additional verifications as needed.
- Approves Examiners' timesheets and requests for time-off and/or flex time, and reimbursement requests. Completes forms as required by Human Resource Management.
- Represents the Bureau at internal and external meetings, including but not limited to, monthly check-ins with external stakeholders, the Personal Care Attendance (PCA) Task Force quarterly



# Office of the State Auditor

## Bureau of Special Investigations Assistant Director Boston

---

meetings, and weekly internal updates.

- Oversees Examiners participating in the PCA Task Force, collaborates on Task Force investigations and develops referrals for presentation to the Task Force, as necessary.
- Runs reports to review Examiners' caseloads and case completions. Reviews and files timely reports with Director.
- Performs any other duties or functions as assigned by the Director or Deputy Auditor as needed in furtherance of the Bureau's statutory mandate.

### MINIMUM QUALIFICATIONS:

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

- A Bachelor's degree in criminal justice or a related field.
- Knowledge of public assistance programs, especially those administered by the Department of Medical Assistance, the Department of Transitional Assistance, and the Department of Early Education and Care.
- Three to five years professional experience in the investigation of fraud in public benefits or other white-collar crimes.
- Experience and knowledge of best practices across all fraud investigation functions including policies, procedures, and systems.
- Ability to effectively manage and objectively evaluate all Bureau staff.
- Ability to communicate effectively, both orally and in writing.
- Working knowledge of the principals, theories, and techniques applicable to the work of the Bureau, including all applicable BSVOSA policies, MGLs, CMRs, ISAs, and MOUs.
- Competency in Microsoft and other software applications, as applicable to the Bureau.
- Ability to produce clear, concise, and analytical reports and presentations, both oral and written, and recommend strategies or solutions as appropriate.

### PREFERRED QUALIFICATIONS:

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

- A Master's degree in criminal justice or a related field;
- Professional licensure or certification in fraud-related field;
- 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;



# Office of the State Auditor

Bureau of Special Investigations  
Assistant Director  
Boston

- 
- 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 [October 6, 2020](#) 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.