



OFFICE OF THE STATE AUDITOR

DATA ANALYST SUPERVISOR

Posting Number 2022-24

SALARY RANGE (Grade 14) CSA927: \$70,000.00- \$103,000.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The Data Analyst Supervisor engages in projects to address key information needs of the OSA and enhance the OSA's efforts to assimilate data analytics into its work processes. The incumbent is responsible for supervising and overseeing the data strategy and infrastructure activities for accurate data collection, processing, modeling and analysis. Data Analyst Supervisor utilizes the collected and analyzed data to help internal and external stakeholders make informed decisions. This is a highly visible position collaborating and coordinating with multi-functional partners to supervise analytics projects with multiple stakeholders on an established deadline.

Please note that in response to COVID-19, OSA has developed a hybrid work model. Beginning in January 2021, employees will be expected to work 40% of their work week in office, with 60% telecommuting. Also, as a requirement of employment, all OSA employees are required to provide proof of COVID-19 vaccination, or provide a negative COVID-19 PCR test weekly in order to access offices or worksites.

SUPERVISION RECEIVED:

Receives general supervision and direction from the Director of Data Analytics.

SUPERVISION EXERCISED:

Provides supervision over employees of a lower grade or as needed, on a project basis, contract or vendor personnel.

DUTIES AND RESPONSIBILITIES:

- Mentor and train analysts across business units on analytic concepts and techniques.
- Supervise, plan and assign work appropriately based on capabilities of subordinates and available resources.
- Monitor and track work of subordinates through periodic reviews and/or evaluations to ensure compliance to business process protocols and best practices.
- Assist with the development, implementation and reporting of performance metrics.
- Ensure work product documentation is organized, timely, complete, valid and stored according to protocols and best practices.
- Determine subordinates' training needs and provide or arrange for such training.
- Oversee the development and use of data systems by identifying and developing efficient ways to organize and store data assets and analyze data in a secure and confidential environment.
- Develop, support and oversee data collection strategies using most efficient and technically appropriate methods that comply with data security policies.
- Assist in the development, execution and enforcement of data handling standards and data management best practices to comply with policies, MOUs and regulations.
- Liaise with business stakeholders in order to understand the requirements for analysis and reporting to deliver accurate results and information.
- Work collaboratively with audit teams and external organizations to manage and/or support the full data analytic lifecycle of data analytic projects.



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- Present across multiple levels of management and teams with strong comprehension of multi-domains to create narratives with data.
- Explain clearly what the data and analytic results indicate and how it can be utilized to support the project objectives.
- Assist teams with oral and written summaries and presentations to internal or external entities during and at the conclusion of projects and make data readily available to accompany results of analyses.
- Oversee and support the creation of code meant for the extraction, manipulation, and analysis of data.
- Oversee the data/report requests process: tracking requests submitted, prioritization, approval, etc.
- Perform, support and oversee data extraction, manipulation, cleaning, analysis and QA of datasets of various sizes in structured and unstructured formats.
- Perform secondary review of work product produced under supervision.
- Ensure compliance with HIPAA and other federal and state required data policies and best practices.
- Stay up to date with analytic tools and technology, query languages and best practices and participate in pilots and proof of concepts.
- Contribute to internal activities for overall process improvement, efficiencies and innovation.
- Manage positive relationships and productive interactions with auditors, business managers and IT specialists to complete tasks.

MINIMUM QUALIFICATIONS:

- A BS in Data Science, Computer Science, Information Management, Economics, Statistics, Applied Math, Finance or Accounting or related discipline.
- Two to five years of job experience in data analysis or related discipline.
- Demonstrated ability in utilization of data analytics with strong understanding of data modeling, reporting and visualization techniques (i.e. SSAS, SSRS, Tableau, Qlik, PowerBI).
- Advanced Excel capabilities (i.e. pivot tables, VLOOKUP function, graphing).
- Experience translating complex quantitative analysis to a non-technical audience.
- Strong background working with data repositories and reporting applications in on premises and cloud infrastructures.
- Proficient in writing T-SQL and other programming languages.
- Ability to supervise, plan and assign work and motivate subordinates.
- Experience developing and executing clear and well-structured data analytic plans.
- Solid customer service, interpersonal and relationship management skills.
- Proven project management skills.
- Demonstrated time management and organizational skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Ability to read, write, and comprehend the English language.



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PREFERRED QUALIFICATIONS:

- One to two years of experience leading a team.
- Experience using analytical concepts and statistical techniques: hypothesis development, designing tests/experiments, analyzing data, drawing conclusions, and developing actionable recommendations for business units.
- Strong problem solving, quantitative and analytical abilities.
- Strong ability to plan and manage numerous processes, people and projects simultaneously.
- Excellent communication, collaboration and delegation skills.
- Experience in analytics software languages (i.e. R, Python or others).
- Experience using data in a public policy context.
- Knowledge of governmental auditing.
- Experience supporting and executing change management activities.
- Experience developing, implementing, supporting and maintaining data analytic protocols, standards and documentation.
- Knowledge of statistical analysis.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **October 27, 2022** via the MassCareers website: [Click Here](#)

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