



# OFFICE OF THE STATE AUDITOR

## INTERGOVERNMENTAL AFFAIRS ANALYST

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**OSA Posting Number 2012-41**

**SALARY RANGE: \$40,000 - \$60,000 (Commensurate with experience)**

### GENERAL STATEMENT OF DUTIES

The Intergovernmental Affairs Analyst directly reports to and assists the Director of Intergovernmental Affairs in all aspects of promoting the Auditor's legislative package and public policy priorities. Specifically, the Analyst monitors legislation and other public policy initiatives that have an impact on the work of the State Auditor's Office; attends and reports on legislative hearings and other public policy meetings; and assists the Director, Chief of Staff, First Deputy Auditor, and the Deputy Auditors in developing and promoting legislative priorities.

### SUPERVISION RECEIVED

The Intergovernmental Affairs Analyst is supervised by the Director of Intergovernmental Affairs.

### SUPERVISION EXERCISED

The Intergovernmental Affairs Analyst does not directly supervise any employees, but may functionally supervise administrative and other staff on projects as needed.

### DUTIES AND RESPONSIBILITIES

- Assists the Director in maintaining working relationships with other governmental offices, attends meetings and communicates with staff in other governmental offices about audit reports and other work of the Auditor's office; coordinates with other areas within the Auditor's office, including Community Outreach;
- Utilizing online tracking software -- including InstaTrac -- and other electronic databases, tracks and monitors legislation and other governmental activities related to OSA's mission and ongoing work in Auditing Department, the Bureau of Special Investigations (BSI), the Division of Local mandates (DLM) and other areas of OSA interest. Maintains an online in-house repository for intergovernmental affairs data and analysis for use throughout the OSA.
- Prepares regular oral and written briefings and reports on the status of legislation and other governmental initiatives for the Auditor and senior staff related to the work of the OSA.
- Assists in the development of the annual legislative strategy and its continuing refinement and execution throughout the year.
- Staffs the Auditor and First Deputy Auditor at meetings and events inside and outside the office and assists the Director of Intergovernmental Affairs on other matters, including preparing briefings and materials for the Auditor, First Deputy Auditor, Chief of Staff, and Directors as needed.

### MINIMUM QUALIFICATIONS:

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

- 3-5 years of experience in public policy analysis, advocacy and/or management.
- Strong analytical capacity along with demonstrated organizational skills and planning experience.
- Strong oral, written communication, and computer skills, including ability to work with Excel and/or similar information management programs and with legislative tracking software such as InstaTrac.
- Working understanding of the structure and functions of the Massachusetts State Legislature, Executive Branch agencies and Constitutional Offices.



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### PREFERRED QUALIFICATIONS:

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

- Experience working in a local, state, or federal government office.
- Bachelor's Degree Required, an advanced degree preferred or other similar advanced certification in a field related to politics, public policy, law and/or government auditing or oversight.

Salary is commensurate with experience.

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than December 31, 2012 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us).

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.