



OFFICE OF THE STATE AUDITOR

POLICY RESEARCH ANALYST THE DIVISION OF LOCAL MANDATES (BOSTON)

Posting Number 2022-10

SALARY RANGE (Grade 12) CSA983: \$57,185.56- \$85,779.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

Pursuant to M.G.L. c. 11, § 6B, the Division of Local Mandates (DLM) has the authority to investigate laws and regulations that may have a significant financial impact on cities and towns. DLM's Policy Research Analyst initiates, researches, and develops reports regarding proposals that may result in cost savings for cities and towns.

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:

Works under the direction of DLM's Director.

SUPERVISION EXCISED:

None.

DUTIES AND RESPONSIBILITIES

- Assists DLM's Director in prioritizing DLM's policy research functions, ensuring that those functions are executed in a timely and competent manner.
- Initiates, reviews, and develops proposals for DLM research projects, and presents proposals to DLM's Director. Ability to provide clear scope of work for any proposed project.
- Undertakes research projects as assigned, periodically updating supervisors of progress on research projects, and produces draft reports.
- Provides advice and instruction regarding the Division's operations to interested parties, including without limitation municipal officials, legislators, and state agencies.
- In cooperation with OSA communications, legislative and external affairs, identifies constituency groups with any interest in the Division's operations, maintains communication with such groups, and affords such groups a means of providing input to the Division.
- Consults with interest groups and other government agencies about matters of concern to the DLM.
- Develops and maintains comprehensive understanding of OSA procedures and systems relevant to successful performance of job duties.
- Performs such other related duties as required.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelor's degree in public administration, public policy, or related field.



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- One to three years experience in public policy or analysis.
- Demonstrated ability to gather relevant information from trusted and accurate sources to prepare internal analysis and final reports for public release;
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to work independently and as part of a team.
- Experience with in Microsoft Office applications and demonstrated skills in data analysis and visualization using programs like Tableau, R, Python or SPSS.
- Possession of a Massachusetts driver's license.

PREFERRED QUALIFICATIONS:

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

- Master's degree in public administration, public policy, or related field;
- Demonstrated ability to build effective relationships across diverse internal and external groups;
- High potential for strong and immediate contributions.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **March 14, 2022** via the MassCareers website: [Click Here](#)

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