



# OFFICE OF THE STATE AUDITOR

## POLICY RESEARCH ANALYST THE DIVISION OF LOCAL MANDATES

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**Posting Number 2014-14**

**SALARY RANGE (Grade 12) CSA983: \$50,000.00 - \$60,000.00 (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.

### **SUPERVISION RECEIVED:**

Works under the direction of DLM's Director.

### **SUPERVISION EXCISED:**

May direct DLM staff as necessary.

### **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 the Director of 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.
- Supervises, directs, and evaluates other DLM staff as necessary to accomplish DLM's objectives.
- 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.
- At least three (3) 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;



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- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to work independently and as part of a team.
- Proficiency in Microsoft Office applications.
- 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 along with a copy of [OSA's Voluntary Self Identification Form](#), no later than April 15, 2014 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us)

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