



# OFFICE OF THE STATE AUDITOR

## PROFESSIONAL DEVELOPMENT COORDINATOR (AUDIT OPERATIONS) STATEWIDE

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Posting Number 2021-19

**SALARY RANGE (Grade 11) CSA258: \$51,987.23 to \$58,000.00/yr. (Commensurate with experience)**

**Office Location:** Depending on assignment, this position may be located to any one of the following regional offices: [Boston](#), [Brockton](#), [Marlboro](#), or [Chicopee](#). Please indicate your geographic preference in your cover letter or email when applying.

### GENERAL STATEMENT OF DUTIES:

The Professional Development Coordinator for Audit Operations will assist the Manager of Professional Development and Audit Training in creating and implementing a professional development plan for Audit Operations that includes various programs already created as well as new programs to be developed. This person will be skilled at project management, adept at writing guidance and able to effectively document the progress of our programs so that we can track our successes and revise programs as needed. They will also conduct research on ways to explore new initiatives, support our staff in enhancing their professional development, and assist with audit training and onboarding.

Please note that in response to COVID-19, OSA employees have the option of working from home (telecommuting) or working in an assigned office. At some point in the near future, 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:

Reports directly to the Manager of Professional Development & Audit Training and assists the Deputy for Audit Operations as needed.

### SUPERVISION EXERCISED:

Not applicable at this time.

### DUTIES AND RESPONSIBILITIES:

- Assist with administration of three Career Path programs by tracking membership and advancement within each program, annually preparing reports which summarize activity, maintaining documentation, and forecasting potential activity within the three plans during budget preparation.
- Assist with administration of the Audit Mentoring Program by recruiting and training mentors, assigning mentors to newly hired staff within Audit Operations, providing support to mentors and mentees, and tracking program progress.
- Assist with coordinating the annual Audit Summer Internship Program.
- Take part in new staff onboarding by preparing and delivering a presentation on Professional Development to new staff, to include discussion of professional certifications, professional organizations, and participation in OSA professional development programs.



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- Monitor and promote the attainment of relevant certifications within audit operations; provide a plan to assist staff in attaining certifications and increase membership in professional organizations.
- Provide systems support in CPE management by assisting the Audit Training Specialist with technical backup as needed.
- Assist with creating, reviewing and revising policies and procedures within the Audit Training Unit as needed.
- Participate in various cross-divisional projects as the representative of the Training Unit on matters related to training.
- Assist with planning Training Committee meetings and subsequent development of training sessions.
- Provide short training sessions as needed, to include preparation of PowerPoint presentations.
- Develop and implement a new program of internally-prepared webinars to be used for audit training.
- Research professional development training opportunities for audit staff and develop a plan to provide targeted training – both internal and external - to small groups of staff based on their career goals and needs.
- Work with Audit Operations support units (QA, Data Analytics, Editing, Planning) on ways the Audit Training Unit can assist them in meeting their unit goals.
- Prepare content for the OSA Insider as needed.

### MINIMUM QUALIFICATIONS:

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

- A bachelor's degree or higher, preferably in Management, Business Administration, Public Administration, or a related field.
- 0-3 years full-time or equivalent part-time experience in government, auditing, training, communication, research and/or project management.
- An advanced degree or relevant professional certification may be substituted for up to 2 years of experience.
- A working knowledge of Generally Accepted Government Auditing Standards (GAGAS).
- Strong oral communications skills that include the ability to interact with staff individually and in large groups, and present training in a classroom/meeting setting as needed.
- Strong written communication skills that include the ability to develop guidance and training materials that are well thought out and error free.
- Skilled in project management.
- Proficiency in using the Microsoft Office software suite and ability to learn and utilize internal operational systems.



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- Strong organizational and problem-solving skills.
- Exceptional attention to detail.
- Ability to think critically and creatively.
- Ability to work both independently and as part of a team.
- Motivation to be a self-starter, and follow through with assigned tasks within established timeframes.
- Strong collaboration, interpersonal management and relationship skills.
- The ability to travel within the state.

#### **PREFERRED QUALIFICATIONS:**

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

- Master's degree.
- Experience in creating written documentation for projects completed.
- Public speaking or training skills/experience.
- Experience in conducting audits.
- Demonstrated leadership potential.

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 **December 14, 2021** 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.