

Agency Name:	Office of the Inspector General
Official Title:	Counsel/Business Analyst
Occupational Group:	Not Used
Position Type:	Non-Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$60,000 to \$70,000
Bargaining Unit:	N/A
Shift:	Day
Number Of Vacancies:	1
City/Town:	Boston
Region:	BOSTON
Facility Location:	One Ashburton Place
Application Deadline:	April 26, 2018
Apply Online:	See “How to Apply”
Posting ID:	

Description:

The Office of the Inspector General for the Commonwealth of Massachusetts (Office) is the oldest state-level inspector general’s office in the nation. The Office has a broad mandate to prevent and detect fraud, waste and abuse in the expenditure of public funds.

The Bureau of Program Integrity (BPI), a division of the Office, is responsible for monitoring the quality, efficiency and integrity of public benefits programs administered by the Executive Office of Health and Human Services (EOHHS). BPI is independent of EOHHS and is mandated to seek to prevent, detect and correct fraud, waste and abuse in the expenditure of public funds for benefits programs. Please see our website (www.mass.gov/ig) and the Office’s Annual Reports (<https://www.mass.gov/service-details/oig-annual-reports>) for more information about BPI and the Office.

The Office seeks a Counsel/Business Analyst for BPI. The Business Analyst and Associate General Counsel will review state agencies that administer human services programs to identify fraud, waste or abuse. The Counsel/Business Analyst will assess business and fraud risks; evaluate business processes; make recommendations to improve the administration of the human services agencies and programs; investigate individual cases of fraud; and make recommendations for criminal prosecution. Specific responsibilities include:

- Analyzing business processes in public agencies that administer human services programs.
- Identifying business risks and vulnerabilities and making recommendations for business process improvements.
- Developing and implementing project plans and working with a small project team.
- Evaluating and interpreting data.
- Serving as lead attorney for fraud investigations and referrals to law enforcement.
- Researching and analyzing state and federal statutes, regulations and proposed legislation.

- Writing legal research memoranda, public reports and other documents.
- Interviewing public employees and other parties.
- Analyzing policies, procedures and best practices for administering benefits programs.
- Analyzing fraud detection capabilities in human services agencies.
- Assisting the Bureau to meet its legislative mandates.
- Additional duties as assigned.

Required Qualifications:

- A lawyer in good standing of the Massachusetts bar.
- Degree in one or more of the following areas: public administration; public policy; or business administration (including management, business or data analytics, or other business-related majors).
- At least three years of government-related work experience.
- Experience with business risk management, fraud risk management and internal controls.
- Demonstrated ability to analyze, understand and explain complex public policy issues.
- Experience identifying and analyzing data to inform projects and investigations.
- Experience with conducting fraud investigations.
- Demonstrated ability to work on a project team and collaborate on a work product.
- Outstanding written communication and editing skills.
- Strong verbal and interpersonal skills.

Preferred Qualifications:

- Work experience in a state agency.
- Experience with criminal prosecutions.
- Experience reviewing and analyzing legislation.
- Experience using data analytics tools and software.

How to Apply:

Submit cover letter, resume, and an original writing sample not edited by others to:

Mary Beth Farrelly, Chief Financial Officer
Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108
Mary.Farrelly@massmail.state.ma.us
(617) 722-8832

Agency Web Address:

<http://www.mass.gov/ig>

Diversity Officer:

Mary Beth Farrelly

The Office of the Inspector General is an Equal Opportunity Employer. The Office actively seeks to increase the diversity of its workforce.