



OFFICE OF THE STATE AUDITOR

DIRECTOR OF THE BUREAU OF SPECIAL INVESTIGATIONS

Posting Number 2011-04

Salary Range: \$70,000 - \$80,000

GENERAL STATEMENT OF DUTIES:

Responsible for the efficient and effective day-to-day operation and oversight of the Bureau of Special Investigations (BSI or the Bureau) within the Office of the State Auditor (OSA).

SUPERVISION RECEIVED:

Works under the direction of the Deputy Auditor for Legal and Policy.

SUPERVISION EXCISED:

Supervises all staff assigned to the Bureau.

DUTIES AND RESPONSIBILITIES

- Assists the Deputy Auditor for Legal and Policy in prioritizing the Bureau's functions, ensuring that those functions are executed in a timely and competent manner.
- Ensures that the Bureau meets its statutory obligation to respond to allegations of public benefit fraud in a timely and competent manner. Designs, implements, and manages a prosecutorial strategy to improve the BSI's recovery of fraudulent public benefits.
- Works cooperatively with other divisions within the OSA, including without limitation the Medicaid Audit Unit, to enhance the OSA's ability to address fraud, waste, and abuse in state government.
- Provides advice and instruction regarding the Bureau's operations to interested parties, including without limitation: state agencies with whom the Bureau interacts on a regular basis, including the Department of Transitional Assistance, Mass Health, and the Department of Revenue; Federal agencies that address public benefit fraud; and governmental prosecutorial agencies, such as the U.S. Attorney's Office, the Attorney General's Office, and District Attorney offices.
- In cooperation with the Director of External Affairs, identifies constituency groups with any interest in the Bureau's operations, maintains communication with all such groups, and affords such groups a means of providing input to the Bureau.
- Working in conjunction with the Director of Intergovernmental Affairs, reviews pending legislation that may implicate the Bureau, advises the OSA regarding such legislation, and drafts legislation that may benefit the Bureau.
- Supervises, directs, and evaluates other BSI staff as necessary to accomplish the Bureau'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:

- A Law Degree from an accredited law school.
- At least five (5) years experience in a supervisory position, managing and evaluating staff, preferably in the public sector, as well a similar experience investigating and prosecuting white-collar crimes.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office applications;

PREFERRED QUALIFICATIONS:

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

- Proven expertise and knowledge of best practices across all fraud investigation functions including policies, procedures, and systems;
- Ability to build effective relationships across a diverse population and at all levels of the organization, functioning as an employee advocate and management agent;
- Demonstrated experience with change management;
- Experience in the design, development and implementation of new strategies and procedures and in formulating policy; and
- High potential for strong and immediate contributions.

Please submit your cover letter and resume electronically, no later than April 15, 2011 to OSA.applications@sao.state.ma.us, referencing Posting Number 2011-04 in the subject line.