



Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MASSACHUSETTS 02108
(617) 727-5000
MACOMPTROLLER.ORG



WILLIAM McNAMARA
COMPTROLLER

OFFICE of the COMPTROLLER (CTR)

BEST Solution Data and Information Architect (SDIA)

BEST Team FY 2023-011

About the Office of the Comptroller

The Office of the Comptroller of the Commonwealth of Massachusetts (CTR) is an independent and apolitical agency charged with overseeing the Commonwealth's financial systems, preparing the annual financial reporting, and managing the external single audit process. In fiscal year 2021 CTR oversaw approximately \$95 billion in spending. In addition, CTR oversees the Commonwealth's General Ledger, payroll and vendor management, trains state employees on risk mitigation and operates the Commonwealth's financial system.

As stewards of the public trust, CTR aspires to inspire confidence by maintaining our core principles: clarity, integrity, and accountability. The powers and obligations of the Office of the Comptroller are generally dictated by M.G.L. c. 7A.

About Business Enterprise Systems Transformation (BEST) Program

The Commonwealth of Massachusetts is undertaking a multi-year project known as the Business Enterprise Systems Transformation (BEST) Program to implement a comprehensive Enterprise Resource Planning (ERP) software solution that will support a wide range of business functions used by all state agencies. The initial scope of the project is to implement functionality that supports Financial Management of the Commonwealth by replacing its core financial and accounting system, currently known as MMARS, which is used by 150+ state agencies. It is envisioned that the new solution will also include additional modules that support a full software suite capable of addressing government business needs including Human Capital Management, Payroll and other capabilities that will provide the Commonwealth with the capacity to migrate other applications to a single solution platform over time should it elect to do so.

The BEST Program will begin with Phase 1 implementation of a new Financial Management and General Ledger solution over an 18–24-month period beginning in the first quarter of calendar year 2023.

It is the Commonwealth's intent that the ERP solution will be delivered as a SaaS (cloud) solution that will replace the Commonwealth's current heavy investment in highly customized software housed "on premise" on virtual or physical servers.

The BEST Program is jointly sponsored by the Secretary for Administration and Finance, Comptroller of the Commonwealth and the Secretary of Technology Services and Security. This job posting is being issued through the Office of the Comptroller.

More information can be found at www.mabest.org.

Position Summary

The **BEST Solution Data and Information Architect (SDIA)** will serve as the BEST's data steward and will be responsible for the assessment, improvement and fitness-for-purpose of critical data assets including assessing the system integrator (SI) and software product vendors' protocols for protecting the Commonwealth's data assets and making recommendations regarding how the Commonwealth should monitor such protocols. The SDIA will direct the work of the SI and product vendor and coordinate the input of business owners of data sources to identify data elements that are shared across enterprise applications, modules or business functions and assure that configuration and customization decisions are made with a full knowledge of how these data elements interact and should be managed. The SDIA will chair a Data Governance Board that will provide enterprise-wide input and direction to support these activities.

This position will determine the logical design and information management strategies necessary to store, move and manage data in the new target state. The SDIA will: establish standards and procedures to monitor the integrity and integration of data in the new solution (including data entered into the solution through manual and automated integrations); develop technical, structural and organizational designs and specifications as needed to describe data requirements; evaluate technology and products proposed by the SI and product vendors related to data monitoring and management; and ensure that databases are optimally designed for recovery, high availability, performance and maintenance.

The SDIA will manage a team that will develop and implement the approach to data access by users of the new solution, including the analysis of current methods of accessing data by end users, data access opportunities offered by the new solution such as dashboards and online queries, and will direct the SI vendor in the configuration of standard out-of-the-box reports and any additional reports or dashboards required by the Commonwealth. The SDIA will work with the EOTSS Commonwealth Information Warehouse (CIW) staff to develop the plan for how the new solution will support users who need to download large amounts of financial data into their own agency-specific applications or warehouses and how the new solution and CIW will work jointly to support ongoing data access needs of end users.

The SDIA will be a member of the BEST Program Management Office (PMO), reporting administratively to the First Deputy Comptroller with daily oversight by the BEST Technical Solution Lead.

Specific Duties

- Working with state business owners of the data, assess the state of data quality within the existing Financials enterprise application (MMARS).
- Identify the data assets that are deemed significant to the enterprise, as determined by the business impact, risk mitigation or organizational impact of the information.
- Review proposed data contained in the new Financials system and identify issues, risks and mitigation steps as needed to ensure that data management best practices and guidelines are followed.
- Develop data management policies and best practices with input from the Data Governance Board.
- Develop protocols and guidelines for data management, establish goals for data quality improvement, and identify best approaches for resolving data quality issues.
- Formulating business rules governing use of the data including security and data life cycle management.

- Work with the SI and product vendors, BEST Systems Architect, and business owner to identify data elements shared across enterprise applications and the new solution and assure that configuration and customization decisions are made with knowledge of how these data elements interact and will be managed.
- Coordinate SI and product vendors' creation of conceptual, logical, and physical data models and ensure that critical information assets are represented in the enterprise information architecture (EIA).
- Through participation as a co-lead of data conversion/migration, data integration, and security Program team meetings and review of materials developed by these teams, ensure a best practices approach to data modeling, management, and maximization of access to data.
- Develop a BEST Program End User Data Access Plan and direct the implementation of the approved plan by the SI vendor who will configure delivered dashboards and queries, develop new data access options for end users of the new solution, and develop training materials to assist users in accessing data in the new solution.
- Develop the strategy through which end users will be able to access large amounts of data in the new solution and extract that data either from the new solution, the CIW or other available options.
- Review proposed data models contained in the ERP solution and identify issues, risks and mitigation steps as needed to ensure that data modeling best practices and guidelines are followed.
- For any new development work undertaken by the product vendor or business owner, ensure that the data objects and data models support data services in a service-oriented architecture.

Required Qualifications

- Experience working with multiple, diverse technical configurations, technologies, and processing environments in one or more projects of similar size and complexity to BEST.
- Experience leading internal technical teams and overseeing vendor technical teams, particularly in data access and modeling.
- Familiarity with application, infrastructure, and data security concepts.
- In-depth exposure to data quality concepts, best practices, and tools.
- Ability to define the value of the data asset to the enterprise.
- Strong experience with conceptual, logical, and physical data modeling and data analytics.
- Experience in business process improvement and quality assurance.
- Knowledge and understanding through use of different modeling languages (such as UML and ArchiMate).
- Versed in different development methods (e.g., Kanban, Agile, Scrum, etc.)
- Experience with key Program ecosystems, platforms, and tools such as JIRA and SharePoint.

- Strong written and verbal communication skills for both technical and non-technical audiences. Excellent analytical, organization, presentation, and facilitation skills.

Preferred Qualifications:

- Experience with Software as a Service (SaaS) cloud implementations particularly those in which legacy on premise applications have been migrated to cloud delivery options.

Minimum Entrance Requirements

Bachelor's degree in computer science, information technology, software engineering, system analysis or a related study, or equivalent experience. Master's degree is preferred.

Minimum of seven to ten years of design and implementation experience in IT, with a deep knowledge in a minimum of two of the following technical disciplines: data governance, data architecture, or information access.

Salary Range: **\$120,000-\$140,000**

This is a management level VIII position.

Annual compensation will be negotiated with the candidate based on years of experience.

Benefits Package

CTR is pleased to offer a comprehensive benefits package for its employees and managers. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The overall benefits available include paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans. Details of the various plans and the cost split between employer and employee may be reviewed by looking at the Group Insurance website, <https://www.mass.gov/orgs/group-insurance-commission> and/or as part of the interview process.

CTR employees also participate in the Commonwealth's State Retirement Plan, which may become a Defined Benefit Plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information: <http://www.mass.gov/treasury/retirement/state-board-of-retire/>

In addition, CTR provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission, pre-tax commuter account plans, along with other programs. This position may be eligible for the federal Public Service Loan Forgiveness (PSLF) program administered by the Federal Government.

CTR Hybrid Work Model

CTR began operating its hybrid work model on November 1, 2021. Under this policy, employees are currently required to work a minimum of four business days per month (two set by management and two set by the employee) on-site at CTR's Boston office and may work remotely the remainder of the time at a location approved by their supervisor, so long as they comply with the requirements of the telework policy. Under this policy, all employees must be able to report to the Boston office with little or no notice, even including the same workday should an exigent circumstance arise. Therefore, a

reasonable proximity to the office is necessary. CTR does not reimburse for employees to travel to the office.

In addition, the successful candidate may be required to work primarily on site in Boston during the initial training and orientation period and/or for certain positions a primarily on-site role may be necessary.

Hours

Hours of work are Monday through Friday, except for holidays, on a full-time basis, with a compensated workday of 7.5 hours per day (37.5 hours per week). A selected candidate's exact schedule may be set with the direct supervisor. Overtime, night, and weekend work schedules will be set with the position's direct supervisor.

COVID-19 Vaccination Requirement

The successful applicant will be required to have received the full required regimen of vaccine doses of a COVID-19 vaccine (two doses of the Pfizer/Moderna vaccine or one dose of the Johnson & Johnson vaccine) prior to their start date, and may be required to demonstrate that they continue to maintain COVID-19 vaccination boosters in accordance with updated public health recommendations or policies that may be adopted by the Office of the Comptroller (e.g., staff shall obtain all recommended boosters.) Applicants who request to be exempt from the requirement for COVID-19 vaccination due to a documented medical condition that makes vaccination medically contraindicated or based on a sincerely held religious beliefs must obtain approval for such an exemption from the Office of the Comptroller before their start date.

Details relating to how to comply with this requirement which includes weekly testing may be discussed with CTR's Chief Human Resources Officer during the selection process.

Commitment to Diversity

CTR is committed to building a diverse staff at all levels across its entire agency.

CTR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Application Process

The Office of the Comptroller encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates must submit their materials electronically, by **email** no later than 5:00 pm, on **December 9, 2022**.

Submissions should include the following:

- a letter of intent,
- resume,
- a list of relevant data and information management initiatives led by the candidate,
- two business writing samples, and
- three professional references.

Your application package should be submitted to:

CTR-HR@mass.gov

Applicant packets will be reviewed and considered on a rolling basis so interested applicants are encouraged to apply as soon as possible. Late submissions are reviewed at the discretion of CTR.

Please include position title and position number in the subject line of your submission.

BEST Solution Data and Information Architect (SDIA), FY23-011

Required Background Check – Including Tax Compliance

CTR requires a background check on all prospective employees as a condition of employment.

Candidates should know that the background check is not initiated until:

1. A candidate is invited to a second or subsequent interview and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes:

- a Criminal Offender Record Information (CORI) check,
- Federal IRS and
- Commonwealth Department of Revenue state tax compliance.

Candidates with advanced degrees and professional licenses may have these credentials verified.

Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Further Information

To learn more about the BEST Program, please visit the Program web site at: <https://www.mabest.org/>.

Please visit <https://www.macomptroller.org> for more information about the Office of the Comptroller.