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COMPTROLLER

# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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## Office of the Comptroller (CTR)

STATEWIDE PAYROLL ANALYST, EDP SYSTEMS ANALYST III  
FY2023-006

### 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.

### Statewide Payroll Responsibilities

The Statewide Payroll Team ensures that the Commonwealth's payroll system properly processes compensation and deductions for all Commonwealth employees on time, accurately, and efficiently. Additionally, the team works with departments across the Commonwealth of Massachusetts to ensure that payroll expenditures are posted to suitable accounts, and within their budgets.

The Statewide Payroll Team implements payroll policies consistently across multiple systems, ensuring proper maintenance and reliability. The team is a resource for payroll personnel across the Commonwealth to ensure that they have the resources and knowledge to process payroll at their departments.

### Position Summary

CTR is seeking qualified candidates for consideration to fill one, full-time (37.5 hours/week) **Payroll Analyst, EDP Systems Analyst III** on the **Statewide Payroll Team**. Under the supervision of the Statewide Payroll Supervisor, this position functions as a Payroll Analyst and performs various payroll and payroll accounting activities demonstrating general payroll knowledge related to tax withholdings, exceptions, deductions, calculations, and IRS/DOR wage reporting requirements.

## Specific Duties

The specific duties of this position include but are not limited to the following:

- Participate in activities and operations related to the Labor Cost Management System (LCM), and the Human Resource Compensation Management System (HRCMS).
- Demonstrate fundamental payroll knowledge of HR/CMS and LCM systems to meet general understanding of state finance regulations/fiscal activities and processes.
- Assist with day-to-day operations and system maintenance to ensure timely, efficient and accurate processing of Commonwealth payroll.
- Participate as Tier 2 tech support for HR/CMS and/or LCM and respond to or escalate Tier 2 issues in a timely manner, both effectively and accurately.
- Identify user problems or system problems and communicate towards resolution of those problems.
- Ensure HR/CMS, LCM issues are resolved and recorded before Payroll Processing.
- Participate with team during bi-annual year-end processing including:
  - Fiscal Year Close/Open
  - Split Year Payroll/Accounts Payable
  - Tax Year End
- Assist project team in the upgrades to the Human Resources/Compensation Management System (HR/CMS) to meet state payroll administration system needs and requirements.
- Request and implement other system changes through Service Requests, in coordination with ESS and EOTSS, as directed by supervisor.
- Participate and assist in systems integration and inter-operational functions and activities for payroll – related projects undertaken by the Office of the Comptroller and partner departments.
- Participate in meetings with other agencies technical staff to provide technical assistance involving their business and informational needs and requirements for payroll processing and assist them in finding applications to meet these requirements.
- Actively assist Team and Leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review.
- Interact cooperatively and professionally with colleagues at the Comptroller's Office and other state departments and agencies.
- Ability to work independently to accomplish tasks.
- Ability to work with other team members in a dynamic work environment.
- Ability to work with multiple and changing priorities.
- Excellent communication skills – both verbal and written.
- Ability to understand and apply pertinent state/federal laws, rules and regulations.
- Ability to be flexible and adapt to process change.
- Highly proficient with Microsoft Word, Access, and other query tools including SQL.
- All employees of CTR may be asked to engage in other administrative or fiscal process assignments on an as needed basis.

## Capabilities and Attributes

This position requires a self-starter with the following capabilities and attributes:

- strong communication skills;
- impeccable attention to detail;
- superior time management;
- proven multitasking ability;

- ability to contribute and work productively as part of a team and equally as an individual contributor;
- positive attitude;
- capacity to remain flexible and learn new standards and guidelines as necessary; and
- ability to work well under pressure.

## Minimum Entrance Requirements

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in electronic data processing of which (B) at least two years must have been in work in which the major duties included computer systems analysis, or (C) any equivalent combination of the required experience and the substitutions below.

### SUBSTITUTIONS

- I. An Associate's degree with a major in the field of data processing or computer programming may be substituted for a maximum of one year of the required (A) experience.\*
- II. A Bachelor's degree with a major in the field of data processing or computer and/or information science may be substituted for a maximum of two years of the required (A) experience.\*
- III. A Graduate degree with a major in the field of data processing or computer and/or information science may be substituted for a maximum of two years of the required (A) experience.\*
- IV. A diploma for completion of a two year full-time, or equivalent part-time, program in a recognized non-degree granting business or vocational/technical school above the high school level with a major in the field of computer programming may be substituted for a maximum of one year of the required (A) experience.\*
- V. An official transcript from a recognized business or vocational/ technical school as evidence of completion of a program consisting of at least 650 hours of instruction in the field of computer programming may be substituted for a maximum of one year of the required (A) experience.
- VI. Graduation from the data processing course of a recognized vocational/technical high school may be substituted for a maximum of one year of the required (A) experience.

\*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitution will be allowed for more than two years of the required (A) experience.

NOTE: No substitution will be allowed for the two years of the required (B) experience.

## Preferred Qualifications

- Bachelor's degree or higher in business management, business administration, or related field
- Advanced Microsoft Excel user: demonstrated ability to create spreadsheets that incorporate advanced Excel features and formulas

- Working knowledge of the Commonwealth's HR/Payroll system (HRCMS)
- Working knowledge of the Commonwealth Information Warehouse (CIW) or other warehouse solution.

## Bargaining Unit / Salary Range

NAGE UNIT 6 / Grade 14: \$68,016.52 - \$98,517.12

As per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees. The range is based upon a series of steps. Any potential offer is determined based upon an analysis of the minimum entrance requirements, the candidate's relevant work experience and educational achievement level.

## Benefits Package

CTR is pleased to offer a comprehensive benefits package to its employees. 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.

## 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.

## 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 **E-mail** no later than 5:00 pm, on **September 30, 2022**.

Submissions should include the following:

- a cover letter; and
- resume.

Candidates chosen to advance to a second-round interview will also be required to submit:

- three business writing samples; and
- three professional references.

Please include position title and posting number in the subject line of your submission. Your application package should be submitted to [CTR-HR@mass.gov](mailto:CTR-HR@mass.gov).

Submissions will be reviewed on a rolling basis. Late submissions may be considered solely at the discretion of CTR.

## 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.

Those candidates invited to interview will be contacted by the Hiring Manager for this position.

Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

## Further Information

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