Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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INTERNAL POSTING

Statewide Risk Management Team (SRMT)

Security Administrator EDP IV

FY24 – 023

About the Office of the Comptroller

The Office of the Comptroller (CTR) ensures that the more than $50 billion in annual transactions authorized by the general appropriations act and supplemental appropriations are executed in accordance with all statutory requirements and recorded in compliance with accounting standards. We also oversee capital assets, federal funding inflows, and other transactions. We also own and maintain statewide payments and payroll systems, safeguarding critical financial information. We operate in support of our partners, the financial staff at more than 150 departments and agencies across the Commonwealth.

As stewards of the public trust, we aspire 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.

The Office of the Comptroller's **Statewide Risk Management Team** (SRMT) has six areas of responsibility:

1) The SRMT manages security access to the Commonwealth's Accounting and HR/Payroll Enterprise Systems for users at all state agencies.

2) SRMT uses data analytics and desk reviews to ensure agency compliance with State Finance Law, Comptroller regulations, policies and procedures, and works to protect against fraud, waste, and abuse.

3) The Risk Team offers resources on cybersecurity internal controls, training, preparedness, and organization responsibilities.

4) Under Chapter 647 of the Acts of 1989, the Comptroller is responsible for developing internal control guidelines for Commonwealth agencies and assisting them in certifying the existence of internal controls and best practices in various business areas.

5) The Risk Team manages the IT and Uniform Guidance portions of the Statewide Single Audit and files the Single Audit Report with the Federal Clearinghouse. SRMT also monitors potential auditor independence issues, and other auditor fiscal reviews, outcomes, and reports.

6) SRMT reviews the internal operations of the Comptroller's business teams and consults on business processes.

Position Summary

The Security Administrator will be responsible for reviewing requests for access to the Commonwealth's Enterprise Systems: the Massachusetts Management, Accounting and Reporting System (MMARS), the Human Resources and Compensation Management System (HR/CMS) and the Commonwealth Information Warehouse (CIW). The primary work will be for HR/CMS, but the position will serve as a backup for reviews of MMARS and CIW access requests.

The successful candidate must be a self-starter that can multi-task and prioritize workflow, have professional communication skills, both verbal and written, patience to accurately review important details, a positive customer service approach to problem solving, maintain a professional appearance at all times, and assist with special projects as needed.

Specific Duties Include:

- Review pending requests (add, change, deactivate) for HR/CMS access submitted by designated Department Security Officers (DSOs). Approve or reject based on Security team criteria and principle of least privilege.

- Report any requests for special high-level roles (beyond least privilege) to management.

- Communicate CTR policies, standards, and best practices, including but not limited to the importance of segregation of duties, Department Head Signature Authorization (DHSA) and appropriate assignment of roles, to agency Security Officers (DSOs).

- Perform security data analysis to determine the most efficient account and permissions set up in accordance with CTR policies, guidelines, and best practices.

- Compile and create internal and external security-related documentation.

- Communicate training materials and content updates to CTR's Security Trainer.

- Manage the technical set up and configuration of security related tables and files in all relative CTR systems.
- Create and execute test plans for HRCMS upgrades.
- Review and approve all security related changes to HRCMS prior to migration to production.
- Design and test new security roles and row security additions for HR/CMS.
- Serve as Tier II security contact for CTR Solution Desk, Executive Office of Technology and Security (EOTSS) Service Now and the Employee Service Center.
- Coordinate and maintain the statewide DSO Key Contact List, including sending update notifications to EOTSS.
- Run and distribute the weekly Department Head Signature Authorization (DHSA) report and distribute to CTR internally.
- Run daily user status report.
- Run weekly HR Analytic report and distribute to Executive Department Human Resources Division (HRD).
- Run monthly security reports.
- Member of the HRCMS Project Management Team.
- Monitor monthly reports to identify departments with unusually high number of users with powerful system access.
- Back up for assigning CFO Dashboard access and offboarding.
- Administer access to the SharePoint Vendor Customer site.
- Analyze the security role assignment process and provide recommendations for monitoring interdepartmental security granted through ISAs.
- Contribute to the User Access and Terminated Employees reviews, multiple UAIDs cleanup analysis, and contractor security access reviews.
- Create Job Aids for various processes involving security and DSOs.
- As a backup, review UDOC requests for MMARS submitted by designated Department Security Officers (DSO). Approve or reject based on Security team criteria.
- Provide data to the Commonwealth's auditors on the statewide single audit and /or any targeted audits.
- Conducts semi-annual security reviews.
- Design standard and ad-hoc queries using the CIW.
- Participate in cyber incident responses.

Preferred Qualifications:

- Familiarity with the Commonwealth's organizational set up of Secretariats and Departments
- Working knowledge of HR/CMS and MMARS data in the Commonwealth Information Warehouse (CIW) system, ability to create queries and produce reports
- Familiarity with Chapter 647 of the Acts of 1989 (The Internal Control Law)
- Skilled in HR/CMS, CIW and/or MMARS navigation
- Advanced software application skills including Microsoft Office 365 suite, SharePoint, Azure, Teams, DocuSign, Adobe Sign and other applications.

Minimum Entrance Requirements

Applicants must have at least (A) five years of full-time or equivalent part-time professional experience in electronic data processing work, of which (B) at least three 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 Associates' 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 processing 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 science 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 three years of the required (B) experience.

Bargaining Unit / Salary Range   NAGE Grade 16: $ 80,750.80 - $ 117,600.60

Salary range is per the Salary range is per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees. Salary is determined in accordance with the collective bargaining agreement and Commonwealth hiring guidelines.

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.

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 **May 17, 2024.**

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 (**FY24-023**) in the subject line of your submission. Your application package should be submitted to:

CTR-HR@mass.gov

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, and Commonwealth Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

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:

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