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COMPTROLLER

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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OFFICE of the COMPTROLLER Records Access Officer/Legal Analyst FY 2022- 006

About the Office of the Comptroller

The Office of the Comptroller of the Commonwealth of Massachusetts is an independent and apolitical overseer of governmental and other funding sources, totaling more than \$76 billion in Fiscal Year 2021. In addition, the Office of the Comptroller oversees the Commonwealth's expenditure, payroll management, and major audit functions.

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.

Position Summary

The Records Access Officer/Legal Analyst, under the supervision of the General Counsel, is responsible for performing a variety of specific duties to ensure CTR's compliance with the Massachusetts Public Records Law and other statutes and regulations. In addition to overseeing CTR's response to public records requests, this position will provide administrative and legal support to the legal team. This position will work closely with the General Counsel and Assistant General Counsel and may represent CTR on various internal and external work groups.

Specific Duties Include:

Records Access Officer

- Serve as CTR's Records Access Officer, managing administrative tasks associated with public records requests through the Next Request online platform (or similar) and responding to inquiries made to the office;
- Communicate with requesters, including answering phone calls, emails, and letters;
- Prepare reports on public records requests for internal executive dashboard and prepare data for inclusion in the annual state public records report, which is annually filed with the Secretary of the Commonwealth's Office; and

- Ensure that CTR records are retained only for required time period and manage the process of submitting document destruction requests to the Commonwealth's Records Conservation Board;

Legal Analyst

- Facilitate legal team response to CTR Solutions Desk tickets using Service Now;
- Assist with CTR's response to subpoenas by submitting electronic discovery requests, and requesting and reviewing records from CTR staff;
- Assist with CTR's response to discovery requests and preparation of exhibits in connection with litigation and arbitration;
- Assist CTR Human Resources with performing CORI and DOR background checks (and other such, as required), for second round or above candidates for hire;
- Assist with the development of training sessions for CTR Legal Team;
- Handle confidential material and sensitive information discretely; and
- Develop and maintain thorough knowledge of the responsibilities of all CTR business units.

Required Skills

- Highly motivated to serve the public interest;
- Excellent written and oral communication skills (candidates must provide three business writing samples);
- Ability to work professionally with persons at all levels, including members of the public, press, CTR staff and other Commonwealth departments;
- Ability to manage and execute multiple tasks and responsibilities;
- Ability to prioritize assignments and work within deadlines;
- Strong attention to detail;
- Ability to contribute and work productively as part of a team;
- Positive attitude; and
- Capacity to remain flexible and learn new skills and software as necessary.

Minimum Entrance Requirements:

Bachelor's degree in a field related to the work of CTR.

Applicants must have at least five (5) years of full-time or, equivalent part-time professional, professional internship, administrative, supervisory or managerial experience in a related field. Relevant educational degrees may be considered as substitution for some of the required experience.

Preferred Qualifications:

- Demonstrated practical experience handling confidential information with discretion;
- Experience with legal research and writing;
- Prior government or finance experience; and/or
- Knowledge of and experience with the Massachusetts Public Records Law; M.G.L. c. 66, § 10 and M.G.L. c. 4, § 7, Clause Twenty-sixth.

Salary Range: \$ 65,000 - \$75,000

This is a management level V position.

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.

This is a management position; as such, the successful candidate will be an employee at will. This position is non-civil service and not covered by a collective bargaining agreement. This position is an exempt position.

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 can 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.

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 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 may be discussed with CTR's Chief Human Resources Officer during the selection process.

CTR Hybrid-Work Model

CTR began operating its hybrid work model on November 1, 2021. Under this policy, employees are currently required to work four business days per month (two set by management and two set by the employee) at CTR's Boston office, and may work remotely the remainder of the time at a location approved by their supervisor. 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.

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

Required Background Check – Including Tax Compliance:

CTR requires a background check on all prospective employees as a condition of employment. However, an application and Background Check Authorization Forms are not initiated until a candidate is invited in for an interview.

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 a Commonwealth Department of Revenue state tax compliance check , for 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.

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 **January 7, 2022, the following:**

- a cover letter,
- resume,
- three business writing samples, and
- Three professional references, please provide contact information and context of your relationship with each reference, i.e. former supervisor, co-worker.

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

Late submissions may be considered solely at the discretion of CTR.

Further Information:

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

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