



Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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Office of the Comptroller Chief People Officer Operations Team Job Posting FY20, 010-00168842

About the Office of the Comptroller

The Office of the Comptroller (CTR) is an independent, executive level agency within the state government of the Commonwealth of Massachusetts. Our mission is to promote accountability, integrity, and clarity in Commonwealth business, fiscal, and administrative enterprises. We strive to be a model for good government and to protect public resources by mitigating the risk of fraud, waste, and abuse while promoting transparency. Our core values include teamwork, communication, excellence, service and trust.

Position to Fill - Chief People Officer

CTR is seeking to fill the role of Chief People Officer (CPO). The CPO will report to the First Deputy Comptroller and will interact with the Comptroller directly.

The CPO's job is to optimize people-centered activities such as recruiting, hiring, professional development, and performance management to ensure these efforts support CTR's mission. The CPO is a leader of the office, responsible for managing the strategy and processes related to building and retaining an exceptional team of professionals. The CPO acts as an advisor and consultant for both managers and employees, but must also be able to develop and execute solutions. The CPO works collaboratively with other leaders in the office, including the General Counsel, Chief Financial Officer and Customer Success Manager. Lastly, the CPO, a human resource generalist, will be a strategic contributor to CTR's office-wide, long-term vision while also ensuring the core traditional work of the human resource team is efficiently and effectively executed.

The successful CPO must be a self-starter with the following capabilities and attributes: excellent interpersonal and communication (verbal and written) skills; be empathetic and understanding while also being a leader and representative of management positions to the office; ability to fully manage the human capital space; ability to clearly articulate complex issues and solutions across all levels of management; impeccable attention to detail; superior time management and multitasking skills; ability to contribute and work productively as part of a team; positive attitude; collaboration and team building; capacity to remain flexible and learn new standards and guidelines as necessary; and the ability to work well under pressure in a fast paced organization with evolving priorities.

The CPO provides HR advice and support to all members of CTR. The CPO will work with staff who are represented by a bargaining unit and with non-union managers. The CPO will address labor and employee relations, recruitment, selection and placement, training and development, performance measurement, workplace environment, quality of work life, structure of work and human factors, organizational development and employee behavior.

Additionally, the successful CPO must be a positive leader, excited about being part of a once in a career transformation of CTR's people and systems to a modern, best of class environment. The transformation from a heavily transactional based work environment to an analytical and risk mitigation one will require active leadership from the successful CPO in concert with the Comptroller and the Business Enterprise Systems Transformation (BEST) Team.

The CPO will manage a human resources team of 2-4 members. This team supports CTR's full range of human resources needs.

Minimum Entrance Requirements:

Applicants must have at least six (6) years of full-time, or equivalent part-time, human resources generalist experience of which at least three (3) years must have been in a managerial capacity.

Required Qualifications:

- Bachelor's Degree
- At least six (6) years human resources generalist experience

Preferred Qualifications:

- Master's Degree
- Familiarity with conduct of internal investigations
- Labor relations experience
- SHRM certification
- MCAD certified trainer certificate
- Proficiency with Human Resources Compensation Management System (HR/CMS)

Required Skills and Attributes:

- High level of organization and follow-up
- Ability to draft clear and concise memos, policies and procedures
- Solid written and verbal communications
- Empathy and compassion
- Ability to maintain confidential information
- Ability to provide solid and informed advice and counsel
- Resourcefulness
- Impeccable active listening skills
- Ability to research, analyze, and present accurate information on complex and constantly changing topics

Salary: \$110,000 - \$122,000; M8

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. 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 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/>.

CTR also offers Identify Force Credit Monitoring for all members of its office.

Commitment to Diversity:

CTR is committed to building a diverse team of managers and staff. **THE OFFICE OF THE COMPTROLLER IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Application Process:

CTR encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position. **Submissions will be reviewed on a rolling basis until filled.**

Interested candidates must submit:

- o A cover letter,
- o Resume,
- o A list of professional references, and
- o Three business writing samples that demonstrate an ability to effectively communicate in a business environment.

The application package should be submitted by e-mail, no later than **5:00 pm on January 3, 2020**, to Jeff.Shapiro@mass.gov. Please include the position title and posting number in the subject line:
Chief People Officer, FY 20, 010-00168842

Required Background and Qualifications Check - Including Tax Compliance:

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

Candidates should be aware of this requirement but should also know that such 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.

The background check includes:

- 1) A Criminal Offender Record Information (CORI) check,
- 2) A federal IRS compliance verification, for the past 7 years, and
- 3) A Department of Revenue state tax compliance verification.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than the references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Application Deadline:

The closing date for this position is **5:00 pm on January 3, 2020**. Applications will be considered on a rolling basis, so candidates are encouraged to apply as early as possible. Late submissions may be considered solely at the discretion of CTR.

Further Information:

To learn more about CTR please visit our website, <http://www.macomptroller.org> and follow us on Twitter! https://twitter.com/MA_Comptroller.

Those candidates invited to interview will be contacted by a human resources representative 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.