



**OFFICE of the COMPTROLLER (CTR)  
STATEWIDE PAYROLL TEAM (SPTO)  
LEAD PAYROLL TECHNICAL ANALYST (EDP III)  
Job Posting FY20, 002 - 00008176**

**About the Office of the Comptroller:**

The Office of the Comptroller (CTR) is an Independent, Executive Level Agency. 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.

This position is located within the Statewide Payroll Team and works under the direction and supervision of the Commonwealth's Chief Payroll Officer.

**Position to Fill – Lead Payroll Technical Analyst:**

As part of the Statewide Payroll Team, the Lead Payroll Technical Analyst will manage technical components of the MA Management Account & Reporting System (MMARS) including the Labor Cost Management System (LCM). The employee will also develop test scenarios and oversee execution of system and user testing of enhancements and baseline product upgrades. The employee will manage the use of Combo Codes in the Human Resources/Compensation Management System (HR/CMS) and support departments with implementation.

The successful candidate will have an established record of accomplishment which reflects a willingness and ability to identify opportunities for innovation and to take a leadership role in their implementation. This candidate will also have solid communication skills – verbal and written; a solid professional and positive customer service approach to problem solving, attention to detail and accuracy. A self-starter that is able to multi-task is important.

**Job Duties:**

Duties include, but are not limited to the following:

- As the Lead Payroll Technical Analyst, this position will oversee, coach, and direct activities of CTR Technical Team for Labor Cost Management (LCM), and the technical staff of EOTSS for Employee Maintenance, Paycheck details and Time and Labor COA elements. In addition, the incumbent will assign tasks to Payroll Team members for LCM tickets.
- Utilize the Massachusetts Management Accounting and Reporting System (MMARS) and the Commonwealth Information Warehouse (CIW) and other applications and enterprise wide systems to support the Team's operational needs.
- Ensure system upgrade and fix-patches are tested and approved in a timely manner. Confirm the overall business needs of the Statewide Payroll Team are met with any system, scheduling or job process changes. Provide sound recommendations for change requests.
- Manage Terminal Leave Processing. Ensure charges are moved to the appropriate Federal account in a timely manner and any issues are resolved with CTR Accounting team.
- Provide operational statistics for CTR management to evaluate departmental performance, resource trends, and other various data for analysis including aging reports, appropriation balances and MMARS/LCM document statistics.
- Apply knowledge of CTR Payroll policies and funding rules to ensure departmental spending is compliant.
- Create queries and other data analysis for Accounting and budgeting, plus forecasting run outs.
- Create mass updates for labor adjustments, employee defaults and pay period entries.
- Troubleshoot system errors and provide recommendations for new or enhanced business practices.

## **FY20, 002 - 00008176 Lead Payroll Technical Analyst**

July 17, 2019

Page 2

- Assist departments with any ad hoc processes to meet their needs or make recommendations on better business practices.
- Assist departments with correcting any payroll funding availability issues prior to payroll processing. Ensure departmental communication is timely and informative. Troubleshoot departmental employee distribution and department's understanding of distribution documents.
- Support system upgrades by executing acceptance testing for HR/CMS, LCM and MMARS.
- Participate in annual fiscal year Closing and Opening processes in accordance with State Finance Law. Work with other Teams of the Office of the Comptroller to develop the annual activities needed to close and open every fiscal year; managing the significant interactions with all Commonwealth departments for proper coding, opening or final actions, of all Payroll related transactions.
- Actively assist Team Leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review.
- Maintain awareness for all staff of compliance with all CTR operating policies and procedures. Remain current with CTR policies and procedures, read CTR memos, updates, attend annual internal control, risk and fraud prevention trainings.
- All employees of CTR may be asked to engage in other assignments on an as needed basis.

### **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:**

- 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.
- 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.
- 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.
- 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.
- 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.
- 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 pro-rated on the basis of the proportion of the requirements actually completed.
- Note: No substitutions 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.

### **Required Qualifications:**

- Proven Customer Service/Client Focus skills
- Collaborative approach to work, process or issues
- Proficient Verbal and Written Communication Skills
- Proven Leadership skills and qualities
- The ability to problem Solve and Analyze issues and provide solutions

## **FY20, 002 - 00008176 Lead Payroll Technical Analyst**

July 17, 2019

Page 3

- Thoroughness and attention to detail
- Time Management and organization skills

### **Preferred Qualifications:**

- Experience with Payroll and Payroll Administration
- Experience with MA Management Account & Reporting System (MMARS), Labor Cost Management and Human Resources/Compensation Management System (HRCMS)
- Collaborative approach to projects and tasks
- Works independently as well as in a team setting

### **Compensation:**

Annual Salary Range: \$63,780.86 - \$92,381.90 as per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees.

### **Benefits Package:**

The Office of the Comptroller 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 Commission (some benefits may be provided through the union for its members), 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 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/> .

At this time, CTR also offers Identify Force Credit Monitoring for all members of the CTR Team.

### **Commitment to Diversity:**

The Office of the Comptroller is committed to building a diverse staff at all levels across its entire agency and is an equal opportunity/affirmative action employer.

### **Application Process:**

The Office of the Comptroller encourages interested candidates with the preferred qualifications to apply for this position.

Interested candidates should submit by **E-mail**, no later than Wednesday, July 31, 2019:

- a cover letter,
- resume,
- one writing sample which demonstrates an ability to communicate effectively in a business setting,
- and a list of professional references

Candidate packets will be reviewed and considered on a rolling basis so interested candidates are encouraged to submit applications as soon as possible.

Please include position title and posting number on your submission. The application package should be submitted to:

**FY20, 002 - 00008176 Lead Payroll Technical Analyst**

July 17, 2019

Page 4

[CTR-HR@Mass.gov](mailto:CTR-HR@Mass.gov)

**Please include the position title and position number in the subject line:**

**EDPIII – Lead Payroll Technical Analyst  
FY20, 002 - 00008176**

**Required Background Check – Including Tax Compliance:**

The Office of the Comptroller requires a background check on all prospective employees and contract 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. This background check includes a Criminal Offender Record Information (CORI) check, federal IRS and Department of Revenue state tax compliance checks 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 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 Office of the Comptroller, please visit our website, [www.mass.gov/Comptroller](http://www.mass.gov/Comptroller) and follow us on Twitter! [https://twitter.com/MA\\_Comptroller](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.

No telephone calls please.