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OFFICE of the COMPTROLLER

Business Systems Transformation (BEST) Program

BEST Program Collective Bargaining Legal Research Intern

FY25 - 020

About the Office of the Comptroller

The Office of the Comptroller oversees the Commonwealth's financial systems, promoting integrity, mitigating risk, and providing accurate reporting and promoting transparency to illustrate the financial health of Massachusetts. The Office is an independent and non-partisan department of the Commonwealth.

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.

About Business System Transformation (BEST) Program

The Commonwealth of Massachusetts is undertaking a multi-year project known as the Business Enterprise Systems Transformation (BEST) Program to implement a comprehensive Enterprise Resource Planning (ERP) financial software solution and implement best business practices and workflows supported by modern technology. The BEST financial solution will support a wide range of business functions used by over 160 state agencies.

Position Summary

BEST is seeking a qualified candidate to participate in CTR's 2025 Law Student Internship as the Collective Bargaining Legal Research Intern who will work on the BEST Phase 2 Project Team under the direction of

the Phase 2 Project Manager. The intern will collect and analyze data to identify policies, benefits, manager/supervisor rules, and other characteristics related to all Collective Bargaining Agreements (CBAs) across all Commonwealth agencies and organizations. Specifically, the intern's research will focus on sections of CBAs that relate to the Commonwealth's payroll and human capital management system, and its use by Commonwealth agencies and employees.

Specific Duties:

- Collect and review information relevant to the Phase 2 functionality across all the CBAs in the Commonwealth
- Work with the Project Management (PM) Office and BEST project functional leads to analyze information across all CBAs to identify commonalities, differences, and areas of conflict
- Work with the PM and BEST project functional leads to log all data collected and outputs from analysis into one central CBA repository
- Work with Subject Matter Experts (SMEs), functional leads, and others to classify CBA criteria, benefits, Rules, etc. by level of functionality
- Support the Phase 2 Data Collection and Analysis Team to use the information collected from their research and help bring these learnings into the design, development, and deployment of Phase 2 functional solutions
- Support the PM Office and functional leads through meetings with the Office of OER, impacted agencies/organizations, and CBA SMEs to capture high-level business processes, existing functionality, and workflows in place to support high-volume and high-priority CBA benefits, rules or stipulations governing the employee and/or employee/supervisor relationship
- Update, expand, maintain the current BEST CBA database to be searchable, organized, and clearly labeled with a series of supportive analysis related to the interpretation and operational.
- Review existing CBAs for major clauses, policies, benefits, manager/supervisor rules, and other characteristics
- Participate in team meetings/discussions on data structure and improvements to the database, preliminary data collection and analysis check-ins and getting the necessary PMO and functional lead support

Preferred Qualifications

- Preferred applicants will have prior experience working with collective bargaining agreements or labor law.

Minimum Qualifications

- Applicants must have completed at least 1 year of and be currently enrolled at an ABA accredited law school
- Familiarity with Excel, PPT, Word, and Outlook and attention to detail are required
- The intern is expected to commit at least 3 months (Spring 2025/Early Summer. There may be opportunity for extension

Compensation and Benefits

This is a paid internship program. The rate will be **\$25.00** per hour, with the opportunity to earn up to 37.5 hours per week. Interns will be required to document the hours worked each day in the Commonwealth's Time and Attendance System. This position does not provide any overtime opportunity, or the accrual of vacation time or personal time, but does provide the accrual of earned sick time as required by law.

Internship timeframe

The internship will start in the spring of 2025 and last for at least 3 months, with the potential for an extension.

Business Hours

The program is designed to run Monday through Friday, except for holidays, on a full-time basis, with a compensated workday of 7.5 hours per day (37.5 hours per week). A selected candidate's exact schedule may be set with the direct supervisor. No overtime, no nights, and no weekend work will be required or permitted.

CTR Hybrid Work Model

CTR operates under a hybrid work model. 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.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law.

CTR is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

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 should submit the following material by e-mail on or before **April 16, 2025**:

Submissions should include the following:

- a cover letter,
- resume,
- and one writing sample.

A copy of an unofficial transcript may be requested during the interview process

Please include position title and posting number (**FY25-020**) 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.

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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:

[Learn more at best.macomptroller.org](https://best.macomptroller.org). Or visit <https://www.macomptroller.org> for more information about the Office of the Comptroller.