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Commonwealth of Massachusetts Jobs — Government Services Program Analyst — Springfield, MA, USA

Hiring organization
Commonwealth of Massachusetts

Employment Type

Industry
State Government Administration

Job Location
Springfield, MA, United States

Date posted
November 15, 2026

Valid through
2026-11-25

Description

Readers considering Commonwealth of Massachusetts jobs in Springfield, MA, USA can learn about the Government Services Program Analyst position and its place in state government administration. Day-to-day responsibilities range from reviewing public service program data to preparing agency performance summary reports, depending on team priorities. People with experience in public administration and reporting can apply those strengths to this career area.

Responsibilities

- Review public service program data.
- Prepare agency performance summary reports.
- Maintain a reliable audit trail of requests, approvals, and follow-ups.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with public administration and reporting.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in public administration, academic projects, or related service work provides useful preparation for government services program analyst responsibilities.

Skills

public administration, reporting, spreadsheets, communication, organization, accuracy

Career Information

Explore the Commonwealth of Massachusetts official website for organization and career information.