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## EMPLOYMENT OPPORTUNITY

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### PUBLIC ADMINISTRATION ANALYST (DATA ANALYST)

The UCLA Center for Health Policy Research (the Center) has an employment opportunity for a data analyst (Analyst) with knowledge of claims data, the U.S. health care system, statistics, and data management.

#### **Responsibilities:**

The Data Analyst, working under the general supervision of the Senior Analyst and gaining a full understanding of the programs being evaluated and the policies being modeled, will coordinate and conduct data analysis for projects associated with health policy research. Specific responsibilities include conducting data management and analysis, mapping out data processes and validity checks, managing programming resources, and coordinating data transmissions from the state, counties, and private vendors participating in the evaluation. Additionally, the Analyst will investigate new SAS programming technique in the evolving technology environment and provide SAS programming training to other team members.

#### **Qualifications:**

- A Master's degree in Health Services, Public Health, Public Policy, Biostatistics, Epidemiology or a related field or an equivalent combination of education, experience, knowledge and abilities essential to the successful performance of the duties assigned to the position.
- Experience in health policy analysis and program implementation within California.
- Skill in interacting diplomatically and effectively with state, vendor and county health department personnel and funders.
- Ability to establish and maintain cooperative working relationships with state and county health department personnel, vendors and funders.
- Skill in analyzing information, problems, situations, practices or procedures to define the problem or objective; identify concerns; formulate logical and objective conclusions and recommend solutions.
- Demonstrated ability to use SAS, Stata and/or R (statistical software), which includes data access, data retrieval, data management, data analysis, data presentation and modeling.
- Ability to work independently with minimal supervision and coordinate activities with competing deadlines.
- Detail oriented with strong organizational and analytical problem-solving skills.
- Excellent writing skills and demonstrated report writing skills.
- Excellent written and verbal skills necessary to interact with Principal Investigators, research and administrative staff and external audiences.
- Demonstrated ability to use Windows-based computing systems in a network environment. Proficiency with Microsoft Office software including: Word, Excel and PowerPoint.
- Proficiency in the use of the Internet as an information resource.
- Working knowledge of state Medicaid waiver programs and policy development and implementation in order to effectively investigate and conduct analysis program operations and processes.
- Experience organizing, cleaning, and analyzing claims data.
- Ability to learn new SAS programming techniques and provide SAS programming training to other researchers/statisticians.

#### **Other Details:**

Full-time, Contract position. Salary: \$23.04 - \$45.54 per hour. Salary commensurate with experience. Excellent

benefits. Equal Opportunity Employer.

**How to Apply:** <https://hr.mycareer.ucla.edu> search for Requisition #26334.