



EMPLOYMENT OPPORTUNITY

PUBLIC ADMINISTRATION ANALYST (PROJECT MANAGER/RESEARCH ANALYST)

The UCLA Center for Health Policy Research (the Center) has an employment opportunity for a project manager and research analyst with knowledge of the U.S. health care system, managed care, health insurance, health care claiming, indigent care services, and systems of care.

Responsibilities:

The Project Manager/Analyst will coordinate and conduct data analysis and project tasks for several large scale projects within the Health Economics and Evaluation Research Program at the Center. Specific responsibilities include managing subcontractors, writing policy briefs and reports, managing the publications process, assisting with proposal development, coordinating budgets and scopes of work with state and foundation funders, conducting data management and analysis of health care data including but not limited to claims, eligibility records and clinical data, and securing and creating documentation for data sources necessary for evaluation and technical activities.

Qualifications:

- Advanced degree in Health Services, Public Health, Public Policy, Biostatistics, Epidemiology or a related field or equivalent working experience.
- 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 and/or STATA (statistical software) software, which includes data access, data retrieval, data management, data analysis, and data presentation.
- 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 communication 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 in health policy analysis and program implementation within California.
- Ability to plan and convene meetings and webinars with a large number of stakeholders and others as needed.

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 #26492.