



EMPLOYMENT OPPORTUNITY

Programmer/Analyst III, Supervisor Req# 32754

The UCLA Center for Health Policy Research (the Center) has an employment opportunity for a Programmer/Analyst III, Supervisor with the Center's Health Economics and Evaluation Research (HEER) Program.

Responsibilities:

Under the general direction of the HEER director. Lead analytic, programming, documentation, and statistical activities across research and evaluation projects for the HEER Program and for the UCLA/UC Berkeley California Simulation of Insurance Markets (CalSIM) micro-simulation model. Select, train and supervise data and research analysts in their use of SAS, Stata, R, and Python to complete research and evaluation projects. Participate in planning and implementing the analytic objectives of the HEER program while protecting confidential data sources protected by HIPAA and IRB protocols. Assist HEER director in promoting coordination and efficiency between multiple large research and evaluation projects. Oversee CalSIM programmer team in maintaining and updating the CalSIM model Python code and in model related tasks including, calibration, discrete choice modelling, propensity score matching, and simulated annealing. Provide all levels of statistical analyses. Assist HEER director to develop an overall strategy for completion of all research and evaluation analyses and associated documentation.

Data Management & Analysis: In concert with programmer/analyst staff, conduct descriptive and statistical analysis of health care data, including but not limited to claims data, encounter data, clinical records, eligibility data, survey data, and financial data. Propose and use statistical methods for proposals and current projects. Identify computationally efficient methods for processing large amount of data. Conduct any data management, data analysis and data reporting activities not otherwise assigned to junior programmer/analysts. Provide training, leadership, sample programming codes for use by junior programmer/analysts. Oversee the maintenance of the CalSIM model Python code and supervise improvements and modifications to the simulation code. Coordinate completion of data management, data analysis and data reporting activities, to ensure timely completion. Document data management and data analysis process. Identify data elements in Medicaid enrollment and claims data for proposals and projects that requires Medicaid data analysis. Collaborate with CHPR IT team for file transfers and resource allocations.

Supervisor Programmer/Analyst Staff: Assist HEER director to assign projects and areas of responsibility to staff across all HEER projects by determining which staff are best suited to the projects, allocating staff time to complete the projects and setting priorities with each staff member for completion of projects. Provide direction to HEER and CalSIM staff for execution of their responsibilities by establishing objectives, setting deadlines, coordinating interdependent projects, advising regarding methods for accomplishing tasks and monitoring work to ensure that projects are completed effectively and efficiently. Analyze, develop and implement methods to manage data efficiently and interpret the data, to aid in project assignment, monitoring, and setting of priorities. Assist HEER director to review staff members' work load, capabilities and needs across all HEER projects. Meet with staff to adjust their work loads and responsibilities and to provide training and skill building as needed to increase staff capabilities. Provide written performance evaluations for programmer/analyst staff according to University Policy. Participate in recruitment, interviewing and hiring new staff. Assign new staff to tasks under direction of senior staff, or the HEER director, for training and integration into the HEER programmer/analyst group.

Manage Programming/Analysis Activities: Meet with the HEER director to provide information about the current

activities of programmer/analyst staff. Assist the HEER director in planning the group's objectives and projects in order to complete deliverables for research and evaluation contracts and grants. Analyze objectives and determine the tasks necessary to meet these objectives across all HEER projects. Participate in scheduled CalSIM project meetings and provide consultation to the CalSIM team regarding methods to simulate the effects of new federal and state policies using CalSIM micro-simulation model. Coordinate with project management and research assistant staff to define objectives for specific analyses and assign analyses according to staff capabilities and time. Assume responsibility for completing special projects as needed, including: completing specific analyses for publication or grant seeking, providing technical assistance to outside partners, developing databases to assist in project management, data collection or other tasks.

Qualifications:

- Ability to develop and maintain effective working relationship with the HEER director and other research team members, to facilitate planning objectives and tasks for HEER program.
- Ability to write clear, publication quality materials for general distribution and to draft statistical methodologies for proposals.
- Adequate knowledge in Medicaid enrollment and claims data.
- Advanced programming skills in major statistical analysis software, including R, Stata, and/or Python.
- Advanced statistical knowledge, preferably in the area of program evaluation including multilevel modeling, complex survey data, and quasi-experiments.
- Ability to maintain a current and viable knowledge of computational and statistical modeling tools.
- Advanced knowledge of Microsoft Office Suite Tools, including Excel, PowerPoint and Word.
- Adequate knowledge of Windows environment, and PowerShell commands.
- Ability to exercise good judgment in the interpretation of departmental policies, procedures, and contracts.
- Demonstrated ability to speak effectively on an individual basis, make group presentations and lead staff meetings.
- Demonstrated supervisory skills, including the ability to direct data analysts staff on project related tasks, define tasks, assign priorities, and interpret personnel policies and procedures.

Other Details:

Full-time, Contract position. Salary commensurate with experience. Excellent benefits. Equal Opportunity Employer.

How to Apply: <https://hr.mycareer.ucla.edu> search for Requisition #32754.