



EMPLOYMENT OPPORTUNITY

PUBLIC ADMINISTRATION ANALYST

The UCLA Center for Health Policy Research (the Center) has an outstanding opportunity for a Public Administrative Analyst. The Center, which was established in 1994, is based in the School of Public Health and is the premier source of health policy information for California. The Center is one of the nation's leading health policy research centers and the premier source of health policy information for California.

The Public Administration Analyst/Questionnaire Development Coordinator is responsible for working with program/project directors, managers and administrators to assist with administrative functions of the California Health Interview Survey (CHIS), the largest state telephone health survey in the country. The California Health Interview Survey is conducted with adults, parents of young children and with adolescents. California Health Interview Survey has been conducted every other year since 2001.

Responsibilities:

- Excellent verbal skills sufficient to interact with Principal Investigators, research staff, administrative staff and the external audiences of the Center
- Excellent writing skills and demonstrated report writing skills.
- Experience in project management and development
- Demonstrated ability to use PC computing systems in a network environment.
- Proficiency with Microsoft Windows and Office software
- Familiarity with the world-wide-web as an information resource
- Strong organizational skills and attention to detail
- Ability to complete work under minimal supervision
- Ability to understand SAS (Statistical Analysis System) database programming which includes data access, data retrieval, data management, data analysis, and data presentation
- Proficiency in relational database architecture

Qualifications:

- Graduate Degree in Health Services, Public Health, Public Policy or a related field
- Knowledge of agency policy, as well as University purchasing policy, for consultants and subcontractors
- Working knowledge of funding agency policies and guidelines for extramural funded research
- Working knowledge of current health-care policy and related issues
- Understanding of, and experience complying with, legal standards of confidentiality relating to conducting research
- Ability to write and receive grants from federal agencies and private foundations
- Ability to work with the following Surveys and Data: CPS (Current Population Survey); various Census Bureau surveys (e.g., summary files, PUMS, ACS); NHIS (National Health Interview Survey); NHIS Supplements (Health Insurance, Access, Year2000, Health Promotion and Disease Prevention); LPS (Legalized Population Survey); ARF (Area Resource File); SCIF (State Compensation Insurance Fund) data; MCBS (Medicare Current Beneficiary Survey); KPMG (Klynveld, Peat, Marwick, Goerdeler) Employer Health Benefits Survey; OSHPD Hospital Discharge data; Kaiser/Commonwealth Managed Care Survey (Lou Harris); and Kaiser/Commonwealth Low Income and Access to Care Survey (Lou Harris)
- Experience in telephone data collection and reporting
- Knowledge of, and experience working with, survey research issues within California and/or nationally

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 #31025.