EMPLOYMENT OPPORTUNITY

PUBLIC ADMINISTRATION ANALYST

The UCLA Center for Health Policy Research (the Center) has an outstanding opportunity for a Public Administration 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, is responsible for administrating access to data from the California Health Interview Survey (CHIS) at the UCLA Center for Health Policy Research. Survey data derived from CHIS is used by policymakers, researchers, health experts, members of the media and others within the State and nationally for credible and comprehensive data to educate and affect governmental policy changes that enhance the wellbeing of its citizens.

Responsibilities:

- Primary liaison for CHIS data access
- Consulting on proposal/study feasibility and development
- Coordinating project approvals and implementation
- Developing cost estimates
- Tracking service use for each project and providing technical assistance to CHIS data users
- Developing and updating data access technical and operational informational materials
- Organizing Data Disclosure Review Committee meetings
- Conducting disclosure review of data products
- Obtaining project approvals from the CHIS PI and assisting in preparing reports on research uses of data
- Researching and evaluating data confidentiality policies for public use microdata files
- Release of data to local health jurisdictions and access to data by researchers
- Researching disclosure limitation methodologies for microdata and tabular data
- Recommending policies and procedures to minimize the risk of disclosing identities and conducting in-house trainings on the process and methods for conducting disclosure review on research projects.
Qualifications:

- Advanced degree in Health Services, Public Health, Epidemiology, Biostatistics, or a related field or equivalent working experience. (Required)
- Excellent organizational skills sufficient to manage multiple projects and meet often-competing deadlines. (Required)
- Excellent verbal skills sufficient to interact with Principal Investigators, research staff, administrative staff and the external audiences of the Center and maintain good working relationships. (Required)
- Excellent writing skills sufficient to draft correspondence, meeting and research summaries, presentations, as well as assist in preparing informational and technical materials. (Required)
- Ability to design and maintain a database tracking system for data access projects. (Required)
- Knowledge of, and experience working with research data files and conducting data analysis. (Required)
- Demonstrated proficiency with Microsoft Windows Office software including, but not limited to: Word, Excel, Access, Outlook, and PowerPoint. (Required)
- Working knowledge of SAS; general knowledge of Stata and SPSS. (Required)
- Familiarity with data privacy, confidentiality, and statistical disclosure limitation issues. (Preferred)
- Demonstrated experience assisting in data analysis and reporting. (Required)
- Ability to be proactive in tackling projects with initiative and in solving problems. (Required)
- Ability to identify resources as necessary to complete tasks and projects in a timely manner. (Required)
- Experience conducting literature searches and using the world-wide-web as an information resource. (Required)
- Familiarity with survey data structures. (Preferred)
- Knowledge and experience with GIS software and spatial analysis. (Preferred)

Other Details:

How to Apply:
https://hr.mycareer.ucla.edu - Search for Requisition #30932.