EMPLOYMENT OPPORTUNITY

PUBLIC ADMINISTRATION ANALYST, SENIOR, SUPERVISOR

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

Responsibilities:
The Sr. Public Administration Analyst (Sr. PAA) will manage various administrative and research functions of the California Health Interview Survey (CHIS) project conducted by the UCLA Center for Health Policy Research (The Center). CHIS is the nation's largest state health survey and an important source of local-level data on California. The incumbent will manage and/or support the planning and implementation of various survey operational tasks, overseeing the contents, quality, continuity, and consistency of CHIS data products and documentation, and is also responsible for preparing and tracking human subject approval applications to UCLA and state institutional review boards in compliance with applicable policies and procedures. Specific responsibilities include, but are not limited to: in consultation with data privacy experts, ensuring compliance with confidentiality policies, study protocols, data use agreements, and security procedures for staff; developing protocols for and managing CHIS data reclassification processes; developing and documenting content for confidential and public use data products; overseeing data delivery data deliveries to funders, partners, and counties; coordinating planning and release of data on AskCHIS; and supporting data quality; analyze project-related data and findings; draft and edit summary reports and papers; provide statistical and technical assistance to CHIS users, various funding agencies and local health departments; participate in the CHIS Data Disclosure Review Committee, Data Production Team and Management Team meetings. Additionally, the incumbent will supervise the Assistant Administrative Analyst, Data Access Center work-study/studies, and will supervise the Data Access Center Coordinator.

Qualifications:

• Graduation from college with a major in public health, sociology, public policy, public administration or a related field, and three years of professional research or analytical experience; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

• Excellent written communication skills and experience compiling information for drafting reports and developing presentation materials, to include tables, narratives, charts, etc.

• Excellent verbal skills sufficient to interact with Principal Investigators, research staff,
administrative staff and the external audiences of the Center.

- Ability to supervise staff, sufficient to provide technical advice and supervision, problem resolution, and review of and feedback on quality of work.
- Working knowledge of SAS (statistical software) for purposes of data management and data access.
- Demonstrated ability to use Windows-based computing systems in a network environment. Proficiency with Microsoft Office software including: Word, Excel, Access, Outlook, and database programs and the world-wide-web as an information resource.
- Knowledge of research ethics and human subjects issues, processes, and standards (including HIPAA). Skills in developing applications to institutional review boards.
- Ability to interpret and follow policy, and maintain high level of confidentiality in performance of duties.
- Understanding of data systems and security, including ability to summarize and inspect logs for compliance with HIPAA and human subjects requirements.
- Skill in analyzing information, problem solving, and procedures to define a problem or objective; identify concerns; formulate logical and objective conclusions and recommend solutions. Ability to use discretion and judgment to make informed decisions and carry out action plans.
- Ability to manage multiple assignments under tight deadlines. Proven skills in setting priorities coupled with demonstrated ability to be flexible. Detail oriented with strong organizational skills.
- Demonstrated time management skills and ability to work with frequent interruptions and tight deadlines.
- Strong quantitative skills.
- Detailed knowledge of, and experience working with, the California Health Interview Survey data query system. Knowledge of, and experience working with, survey data and analysis within California.
- Experience with survey data and documentation.

Other Details:


How to Apply: [https://hr.mycareer.ucla.edu](https://hr.mycareer.ucla.edu) search for Requisition #30049.