



EMPLOYMENT OPPORTUNITY

PUBLIC ADMINISTRATION ANALYST, SENIOR

The UCLA Center for Health Policy Research (the Center) has an outstanding opportunity for Sr. Public Administration Analyst. 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) to oversee various Internet-based public health dissemination tools for the California Health Interview Survey (CHIS) and the UCLA Center for Health Policy Research. Current dissemination tools include the following: AskCHIS, a tool that allows quick access to health statistics for counties, regions and the State; Health Profiles, which provide quick and easy access to the most commonly requested health indicators; and, AskCHIS Neighborhood Edition (AskCHIS NE) an easy-to-use system that displays modeled health estimates at multiple, customizable levels of geography. The Sr. PAA will oversee the maintenance and implement necessary updates to AskCHIS, AskCHIS Neighborhood Edition, and Health Profiles.

In addition the Sr. PAA will be working on dissemination tools for the Elder Index Project and the California Endowment's Building Health Communities Health Profiles, and other CHIS and Center Internet-based dissemination as needed. The Sr. PAA must have experience in web and server-side web programming, application programming interfaces, database management, and excellent communication skills. The incumbent must have excellent project management skills and experience in statistical software.

Qualifications:

- Excellent written and verbal communication skills necessary to interact with Principal Investigators, research and administrative staff, subcontractors and external audiences. • Excellent written communication skills and experience compiling information for drafting reports and developing presentation materials, to include tables, narratives, charts, etc.
- Project management experience.
- Working knowledge of/experience with web-based information systems, preferably health related, such as dashboards, query tools, mapping systems, etc.
- Advanced degree, preferably in Public Health, Public Policy or a related field, or equivalent education and experience.
- Experience working in Java, .NET, SharePoint environment, application programming interfaces.

- Experience in database management (particularly SQL).
- Skill in interacting diplomatically and effectively with funders and sub-contractors.
- Ability to establish and maintain cooperative working relationships while coordinating activities with multiple colleagues.
- 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.
- Ability to work independently with minimal supervision, define priorities and coordinate activities with competing demands and deadlines.
- Detail oriented with strong organizational and analytical problem-solving skills.
- Demonstrated ability to use PC-based computing systems in a network environment. Proficiency working with Microsoft Windows and Office including Word, Excel, PowerPoint, and Access.
- Knowledge of SAS, R or STATA (statistical software).
- Supervisory experience sufficient to provide technical advice and supervision, problem resolution, and review of and feedback on quality of work.

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 #30051.