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## EMPLOYMENT OPPORTUNITY

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### SR. PUBLIC ADMINISTRATION ANALYST

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 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.

#### **Responsibilities:**

The Sr. Public Administration Analyst will plan, oversee and participate in research design, analysis, and project management for long-term projects related to policy and programs for health and health care in California and the use of data from the California Health Interview Survey (CHIS) and other health policy-related data. Responsibilities include, but are not limited to, quantitative data analysis, assist with questionnaire content development, data quality evaluation, report writing containing conclusions and/or recommendations of significant importance and, in collaboration, writing proposals for new research. Additionally, the incumbent will be expected to present project findings and key issues to professional and lay audiences at national, state and local conferences and meetings as needed. The position requires advanced knowledge of California's key demographic, socioeconomic trends and sociological factors affecting health and healthcare access, public health insurance programs and private health insurance markets, and translation of data to policy and practice. The position also requires a strong statistical and programming background to ensure high quality analytics in the production and use of CHIS data.

#### **Qualifications:**

- Doctoral degree in Sociology, Demography, Public Health disciplines, Political Science, Public Policy, or a related field.
- Graduation from college with a major in Sociology, Demography, Public Health disciplines, Public Policy or a related field and four years of professional research, statistical 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.
- Expertise in demographic and sociological factors in the state that affect health and health care access to guide CHIS data production and analysis to effectively investigate issues on the social determinants of health.
- Advanced knowledge in state Medicaid, state health insurance market programs, and employer sponsored insurance and policy development and implementation in order to guide CHIS data production and analysis to effectively investigate and conduct analysis pertaining to these

coverage programs.

- Advanced knowledge on survey data production process, including questionnaire design, weighting, imputation.
- Professional experience in statistics and programming.
- Skill in developing applications to institutional review boards.
- Experience working as a project manager including project management and development. Ability to take charge of project execution and contribute original ideas of major methodological significance.
- 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.
- Skill in interacting diplomatically and effectively with long-term care stakeholders and research funders.
- Demonstrated ability to develop, plan and direct the work of various levels of support staff.
- Supervisory experience sufficient to provide technical advice and supervision, problem resolution, and review of and feedback on quality of work.
- Excellent written and verbal skills necessary to interact with CHIS Director, CHIS Principal Investigator, research and administrative staff and external audiences.
- Ability to work independently with minimal supervision and coordinate activities with competing deadlines.
- Detail oriented with strong organizational and analytical problem-solving skills.
- Excellent writing skills and demonstrated report and proposal writing skills.
- Demonstrated ability to use Windows-based computing systems in a network environment. Proficiency with Microsoft Office software including: Word, Excel and PowerPoint.
- Demonstrated ability to use EndNote bibliography software to locate, store and manage research and share information with research staff and other collaborators.
- Demonstrated ability to use SAS, STATA, and/or R (statistical software) software, which includes data access, data retrieval, data management, data analysis, and data presentation.

**Other Details:**

Full-time, career position. Salary: \$4,842 - \$9,591. Salary commensurate with experience. Excellent benefits. Equal Opportunity Employer.

**How to Apply:** <https://hr.mycareer.ucla.edu> search for Requisition #29405.