EMPLOYMENT OPPORTUNITY

PUBLIC ADMINISTRATION ANALYST, ASSISTANT

The UCLA Center for Health Policy Research (the Center) has an outstanding opportunity for a Public Administration Analyst, Assistant. 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, Assistant is responsible for supporting administrative and research functions of the California Health Interview Survey (CHIS), the largest state telephone health survey in the country. 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:

• Assist with the development and documentation of CHIS data processing.
• Products and data dissemination and provide administrative support to the Data Access Center and technical support to CHIS data users.
• Develop and update technical and operational informational materials, document and log processes, disclosure review, assist with product development and dissemination, transfers, and data quality.

Qualifications:

• Bachelor’s degree in Public Health, Social Sciences, Health Sciences or a related field or equivalent working experience.
• Excellent writing skills sufficient to draft correspondence, meeting and research summaries, presentations, as well as assist in preparing informational and technical materials.
• Excellent verbal skills sufficient to interact with Principal Investigators, research staff, administrative staff and the external audiences of the Center.
• Some knowledge of SAS, Stata and/or SPSS.
• 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.

- 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 be proactive in tackling projects and completing tasks.

- Working knowledge of, and experience working with the California Health Interview Survey data query system.

- Previous experience working with research or survey data and analysis in a school or professional setting.

- Detail oriented, with excellent organizational and documentation skills sufficient to manage multiple projects and meet often-competing deadlines.

- Capacity to understand and apply knowledge of data privacy, confidentiality, and statistical disclosure limitation issues.

Other Details:

How to Apply: https://hr.mycareer.ucla.edu search for Requisition #31073.