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## EMPLOYMENT OPPORTUNITY

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### **Research Analyst (Research Data Analyst 2) Req# 40146 and 40718 2 Open Positions**

The UCLA Center for Health Policy Research is looking to hire two Research Analysts.

#### **Responsibilities:**

The UCLA Center for Health Policy Research (the Center) has an employment opportunity for a Research Analyst with knowledge of U.S. health care systems, evaluation methods, managed care, health insurance, health care claims analysis, indigent care services, Medicaid waiver programs, and California public healthcare/insurance systems and regulations. The Research Analyst will coordinate and conduct data analysis and project tasks for several large-scale projects within the Health Economics and Evaluation Research (HEER) Program at the Center. Specific responsibilities include:

- Qualitative data analysis (creating surveys and interview protocols, conducting interviews, coding, analysis, and writing methods and results).
- Assisting with writing articles for journals, policy briefs and evaluation reports; independently writing meeting minutes and progress reports; and managing the team's writing and publications process.
- PM/Evaluation and Research activities include assisting with development of proposals, budgets and scopes of work for funders, submitting IRBs, and applications to get data. Create detailed evaluation plans (with guidance from the PI), maintain timelines, and coordinate work efforts with other PM/analysts and statistical team. Create and submit documentation to other departments (HR and Finance).
- Quantitative data: understand projects' database structure and documentation; formulate and summarize tasks for using large data sets (including but not limited to claims, eligibility records and clinical data) to guide programming team; obtain and/or create documentation for data sources necessary for evaluation and technical activities. Knowledge of national and state-level survey data, such as CPS, ACS, and CHIS including sampling frame, contents, and limitations.

#### **Qualifications:**

- Advanced degree in Health Services, Public Health, Public Policy, Epidemiology or a related field or an equivalent combination of education and working experience. *Required*
- Demonstrated ability in analyzing information, problems, situations, practices or procedures to define the problem or objective; identify concerns; formulate logical and objective conclusions and recommend solutions. *Required*
- Demonstrated ability to use Excel and SAS, R, or STATA (statistical software) software, which includes data access, data retrieval, data management, data analysis, and data presentation. *Required*
- Ability to work independently with minimal supervision and coordinate activities with competing deadlines. *Required*
- Detail oriented with strong organizational and analytical problem-solving skills. *Required*
- Demonstrate excellent writing skills (such as reports, policy briefs, and articles). *Required*
- Excellent written and verbal communication skills necessary to interact with Principal Investigators, research and administrative staff and external audiences. *Required*
- Demonstrated ability to use Windows-based computing systems in a network environment. Proficiency with Microsoft Office software including: Word, Excel and PowerPoint. *Required*
- Proficiency in the use of the Internet as an information resource. *Required*
- Working knowledge of state Medicaid waiver programs and policy development and implementation in order to effectively investigate and conduct analysis program operations and processes. *Preferred*
- Experience in health policy analysis, program implementation, and healthcare systems evaluation within California. *Preferred*

**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 Requisitions #40146 and 40718 (2 open positions).