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## EMPLOYMENT OPPORTUNITY

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### **Public Administration Analyst (Survey Researcher II) Req# 35520**

The UCLA Center for Health Policy Research (the Center) has an outstanding opportunity for 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 Public Administration Analyst in questionnaire content development is responsible for working with program/project directors, managers, project staff, and administrators to assist with administrative functions of the California Health Interview Survey (CHIS), the largest state health survey in the country. The California Health Interview Survey is conducted with adults, parents of young children and with adolescents. California Health Interview Survey has been conducted since 2001.

Participate in the CHIS questionnaire development activities. Provide support for a variety of survey activities related to questionnaire development, implementation, analysis, and dissemination of data. Determine best course of action for accomplishing objectives, analyze project related data and findings, interpret results of findings and draft summary reports and papers. Assure that managed projects meet objectives and stay on target in terms of timelines and deliverables.

#### **Qualifications:**

- Excellent verbal skills sufficient to interact with Principal Investigators, research staff, administrative staff and the external audiences of the Center.
- Excellent writing skills and demonstrated report writing skills.
- Experience in project management and development.
- Demonstrated ability to use PC computing systems in a network environment. Proficiency with Microsoft Windows and Office software. Familiarity with the world-wide-web as an information resource.
- Strong organizational skills and attention to detail.
- Ability to complete work under minimal supervision.
- Ability to understand SAS (Statistical Analysis System) database programming which includes data access, data retrieval, data management, data analysis, and data presentation.
- Graduate Degree in Health Services, Public Health, Public Policy or a related field.
- Knowledge of agency policy, as well as University purchasing policy, for consultants and subcontractors.

- Working knowledge of funding agency policies and guidelines for extramural funded research.
- Working knowledge of current health-care policy and related issues.
- Understanding of, and experience complying with, legal standards of confidentiality relating to conducting research.
- Ability to write and receive grants from federal agencies and private foundations.
- Proficiency in relational database architecture.
- Ability to work with and knowledge of other population surveys and data.
- Experience in telephone data collection and reporting.
- Knowledge of, and experience working with, survey research issues within California and/or nationally.

**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 #35520.