

TEXAS HEALTH INSTITUTE 2018 Job Description
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TITLE: Health Policy Research Analyst

STATUS: Full-time

REPORTS TO: Health Policy Research Analyst

BASIC FUNCTION: Serve as analyst on research and policy projects, focusing in particular on community health, health policy reform, diversity and disparities, workforce development and public health.

MAJOR RESPONSIBILITIES/TASKS

- Serve as analyst on research and policy projects, focusing in particular on community health, health policy reform, diversity and disparities, workforce development and public health.
- Manage and analyze data and have the ability to develop reports and models to support management decision making.
- Contribute to preparation of grant proposals and narrative progress reports for projects.
- Identify, review, organize and synthesize data and information from published literature and web-based resources on various public health topics.
- Assist in conducting and analyzing qualitative research as needed, including key informant interviews and focus groups. Assist in quantitative research by entering, coding, and analyzing large and small data sets.
- Prepare data summaries, including charts and tables, written reports and presentations.
- Co-author peer reviewed manuscripts and develop and prepare major project reports, proposals, and presentations.
- Supervise interns as necessary.
- Support Institute projects and perform other duties as identified and appropriate.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:

NOTE: *These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

Supervisory Responsibility:

As required.

Position Requirements:

Education

- Have a Master's degree in public health, social work, public policy or related field and at least 1 year experience

Knowledge

- Foundational understanding of community health needs and research models is preferred
- Foundational understanding of policy process in Texas and nationally. Familiarity with Medicaid and Affordable Care Act preferred

Skills

- Experience managing projects
- Experience conducting qualitative and quantitative research. Interview and survey research experience required. STATA experience preferred.
- Experience co-authoring peer-review manuscripts as well as grant writing and report development.
- Effective verbal and written communication skills as well as analytical skills.
- Clear, direct writing style with strong command of mechanics.
- Proficiency in all Microsoft Office applications including Word, Excel, and Powerpoint. Excellent computer skills are essential.
- Must have ability to complete deadline-driven work, including occasional work under pressure.