

Req Number 47836BR
Job Title Research Data Analyst
Job Code and Payroll Title 6256 Research Data Analyst II
Location Laurel Heights
Department Name Philip R. Lee Institute for Health Policy Studies
Work Days Monday - Friday, TBD
Shift Days
Shift Length Other
Job Summary JOB OVERVIEW

The Research Data Analyst will work with principal investigator (PI) and team on the evaluation of the multiple sexual and reproductive health programs within California. The position's primary responsibility is to provide technical assistance to properly administer evaluation activities to agencies implementing Adolescent Sexual Health (ASH) programs funded through California Department of Public Health's Maternal, Child and Adolescent Health (MCAH) division. The individual will assist with verification of data collected by the agencies including pre/post surveys of participants, attendance logs, and fidelity checklists. This includes reviewing data for accuracy and providing feedback to the agencies through check in calls, emails, data dashboards, and occasional site visits. The Research Data Analyst will verify submitted data and provide technical assistance by phone and email to local agencies to properly administer evaluation activities. The individual will perform basic qualitative and quantitative analyses of results and prepare findings for reports, articles, and presentations.

In addition, the Research Data Analyst will work on the evaluation of California's Preterm Birth Initiative, including organizing and facilitating focus groups and interviews, conducting observations, and help design and test survey instruments. The Analyst may work on other research projects and conduct literature reviews.

The position also is responsible for managing all meeting logistics and materials for project meetings and brown bag informational sessions. This includes preparing meeting agendas, reminders, and minutes. In addition, the individual will be responsible for tracking project deliverables and preparing progress reports.

The Research Data Analyst may need to travel throughout California, on occasion for meetings and/or to conduct interviews or collect data.

PHILIP R. LEE INSTITUTE FOR HEALTH POLICY STUDIES

The Philip R. Lee Institute for Health Policy Studies (PRL-IHPS) is an organized research unit within the School of Medicine (SOM). The primary purposes of the Institute are to advance knowledge of health services and health policies through basic and applied research; to contribute to the solution of health and social problems through the application of research findings to health policy issues at the national, state, and local levels.

ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

Required Qualifications

- Bachelor's degree with a major in public health, public policy or related field and two years of experience in program evaluation or operations research, or in related area; or an equivalent combination of education and experience
- One to two years of experience in and knowledge of adolescent health, reproductive health, and/or related public health issues
- One to two years of experience in Quantitative and/or qualitative data analysis experience
- Experience with graphs and spreadsheets, including Microsoft Word and Excel
- Strong interpersonal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to work and communicate effectively with team members in various locations, and maintain a professional demeanor

Note: Fingerprinting and background check required. Effective March 13, 2017, all final candidate(s) for employment are required to undergo a background check.

Preferred Qualifications

- Master's degree in public health, public policy or related field, or equivalent years of education and experience
- Working knowledge of research function
- Working skills in statistical analysis, systems programming, database design and data security measures
- Working skills in analysis and consultation
- Skills to communicate complex information in a clear and concise manner both verbally and in writing
- Ability to work proactively and independently with minimal supervision
- Experience conducting interviews and/or focus groups
- Graphic design experience – ability to create presentations and publications (briefs, dashboards) using software such as Publisher
- Experience writing and communicating scientific findings to a variety of audiences
- Ability to speak and understand Spanish
- Experience with EndNote
- Ability to prioritize and coordinate multiple deadlines

License/Certification n/a

Position Type Full Time

Percentage 80-100% variable

Equal Employment Opportunity The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

