

Req Number 46929BR
Job Title Executive Analyst
Job Code and Payroll Title 7397 Project Policy Analyst II
Location Laurel Heights
Department Name Obstetrics, Gynecology and Reproductive Sciences
Work Days Monday - Friday, 8:00 a.m. - 5:00 p.m.
Shift Days
Shift Length 8 Hours
Job Summary JOB OVERVIEW

The Executive Analyst (EA) applies professional concepts to conduct analytical studies or projects of moderate scope and complexity to address a variety of policy, research and procedural issues. Fully analyzes issues and problems, gathers data and information, finds and evaluates alternatives and makes sound recommendations. The EA will provide administrative and program support and independent analysis for the National Director of the Fellowship in Family Planning and the Ryan Residency Training Program, two national training initiatives with over 80 programs and 300 faculty across the country. The position will be responsible for managing priorities and directing support for the National Director, requiring interaction with both internal and senior leadership and external faculty across the country, as well as consultants, to coordinate a variety of complex meetings, and prioritize and manage multiple projects simultaneously. This position requires the ability to be proactive, resourceful and efficient, with a high level of independent decision making and flexibility.

The EA will serve as liaison between the Director and internal staff (at all levels) in a fast paced environment, sometimes under pressure, to communicate her priorities and urgent projects with a high level of professionalism and confidentiality.

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine, engaged in clinical, research, and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$77.2 million and the new Betty Irene Moore Women's Hospital at Mission Bay. The OBGYN Department has 102 full-time faculty, 136 other academic appointees, 39 post-doctoral fellows, 20 clinical fellows, 36 residents, 136 voluntary clinical faculty, and 266 staff. The mission of the UCSF Department of OBGYN & Reproductive Sciences is to improve the lives and health of all women through excellence, innovation and leadership in Patient Care, Scientific Discovery, Education, Advocacy. "Leading the way in women's health."

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

- BA/BS degree with a major in a related field and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience
- One to two years' of work experience in an administrative capacity
- Working knowledge of Microsoft Exchange programs, including Outlook, Access and Excel, and familiarity with Mac systems
- Working knowledge of applicable policy analysis techniques
- Knowledge of the field of abortion and family planning services
- Working knowledge of common organization- or research-specific and other computer application programs
- Proficient in ability to multi-task with demanding timeframes
- Proficient in ability to use discretion and maintain all confidentiality
- Demonstrates ability to use sound judgment in responding to issues and concerns
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail
- Solid communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing
- Solid organizational skills and ability to multi-task with demanding timeframes
- Ability to prioritize tasks and manage multiple projects efficiently
- Ability to work independently
- Excellent written and oral communication skills

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

- Knowledge of political and institutional factors which influence Obstetrics / Gynecology training and medical service provision
- Knowledge of academic medicine, specifically medical education and training, and structure of obstetrics and gynecology departments

License/Certification N/A

Position Type Full Time

Percentage 100%

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.