

Req Number 46925BR
Job Title Assistant Director of Policy
Job Code and Payroll Title 0566 Project Policy Analyst V
Location Laurel Heights
Department Name Obstetrics, Gynecology and Reproductive Sciences
Work Days Monday-Friday, 8:00 a.m. to 5:00 p.m.
Shift Days
Shift Length 8 Hours
Job Summary JOB OVERVIEW

The Assistant Director of Policy Independently uses and applies in-depth knowledge and experience in the specific policy field on projects that typically impact the entire organization or programs external to the organization. Operates in a highly visible, politically sensitive, legally complex and evolving arena. Uses advanced professional concepts and objectives to address and resolve complex policy or program issues. Works on significant, strategic issues and problems requiring political sensitivity, where analysis of circumstances and information requires an in-depth evaluation of factors.

The National Office of the Fellowship in Family Planning and Ryan Residency Training Program are seeking to fill the position of Assistant Director of Policy (ADP). The ADP's principle responsibilities are to support the academic community in responding to such legislation, as well as other efforts, such as restrictive hospital policies, which interfere with the mission of evidence based teaching and patient care. The ADP will work closely with the National Director, the Fellowship and Ryan community as well as other professional associations and advocacy groups. S/he will be responsible for keeping abreast of legislation, professional standards and policies, hospital and universities policies, and identify strategies, including pertinent evidence from research conducted by the fellowship community and others to address particular legislative or policy challenges.

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

- Advanced Degree in Health Policy or Law or related area and/or equivalent experience/training
- Advanced skills in all levels of project management
- Advanced analytical/problem-solving skills
- Advanced communication and interpersonal skills to communicate with and influence all levels of staff, both verbally and in writing
- Five years of demonstrated programmatic leadership experience in women's health/family planning
- Expert knowledge of common organizational- or research-specific and other computer application programs
- Expert knowledge of applicable policy analysis techniques
- Previous experience in program or policy evaluation, including record of publications and presentations
- Expert analytical / problem-solving skills
- Highly skilled communication and interpersonal skills to communicate with and influence others, both verbally

and in writing

- Highly skilled in all levels of project management
- Track record of developing and maintaining working relationships with a diverse group of stakeholders
- Ability to multi-task with demanding timeframes
- Ability to use discretion and maintain all confidentiality
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- Ability to use discretion and maintain all confidentiality

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

- Experience working on workforce development, abortion, reproductive health
- Experience working with physicians and professional physician groups
- Expert knowledge of the organization's processes, protocols and procedures and external regulatory requirements in policy domain
- Familiarity with ob-gyn medical education

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.