

California State University, Fresno Foundation

JOB ANNOUNCEMENT FDN# 07-342

RESEARCH ANALYST

POSITION: Full-time, 12-month exempt position for the Central Valley Health Policy Institute of California State University, Fresno Foundation.

PROGRAM DESCRIPTION:

The Central Valley Health Policy Institute (CVHPI) is located within the Central California Center for Health and Human Services (CCCHHS), an ancillary unit of California State University, Fresno. CVHPI serves to integrate university resources with regional needs by collaborating with agencies and community organizations to address health and healthcare policy and program challenges in the San Joaquin Valley. University faculty and students from the College of Health and Human Services join with Center staff and community stakeholders to address high priority needs in the region. The Center provides administrative and grant development support for various ancillary units and developing projects.

DUTIES & RESPONSIBILITIES:

Under the general supervision of the Executive Director of the Central Valley Health Policy Institute and his/her designees, the Research Analyst is responsible for participating in a collaborative research process; conducting literature reviews and background data collection; collecting data via telephone and in-person interviews; data coding and preparation for analysis; implementing variable definitions prior to analyses; conducting quantitative data analyses; synthesizing research findings and preparing tables, figures and methods descriptions; reporting information verbally and in appropriate written formats; participating in the development and preparation of research/technical assistance proposals; and working with project managers and team members on various technical and analytical assignments related to Center activities, programs and personnel.

QUALIFICATIONS:

Education &

Experience: Masters of Public Health or comparable health services research degree required, with a preferred doctorate in public health, social science or education; minimum of two years experience with responsibilities in supervised research or program administration. This position requires an orientation to detail, effective multi-tasking and the ability to meet deadlines in a fast-paced environment while maintaining a high level of accuracy.

Knowledge &

Abilities: The incumbent must have a thorough knowledge of public health and healthcare terminology and the broad determinants of healthcare utilization and outcomes. Developed skills in conducting systematic literature reviews by using public health and healthcare bibliographic systems (Medline, PubMed), retrieving published materials, summarizing individual reports and synthesizing findings from multiple reports are essential. Must possess demonstrated skills in implementing research on determinants of health outcomes and/or determinants of healthcare utilization, including organizing data storage, preparing data for computer entry, performing data entry and arranging files for analysis. Demonstrated skills in significant recent experience in statistical software packages and procedures (SPSS, SAS), and skills using standard office software (Word, Excel, email, internet) are required. Must have knowledge and experience in implementing a range of statistical analyses and the ability to appropriately represent these analyses in charts, tables and figures. Incumbent will have the ability to adapt to quickly changing priorities, using good judgment and discretion to act when precedents do not exist, effectively prioritizing project tasks and managing schedules in the context of multiple projects and deliverables. Ability to work well with people from various organizational levels, as well as proven ability to work congenially and effectively with members of the general public is required.

SALARY: \$3,333 - \$3,750 per month DOE. Benefits include health, dental, vision, life insurance, vacation, sick leave and holiday pay.

DEADLINE: Application review begins May 7, 2007.

TO APPLY: Obtain and submit employment application at: California State University, Fresno Auxiliaries-Human Resources, 2771 E. Shaw Avenue, Fresno CA 93710 Fax: (559) 278-0988 Website: www.auxiliary.com

***Resumes will not be accepted without a completed application.**

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.
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