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# Example of Health Policy Analyst Job Description

Our growing company is looking to fill the role of health policy analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for health policy analyst

* Performing quantitative analysis utilizing STATA and /or SAS to manipulate raw data from sources such as the Current Population Survey, the Medical Expenditure Panel Survey and the Health Reform Monitoring Survey
* Draft and develop new policy
* Develop implementation plans and coordinate implementation of policy initiatives
* Communicate with other state agencies, health care providers, policy makers, and other interested parties
* Prepare written memos, reports, regulations, tables, and graphs
* Review and summarize relevant literature, studies and reports
* Contribute to business development of the Center by leading proposals for government and foundation clients under tight deadlines
* Build scientific stature through publication in peer-reviewed journals and conference symposia
* Conduct policy analyses of tobacco control programs and policies and other public health interventions
* Lead technical analyses related to measure design and maintenance

## Qualifications for health policy analyst

* Understanding of health care provider strategy and operations, particularly as impacted by policy
* PhD or ScD in Psychology, Sociology, or Communications or related field and a minimum of 3 years post-PhD research experience and an established research record in tobacco use prevention and control, obesity, or similar policy-focused substance areas
* Proven ability to design and implement experimental and quasi-experimental studies focused on attitude and behavior change
* Demonstrated experience designing and implementing mixed-methods studies
* Demonstrated ability to successful manage tasks and small teams
* Demonstrated ability to write successful proposals