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# Example of Health Policy Analyst Job Description

Our company is growing rapidly and 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

* Monitors laws, policies and budgets at the federal level and state level
* Monitors and changes in state and federal regulations and budget
* Researches, writes and disseminates issue briefs and action alerts, in conjunction with other staff and coalition partners
* Lead and mentor junior analysts, and other research support staff, to develop detailed standard operating procedures for qualified health plan (QHP) certification reviews, project management business processes, and technical assistance support
* Lead and manage client-facing projects, client expectations, and client relationships
* Manage and contribute to the development and writing of technical reports, tailored to client needs that include actionable recommendations
* Develop and conduct presentations to government clients
* Proactively identify ideas for innovation
* Participate in business development activities, including writing and reviewing technical responses and participating in federal and state capture planning activities
* Interpret and summarize results of data analyses

## Qualifications for health policy analyst

* Advanced degree in Public Health, Health Policy, Health Services Research, Psychology, Sociology or related area, combined with a minimum of 7 years of related work experience
* Research experience in quality policy and quality measurement design and implementation or conceptually related health services research
* Experience procuring funding
* Demonstrable track record of managing and leading research support staff
* A strong record of publication is preferred
* Master’s in Public Health and a minimum of five years’ experience working within research or evaluation