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# Example of Public Health Analyst Job Description

Our innovative and growing company is looking to fill the role of public health analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for public health analyst

* Direct, plan, review and coordinate technical research to assist clients in implementing, reporting, and evaluating clinical quality measures
* Research complex health issues, synthesize information across multiple sources, and effectively communicate findings/recommendations to clients and stakeholders
* Research experience in health policy and quality performance measurement in public and private sectors
* Facilitates the onboarding of new project staff, consultants and subcontractors, as needed
* Facilitates communication with the client and project team
* Establish leadership role in terms of client interface, project communications and reporting
* Lead and participate in study design and development
* Lead literature reviews
* Lead and participate in development of technical reports and peer reviewed manuscripts
* Lead and participate in development of grant and contract proposals

## Qualifications for public health analyst

* Ability to coordinate and review written documents prepared by others
* Experience creating print and Web-based products
* Comfort with managing multiple projects, priorities, and deadlines
* Demonstrated experience and mastery of statistical software
* Bachelor’s degree in public health, psychology, social work or related field required
* Proficient use of Microsoft Office suite of applications (i.e., MS Word, Outlook, Project, PowerPoint, Excel, Visio)