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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. 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 public health analyst

* Designing qualitative and quantitative approaches to studying health policy and health services research, especially in the area of patient safety, quality measurement or quality reporting
* Participate in client meetings, including meetings with military contacts
* Assist with training and program delivery
* Participate in business development activities, including meetings with prospective clients, identifying strategic opportunities in areas of interest, and working with our team to market these opportunities
* Serves as liaison, committee member, or similar point of contact with internal and external representatives
* Experience with Lectora (not required)
* Assist HIV prevention grantees and stakeholders in collecting and reporting NHM&E data by providing technical support via e-mail, telephone and other media
* Respond to questions and concerns related to NHM&E and data reporting from grantees and other stakeholders with accurate and consistent responses
* Assist CDC staff in communicating with, training or providing technical support
* Identify and triage questions about monitoring and evaluation (M&E) requirements

## Qualifications for public health analyst

* Demonstrated success in proposal writing and winning new business
* Strong qualitative and quantitative expertise
* Proven ability to communicate at all levels and have the ability to provide writing samples if requested
* Must be a US Citizen or Permanent Resident to be considered for this role
* Demonstrated success in working with multi-site/state initiatives/programs
* Track record of leading large projects