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# Example of Public Health Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of public health analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for public health analyst

* Write proposal sections with moderate level of technical complexity and gather background information to support proposal efforts
* Act as subject matter expert in quality measurement and quality improvement
* Act as a subject matter expert in aging, disability and long-term care
* Plan/direct/contribute to the preparation of proposals of significant technical complexity, contract value, or strategic importance
* Prepares and make presentations on behalf of client
* Prepares/compiles monthly team reports and technical reports and briefings related to data quality and accountability
* Master’s degree in public health, epidemiology, statistics or related field and 5 years of related experience is required
* Contribute to teams and help lead teams in the development and evaluation of quality measures
* Contribute to and lead technical analyses related to measure design and maintenance
* Contribute to writing technical reports

## Qualifications for public health analyst

* Proficiency in MS Office Suite to include strong Excel skills
* Proficient use of Microsoft Office suite of applications (e.g., MS Word, Outlook, Project, PowerPoint, Excel, Visio)
* BA/BS in Public Health, Public Policy, Sociology, Psychology, Economics, or other related field with a minimum GPA of 3.3 or higher (May 2017 graduates will be considered)
* BA/BS (May 2017 graduates will be considered) in Public Health, Economics, Psychology, Sociology, or a related field
* Experience conducting site visits and conducting interviews with adolescents, health clinic staff and providers, and members of vulnerable populations
* Strong research methodology and evaluation training and skills