EMPLOYMENT OPPORTUNITY

SENIOR RESEARCH ASSOCIATE/DATA ACCESS CENTER MANAGER

Job Description:
The UCLA Center for Health Policy Research (Center) has an outstanding career opportunity for a Senior Research Associate/Data Access Center Manager. The Center is one of the nation's leading health policy research centers and the premier source of health policy information for California. Established in 1994, the Center is based in the School of Public Health and affiliated with the School of Public Affairs.

Responsibilities:
• Review applications to access confidential California Health Interview Survey (CHIS) data in the Center’s Data Access Center (DAC)
• Consult with researchers on application/proposal development, develop cost estimates, coordinate project approvals and implementation, track service use for each project
• Develop and update DAC technical and operational informational materials and oversee the DAC database and reporting functions
• Organize Data Disclosure Review and Advisory Committee meetings and conduct disclosure review of data products
• Research and evaluate data confidentiality policies for public use microdata files, release of data to local health jurisdictions, and access to data by researchers through the DAC
• Assist with identifying appropriate disclosure limitation methods for microdata and tabular data, and procedures to minimize the risk of disclosing identifiable information
• Assure all program objectives are met

Qualifications:
• Advanced degree or equivalent working experience in Health Services, Public Health, Epidemiology, Biostatistics, or a related field
• Excellent organizational skills sufficient to manage multiple projects and meet competing deadlines
• Excellent writing skills to draft correspondence, meeting summaries, research summaries, presentations, and articles as well as assist in preparing informational and technical materials
• Excellent verbal skills sufficient to interact with staff and the external audiences of the Center
• Proficient with Microsoft Windows Office software: Word, Excel, Access, Outlook, and PowerPoint.
• Knowledge of and experience working with research data files and conducting data analysis
• Working knowledge of SAS, SPSS, or Stata
• Demonstrated experience assisting in project design, subject recruitment, data analysis or reporting.
• Familiarity with survey data structures
• Familiarity with data privacy, confidentiality, and statistical disclosure limitation issues, preferred

Compensation:
Full-time, career position. Salary: $3485 - $5604 monthly, dependent on experience. Excellent benefits. EOE.

How to Apply:
Go to https://hr.mycareer.ucla.edu and search for Requisition #14357.