CAREER OPPORTUNITIES FOR

Health Program Analyst

Mathematica is a nationally recognized research organization that conducts social policy research on health care, disability, education, welfare, nutrition, and related topics. Our mission is to improve public well-being by bringing the highest standards of quality, objectivity, and excellence to bear on the work we do for our clients, which include federal, state, and local government agencies, as well as private foundations.

We currently have an opening for a health program analyst. As a health program analyst, you will be part of our Data Management and Analytics department in our **Princeton, NJ** headquarters or **Washington, DC** office, assisting in the evaluation, design, and implementation of government reporting and performance systems. You would join our staff of research professionals, which includes doctoral level researchers in the fields of public policy, social sciences, and economics, as well as other master's-level analysts. We offer our employees a stimulating team-oriented work environment, competitive salaries, and a comprehensive benefits package, as well as the advantages of employee ownership. We provide generous paid time off (and an on-site fitness center).

Duties of the position:

- Conducting site visits to assess current program operations and future needs.
- Reviewing systems and documents, as well as interviewing client and government program staff, and contractors to assess the current process and propose improvement strategies.
- Analyzing data dictionaries and data standards documentation.
- Conducting reviews of legislation and regulation associated with program reporting, performance, and policy goals.
- Developing system reporting and performance specifications and user manuals.
- Developing and implement strategies for testing performance reporting systems to ensure that they conform to specifications.
- Performing quantitative analyses with large databases to determine program outcomes, conduct policy simulations, or assess data quality.
- Writing chapters of analytic reports and proposals for new projects.
- Tracking financial progress of projects using Excel; prepare reports for monthly project reviews; assist with budget revisions and contract proposals.

Qualifications:

- Master's degree in public policy, public health, health informatics, economics, statistics, political science, or a related field, or equivalent experience.
- Knowledge of qualitative and quantitative research methods.
- Working knowledge of current policy issues in one or more of the following areas: Medicaid and CHIP, health insurance exchanges, health insurance plans, or other relevant areas.
- Excellent oral and written communication skills.
- Knowledge of or experience working with health enrollment and claims data, including HIPAA X12 standard transactions is desirable.
- Knowledge of health data content and transmission standards (HIPAA X12, HL7, etc.) is desirable.
- Work experience with state or federal government, a foundation, or a policy research organization is desirable.
- Knowledge of SQL, SAS, and Microsoft Office is desirable.
- Comfort working on multiple projects with short deadlines is desirable.

Please submit a cover letter and resume and be sure to include your salary requirements. Also, be prepared to upload your transcripts, contact information for three references, and writing sample, via our online employment web-site at https://careers.peopleclick.com/careerscp/client_mathematica/external/gateway.do?functionName=viewFromLink&jobPostId=652&localeCode=en-us

Various federal agencies with whom we contract require that staff successfully undergo a background investigation or security clearance as a condition of working on the project. If you are assigned to such a project, you will be required to obtain the requisite security clearance.

MATHEMATICA
Policy Research

HOW TO APPLY

(1) Visit Mathematica's career opportunities website at
http://www.mathematica-mpr.com/Employment/

(2) Select the "Career Opportunities" link from the left navigation menu, then follow the directions to search available positions by position title, location(s), and/ or functional area(s). Next select "Search".

(3) When a position of interest is selected, click "Apply Now" and begin creating your application.

• A resume will be a required document that must be attached to complete the online application process.

• Many of our positions require additional supporting documents (e.g. transcripts, writing samples, references, or letters of recommendation). Please review the posting carefully to determine what supporting documents are required for the position to which you would like to apply.

• There is a maximum file size of 2000 KB for any file uploaded to Mathematica's online application system.

• Transcripts can be unofficial.

(4) You can review the status of your application by logging into the system with the unique user name and password created during the application process.

General questions: Inquiries about working at MPR, employment, positions, and the online application system should be sent to the HR mailbox at HumanResources@mathematica-mpr.com.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

As an equal opportunity-affirmative action employer we strongly encourage applicants of all racial, ethnic, and cultural groups.