



# OFFICE OF THE STATE AUDITOR

## HEALTH POLICY ANALYST

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**Posting Number 2015-08**

**SALARY RANGE (Grade 13) CSA968: \$50,654.14 - \$75,981.22 (COMMENSURATE WITH EXPERIENCE)**

### **GENERAL STATEMENT OF DUTIES:**

Works with Research and Policy Unit in the evaluation of a major health care State initiative, and develop sound policy recommendations. Primary focus will be on review and assessment of health care policy initiatives.

### **SUPERVISION RECEIVED:**

Works under the direction of the Director of Research and Policy.

### **SUPERVISION EXERCISED:**

May exercise functional supervision of other employees as needed.

### **DUTIES AND RESPONSIBILITIES:**

- Conduct literature reviews and analysis relevant to the comprehensive review of the impacts of health care cost containment (Section 251 of Chapter 224 of the Acts of 2012);
- Appraise reports and other literature on the impact of health reform initiatives;
- Draft business requirements for data analytics team, including statistical methods;
- Maintain research files and file organization;
- Track outside legislation pertaining to health care reform at the State and Federal levels; provide updates of health reform measures including legal and regulatory guidance;
- Attend meetings and summarize information, providing updates to Director of Research and Policy and members of the research team;
- Research technical reports for data metrics, algorithms, and other key information contained in the reports;
- Analyze data findings; interpret data findings and present findings in written reports;
- Other duties as assigned to support unit and other units within SAO.

### **MINIMUM QUALIFICATIONS:**

*The successful candidate will possess and/or demonstrate:*

- Master's degree or higher; MPH, Master's in Public Policy with a health care focus, Master's in Health Services Research, or similar degree;
- 2-3 years of experience in health care research or analysis;
- Knowledge and experience of research methods, particularly quantitative, including biostatistics; successful completion of at least one graduate level statistics class;



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- Work experience in applied statistics;
  - General knowledge of the health care market, health care economics, health systems, health care finance, public health, workforce development, evaluation of health care quality, preventable health conditions, mental health, and health care institutions;
  - Knowledge of health care cost benefit analysis methods;
  - Demonstrated ability to communicate effectively, both orally and in writing;
  - Ability to research and gather relevant information from trusted and accurate sources to prepare internal analyses and final reports for public release;
  - Ability to take complex and technical material and present it in an understandable and relevant manner to a larger audience;
  - Ability to think critically and work both independently and as part of a team; and
  - Proficiency in Microsoft Office applications.

### **PREFERRED QUALIFICATIONS:**

*Demonstrated experience and expertise in the following areas will also be important considerations:*

- Experience in health policy analysis;
- Experience and knowledge of statistical software such as SAS or SPSS;
- Working knowledge of Massachusetts General Laws, especially Ch. 224 of the Acts of 2012, state budgeting and state government structure;
- Knowledge of and experience with qualitative research methodologies.

Salary is commensurate with experience.

### **No Phone Calls Please:**

To apply, please submit an electronic copy of a cover letter and resume, no later than April 23, 2015 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us) when you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#).

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