Center For Health Information And Analysis

Health Policy Analyst

The mission of the Center for Health Information and Analysis (CHIA) is to be the agency of record for Massachusetts health care information, to responsibly steward sensitive and confidential data, and to objectively report reliable and meaningful information about the quality, affordability, utilization, access, and outcomes of the Commonwealth's health care system.

CHIA is seeking a Health Policy Analyst to join a motivated team of talented analysts focused on cutting-edge health care analytics. A successful candidate will be a detailed-oriented analyst who is eager to learn and utilize large data sets, develop analytic methodologies, and produce policy-relevant products.

S/he will be an experienced health policy analyst with experience in data analysis methods (e.g. descriptive statistics) and tools (e.g. Excel and SAS). The primary responsibilities of the Health Policy Analyst will be to support the data collection, analysis, and reporting of aggregate-level health care finance and insurance cost and coverage metrics. There will also be opportunities for the analyst to collaborate with other teams internally on provider financial performance and quality measurement.

This position will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days. The full time salary range for this position is $57,245.50- $81,952.52 annually.

Specifically, the Health Policy Analyst will:

- Synthesize and analyze complex information including aggregate-level and/or claim-level data using appropriate programming/data analysis software (e.g., SAS, R, Tableau, ArcGIS, and/or SQL);

- Interpret data and produce clear and comprehensive written analyses, graphics, tables, and presentations for distribution to diverse internal and external audiences;

- Support and participate in the specific data collection, analysis and report production lifecycle;

- Support the development of analytical methodologies and data collection specifications;

- Be able to follow through a project from start to finish and produce high-quality results in a timely manner;

- Participate in analytic projects using advanced analytical software (e.g., SAS, R, or SQL) and data science methods to analyze internal data sets including aggregate data from health care payers, as well as the APCD;

- Participate in drafting technical documents detailing methodologies, data sources, and analytical processes;

- Support collaboration between team members, both internal and external to the department;

- Perform activities and special projects as assigned.

Preferred Qualifications

- It is essential that the Health Policy Analyst be well-versed in the concepts of health care financing and delivery systems and a broad understanding of the dynamics among health care providers and payers. In addition, the Health Policy Analyst should be able to demonstrate:

- Familiarity with the Massachusetts health care system;

- Demonstrated ability to prepare and use charts, graphs, and tables to present analytical results;

- Familiarity with statistics, quantitative research methods (e.g. econometrics), and/or techniques of data and policy analysis;

- Proficiency in Microsoft Office Suite (Excel; Access) data analysis software (e.g., SAS, ArcGIS, R and/or SQL);

- Familiarity utilizing data analysis software to extract, cleanse, link, and integrate data from various platforms and large datasets, with demonstrable proficiency in writing maintainable, supportable, and well-documented code;

- Ability to prepare high quality work products under tight time constraints;

- Ability to conduct literature reviews on a variety of topics in health policy;

- Demonstrated ability to acquire technical and scientific information needed to advance project goals;

- Ability to manage workload to simultaneously advance several projects with overlapping deadlines;

- Demonstrated ability to be proactive, learn independently, and anticipate work flow or policy issues in advance of problems and while on a deadline;

- Ability to work independently and effectively with other members of the unit; and

- Excellent written and oral communication skills.

Qualifications:

Applicant must have at least (A) Three years of full-time, or equivalent part-time professional experience in Business Administration, health care planning or administration, public health policy or administration, health care planning or administration, public health policy or administration, human services policy analysis or administration or economics, the major duties of which included financial analysis of costs, expenses and revenue and/or the development, implementation and monitoring of financial reimbursement systems, or (B) any equivalent combination of the required experience and the substitutions below.

SUBSTITUTIONS:

I. A Bachelor's degree with a major in public health, health services research, statistics, public policy, or economics may be substituted for a maximum of two years of the required experience.*

II. A Master's degree or higher with a major in public health, health services research, statistics, public policy, public administration, or economics may be substituted for a maximum of three years of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Total Compensation:

As an employee of the Commonwealth of Massachusetts you are offered a great career opportunity influencing a wide-spectrum of services to the diverse populations we serve - but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits which you should consider towards your overall compensation, including:

- 75% state paid medical insurance premium

- Reasonable Dental and Vision Plans

- Flexible Spending Account and Dependent Care Assistance programs

- Low cost basic and optional life insurance

- Retirement Savings: State Employees' Pension and a Deferred Compensation 457(b) plan

- 11 paid holidays per year and competitive Sick, Vacation and Personal Time

- Tuition Benefit for employee and spouse at state colleges and universities

- Extended Illness program participation

- Professional Development and Continuing Education opportunities

- Qualified Employer for Public Service Student Loan Forgiveness Program

BARGAINING UNIT: 06 NAGE, Reimbursement Systems Analyst II

CHIA is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Tonya Bourassa 617-701-8127.

In compliance with federal laws, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

SPECIAL REQUIREMENTS: None.

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