



EMPLOYMENT OPPORTUNITY

ASSISTANT DIRECTOR, CALIFORNIA HEALTH INTERVIEW SURVEY

Job Description:

The UCLA Center for Health Policy Research (Center) has an outstanding career opportunity for an Assistant Director, California Health Interview Survey. 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.

The Assistant Director will manage and be responsible for a variety of critical functional areas of the California Health Interview Survey (CHIS), the nation's largest state health survey. CHIS is conducted by the UCLA Center for Health Policy Research in collaboration with the California Department of Public Health, Department of Health Care Services, and the Public Health Institute. CHIS is supported by grants and contracts from many major public agencies and foundations. Major responsibilities include:

- Oversight, tracking, and coordination of project deliverables, operations of a secure Data Access Center (DAC), and delivery/receipt of CHIS data products to/from funders and others.
- Assist in the management of multiple contracts, ensuring compliance with programmatic terms and conditions and directing the activities of several staff.
- Contributor to the direction of future enhancements to the operations, design, implementation, and dissemination of CHIS.

Qualifications:

- Degree in Biostatistics, Statistics, Social Survey Research, Sociology, or a relevant Public Health field, with a minimum of three years of increasing responsibility in social and/or health surveys.
- Demonstrated knowledge of statistical methods and administration of survey projects.
- Experience working with SAS, SPSS, or other statistical programs.
- Demonstrated experience in project management and the management of a data collection project.
- Demonstrated skills in financial planning and budget management.
- Excellent writing and analytic skills required.
- Supervisory experience. Demonstrated ability to develop, plan and direct the work of support staff.
- Experience in survey instrument design, development and testing, preferred

Compensation:

Full-time, contract position. Salary: \$5070 - \$9126 monthly, dependent on experience. Excellent benefits. EOE.

How to Apply:

Go to <https://hr.mycareer.ucla.edu> and search for Requisition #14121.