

Position: Health Policy Analyst

JOINT COMMISSION ON HEALTH CARE

The Joint Commission on Health Care (JCHC), a standing commission of the Virginia General Assembly, is seeking a highly competent, motivated professional to serve as a health policy analyst. Through the work of its legislative members and staff, the Commission is well regarded as a legitimate and reliable source of health-related information and policy recommendations among state legislators, state and local agency officials, and other health-policy stakeholders. To learn more about the JCHC and the numerous studies and policy recommendations produced by its health policy analysts, go to the Commission's website at <http://jchc.virginia.gov/meetings.asp>.

Responsibilities of a JCHC health policy analyst

- Conduct in-depth research on health related topics
 - Identify, obtain and analyze all relevant information from a broad range of sources such as datasets; peer-reviewed journal articles; topic experts; national, state and local level agency officials/staff; and key stakeholders in the community, private sector and not-for-profit entities
 - An analyst *may* need to collect and statistically analyze his/her own data or conduct secondary data analysis using large datasets
 - Obtaining input from stakeholders sometimes requires an analyst to create and manage a stakeholder workgroup
 - Develop policy recommendations for JCHC members' consideration
 - Present study research findings at a JCHC meeting, as well as other venues when requested
 - Write a final report for each study when required by the study resolution or the director
 - If a policy recommendation is approved by JCHC members that requires legislation, analysts provide talking points for the bill's chief patron prior to the start of the next General Assembly session; are present to answer questions when the bill is heard in committee; and work with Division of Legislative Services staff and the patron if bill amendments are needed or requested
- Identify and track legislation of interest to the JCHC prior to and during session
- Attend meetings of health-related committees during session and report to the director any significant discussion/actions that occurred
- Provide presentations and written documents to other entities upon request
- Serve on health-related committees that meet outside of session
- Respond to information requests from legislators, agency staff and constituents
- Stay informed of current health care issues
- Develop and maintain working relationships with state agency officials/staff, health-related community leaders, representatives of interest groups and other key stakeholders in Virginia's health policy arena

Required Qualifications

- Advanced degree in health policy, public health, health law, economics, political science, sociology, social work, or a related field
- 3+ years of research experience. Preferred experience (2+ years doing one or more of the following):
 - Public/health policy analysis
 - Statistical analysis (descriptive & inferential/predictive) of primary and/or secondary data
- Ability to obtain and comprehend large amounts of information from a range of sources (e.g., statistical analysis of data, peer-reviewed journals, expert and stakeholder interviews) and utilize critical thinking to evaluate and synthesize the information and develop relevant, realistic and substantial policy recommendations
- Quick learner with excellent time management and organizational skills
- Effective communicator with strong writing and presentation skills
- Ability to complete multiple co-occurring assignments thoroughly and accurately with limited supervision
- Performs well in a team-based environment, working collegially with other JCHC staff on studies and other tasks
- Comfortable talking to and working with individuals who differ from oneself in terms of ideological beliefs, culture, race, sex, sexual orientation, and socio-economic status
- Proficient with Microsoft Office, especially PowerPoint, Word and Excel
- Competent user of the internet with knowledge of (or ability to determine) which sites are appropriate sources of information for health policy creation and analysis

Benefits

In addition to a rewarding work experience, the JCHC offers an excellent benefit package that includes generous and affordable health and life insurance; pre-tax spending accounts; paid holidays; ample amounts of annual, personal, and sick leave; state funded short and long term disability after one year of Virginia state government employment; and a state retirement plan with options for tax-deferred retirement savings and employer matching.

Salary will be commensurate with qualifications and experience.

To be considered for this position, qualified applicants should send a cover letter, resume, writing sample, and two letters of reference to jchcjobs@jhc.virginia.gov.

Applications will be accepted until 5:00 p.m. on May 8, 2020. The Commonwealth of Virginia is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law. The JCHC is a veteran-friendly agency.