

Health Policy Analyst Job Posting – 2024

The Joint Commission on Health Care (JCHC) is seeking motivated individuals to join our team of health policy analysts.

The JCHC is a permanent standing committee of the Virginia General Assembly charged with studying and making policy recommendations on health care topics to ensure access to affordable, high-quality health care for all Virginians. To learn more about the JCHC, and the numerous studies and policy recommendations produced by its health policy analysts, please visit the Commission's website at <http://jchc.virginia.gov/index.asp>

The JCHC's nonpartisan, professional staff conduct in-depth, objective public policy research to support the JCHC's legislative decision making. JCHC health policy analysts:

- Develop and implement effective research and project plans to answer policy questions on a range of health topics,
- Conduct rigorous, comprehensive qualitative and quantitative research gathering data from a broad array of primary and secondary sources including interviews, focus groups, surveys, literature and document reviews, and various data sources,
- Synthesize findings and develop actionable policy options for consideration by members of the JCHC,
- Prepare comprehensive written reports and briefing materials and provide briefings to communicate findings and policy options to members of the JCHC and other stakeholders in public meetings, and
- Support legislative members of the JCHC during the General Assembly Session by providing information and representing the agency before committees and subcommittees of the General Assembly.

Successful candidates for the health policy analyst role will be analytical, organized, and self-motivated; possess strong critical thinking, writing, and public speaking skills; and be comfortable working both independently and as part of a team. While an advanced degree in public policy or administration, public health, or a related policy field and applied research experience in a policy-related or program evaluation field is preferred, the JCHC is open to applicants of varying backgrounds and levels of experience, and interested candidates are encouraged to apply. Specific job responsibilities and salary will vary depending on the skills and experience of the successful candidate.

Required Qualifications

- Bachelor's degree in public policy or administration, public health, or related field
- Ability to conduct independent, objective research using information obtained from a wide variety of primary and secondary sources
- Intellectual curiosity, excellent analytical and critical thinking skills, and the ability to synthesize complex information

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- Excellent writing and public speaking skills and the ability to communicate complex information in a clear, concise, and easily understandable manner
- Strong organizational and time management skills and the ability to complete multiple co-occurring assignments thoroughly and accurately with limited supervision
- Ability to work both independently and as part of a team to complete projects and tasks
- Flexibility and the ability to adapt to changing needs of the JCHC and the General Assembly
- Comfort talking to and working with individuals who differ from oneself in terms of ideological beliefs, culture, race, sex, gender, sexual orientation, and socio-economic status
- Proficiency with Microsoft Office, including Word, Excel, and PowerPoint

Preferred Qualifications

- Advanced degree in public policy or administration, public health, health care law, or related field
- Applied research experience in a policy-related or program evaluation field
- Demonstrated data analysis skills with the ability to derive actionable insights from large datasets
- Proficiency using data analysis methods and appropriate software to derive actionable insights from quantitative and qualitative sources
- Experience working with or in state government

Salary and Benefits

Starting salaries for JCHC analyst positions range from \$65,000 to \$125,000, commensurate with qualifications, education, and experience.

In addition to a rewarding working experience, the JCHC offers a flexible working environment, a hybrid schedule with the opportunity to telework two days per week, and an excellent benefits package including generous and affordable health and life insurance; pre-tax health and dependent care flexible spending accounts; 12 paid holidays each year; annual, personal, and sick leave; state funded short- and long-term disability insurance, and a state retirement plan with options for tax-deferred retirement savings and employer matching.

How to Apply

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

This position will remain open until filled, and **we will begin reviewing applications on Monday, December 16, 2024.**

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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.