CAREER OPPORTUNITIES FOR
Program Analyst – Health Policy

We currently have openings for program analysts in the health research division in our ***Cambridge (MA), Ann Arbor (MI), Washington (DC), and Chicago (IL)*** office locations. As a program analyst you will manage projects, coordinate project activities, and provide logistical, operational, and analytical support to our research teams. We offer employees a stimulating, team-oriented work environment, competitive salaries, and a comprehensive benefits package, as well as the benefits of employee ownership. We provide three weeks of paid time to start and an on-site fitness center at most locations.

Program analysts in the health research division work on projects that touch virtually every area of the healthcare delivery system in the United States. Broadly guided by the triple aim (improving individual care, improving population health, and reducing cost) of the Affordable Care Act, our projects include large evaluations of demonstration projects sponsored by the Centers for Medicare and Medicaid Services, technical assistance to state and federal partners to improve program operations, and database development for the Social Security Administration, among many others.

Program analysts manage and support the operations of these projects in Mathematica's health division. They work closely with project directors and task leaders to develop and implement processes and systems that ensure the quality, timeliness, and cost-effectiveness of client deliverables. While they may engage in research activities such as conducting interviews and performing literature reviews, the program analyst is not a research, programming, or systems engineering position. Rather, they contribute to the efficient and successful operations of projects, both internal and external, through the broadest possible range and application of problem-solving and interpersonal techniques.

The program analyst position has a defined career trajectory with significant potential for movement within Mathematica. Regardless of their specific assigned role on any given project, program analysts are expected to be leaders both within the context of the project and across the company. Successful health program analysts fulfill a broad array of roles at Mathematica and commonly:

- Provide the energy, direction, and organization needed to help keep research projects on time and on budget by serving as a central hub of project activities. Program Analysts offer a full suite of project management support services, from helping project directors plan, procure, manage, and close out complex projects, to designing and implementing tools and processes to help organize data and mange teams.

- Record, monitor, and analyze project expenditures in preparation for monthly project reviews and progress reports. Related work includes monitoring subcontractor expenses and invoicing, conducting cost analyses, and forecasting project costs.
- Perform complex analyses of projects to monitor and evaluate project performance and progress; experience using or interest in learning Earned Value Management (EVM) methods is desirable.
- Plan and prepare contract proposals, including preparing budgets for proposals.
- Serve as a liaison among technical project staff, researchers, internal business departments, external consultants, subcontractors, and client representatives.
- Develop and maintain project collaboration tools, including Microsoft SharePoint websites, Access and SQL databases, and Excel spreadsheets.
- Evaluate operational components of project and programs and outline problem, options, and solutions for action to senior staff and client agencies.
- Ensure project adherence to data privacy and security requirements and other contractual stipulations.
- Prepares documentation such as schedules and work plans, requirement analyses, business analyses, programming specifications, and technical material such as data dictionaries.
- Draft sections for deliverable and proposals.

Qualifications:

- Strong educational background. A Master's degree in Public Health, Public Administration, Public Policy, Business Administration, or other relevant field is preferred.
- At least one year of relevant work experience.
- A combination of equivalent education and work experience may be substituted for the listed requirements.
- Interest in government contracting and/or evaluating government programs.
- Budget analysis and/or project management experience.
- Strong organizational and interpersonal skills and high level of attention to detail.
- Excellent written and verbal communication skills.
- Experience working in a team environment.
- Proficiency with Microsoft Word and Excel; experience with Microsoft Project is preferred.
- Project Management Professional (PMP) certification not necessary but highly desirable.
- Ability to communicate tactfully and diplomatically with others, including senior staff and clients
- Flexibility to handle multiple priorities, sometimes simultaneously, under deadline pressure
- Various federal agencies with whom we contract require that staff successfully undergo a background investigation or security clearance as a condition of working on the project. If you are assigned to such a project, you will be required to obtain the requisite security clearance.

Please submit a cover letter which states your office location preference, along with your resume. Also, be prepared to provide your salary requirements, transcripts (unofficial is OK, and relevant writing sample or work product, via our online employment web-site at:
http://careers.mathematica-mpr.com/chicago,-il/project-management/jobid10097345-program-analyst-health-policy-jobs

HOW TO APPLY

(1) Visit Mathematica's career opportunities website at
http://www.mathematica-mpr.com/Employment/

(2) Select the "Career Opportunities" link from the left navigation menu, then follow the directions to search available positions by position title, location(s), and/ or functional area(s). Next select "Search".

(3) When a position of interest is selected, click "Apply Now" and begin creating your application.

• A resume will be a required document that must be attached to complete the online application process.

• Many of our positions require additional supporting documents (e.g. transcripts, writing samples, references, or letters of recommendation). Please review the posting carefully to determine what supporting documents are required for the position to which you would like to apply.

• There is a maximum file size of 2000 KB for any file uploaded to Mathematica's online application system.

• Transcripts can be unofficial.

(4) You can review the status of your application by logging into the system with the unique user name and password created during the application process.

General questions: Inquiries about working at MPR, employment, positions, and the online application system should be sent to the HR mailbox at HumanResources@mathematica-mpr.com.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

As an equal opportunity-affirmative action employer we strongly encourage applicants of all racial, ethnic, and cultural groups.