



## **Job Description: Analytic Team (all levels)**

MACPAC currently hires analysts at several levels with titles reflecting progressively increasing responsibilities. All analysts are subject matter experts in one or more areas of Medicaid and CHIP policy, and must have strong skills in public policy analysis including the ability to identify important policy questions and marshal evidence from multiple sources. All analysts are expected to be strong writers and confident public speakers, able to translate technical information for lay audiences.

### **Major Duties**

- Develop and conduct quantitative or qualitative research projects on various Medicaid and CHIP topics;
- Conceptualize and write content of MACPAC products (including reports, issue briefs, memos, presentations, Congressional testimony, analyses of proposed regulations and reports issued by the the U.S. Department of Health and Human Services);
- Present analyses and other work at regular public meetings before the Commission and to other professional audiences;
- Prepare analyses for technical support of Congressional staff;
- Represent MACPAC in meetings with Congressional staff, stakeholder organizations, researchers, government agencies, and others interested in MACPAC's work; and
- Serve as a project officer for external research and policy contracts.

### **Knowledge and Skills**

- Knowledge of state and federal Medicaid and CHIP policy and program issues;
- Experience managing research or policy projects;
- Strong research, problem solving, and analytic skills;
- Ability to effectively communicate orally and writing;
- Ability to manage multiple responsibilities and tasks; and
- Ability to work in teams with a positive, professional attitude.

Some positions may require ability to use spreadsheet or statistical software packages such as Excel, SAS, and Stata.

### **Experience and Education**

Advanced degree in health policy, health services research, public policy, public health, public administration, statistics, economics, or other related fields is preferred as is experience in federal or state government or other organizations with an emphasis on health policy analysis. Salaries are commensurate with experience.

### **To Apply**

Please send your resume, one-page cover letter, and two brief writing samples to [resumes@macpac.gov](mailto:resumes@macpac.gov). All applicants will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis. MACPAC will contact you if we wish to schedule an interview.