

Policy and Program Analyst (7398U), Berkeley Public  
Health - 77746  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256182>

Downloaded On: May. 1, 2025 5:51pm

Posted Apr. 24, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Policy and Program Analyst (7398U), Berkeley Public Health - 77746
<b>Department</b>	Berkeley Public Health
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology
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**Job Description**

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**Policy and Program Analyst (7398U), Berkeley Public Health - 77746**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

The Health Research for Action (HRA) Center aims to reduce health and healthcare disparities and to help create healthier, more empowered communities. The Center staff includes researchers, practitioners, and communication and policy experts. HRA uses highly participatory approaches to investigate the broad determinants of health and to co-design, co-implement, and co-evaluate effective interventions and policies with the intended beneficiaries and stakeholders. In partnership with communities, government, philanthropy, and private industry, the center works on a broad range of health issues in California, nationally, and globally. HRA is an international leader in health literacy interventions research and practice intended to align communication approaches to meet the literacy, language, cultural, access, and functional needs of diverse patients, consumers, and other stakeholders.

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## Position Summary

The Policy and Program Analyst (PPA) manages the day-to-day execution of the Alameda County Overdose Data to Action, EPA, and Templeton funded projects at SPH and Health Research for Action. The position involves a fundamental involvement in planning all project tasks on 3 projects, establishing and maintaining multi-tiered cross- departmental and multi-campus project timelines, participating in and leading at core internal and external project meetings, assisting with the allocation and management of project personnel resources, and preparing reports for funders.

## Application Review Date

The First Review Date for this job is: 05/06/2025.

## Responsibilities

Recruits and trains student assistants, apprentices, and work-study students, alongside managing more junior staff to meet project goals, and conduct all project activities.

- Reviews the qualifications of individuals to ensure their ability to meet the job functions.
- Conducts in-depth one-on-one trainings with individuals on the project's purpose, process, and best practices.
- Creates and provides guidance on materials, instruments, slide decks/presentations, and reports, and ensures opportunities for individuals to flourish as they learn.
- Supervises student research assistants, vendors/contractors, and staff (as well as assist on hiring) who assist with project goals.
- Defines scope of work, deliverables, and timelines directly with individuals.
- Ensures staff follow appropriate procedures and policies and provides remedial training if any gaps are identified.
- Provides guidance on best practices for managing and coordinating projects and optimizes project team communication.
- Ensures staff complete UCB required trainings and CITI trainings.

Directs and manages 2-3 HRA projects acting as project manager.

- Independently and collaboratively plans, develops, and executes projects.
- Defines and develops project plans and protocols; develops, delivers, and maintains all project logs, timelines, and tracking tools; schedules and leads project meetings, manages project teams/team meetings, and prepares interim and final reports to diverse project funders.

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- They determine effective strategies for maintaining connections with community partners.
- Works with the project P.I. to manage project deliverables timely.
- Serves as a primary liaison between project team, collaborating organizations, other academic institutions, sponsoring agencies, and organizational and industry stakeholders.

Coordinates with the HRA P.I.s including Co-Director of Research to manage UCB's OD2A, Templeton, and EPA grants both independently and collaboratively.

- Includes, but is not limited to, project timeline creation, researching needed content and comparison data, coordination with co-investigators to obtain necessary permissions across campuses, submission of new reports and materials, submission of certification and IRB elements, and meeting all deliverables.
- May help PI seek external funding opportunities.

Oversees management of work groups, team and funder calls, reports, and presentations for internal and external use.

- Collects evaluation data and pertinent secondary data sources.
- Independently and collaboratively creates surveys in Qualtrics and applies other software (Dedoose) as needed for project activities.
- Trains student assistants on use of Qualtrics and manages data entry by student research assistants.
- Assists with preparing data for analysis, conducts data analysis in Qualtrics or R, facilitates data sharing to funders, PIs, and other stakeholders (e.g., community partners).
- Co-authors reports and scientific papers with the investigators to meet project needs and/or publication.

Evaluates internal project management processes including data security and management, and provides feedback to PIs and project staff for strategic planning and improvements.

Participates in workshops, trainings, and other professional development activities; may participate in committee, projects, and other service activities.

Other Duties, as assigned

### **Required Qualifications**

- Demonstrated ability to organize and manage multi-faceted projects, including those involving public and private bureaucratic organizations. Understand needed processes for compliance on

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projects.

- Excellent interpersonal communication skills and professionalism in order to work effectively with UCB PIs and staff, other PIs, members of the public, community groups and clients, high-level public officials, advisory groups, and project sites, and working effectively within a team environment at HRA.
- Ability to make slide decks and presentations to funders and partners.
- Significant knowledge of program evaluation, literature review, qualitative analysis, and survey data/analysis.
- Excellent skills in organizing, collecting, and synthesizing data to present measured and insightful analysis.
- Ability to perform under pressure and manage difficult stakeholders and high funder expectations.
- Ability to use survey software (Qualtrics), R, Dedoose, GIS software, Microsoft Suite, and Adobe suite.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Masters of Public Health degree and/or equivalent experience/training.
- Over three years of project management experience, and working with college students.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$86,000.00 - \$96,000.00.

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- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### Equal Employment Opportunity

[U.S. Equal Employment Opportunity Commission](#) poster.

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The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### Contact Information

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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