JOB OPPORTUNITY #1

Associate/Full Specialist (Healthy Community Data and Research
School of Nursing – Institute of Health & Aging

The Specialist will be responsible for reviewing the literature on indicator projects, individual indicators, data sources, evidence that links the indicator to health outcomes and health inequity, and research new indicators; synthesize literature and criteria for selecting indicators. Will contribute to the design of a project meta-database; manage the data base including writing queries to generate lists and reports on the status of indicators; and document the database in a written technical document describing its structure and contents (i.e. data dictionaries). Will also be responsible for acquiring data in machine readable format; downloading data from websites and media; organizing and documenting file organization; aggregating data using SAS, Excel, MS Access according to specifications in the meta-database; documenting steps in aggregation in a how-to manual; visualizing data using tools in MS Office suite and ArcGIS; researching and applying statistical principles for estimation of confidence intervals, standard errors and their stability consistent with confidentiality and appropriate use of data; assisting with administrative arrangements to acquire non-public data via commercial vendors, non-profit organizations, and government agencies via MOUs, contracts, or other agreements; documenting project activities in technical reports, including how-to manuals and illustrative reports for users of indicators. Assisting and coordinating with Regional Progress Report indicators project and other Strategic Growth Council data-related groups; develop project work plans; arrange webinar to present indicators and how-to do manual and illustrative document. Arrange follow-up and provide technical assistance at up to 6 locations, document how indicators will be used by stakeholders, and document process and findings of outreach efforts.

To Apply:

A complete application will include a cover letter, curriculum vitae, copies of key publications and most recent syllabi, if any. Submit Applications to: https://aprecruit.ucsf.edu/apply/JPF00018

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JOB OPPORTUNITY #2

ANALYST IV – Professional Standard Analyst
UCSF Police Department
Requisition 39602BR

The Professional Standards Analyst will be evaluation and prioritization of workflow to
ensure the completion of all responsibilities associated with personnel, troubleshooting personnel problems as they arise and ensuring effective and efficient personnel operations. The candidate will provide high-level analysis and management, track and report on the Department’s strategic planning and performance management initiatives. In addition, the candidate will be the primary assignee of special projects, particularly those that require skills in personnel training and recruitment (records management), policy development, awareness and sensitivity to various interests and those that require timely resolution. As a resource to the Professional Standards Division Manager, the candidate will provide extensive analysis, reporting, education, and training ensuring all functions are performed in accordance with University policies and guidelines. The candidate must be able to formulate appropriate solutions to difficult situations with minimal supervision and with only general guidelines.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

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