The National Association of Counties (NACo) in Washington, D.C., announces an opening for a Research Analyst. The individual will be responsible for the health care policy and human services research projects completed by the NACo Research Department.

**Primary Duties and Responsibilities:**

In cooperation with the Director of Research and other Research Department staff, the research analyst will:

- Develop research concepts, policy questions and work plans for large-scale national studies on health care and human services policy issues of interest to counties, including but not limited to counties’ role in Medicaid, health care financing, delivery of services and health reform implementation;
- Manage implementation and delivery of health care and human services policy research projects;
- Develop and implement large-scale surveys;
- Author and co-author policy reports and data analysis studies;
- Work closely with other NACo staff, NACo members and/or contracted authors on NACo health care and human services policy research projects;
- Author County News articles;
- Respond to requests for information and technical assistance from NACo members, county officials, county staff, academia, NACo staff and other interested parties;
- Present findings to NACo members and other audiences;
- Assists in fundraising efforts around health care and human services projects;
- Supervise research interns on projects as assigned and oversee the work of other NACo research team members working on health care and human services projects;
- Perform other duties as assigned.
**Qualifications:**

The research analyst must possess a Master’s degree in public health, public policy, public administration, planning, political science, economics or a related field and at least 4 years of full-time post-Master’s work experience in health care policy analysis and/or policy research. PhD/JD preferred. Essential requirements include:

- full-time work experience in health care policy research;
- expertise in policy issues and data related to health care and public health;
- strong policy writing and analytical skills;
- proficiency with statistical software packages such as SAS or STATA and survey tools such as Qualtrics;
- project management skills, ability to deliver on time working with multiple projects;
- expertise in local government issues;
- a demonstrated capacity to communicate effectively and to work cooperatively with elected officials, local government staff, coworkers and the public;
- a strong work ethic, a commitment to constituent service, sensitivity and tact in dealing with others; and
- highly self-motivated and able to work independently.

**Application Procedures:**

Persons interested in this position should submit a resume, short writing sample and cover letter with salary requirements to: resumes@naco.org

In the cover letter, please discuss specifically your expertise in health care policy research, give examples of surveys you conducted and highlight your expertise with STATA.

*NACo is an equal opportunity employer and encourages minorities, women, persons with disabilities and veterans to apply. It also offers an outstanding benefits package and a smoke-free work environment.*