

### **Program Analyst**

1. Conducts health care research including compiling and health care utilization, financial and patient outcome data from multiple primary and secondary sources, developing surveys and questionnaires. (15, 17)
2. Collaborates with other organizations to share community data including Community Assessment Project and HealthyCity in order to assess service gaps, identify disparities, and track collective outcomes. Assists HIP member organizations with compiling accurate Santa Cruz County data for program planning, grant and evaluation reports. (15, 17)
3. Tracks health policy reports from local, state and national research and prepares summaries for HIP staff and for presentation to the HIP Council and the Safety Net Clinic Coalition. (15, 17)
4. Collaborate with other members of the HIP staff team in strategic planning, coordinating the HIP portfolio of projects and outcome measures, developing grant proposals, supporting consulting engagements, and back-up for the Executive Assistant and Financial/Human Resources Supervisor. (15, 17)
5. Prepares reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
6. Preparing proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
7. Attends training related to the performance of MAA. (20)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)