

## Michigan Public Health Institute Position Description

**Title:** Health Innovation Analyst

**Employee Name:** TBA

**Supervisor:** Clare Tanner

**Purpose:** The Health Innovation Analyst will provide technical, operational, and analytical support to clients in the areas of healthcare payment reform, service delivery innovation, public health, and building connections between health, health care, and social services. This may include conducting of environmental scans and literature reviews. The Analyst assists in the production of documents and reports, and will communicate/coordinate with internal and external clients, partners, and stakeholders. Excellent oral and written communication skills are a requirement.

### **Duties and Responsibilities:**

- Learn the general principles of health innovation efforts in Michigan.
- Research to build and develop subject matter expertise.
- Conduct environmental scans and literature reviews.
- Analyze and interpret relevant federal regulations, state laws/statutes, administrative rules, and current policy.
- Analyze and interpret research and evaluation findings in the areas of health services innovation and community health improvement projects.
- Synthesize and summarize information.
- Develop draft documents regarding environmental scan findings that describe the impact of the project.
- Support workgroups and external committees by providing digests of key findings, note-taking, document production, and other meeting support.
- Assist the Project Coordinator in the conduct of Collaborative Learning Networks.
- Research and respond to internal and external inquiries for policy analysis.
- Assess the social, economic, political, operational, and organizational implications of existing and proposed project plans.
- Analyze complex data to assess policy effectiveness, and to recommend development or modification of policies or strategies.
- Assist in the development of project databases, project tracking, and progress reporting.
- Alert leadership to problems/concerns/events that could affect project success.

- Maintain positive, strong, and credible professional and interpersonal relationships with all parties associated with MPHI projects, and represent the best interests of MPHI at all times.
- Other duties as assigned.

### **Qualifications/Requirements**

**Education:** A bachelor's degree is required, Master's in public health, public policy, public administration, or other analysis-oriented field is preferred. (A college transcript may be required prior to completion of the hiring process.)

**Experience:** Preferred candidates will have experience in health care administration, social/community service administration, and/or State or Federal policy analysis in the fields of health and human services.

### **Important Skills and Characteristics:**

- Exposure to business analysis, process documentation, information technology or systems design.
- Exposure to health and human services planning, insurance regulation, and policy research activities with state or federal government, or at a private agency concerned with community health.
- Exposure to any of the following is desirable: Medicaid, commercial insurance, public health policy, health care delivery, collective impact models.
- Quantitative and qualitative evaluation skills.
- Ability to process large volumes of new information quickly, and apply knowledge.
- Highly organized and disciplined.
- Ability to effectively negotiate and facilitate solutions in a team environment.
- Assertiveness, inquisitiveness, and self-direction.
- Effective oral and written communication skills (writing sample requested).
- Proficiency in Microsoft Office—Excel, PowerPoint, Outlook, Word (tests in one or more products may be administered).
- Exposure to (or the demonstrated ability to learn quickly) Access, Microsoft SharePoint, and WebEx.

**Work Environment and Physical Requirements:** MPHI is a standard office environment.

- May require viewing a CRT or VDT screen 25% to 75% of the time
- May require a valid vehicle operator's license
- May require moderate physical effort, including lifting materials and equipment up to 50 pounds

**Responsibility for the Work of Others:** None

MPHI is an Affirmative Action/Equal Opportunity Employer

**Impact on Projects, Services, and Operations:** Analysts have extended direct contact with customers. They function as subject matter experts and/or are responsible for the delivery of clear and useful analyses, recommendations, and reports. The quality of the work and the professionalism exhibited by the analyst directly affect the reputation and perceived value of MPHI’s services.

**Required Communication:**

<b>Contact Person/Group</b>	<b>Frequency</b>	<b>Purpose</b>
Supervisor	Daily to weekly	Status/direction
Project Teams	Daily to weekly	Coordination
Clients	Upon request	Status

“For purposes of employment standards, this classification is “Non-Exempt” from the overtime provisions of the Fair Labor Standards Act.”

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Employee Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor or Program Director