

UCONN HEALTH
JOB OPPORTUNITY
PLANNING SPECIALIST
Ethel Donaghue TRIPP Center

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Farmington

Job Posting No: 2016-142

Hours: 40 hours per week, Monday - Friday, 9:00am-5:30pm with a 30 minute unpaid mealbreak

Salary: To Be Determined

Closing Date: Open Until Filled

At UConn Health this class independently provides a wide range of services in the areas of project planning; implementation coordination and management of programs for public agencies health initiatives.

Knowledge, Skills and Abilities:

Knowledge of policy analysis, strategic planning, quantitative and qualitative research methods; organizational management and financial management; skilled in attention to details; ability to juggle multiple priorities and prioritizing tasks on an ongoing basis.

General Experience:

Eight (8) years' experience in planning including developing written long term plans broad in scope that have an impact on a number of operations.

Substitution Allowed:

Bachelor's degree in a related field such as health care policy may be substituted for four (4) years of the general experience.

Master's degree in planning, public administration or closely related field may be substituted for one (1) additional year of the general experience

Special Requirement:

- Demonstrated policy work experience.
- Submission of a related health policy writing sample.
(to be submitted at time of application)
- There may be a skills assessment at time of interview.

Preferred Requirements:

- Background in Health Policy Analysis with a relevant Master's Degree or higher.
- Experience in health insurance law and regulations.
- Experience related to health disparities.

Examples of Duties:

Participates in planning and development of health services, public health, and health policy projects through collaboration with UConn Health staff, state agencies and community organizations; coordinates projects including independent oversight and administrative management of routine operations; writes comprehensive project reports including narrative discussion, statistical analysis and financial analysis, documents project activities, analyzes financial performance and assesses effectiveness of projects; conducts informal research by gathering information to support informed project planning, coordination and management activities; interacts with internal and external sources to facilitate data collection (including clinical data); collects, codes and analyzes data related to projects; provides technical and consultative services regarding program; participates in the development of state, federal and foundation/cooperate grant applications; studies and monitors trends in state and federal health policies and applies to work related activities; design and/or develops computerized databases to support project activities; performs other duties as assigned.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements please apply to: <https://jobs.uchc.edu> and reference search code 2016-142. Cover letter, resume and references may be uploaded at the time you apply on-line.

UCONN HEALTH
263 Farmington Avenue
Farmington, CT 06032

The University of Connecticut Health Center is an affirmative action employer in addition to an EEO and M/F/V/PwD employer.