

Project and Policy Analyst (7396U), Berkeley Public  
Health - 79134  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258598>

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Posted Jun. 24, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Project and Policy Analyst (7396U), Berkeley Public Health - 79134
<b>Department</b>	Berkeley Public Health
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
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**Job Description**

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**Project and Policy Analyst (7396U), Berkeley Public Health - 79134**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

The Center for Health Management and Policy Research (CHAMP) is a center within the Division of Health Policy and Management in the School of Public Health. CHAMP conducts rigorous research studies and evaluations of U.S. health care and public health payment and policy reforms, delivery system change, and implementation of innovations, with a focus on assessing impacts on population health and health equity. We work to maximize our impact through publications, presentations at conferences, roundtables, meetings, webinars, media, and discussions with private and public sector action/thought leaders.

## Position Summary

Involves supporting multiple projects and programs for the Center with primary responsibility of supporting and assisting with program administration, coordination, and development. The Project Policy Analyst will help support Center faculty, Project managers, and the team with day-to-day departmental activities, focusing on internal and external communications for Center staff, faculty,

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trainees, and stakeholders.

Assists in policy and program planning, development and administration; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services regarding general management to department administrators.

### **Application Review Date**

The First Review Date for this job is: 07/04/2025.

### **Responsibilities**

- Assisting with project planning and coordination - e.g., planning/scheduling project meetings, tracking and reminding collaborators of project milestones, deliverables to collaborators and funders, and interim deadlines needed to meet obligations.
- Assisting with data collection, management and analysis, including creation of tables/figures.
- Conducting literature reviews to support manuscript development, research proposals, and research grants.
- Formatting & submitting journal articles, including tracking manuscript development - e.g., maintaining paper trackers, checking with team members regularly to ensure they stay updated.
- Other duties as assigned.
- Participates in workshops, trainings, and other professional development activities.

### **Required Qualifications**

- Excellent writing and communications skills.
- Excellent organization skills and ability to pay careful attention to detail.
- Experience with Microsoft programs, including Outlook, Excel, Word, and PowerPoint; Experience should include the ability to: prepare and manipulate spreadsheet data, prepare and revise PowerPoint presentations, schedule meetings, and word processing and formatting of documents.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Basic skills to analyze and research information and learn to synthesize large amounts of data with strong attention to detail.
- Basic program and project management skills.
- Ability to ask questions for clarification and guidance while executing assigned tasks.
- Bachelor's degree in related area and/or equivalent experience/training.

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## Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$26.92 - \$31.56.

- This is a non-exempt, biweekly-paid position.

## How to Apply

- To apply, please submit your resume and cover letter.

## Other Information

- This is not a visa opportunity.

## Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they

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committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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**Contact**

N/A

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