



NEW POSITION ANNOUNCEMENT
Project Policy Analyst II
University of California, San Francisco

UCSF is seeking a full-time Project Policy Analyst II. The position is assigned to the California Department of Public Health (CDPH) Sexually Transmitted Disease (STD) Control Branch in Richmond, CA.

**** Directions for applying to this position ****

To locate the position: *Search job opportunities*' at <http://ucsfhr.ucsf.edu/careers/>.and then enter **49553BR**.

Candidates interested in applying for this position, please submit your resume and a detailed cover letter explaining your qualifications and interest on the UCSF website: <http://ucsfhr.ucsf.edu/careers/>.

Location: This position is based in Richmond, CA, and housed at the California Department of Public Health.

Mission Statement: The mission of the STD Control Branch is to reduce the transmission and impact of sexually transmitted diseases and viral hepatitis in California.

Overview:

The Executive Program Assistant applies professional skills to support a wide variety of highly visible activities in the California Department of Public Health (CDPH), Sexually Transmitted Disease (STD) Control Branch. The position provides administrative and analytic support to the Branch Chief and others including scheduling and responding to executives in other agencies, assisting with preparing presentations, policy briefs, press releases and drafting other highly visible and/or sensitive communications and correspondence. The position requires a great deal of independent action, tact and diplomacy in an effort to navigate and communicate within complex and highly sensitive areas internally and outside the Branch. This position will act as a conduit of information exchange with key stakeholders, including: Local Health Officials; California STD-HIV Controllers Association; Centers for Disease Control and Prevention; CDPH Office of AIDs, Family Planning and Maternal, Child and Adolescent Health Programs; STD and HIV Prevention Training Centers; Academic Researchers; and other organizations with opportunity to enhance STD prevention and control activities. The Executive Program Assistant will format a variety of documents, take meeting minutes, resolve a variety of issues, assist staff in gathering data and information and respond to a variety of governmental requests, in a busy environment with competing deadlines. The incumbent will work closely with all levels of management within the Branch, in addition to managers and chiefs in the Division and Center offices, to support programmatic activities to Branch staff located in Richmond; they will also perform routine office work. This position may require light travel within California.

Required Qualifications:

- Bachelor's degree in related area and 1-3 years of equivalent combination of education and experience / training.
- Proficient communication and interpersonal skills to communicate effectively with all levels of staff and stakeholders, both verbally and in writing.
- Proficient in ability to multi-task with demanding timeframes.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Working knowledge of applicable policy analysis techniques.
- Ability to capture, edit and disseminate high quality notes from meeting minutes with technical and medical content.
- Knowledge of Public Health Framework.
- Knowledge of STD or HIV prevention and control.
- Proficient in Microsoft Outlook, Word, PowerPoint and Access.
- Ability to occasionally travel as needed.

Note: Fingerprinting and background check required.

For more information regarding the California Department of Public Health, STD Control Branch see:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/STD.aspx>.

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.