

health policy institute of ohio



Position: Healthcare policy analyst

Category: Full-time, non-exempt

Salary range: \$60,000-\$80,000

Location: Columbus, Ohio; flexible hybrid work environment

The Health Policy Institute of Ohio (HPIO) is seeking a highly motivated and qualified individual for a healthcare policy analyst position. HPIO is a nonprofit, nonpartisan organization dedicated to advancing evidence-informed policies that improve health, achieve equity and lead to sustainable healthcare spending.

The policy analyst role is an important part of a collaborative team of public policy experts who provide research and data on a comprehensive range of health policy issues through three primary streams of work: policy research and analysis, assessment and planning, and policy and program evaluation. The healthcare policy analyst position represents an opportunity to pursue a rewarding career with a well-respected team working to make sure that every Ohioan can reach their full health potential.

Job description:

The healthcare policy analyst will contribute to the development of written products with a focus on policy topics related to the healthcare system, access and affordability, conduct data compilation and analysis, coordinate and facilitate stakeholder outreach and convenings, and provide technical assistance to policymakers and clients.

Job responsibilities:

- Lead project components, including developing work plans and executing project tasks and timelines.
- Co-author, contribute to, and review written reports, briefings, and resources.
- Monitor federal, state, and local health policymaking, with a focus on healthcare system issues, such as healthcare affordability and accessibility including Medicaid.
- Compile and analyze quantitative data from publicly available sources and draft data requests, as needed
- Conduct qualitative data collection and analysis (such as focus groups and key informant interventions) as well as quantitative data compilation and analysis (such as publicly available secondary data).

- Plan and facilitate meetings of groups of various sizes.
- Maintain and organize group lists, contact information, and meeting details.
- Build and maintain positive relationships with policymakers and other HPIO stakeholders.
- Participate in and contribute to conferences, webinars, and other events.
- Create and deliver effective presentations.
- Participate in meetings with policymakers.

Specific qualifications: Minimum of bachelor's degree with at least four years of relevant experience; master's degree with at least two years of relevant experience preferred

Seeking applicants with the following skills and attributes:

- Share HPIO's commitment to advancing evidence-informed policies that improve health, achieve equity, and lead to sustainable healthcare spending.
- Have well-developed written and verbal communication and interpersonal skills.
- Can work independently within the context of a highly collaborative team.
- Can manage deadlines and be able to adapt when deadlines change.
- Can give specific feedback to colleagues and receive and integrate feedback from colleagues and stakeholders.
- Have excellent attention to detail.
- Can multi-task and exhibit a strong work ethic.
- Are proficient in office software including but not limited to MS Office, Outlook, Survey Monkey, virtual meeting, and shared drive platforms.

HPIO is committed to ensuring equal employment opportunities in accordance with state and federal law. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The generous package of benefits includes:

- Progressive paid vacation accrual beginning with up to 2 weeks the first year of service and up to 3 weeks the second year of service.
- 11 paid holidays per year plus 3 paid floating holidays.
- 12 paid sick days that may be carried over from year-to-year with certain limitations.
- A paid parental leave program with 12 weeks of paid leave.
- Medical, dental and vision coverage (HPIO pays 80% of premium for full-time employees and 50% for additional family members); limited purpose flexible spending account (HPIO provides \$500 per year for full-time employees); and health savings account (HPIO provides \$4,300 per year for full-time employee).
- Life insurance (HPIO pays 100% of premium for full-time employees).
- Long- and short-term disability coverage (HPIO pays 100% of premium for full-time employees).

- 401k plan (HPIO contributes 3% of employee compensation, and a dollar-for-dollar match up to 4% of employee contributions).
- Flexible hybrid work schedule; 40% of work week in office; additional flexibility may be offered after the first six months of service.

Among the reasons current employees love working at HPIO are:

- “Our collaborative work environment: we don't operate in a bubble, and we are all ready to jump in and help each other with whatever it is we are doing.”
- “No two days are exactly the same at HPIO and we're always working on new topics and collaborating with new partners.”
- “(You have) the ability to have your voice heard. Every member of HPIO's staff can have a say in the work we do.”
- “Working with a small team of dedicated individuals who want to put out the very best products and work together to achieve goals is wonderful. Everyone is very accountable for their work that makes every project a success.”
- “HPIO tries to provide as much flexibility to employees as possible (for example, through a hybrid remote work environment, with generous paid family leave, etc.).”
- “Throughout the year there are several planned and impromptu events that allow staff to come together and have fun with each other or with our families.”

Submit an application:

Interested candidates should send a resume and cover letter to the President of the Health Policy Institute of Ohio at hpio.job@gmail.com.