



Position: Epidemiology Analyst
Program: Community Health Programs
Department: Health Services
Reports to: Epidemiologist
Salary: \$57,000 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Under the supervision of the Epidemiologist, the Epidemiology Analyst is responsible for performing statistical support and analysis and database design, and development and management duties relating to the conduct of research studies for the patients attending Los Angeles LGBT Center (Center) clinics or associated venues. The Analyst will also assist with grant writing efforts to fund research activities.

ESSENTIAL FUNCTIONS:

- 1) Participate as a member of the Clinical Research Program Team;
- 2) Maintain at all times the strict confidentiality of study related records;
- 3) Assure careful compliance with Institutional Review Board (IRB) standards and policies in all study activities;
- 4) Provide consultation to research team and other professionals regarding study design, methods, and analysis;
- 5) Collaborate with Senior Manager of Research and other professionals to write grant proposals for Clinical Research Program;
- 6) Conduct literature searches on topics pertaining to current research interests;
- 7) Assist in the development and assessment of data collection instruments, including online surveys;
- 8) Develop, establish and maintain database of critical clinical client information to assist in research planning and publications;
- 9) Analyze patient data using epidemiological/statistical methods to detect trends and patterns in morbidity/mortality in the client population and prepare narrative reports using these analyses;
- 10) Assist in the analysis and reporting of research program productivity and trends;
- 11) Write abstracts and manuscripts suitable for publication in peer-reviewed journals;
- 12) Interface effectively with other Center departments and programs (such as Health Information Systems staff, grants and contracts, etc.);
- 13) Communicate effectively with outside collaborators and agencies as needed;
- 14) Participate in staff meetings, planning meetings and other meetings as needed;
- 15) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) 4 years of education or equivalent experience in Public Health, Epidemiology, Biostatistics or related field;
- 2) Experience in research design, implementation, and data analysis;
- 3) Experience in database programming and maintenance;
- 4) Background in epidemiology theory and methods, biostatistics, and/or public health;
- 5) Experience in disease surveillance and prevention;
- 6) Grant writing skills, preferred;
- 7) Computer programming skills, including SAS, Microsoft Access, Microsoft SQL, Amazon Mechanical Turk, and Qualtrics;
- 8) Computer skills and knowledge of work processing, database operations, spreadsheets, and other software systems;
- 9) Strong organizational ability, and attention to detail;
- 10) Ability to meet deadlines and coordinate multiple concurrent assignments;
- 11) Excellent verbal and written communication skills;
- 12) Superior interpersonal communication skills;
- 13) Ability to work independently with limited supervision;
- 14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 15) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028