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| **Action Requested:** | **New position \_X\_\_ Revised position \_\_\_** | **Date completed:** | 02/15/2022 |
| **Prepared by:** | **Landon Donsbach** | **Phone:** | *40564* |

*Note: Employees must be able to perform the essential functions of the job with or without reasonable accommodations. All individuals with disabilities are encouraged to seek reasonable accommodation.*

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| 1. **GENERAL POSITION INFORMATION:** | | |
| **CLASSIFICATION/JOB TITLE**  CEBP Research Associate III |  | **CLASSIFICATION/JOB #**  2914U |
| **WORKING TITLE** *(IF OTHER THAN CLASS TITLE)*  CEBP Research Associate III |  | **EMPLOYEE GROUP**  **Unclassified Administrative** |
| **POSITION NUMBER** |  | **FTE**  1.0 |
| **EMPLOYEE NAME** |  | **DEPARTMENT NAME/ORG NUMBER**  Center for Evidence-based Policy/66392 |
| **MISSION GROUP**  **School of Medicine** |  | **SUPERVISOR & TITLE**  Beth Shaw/Associate Research Director |
| **MANAGER/DIRECTOR & TITLE** |  |  |

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| **2. POSITION SUMMARY:** *Provide descriptive statements which outline the purpose of the position.* |
| The Center for Evidence-based Policy (Center) is a national leader in evidence-based decision-making and policy design. The Center works with state policymakers in more than 25 states to use high-quality evidence to guide decisions, maximize resources, and improve health outcomes. The Center is objective and non-partisan, working in states across the country to support evidence-based decision-making. The Center does not lobby, and does not accept funding from industry, advocates, or trade associations. Though embedded within OHSU, the Center is entirely self-supporting.  The Center staff members work closely with state and federal policymakers to research existing policies, programs, and develop policy options. The Center actively seeks staff partners who share its commitment to evidence, integrity, innovation, tangible results, and products that are independent, high-quality, evidence-based, and effective in meeting the needs of decision makers. The Center actively recruits and retains the highest quality personnel who are committed and passionate about achieving its mission. The Center strives to be a healthy and thriving work environment where everyone, from any background, can do their best work. We are committed to an inclusive workplace that celebrates and values diversity of age, race, ethnicity, gender identity, sexual orientation, physical and mental ability, and perspective. We are dedicated to continuous improvement that enables inclusive collaboration among staff with diverse skills and perspectives with the goal of enhancing quality and accessibility of our work for our clients. The Center promotes leadership that inspires innovation, motivates people to perform at their highest levels, and makes the Center a great place to work.  The position will lead evidence synthesis research products (e.g., systematic reviews, rapid reviews) and data analysis using state-level and multi-agency data for public payers and policy decision makers. Dedicated FTE to these key responsibilities will shift based on the Center’s needs and client demand for services (reflected in the percent of duties column in the Key Responsibilities section). The Center’s evidence synthesis research is focused on the areas of health technologies, pharmaceuticals and health services, with attention toward their applicability to Medicaid and other state health programs. Successful candidates will also have expertise in evidence synthesis methods, which includes topic identification and scoping, study selection, risk of bias assessment, certainty of evidence determination, and quantitative and narrative evidence synthesis. Successful candidates will have significant experience in using statistical software programs (e.g., R, STATA), particularly focused on analyzing exposures or interventions and outcomes through univariable and multivariable statistical models. Successful candidates will also have a demonstrated record of being able to synthesize data and evidence in writing and give oral presentations, including presenting in different formats and to different audiences. Candidates should have experience working within teams of people conducting systematic reviews or related types of work. |

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| **3. KEY RESPONSIBILITIES:** *Essential functions indicate those key responsibilities that meet one or more of the following descriptors: (1) the position exists to perform the function, (2) the number of employees available to perform the function is limited, (3) the function is so highly specialized that the person is hired for his/her expertise or ability to perform the function. The percentage of duties must equal 100%* | | |
| Key Responsibilities & Performance Standards | **% Of duties** | **Essential Function (Yes/No)** |
| Independently Develop and Write Evidence Synthesis Research Products  • Lead the preparation of research products for public payers and health policy decision makers according to Center style or client guidelines and research methods, ensuring accuracy and clarity, and using narrative text, tables, and appropriate illustrations.  • Present research findings to clients via webinar or in-person meetings or conferences.  • Research and analyze the context of the question(s) that clients are asking and convert questions into structured, answerable research questions.  • Work with an information specialist to construct and carry out appropriate search strategies to address research questions posed by clients.  • Identify relevant research studies, additional grey literature, clinical practice guidelines, and policy documents, and determine their relevance to the research question(s).  • Critically evaluate the risk of bias and applicability of included research studies and clinical practice guidelines.  • Appropriately assign a certainty of evidence rating (e.g., GRADE) from the body of evidence for select outcomes.  • Conduct meta-analyses for evidence synthesis projects, as needed.  • Create and manage references in a citation management software program (e.g., EndNote).  • Manage evidence synthesis steps and workflow using structured systematic review software (e.g., DistillerSR)  • Develop interview protocols and conduct interviews with key informants, as needed. | 55% | YES |
| Lead Data Analysis Research Products and Projects  • Lead or co-lead data analyses, such as building multivariable models, to assess associations between exposures or interventions, and outcomes.  • Work with a team to interpret findings from analyses in a clear and succinct manner in written reports and oral presentations focusing on policy-relevant findings and applications.  • Develop or contribute to scopes of work and outline data analysis plans.  • Obtain, store, and clean large, state-level and multi-agency datasets containing claims, encounter, administrative data, and other data sources.  • Provide quality assurance for imported data and work with partner agencies, as needed.  • Provide meticulous recordkeeping in statistical code and decision making for analyses.  • Contribute to the development and maintenance of data dictionaries.  • Work collaboratively and closely with colleagues on research projects. | 35% | YES |
| Project Management  • Track report progress, anticipating next steps, and gather required information from internal team, colleagues, and external contacts to produce high-quality, timely research products.  • Respond to peer review and editor comments in a productive and timely manner and adhere to all timelines for projects. | 5% | YES |
| Communication and Dissemination   * Develop and maintain effective relationships with Center clients. * Represent the Center at selected national, international, and state-level conferences, meetings and other events, preparing materials for distribution and making presentations that effectively communicate research and the Center’s goals and mission. | 5% | YES |

**4. SUPERVISORY RESPONSIBILITIES:**

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|  | Direct | Indirect |
| Number of employees this position supervises: |  |  |
| Job titles of employees supervised: | | |

1. **FISCAL RESPONSIBILITIES:** Select the item below that most closely matches the level of supervisory and fiscal responsibility:

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|  | Monitors expenditures against departmental budget; prepares necessary documentation for supervisor review/approval; tabulates budgetary data, calculates figures, and checks for accuracy. |
|  | Analyzes departmental budgetary data, verifies figures, and develops budget proposals; recommends allocation of budgetary funds. |
|  | Has full responsibility for departmental planning, forecasting and final approval of budget. Indicate estimated budget amount: $ |
|  | None of the above. |

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| 1. **QUALIFICATIONS:**   **As part of the qualifications requirement, the following Core Competencies are expected of all OHSU employees regardless of their position within the organization.** | | |
| **Inclusion, Collaboration and Teamwork:** | **Every person matters.** We benefit from the rich variety of ideas, skills and perspectives that emerge when we work together. Our collaboration fuels innovation, better solutions to complex problems, and a sense of community. Cultivating a climate of inclusion and respect enables us to partner with those who can help OHSU achieve its vision**.** | |
| **Organizational Perspective:** | **We are all connected.** Whether our role is caring for patients, inspiring students, advancing scientific knowledge, or supporting those endeavors, each person’s work impacts another’s. When we understand how our actions and decisions affect the whole, we can better align the needs of our workgroup with the best interests of OHSU. We have a common purpose that guides what we do and why. | |
| **Performance Results:** | **We work hard to make great things happen.** We hold ourselves and our colleagues to high standards of performance that are focused on results. We pursue excellence by giving and receiving feedback openly and directly. We continually seek to improve ourselves and our work by setting goals, measuring outcomes and developing our knowledge and skills. We exceed expectations in pursuit of our vision. | |
| **Personal Effectiveness**: | **We are strong in character.** As individuals, we value integrity and inspire trust. We meet obstacles with calm resolve, and can adapt quickly to change. We continue to move forward, even when the way is unclear. Each of us aspires to be our best self, accountable for the work we do and dedicated to the purpose of OHSU. | |

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| **Qualifications** | **Required** | **Preferred** |
| **Education:** | Master’s degree in relevant health research field and 5 to 7 years of relevant combined experience; OR  Master’s degree in biostatistics or statistics and 5 to 7 years of relevant combined experience in biostatistics and statistics;  PhD in relevant health research field and at least 3 years of relevant combined experience | Master’s degree in biostatics with more than 7 years of experience.  PhD in biostatistics with more than 3 years of experience. |
| **Experience:** | At least 3 years (PhD) or 5 years (Master’s degree) of combined experience conducting data analysis using statistical software programs (e.g., R, STATA) and evidence syntheses of health-related research information and communicating this information in written health technology assessments, systematic reviews with or without meta-analyses, and oral presentations of these data.  Experience conducting data analysis and evidence syntheses for use in decision-making.  Experience with analyzing primary and secondary datasets, particularly state-level datasets from programs such as Medicaid.  Experience adapting systematic review research methods to individual research projects.  Experience assessing the certainty of a body of evidence for an outcome (e.g., GRADE) and risk of bias of a study.  Experience working with a citation management software application (e.g., EndNote).  Experience working with systematic review software applications (e.g., DistillerSR)  Experience using a private server to store and analyze datasets.  Experience conducting meta-analysis using common software applications (e.g., RevMan, Stata)  Experience presenting research to various audiences, including public sector decision makers.  Experience working collaboratively and closely with colleagues on research projects.  Experience working on multiple research projects simultaneously, with excellent organizational skills. | All required experience as listed plus:  Significant experience tailoring evidence synthesis products to decision makers.  Experience working on medical devices and technologies, pharmaceutical, and genetics related projects.    Experience with data visualization software programs (e.g., Tableau).  Experience managing a private server that stores large, integrated datasets.  Record of peer-reviewed publication.  Some health policy (local, state, or federal government or equivalent) experience. |
| **Job Related Knowledge, Skills and Abilities (Competencies):** | Exceptional ability to use statistical software programs (e.g., R, STATA) for data analysis and management purposes.  Expertise in evidence synthesis and review methods (e.g., systematic reviews, health technology assessments, rapid reviews).  Ability to use systematic review software applications (e.g., DistillerSR)  Ability to work effectively with information specialists to develop and review search strategies.  Ability to translate complex findings into digestible and actionable written research products, and oral presentations.  Knowledge in data matching (e.g., deterministic matching, probabilistic matching).  Excellent writing, grammatical, and proofreading skills, including the ability to follow Center and client style guides.  Proficiency in MS Office applications (e.g., Word, PowerPoint, Excel).  Excellent interpersonal communication skills.  Ability to respond positively and proactively to peer review and editor comments.  Ability to exercise discretion when dealing with issues of a sensitive nature and to maintain confidentiality at all times.  Exceptional organizational skills and ability to manage multiple priorities.  Ability to develop interview questions for interviews with key informants.  Ability to interact with a wide variety of stakeholders and internal and external customers.  Ability to be self-motivated, prioritize effectively, and achieve deadlines. | All required knowledge, skills, and abilities as listed plus:  Expertise in Tableau.  Expertise in DistillerSR.  Experience conducting cost-benefit-analysis, program evaluation, or economic analyses.  Knowledge of medical devices and technologies, genetic tests and interventions, and pharmaceuticals. |
| **Registrations, Certifications and/or Licenses:** |  |  |
| **Compliance:** | - Code of conduct  - Respect in the workplace  - Applicable policies, procedures and agreements related to position, department or OHSU as a whole |  |
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| **7. WORKING CONDITIONS:** *This may include such items as work schedule, work location, travel and environmental exposures such as noise, human tissues/fluids or radiation.* | | |
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| **8. PHYSICAL DEMANDS & EQUIPMENT USAGE:** *This describes the physical requirements necessary to perform the essential functions of this position. Example: Ability to carry and lift up to 50 pounds. Ability to stand for four continuous hours a day.* | | |
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| **9. SIGNATURES/APPROVALS:**  **My signature denotes that this position description is an accurate and correct statement of the essential functions, responsibilities and requirements assigned to this position.** | | | |
|  | **Type Name** | **Signature** | **Date** |
| **EMPLOYEE** |  |  |  |
|  | | | |
| **MANAGER/SUPERVISOR** |  |  |  |

***Please attach a current organizational chart if available.***

**If making significant changes to the Position Description, please forward an electronic copy to HR Compensation for review. Otherwise, forward electronic copy to HR Records and retain the signed copy at the department level.**