Research and Planning Analyst  
Health Services and Development Agency

Are you good with details but want to be involved in big-picture public policy? Do you like to see your work have a real impact on your organization? The Health Services and Development Agency is looking for a multi-talented individual to assist the Executive Director with statistical and policy research, development and implementation of new initiatives, and long-term strategic planning. We need someone who thrives on challenges and wants to be a leader. If this sounds like you, apply to join our team!

This is an executive service position, with an average salary range between $46,000 - $66,000 annually, (based on experience and qualifications).

Primary Responsibilities:

- Statistical research analysis and reporting using a variety of data sets including Joint Annual Reports (JAR), discharge data, claims data, and quality surveys
- Research and write policy briefs
- Database management
- Assist in the review of Certificate of Need applications
- Assist with development and implementation of new initiatives
- Assist the Executive Director with long-term strategic policy planning

Education, Experience, and Qualities:

- Bachelor’s degree from an accredited college or university.
- Three years of relevant professional experience.
- Excellent writing skills, math skills, and computer skills, including Microsoft Office, Excel, and Access database.
- Knowledge of state government, public administration, and public policy related to health care.
- Ability to assess the reliability and validity of statistical data set.
- Ability to create narrative reports around statistical research of complex public policy issues.

To apply:
Please submit your resume to Logan.Grant@tn.gov, by May 21, 2019.

Pursuant to the State of Tennessee’s Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State’s policy to provide an environment free of discrimination and harassment of an individual because of that person’s race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran’s status or any other category protected by state and/or federal civil rights laws.

Who we are and what we do:
The Health Services and Development Agency is responsible for addressing the unique conditions and characteristics of health care industries in which unnecessary duplication and saturation of facilities or services in a certain area can have the effect of reducing access to necessary services and increasing costs. The Certificate of Need (CON) process requires review of the proposed establishment or modification of health care institutions and certain services that impact health care availability, quality, and cost.

The Agency meets bi-monthly in an open forum to consider CON applications and make decisions guided by the empirical analysis of the impact of proposed facilities or services. Certificate of need decisions are made by an independent 11-member board consisting of three consumers, five health care industry representatives, the Comptroller of the Treasury, the Director of TennCare, and the Commissioner of Commerce and Insurance.

HSDA is a small agency consisting of only 8 full-time positions, so we work closely together and are proud of a positive, customer-focused corporate culture that encourages and rewards individual initiative.

How you can make a difference in this role:
We are in the process of reforming our agency and incorporating a new emphasis on quality review of health care providers. The Research and Planning Analyst will be heavily involved in these projects and will have the opportunity to make a huge difference in health care policy in Tennessee. Initiative, creativity, and follow-through are the key determinants of your success in this position.

TN State Government Careers