



# State of Louisiana

Department of Health and Hospitals  
Bureau of Primary Care and Rural Health



*JOB ANNOUNCEMENT: Policy Analyst*  
**CONTRACTOR Position Description**  
**Announcement Date: October 20, 2011**  
**Application Deadline: October 30, 2011**

## Nature of Position

Serve as policy analyst to the Louisiana Department of Health and Hospitals' Tobacco Control Program (LTCP). Responsibilities to include monitoring of and research regarding regulation, laws, legislation and other policy affecting the Tobacco Control Movement at the local, state and national level; advising program and division leadership of policy issues as necessary; writing of reports and briefs as assigned by LTCP Manager; provide technical consultation and policy interpretation to LTCP staff and various LTCP stakeholders and partners as assigned, including participating in meetings and committees as requested and approved. Policy Analyst will ensure the use of evidence-based policy strategies within the implementation of a comprehensive tobacco prevention and control program. Media contact and monitoring of programs and contractual agreements would be assigned only in the event of specified LTCP staffing or other needs.

- Full-Time 40 hours/week
- Salary range: \$20 - 25 per hour (dependent on experience)
- Medical Benefits included
- Earned Vacation and Sick Days
- Travel will be included
- 1-year Contract (possibility for annual extensions)

## **Qualifications:**

- Master's Degree in Public Health, Public Administration, Public Policy or related field preferred
- Master's Degree required
- Minimum two years professional experience, preferably in government relations and/or advocacy positions
- Must be willing/able to travel throughout state
- Position can be based at the Department of Health and Hospitals in Baton Rouge, LA

**Justification:** This position will support the program in accomplishing requirements of federal and state grants. If allowed, there is a desire for this position to become permanent, full-time professional status.

### Job Description

- A full-time Contractor who serves as Policy Analyst to the LA Tobacco Control Program.

#### *Responsibilities include:*

- Monitoring and researching regulations, laws, legislation and other policies at local/state/national level affecting statewide tobacco prevention efforts;
- advising program leadership of policy issues as necessary;
- assisting LTCP Program Manager in the implementation of annual action plan to address Goal 2: Decrease Exposure to Second Hand Smoke
- provision of technical consultation and policy interpretation to various DHH/LTCP staff, stakeholders and partners as assigned;
- active participation as LTCP representative on the Coalition for a Tobacco-Free Louisiana;
- partner with state's Policy Team consisting of staff members from The Louisiana Campaign for Tobacco-Free Living;
- coordinate community mobilization towards policy change among LTCP's local grantees and contractors;
- development of policy-related reports and briefs as assigned by LTCP Manager;
- develop and maintain relationships with internal DHH Legislative Affairs;
- participation in various meetings and committees outside of DHH as approved by LTCP Manager;
- maintaining oversight of state's tobacco programs policy outcomes;
- attend appropriate professional education as approved by LTCP;
- assist LTCP Program Manager to ensure LTCP's policy/advocacy strategies supports that of national tobacco control partners;
- budget for travel and training to be approved by DHH leadership.
- performing duty assignments as designated by Policy Team Leader
- performing duties as requested from other chronic disease areas
- assist in writing grant proposals for the Tobacco Control Program and other chronic disease areas

LTCP work assignments will be approved by LTCP Manager, and any assignments performed outside LTCP would need prior approval by DHH leadership. Scope of duties, assignments, and completion of projects need to be reviewed frequently by LTCP Manager, with appropriate documentation and justification of work progress (at minimum – monthly). Contractor will submit work progress utilizing reporting system identified by LTCP Manager for on-going performance evaluation.

Because of the collaborative, team approach of the LTCP, the work performed will be in conjunction with other program staff and local/state/national partners; however, there will be times that work will need to be performed independently.

### Responsibilities

- Coordinate and monitor the activities of policy projects among multiple program components
- Serves as policy expert for LTCP on multiple partnerships at local/state/national level

### Priorities

- Requires excellent communication skills
- Understanding of policy outcomes in achieving program goals
- Public Health knowledge
- Independent worker
- Project Management Skills
- Ability to work with various members of partnering organizations
- Update and track delegated tasks to ensure progress to deadlines
- Take initiative in program manager's absence

### Experience and Skills

- Ability to lead a team and to work on a team
- Good time management
- Strong communication/interpersonal skills
- An outgoing and friendly personality
- Good organizational skills
- Able to meet deadlines and identify and report problems with meeting those deadlines; willing to ask for help when needed
- Project management experience
- Effective time management
- Exercise sound judgment in evaluating situations and in making decisions
- Work courteously and tactfully when dealing with others
- Work in coordination with others / chronic disease staff

### Exercise to be completed prior to interview: POLICY BRIEF:

- Complete a policy a brief and submit to the below contact by **October 30, 2011**
- See requirements and instructions below

## Writing Sample: Policy Brief

You have recently been hired as a policy analyst for a tobacco control program. The administration within your state agency has requested a background on the benefits of comprehensive tobacco state laws. You have been asked to research a problem that can be improved directly from a tobacco-free policy/law.

Write a policy brief that helps to inform them of the problem, analyzes at least one (1) practical alternative, and concludes with a final recommendation. Please use citations.

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### *Instructions*

Identify your target population. Then, research for an issue that is either directly related to tobacco control policies and/or laws at the state level.

Write a policy brief to be delivered directly to the Secretary of the Louisiana Department of Health and Hospitals - Bruce Greenstein and/or the Governor's Office.

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### Policy Brief Format (1 page)

- A. Executive Summary
- B. Problem Statement
- C. Issue Background
- D. Policy Alternatives
- E. Recommendation

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Please send **CV, cover letter, three professional references, and policy brief** to:

[brandi.bourgeois@la.gov](mailto:brandi.bourgeois@la.gov)

Subject line: Attn: LTCP Policy Analyst

Application Deadline: October 30, 2011

*Interviews of selected applicants to be held November 1 – November 2, 2011*