



RESOURCE DEVELOPMENT ASSOCIATES  
2333 Harrison St. | OAKLAND, CA 94612  
(510) 488-4345 | FAX (510) 444-1434  
[www.resourcedevelopment.net](http://www.resourcedevelopment.net)

**POSITION TITLE:** Senior Program Analyst-Behavioral Health  
**HOURS:** Full Time  
**LOCATION:** Oakland, CA  
**SUPERVISOR:** Behavioral Health Practice Director  
**SALARY:** Commensurate With Experience

### **Organizational Overview**

RDA provides consultation to city, county, and state agencies and non-profit organizations through the provision of planning, evaluation, resource and organizational development, data analysis, facilitation, and training and technical support. Working in a collaborative, team based environment, our efforts are aimed at addressing persistent social, health and economic problems of populations served by public agencies. RDA takes a systems level approach to creating change in the public mental health system to strengthen its ability to serve the most in need. Learn more about our mission, services, and strengths-based approach to our work at [www.resourcedevelopment.net](http://www.resourcedevelopment.net).

### **Position Summary**

Resource Development Associates is seeking a seasoned and highly-motivated individual to engage in and lead qualitative and quantitative data collection, analysis and interpretation to support organizations and their programs to best serve children and adults with mental health problems. The Senior Program Analyst-Behavioral Health will have experience with and understanding of a variety of government and non-profit subject matters, understanding of mental health data and cost summaries and demonstrated success in public sector planning, grant writing, and/or evaluation efforts in government and/or non-profit consulting. This person will also have experience in a management role and demonstrated leadership skills that encourage the development of leadership in others.

### **Responsibilities**

- Develop a data analysis plan, outlining research methodology, analytical questions, sampling and testing information;
- Coordinate with city, county, and non-profit organizations in order to obtain data;
- Obtain, organize, code, clean and analyze large N datasets;
- Review datasets to ensure understanding of data structure and meaning, and to clarify assumptions, outcomes and findings;
- Prepare and conduct quality review of report charts and graphs to ensure completeness, accuracy and relevance;
- Finalize data collection tools and map them against the evaluation plan;
- Motivate, mentor and train junior staff;
- Lead teams doing complex quantitative analysis which includes set up, implementation, and QA;
- Facilitate interpretation of complex analysis across data sets;
- Provide support and train staff in Quantitative research methodologies;
- Lead grant writing and planning projects to develop and fund innovative mental health programs;
- Build relationships internally, within the public mental health system, and with the communities that it serves;
- Generate new business for RDA by responding to RFPs and contributing to marketing efforts;
- Ensure Quality Control on project deliverables

### **Minimum Qualifications**

- Master's degree or Ph.D. preferred in a mental health related field.
- 3+ years of experience using STATA and SAS in an academic or professional environment; strong statistical background
- A minimum of 4 years' work experience in governmental or non-profit organizations, preferably in a management position. Commensurate experience can be considered substitution.
- Strong technical writing and verbal communication skills.
- A deep understanding of the public mental health system and the people it serves, including the continuum of programs that serve adults with serious mental illness, children with severe emotional disturbance, and/or people with alcohol and other drug problems.
- Experience leading and participating in teams.
- Ability to work independently, as well as a member or leader of a team.
- Effective time management skills.
- Driver's license for use in carrying out job related duties.



## Senior Program Analyst-Behavioral Health

*Job Description*

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### **Employee Benefits**

- 100% RDA sponsored health / dental / vision insurance
- RDA sponsored long & short-term disability Insurance
- Pre-tax flexible spending accounts for medical, dependent care, and transit and parking expenses
- Generous vacation and sick leave
- RDA sponsored life and AD&D insurance
- 401k, with RDA discretionary match after 2 years

**To Apply:** Please send cover letter, resume, three references, writing sample and salary expectations to [admin@resourcedevelopment.net](mailto:admin@resourcedevelopment.net) with the subject line of "Senior Program Analyst". This job will remain open until filled. No phone calls please.

As an equal opportunity employer, RDA is committed to equity and inclusion. Candidates from all backgrounds and experiences are encouraged to apply. RDA appreciates each application it receives, but due the volume of responses for positions at RDA, only candidates who best fit the needs of the organization will be contacted.