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# Employment - Job Description

December 10, 2008

## Research Assistant I

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a part time Research Assistant I (RA I) for the Occupational Health Surveillance and Evaluation Program (OHSEP). This position is located in Richmond, CA.

OHSEP is a program in the California Department of Public Health that tracks work-related injuries and diseases, conducts workplace studies about occupational exposures and health effects, and makes prevention recommendations to employers and employees. Information from OHSEP can be used to improve required workplace Injury and Illness Prevention Programs (IIPP) and assist health care providers in early identification and treatment of work-related injuries and disease.

The RA I will assist the study investigators with a multisource work-related fatality tracking project in Los Angeles County.

### **Duties & Responsibilities:**

- Review of source documents, abstraction of relevant data, data and text entry into Access or similar software program.
- Geocoding of locations for mapping presentations.
- Participate in project meetings, including strategic planning for web-based design and implementation, and assist in the development of web-based education and dissemination tools as needed.

### **Qualifications:**

- Bachelor's degree in Public Health preferred
- 1 year of research assistance preferred
- Strong computer skills
- Strong database skills
- Strong analytical skills
- Experience with web-based tools highly desirable

### **Compensation:**

Hourly pay rate is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about

PHI's benefits, please visit [www.phi.org](http://www.phi.org).

**How to apply:**

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at [www.phi.jobs](http://www.phi.jobs).

Only for applicants without access to the internet, PHI's mailing address for this position is listed below. Please send cover letter and resume by December 16, 2008 to:

Public Health Institute  
555 - 12th Street, 10th Floor  
Department #213, Oakland, CA 94607-4046  
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NO PHONE CALLS PLEASE

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