



## **Request for Qualifications**

### ***Data Analyst Technical Position***

**Contact: Toni Johnson**  
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**Date: May 19, 2017**

**Introduction**

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH’s goal to improve the lives of Mississippians by supporting a better tomorrow...today.

This contract worker position, Data Analyst, is housed within DMH’s Bureau of Alcohol and Drugs.

**Deadlines/Timelines**

Contract Worker RFQ Issue Date	Friday, May 19, 2017
Resume Submission Deadline	Friday, June 2, 2017
Interview Dates	Wednesday, June 7, 2017
Selection Completed	Monday, June 12, 2017

**Submissions/How to Apply**

To apply for this position, please submit your resume to Denise Jones via email at [Denise.Jones@dmh.ms.gov](mailto:Denise.Jones@dmh.ms.gov) by 5:00 P.M. CST on Friday, June 2, 2017. Resumes received after this date and time will not be considered for this position.

The resume should describe your education and prior work history, including all relevant work experience. The resume should include the name and current contact information of at least three references, preferable references familiar with your job skills. The resume should include your current contact information (address, email and phone number).

**Characteristics of Work**

- Creates and maintains Central Data Repository data files for the Certified Providers who submit data to the DMH Central Office.
- Develops, monitors, and works with DMH resources on data submissions.
- Works with Certified Provider’s technical resource on the data extracted from their electronic health records system.
- Identifies and resolves problems with required data fields.
- (EIP) Tests, corrects, monitors, and updates file layouts when changes are made to the CDR.

## **Minimum Qualifications**

### **Education:**

A Bachelor's Degree from an accredited four (4) year college or university in Computer Science, Data Processing, Business Information Systems, or a related field;

**AND**

### **Experience:**

Two (2) years of directly related experience.

### **Additional Requirements**

Prior experience with electronic health records is a plus  
Prior experience with formatted data and data submissions is a plus

### **Compensation and Hours Worked**

The agency agrees that total contract compensation will be at a rate of up to \$50.00 per hour. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Work is requested on an as needed basis, not to exceed 20 hours per week.

### **Selection Process**

The hiring department representative will review all resumes which contain the required information and are submitted within the stated timeline. The hiring department representative will select the most qualified candidates for the interview based on the required educational experience and work experience. After the interviews have been completed, the representative will select the top candidate for employment.

#### **Evaluation Criteria**

The following evaluation criteria will be utilized (100 point scale):

- Required educational experience – up to 40 points
- Required work experience – up to 40 points
- Ability to perform stated examples of work based on interview – up to 20 points

### **Contract Dates**

The start date for this contract worker is July 1, 2017. The end date is June 30, 2018.