

**Mississippi Department of Mental Health  
Bureau of Human Resources  
239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, MS 39201**

**www.dmh.ms.gov  
(601) 359-1288**

**Special Projects Officer, IV  
Division of Certification**

This position is available in the MS Department of Mental Health's Division of Certification and will be responsible for various certification projects within the division. Responsibilities include but are not limited to: review programs and services certified by DMH for compliance with DMH Operational Standards, Record Guide and other official regulations; develop written reports of findings and present findings in group meetings; review the policies and procedures, service records and personnel records of other agencies for compliance with DMH Operational Standards, Record Guide and other official regulations; review plans of compliance, waiver request, and applications for new services and programs; enter data into Division of Certification database; interact with people providing services as well as those receiving services; and present information during training sessions.

**Preference will be given to those with:**

- ❖ Working knowledge about the Mississippi Department of Mental Health 's Operational Standards, Record Guide, Administrative Codes, and other official regulations
- ❖ Proficiency in Outlook, Word, Excel, Power Point and Adobe
- ❖ Time management skills and the ability to prioritize work to meet deadlines
- ❖ Excellent communication skills – written and verbal
- ❖ Experience in developing reports and preparing minutes
- ❖ Strong organizational skills and the ability to multi-task

**\*\* Frequent in-state daytime travel and some overnight in- state travel required\*\***

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND

**Experience:**

Four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

**Education:**

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND

**Experience:**

Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

**Education:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); AND

**Experience:**

Nine (9) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.

**Salary:** \$36,176.62

**Deadline to apply:** November 2, 2017

Please print and complete a copy of the MS State Employment Application available at <http://www.mspb.ms.gov>. Please submit a resume with application.

Do NOT mail to the Mississippi State Personnel Board. Mail to the address at the top of this page or deliver to Human Resources, Robert E. Lee Building Suite 1101 during regular business hours or e-mail to [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov).

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244.