



## **Request for Qualifications**

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

**Contact: Toni Johnson**  
**MS Department of Mental Health**  
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**Date: February 23, 2018**

**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...one person at a time.

The contract worker position of Data Analyst is housed within DMH’s Bureau of Administration in the Division of Information Systems. The contract worker will report directly to DMH’s Chief Information Officer.

**Deadlines/Timelines**

Contract Worker RFQ Issue Date	Friday, February 23, 2018
Resume Submission Deadline	Friday, March 9, 2018 at 5:00 p.m. CST
Interview Dates	Wednesday, March 14, 2018
Selection Completed	Monday, March 19, 2018

**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, March 9, 2018. 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).

**Scope 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.

## **Compensation and Hours Worked**

The agency agrees that total contract compensation shall be paid a fee not to exceed \$40.00 per hour with up to an average of 30 hours scheduled to work per week in accordance with the terms of this Contract. Amount is payable on a biweekly delayed payment schedule after completion of services and submission of the DMH required timesheet.

## **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.
- All new employees of the Department of Mental Health are required to submit to a drug test. Persons found to be under the influence of alcohol or found to have used illegal drugs may be refused employment. In addition, employees are required to submit to fingerprinting and a background check. The nature and gravity of criminal offences may result in denied 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

\*\*\* Prior experience with Electronic Health Records, Behavioral Health data and services, and formatted data and data submissions is a plus.

## **Contract Dates**

The start date for this contract worker is May 1, 2018. The end date is April 30, 2019.

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