



## **Request for Qualifications**

### ***Operational Data Analyst Position***

**Contact: Toni Johnson**  
**MS Department of Mental Health**  
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**Date: March 22, 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.

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

**Deadlines/Timelines**

Contract Worker RFQ Issue Date	Thursday, March 22, 2018
Resume Submission Deadline	Thursday, April 5, 2018
Interview Dates	Wednesday, April 11, 2018
Selection Completed	Friday, April 13, 2018

**Submissions/How to Apply**

To apply for this position, please submit your resume to Toni Johnson via email at [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov) by 5:00 P.M. CST on Wednesday, April 4, 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).

**Characteristics of Work**

- Maintains and enhances Excel database that captures required operational and financial data elements for the management of the STR Opioid Grant.
- Serves as primary liaison between DMH and the STR Opioid sub-grantees with respect to reporting requirements.
- Analyzes month-to-month services volume for accuracy, validity, and variance trends related to STR Opioid Grant, and contacts the sub-grantees to implement corrections as needed.
- Reconciles monthly cash request invoices to the data files submitted by STR Opioid sub-grantees as part of the monthly fee-for-service reimbursement system requirements.
- Produces ad-hoc and routine reports in order to meet federal reporting requirements for management of the STR Opioid Grant.
- Additional data collection and reporting duties as needed for the purpose of operational and financial reporting required by DMH’s Bureau of Alcohol and Drug Services.

## **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:**

Three (3) years of directly related experience.

### **Additional Requirements**

Prior experience reconciling operational / service reporting to financial reimbursement schedule is a plus.

Prior experience using MS Excel for database reporting is a plus.

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 \$40.00 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 30 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.
- 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

### **Contract Dates**

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