

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

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

**Business System Analyst I
Division of Information Systems**

This position is available in the MS Department of Mental Health's Division of Information Systems. The incumbent will work under the supervision of the Information Systems Director. This position is a technical professional position which will be utilized to provide IT support (help desk). The responsibilities of this position include but are not limited to: setup, maintenance, and troubleshooting of PC's, laptops, and peripherals including network equipment such as switches and firewalls, as well as providing support for end user software and server applications. The position description is subject to change as the needs of the employer and requirements of the position change.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Minimum qualifications:

Education:

A Bachelor's Degree from an accredited four-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.

OR

Education:

An Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee;

AND

Experience:

Two (2) years of directly related experience.

OR

Education:

An Associate's Degree from an accredited two-year college in Computer Science, Data Processing, Business Information Systems, or a related field;

AND

Experience:

Four (4) years of directly related experience.

OR

Education:

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

AND

Experience:

Six (6) years of directly related experience.

Substitution Statement:

Related Education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) certificate based on successful completion of an examination may be substituted for one year of the required experience. Certificate must be attached.

Preference will be given to those with:

- ❖ Extensive working knowledge of Microsoft Operating Systems including but not limited to Windows Desktop and Server editions; Microsoft Office 365.
- ❖ Working knowledge of general networking infrastructures.

Salary: \$41,164.13

Deadline to apply: May 11, 2018

Applications must be submitted through the Mississippi State Personnel Board at www.mspb.ms.gov. If you have questions, please contact Toni Johnson, 601-359-6244 or toni.johnson@dmh.ms.gov.