Mississippi Department of Mental Health
239 North Lamar Street
1101 Robert E. Lee Building   www.dmh.ms.gov
Jackson, MS 39201   (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 Chief Systems Information Officer. Examples of work in this position include but are not limited to the following:

- Assists in the preparation of functional and technical specifications to meet client business needs.
- Participates on a team of Business Systems Analysts, Systems Programmers, and end-users or independently in the definition of systems requirements including processing, reporting, data, and performance requirements.
- Responds to end-user questions concerning software and hardware requirements and capabilities.
- Holds training classes and develops user documentation, including system reference manuals and training materials.
- Assists in design of test data to ensure resulting system meets client needs.
- Performs various levels of application testing and ensures system produces correct results.
- Assists and/or develops systems test plans to validate systems functionality and/or core requirements.
- Uses resources to conduct research.
- Performs analysis and validation functions to prepare write-ups or documentation.
- Performs related or similar duties as required or assigned.

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.

Salary: $41,164.13

Deadline to apply: March 22, 2019

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.