



# **Request for Applications**

## ***Data Analyst***

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**Date: January 27, 2021**

**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	January 27, 2021
Resume Submission Deadline	February 10, 2021
Interview Dates	February 15-18, 2021
Selection Completed	February 19, 2021

**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 10:00 A.M. CST on February 10, 2021. 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**

- Collaborate with internal users to understand claims reporting requirements to meet grant reporting requirements and annual reports
- Collaborate with CMHC’s and Private Providers with WITS system onboarding and data submission
- Conduct training when needed on WITS claims submission, billing, data warehouse
- Implement automation to improve processes; Provide release planning and deployment
- Oversee the administrator functions such as user management, profiles, roles, permissions, rules, assignment rules, queues, licenses, capacity, and storage management
- Document technical, business and process requirements

- Manage dashboards, reports, forms, templates, page layouts workflows and approvals, create and maintain custom objects, object relationships, standard and custom fields
- Work with end users to provide best practices and tips on WITS including training, documentation, and support as necessary
- Customize reporting and dashboards for various teams, provide reports and report training.
- Keep abreast of WITS releases and corresponding documentation and provide new functionalities and solutions as needed
- Establish and implement best practices: system maintenance, security, improvements, data integrity, duplicates, backups, etc.
- Provide training for internal resources to ensure proper use of the system

### **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.

#### **Additional Requirements**

Prior experience with electronic health records is a plus

Prior experience with formatted data and data submissions

Prior experience with Behavioral Health data and services is a plus

#### **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 32 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.

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

This contract is for four months with the option to renew for one additional year. The start date for this contract worker is March 1, 2021. The end date is June 30, 2021. Upon exercising the renewable one-year term, the contractual period would be effective July 1, 2021 through June 30, 2022.