



## **Request for Applications**

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

**Contact: Toni Johnson**  
**MS Department of Mental Health**  
**239 North Lamar St.**  
**Jackson, MS 39201**  
**601-359-1288**  
**[Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov)**  
**Date: April 7, 2021**

**Introduction**

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, substance use disorders and/or intellectual/developmental disabilities. 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 RFA Issue Date	April 7, 2021
Resume Submission Deadline	April 21, 2021 @ 4:00 PM CST
Interview Dates	May 3- 6, 2021
Selection Completed	May 7, 2021

**Submissions/How to Apply**

To apply for this position, please submit the attached application and your resume to Toni Johnson via email at [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov) by 4:00 P.M. CST on April 21, 2021. You may also submit these documents via U.S. mail or hand delivery to the Mississippi Department of Mental Health, 239 North Lamar Street, 1101 Robert E. Lee Building, Jackson, MS 39201. 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**

- Create and maintain Statewide data files for the Certified Providers who submit data to the DMH Central Office.
- Develop, monitor, and work with DMH resources on data submissions.
- Work with Certified Provider’s technical resource on the data extracted from their electronic health records system.
- Identify and resolve problems with required data fields.

- (EIP) Test, correct, monitor, and update file layouts when changes are made to the CDR.
- Monitor and support the submission of client claims data for fees for services
- Monitor and manage the contracts and grants in the WITS 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. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

### **Selection Process**

The hiring department representative will review all applications and 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. Interviews may be conducted via telephone or web-based program. 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**

The start date for this contract worker is July 1, 2021. The end date is June 30, 2022.

**Questions/Request for Clarification**

All questions and requests for clarification must be submitted via email to [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov).

The DMH will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

**Equal Opportunity Statement**

DMH will select the candidate for these services without regard to political affiliation, race, color, disability, genetic information, religion, national origin, sex, religious creed, age or disability.