



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi Office of Health Policy and Planning is seeking a potential candidate for the position of Program Specialist II. The Program Specialist will be responsible for the oversight and administration of Mississippi's Certificate of Need Program. The intention of health planning and health regulatory activities is to prevent unnecessary duplication of health resources; provide cost containment; improve the health of Mississippi residents; and increase the accessibility, acceptability, continuity, and quality of health services. The regulatory mechanism implemented to achieve these results is Certificate of Need (CON). Mississippi's CON process plays a central role in planning the State's health facilities based on need for services, location, size and other factors. The CON process is designed to increase accessibility and quality of health services while avoiding unnecessary costs.

The job duties for this position include, but are not limited to: Analyzing and collecting data, drafting and maintaining spreadsheets, and updating the Mississippi State Health Plan. • Collecting and performing general statistical analysis of the data needed for the State Health Plan. • Developing data collection tools, designing new data collection platforms, and implementing a data collection process for the State Health Plan. • Researching CON processes and regulations in other CON states. • Reviewing and analyzing CON applications; drafting staff analyses and responses to six-month extension requests, progress reports, final reports, determinations of reviewability, and changes of ownership. • Facilitating inter-departmental communication by being a liaison between the public, upper management, and staff. • Compiling data and information needed to fulfill public records requests and other office publications and filings. • Maintaining frequent contact with various officials, including public and private groups, to communicate and exchange information. • Interpreting rules and regulations of the Department. • Handling sensitive information in a confidential manner. • Drafting and preparing correspondence including composing and distributing emails, memos, letters, faxes, and forms. • Performing other related duties as assigned

Annual Salary Range: \$33,600.00 - \$55,125.00

Location(s): (1) Hinds County

Qualifications: A Bachelor's Degree and/or 1-3 years of experience

How to Apply: To apply, please send your resume to morhpc@msdh.ms.gov with **Budget Analyst** in the subject line.

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