

VACANCY ANNOUNCEMENT

Date of Posting 1/23/19 – Application Deadline 2/18/19

The Mississippi State Department of Health, Office of Preventive Health is recruiting to fill a Projects Officer III, Special. The job title for this position is Data Abstractor and it is located in Ridgeland, MS. The annual salary is \$30, 292.35.

Scope of Work

- Conduct Mississippi-Violent Death Reporting System (MS-VDRS) data abstraction for the Mississippi State Department of Health's –Injury and Prevention Bureau
- Conduct data abstraction of violent death cases, including homicides and suicides.
- Assist with the development of data collection performance and metrics.
- Monitor and tracks timeliness, completeness and quality of data collection for each death case.
- Compile results to identify common themes and opportunities for improvement.
- Work with MS-VDRS project staff to develop strategies to improve data collection process and results.
- Participate in data validation/re-abstraction activities.
- Apply quality improvement tools to improve efficiency, accuracy, and overall quality.
- Maintain positive working relationships with data sources and data suppliers.
- Facilitates communication between medical examiners, coroners and law enforcement agencies to assure all pertinent case information is violable for review including toxicology and weapon reports.
- All other duties assigned.

Education/ Experience Requirement: Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); **AND** Eight (8) years of experience related to the above described duties, two (2) years of which must include line or functional supervision. Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the two (2) years of line or functional supervision.

Preferred Qualifications: A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency **AND** Four (4) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the job for which he/she is applying; 2.) *State of Mississippi Employment Application* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) or resume by the deadline date to:

MSDH Office of Human Resources
P.O. Box 1700, Jackson, MS 39215
FAX (601) 576-8067

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