**Mississippi Department of
Information Technology Services**

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Craig P. Orgeron, CPM, Ph.D., Executive Director

Job Description

Data Analyst I

The Mississippi Department of Information Technology Services (ITS) is seeking a qualified individual to fill the role of Data Analyst I. This entry-level position involves assisting in the design, testing, and maintenance of databases and data management applications. The ideal candidate will have a foundational understanding of data management principles and a keen attention to detail.

Key Responsibilities

- **Database Support:**
    - Assist in designing and maintaining databases to meet organizational needs.
    - Support the design, testing, and modification of data management applications and controls.
    - Respond to routine ad hoc report requests from various departments.
- **Data Monitoring and Analytics:**
    - Conduct routine monitoring of data usage by users to ensure data integrity and security.
    - Utilize data analytics tools to support organizational decision-making processes.

Required Skills

- Basic understanding of database design and management.
- Proficiency in data analytics tools and software.
- Strong attention to detail and problem-solving abilities.
- Effective verbal and written communication skills.
- Ability to work collaboratively within a team environment.

Qualifications

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- 0-2 years of relevant experience in data management or analytics.

Benefits

- Comprehensive health, life, dental, and vision insurance.
- Paid time off and recognized holidays.
- Participation in the state retirement plan.
- Employee assistance programs.
- Eligibility for remote work in accordance with agency policy.

Job Type: Full-Time (8 AM to 5 PM, Monday–Friday)

Salary: $40,137.60-$54,787.82

Interested applicants should email their resume and/or a State of Mississippi Application to recruiting@its.ms.gov and include the position title in the email's Subject Line.