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**The Montana Department of Public Health and Human Services (DPHHS) has an opportunity within the Public Health & Safety Division.**

Our mission at DPHHS is to improve and protect the health, well-being, and self-reliance of all Montanans throughout every stage of their life. By joining our team, you will have the opportunity to perform meaningful work in public service to our state and its residents. Whether you are joining the workforce or have several years of experience, DPHHS has the opportunity for you!

**The Public Health Accreditation Coordinator is a business analyst located in the Public Health System Improvement Office (PHSIO) and is responsible for conducting analysis work on policies and procedures and recommending changes to improve the quality of public health services; supporting Quality Improvement and Performance Management strategies; providing professional support services to the PHSD programs and to local and Tribal health departments; and coordinating accreditation and reaccreditation processes and evaluating state-wide accreditation preparedness. This position is required to work a minimum of 20 hours per week up to 40 hours per week.**

*This position may be eligible for partial telework within the state of Montana. Specific conditions will be outlined as part of the job offer and must adhere to state policy.*

**What We Can Offer You**

The State of Montana's comprehensive benefits package includes healthcare coverage, retirement plans, paid vacation, sick leave, and holidays, work/life balance, and eligibility to participate in the Public Service Loan Forgiveness program. Visit the Health Care and Benefits Division for more information at

<https://benefits.mt.gov/>. In addition to employee benefits, there are a wide range of advancement opportunities within the largest state agency in Montana.

## What You Can Offer Us

- Knowledge of quality improvement and performance improvement principles.
- Understanding of public health management practices, policy, programs, initiatives, and functions.
- Exemplary written and oral communication skills to include presentations and writing analytical reports.
- Experience in reviewing documentation, processes, and practices.
- Experience in performing compliance audits and compiling reports.
- Meet minimum qualifications:
  - Associate's degree in business, administration, or related field. Bachelor's degree preferred.
  - Other combinations of directly related education and experience may be considered.

For a copy of the full job description or if you need a reasonable accommodation in the application or hiring process, contact **Human Resources**.

## How to Apply

Submit the following required documents with your application on the State of Montana Careers website. When submitting the required documents, you must check the “relevant document” box to ensure your attachments are uploading correctly to the specific application for this position.

- Resume
- Cover Letter
- References

To be considered for any DPHHS position, applicants must complete and submit their application online, and upload any required documents. Successful applicants are required to successfully pass all DPHHS specific background check(s) relevant to each position. DPHHS is an equal opportunity employer. Women, minorities, and people with disabilities are encouraged to apply.

***This position will be open until filled with frequent screening of candidates.***

**Applicant Pool Statement:** If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

**Training Assignment:** This agency may use a training assignment. Employees in training assignments may be paid below the base pay established by the agency pay rules. Conditions of the training assignment will be stated in writing at the time of hire.

**Salary:** \$28.05 - 28.05 Hourly

**Telework Eligibility:** Telework Eligible (Full-time telework is not available. Telework schedule must be supervisor approved.)

**Benefits Package Eligibility:** Health Insurance, Paid Leave & Holidays, Retirement Plan

**Number of Openings:** 1

**Employee Status:** Regular

**Schedule:** Full-Time

**Shift:** Day Job

**Travel:** No

**Primary Location:** Helena

**Agency:** Department of Public Health & Human Services

**Posting Date:** Jan 17, 2023

**Close Date (based on your computer's time zone):** Apr 17, 2023, 11:59:00 PM

**Required Application Materials:** Cover Letter, Resume, References

**Contact Name:** Human Resources | **Contact Email:** HSHumanResources@MT.Gov | **Contact Phone:** (406)444-3136

The State of Montana has a decentralized human resources (HR) system. Each agency is responsible for its own recruitment and selection. Anyone who needs a reasonable accommodation in the application or hiring process should contact the agency's HR staff identified on the job listing or by dialing the Montana Relay at 711. [Montana Job Service Offices](#) also offer services including assistance with submitting an online application.

State government does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, age, physical or mental disability, genetic information, marital status, creed, political beliefs or affiliation, veteran status, military service, retaliation, or any other factor not related to merit and qualifications of an employee or applicant.

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