

DUTY STATEMENT

Employee Name:	Position Number: 580-220-4800-005
Classification: Staff Services Manager I	Tenure/Time Base: Permanent/Full-time
Working Title: Chief, Death Registration Unit	Work Location: 3701 N. Freeway Blvd. Sacramento, CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit: Vital Records Registration Branch Registration Section Death Registration Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by planning, organizing, and directing the work of Supervising Program Technicians and analysts in the Death Registration Unit in the Vital Records Registration Branch (VRRB).

The Staff Services Manager I (SSM I) provides supervision and direction on death and fetal death registration policy. This incumbent oversees the use of the Electronic Death Registration System (EDRS) and the Fetal Death Registration Module (FDRM) within the California Integrated Vital Records System (Cal-IVRS) for registration purposes and provides direction on system change requests and testing. The SSM I collaborates within CHSI and with system vendor staff on Cal-IVRS

changes and enhancements. The SSM I provides oversight and direction for legislative changes that directly impact death and fetal death registration.

The incumbent works under the general direction of the SSM II, Chief of the Registration Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Supervises professional staff responsible for the functions of the Death Registration Unit. Provides technical assistance to staff and local offices (local registrars, coroners, county recorders, funeral homes) involved in death and fetal death registration to ensure compliance with the statutory mandate for uniform statewide application of laws, rules, policies, and procedures. Provides direction and training for local staff through educational outreach activities such as conferences, seminars, and committees, in support of the death and fetal death registration systems. Plans, organizes, and directs staff for the ongoing review and revision of the death and fetal death certificates. Plans, organizes, and collaborates with CHSI and system vendors on Cal-IVRS as it pertains to the EDRS, FDRM, and the Vital Records Business Intelligence System (VRBIS); and ensures statutory compliance of the systems with new and changing legislation. Oversees staff registration and account maintenance within EDRS and FDRM; and coordinates User Acceptance Testing (UAT), system testing, and change requests for EDRS and FDRM. Oversees the training and help desk functions of EDRS and FDRM to ensure efficient and effective support for users.
- 20% Coordinates directives and policy statements among analysts and within CHSI to ensure that local registration districts receive consistent, uniform direction from the office of the State Registrar.
- 15% Directs staff and participates in the preparation and issuance of training materials, handbooks, guidance, and websites associated with death and fetal death records, and other detailed materials for local registration officials, medical facilities, coroners' offices, and funeral directors. Provides direction and oversight to analysts and supervisory staff in reviewing, analyzing, and/or proposing legislative changes that directly impact death and fetal death registration. This includes reviewing and editing written legislative analysis and other policies and procedures relating to death and fetal death registration.
- 10% Prepares written documents in the form of handbooks and All County Letters of instruction to local offices, evaluates changes in policy and procedure suggested by local offices, advises management of any ramifications, and recommends approval or denial by the State Registrar.

10% Completes required personnel administrative documents. Provides guidance and oversight of staff assignments. Performs personnel activities including, but not limited to, recruitment, selection, training, and evaluation using probationary reports and annual appraisals. Assesses the work performance of direct reporting staff, monitors employee attendance, and approves leave requests. Initiates corrective actions and counsels employees on progressive disciplinary/performance management issues.

Marginal Functions (including percentage of time)

5% Performs other duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: HH
 Date: 9/12/24