

DUTY STATEMENT

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| Employee Name: | Position Number: 580-220-4800-909 |
| Classification: Staff Services Manager I | Tenure/Time Base: Permanent/Full-time |
| Working Title: Chief, Birth Marriage and 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 Birth and Marriage 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 the analysts carrying out planning, program, and policy development activities for the Birth and Marriage Registration Unit.

The Staff Services Manager I (SSM I) provides supervision and direction on birth registration and marriage registration policy. The incumbent oversees use of the Electronic Birth Registration System (EBRS) within California Integrated Vital Records System (Cal-IVRS) for registration purposes and provides direction on system change requests and testing, as needed. The incumbent collaborates within the Center for Health Statistics and Informatics (CHSI) and with system vendor staff on Cal-

IVRS enhancements and changes. The incumbent provides direction and oversight for analysts on legislative changes that directly impact birth and marriage 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 Birth Marriage and Registration Unit. Provides technical assistance to staff and local offices (local registrars, county recorders, county clerks) involved in birth and marriage registration to ensure compliance with the statutory mandate for uniform statewide application of laws, rules, policies, and procedures. Trains local staff through conferences, seminars, and ad hoc committees and staff onsite visits, as needed. Plans, organizes, and directs staff for the ongoing review and revision of the birth and marriage certificates. Prepares recommendations on certificate content and analyzes the form and content of other states' certificates. Prepares analyses of recommended revisions and implements changes to the certificates. Plans, organizes, and collaborates with CHSI and system vendors for Cal-IVRS as it pertains to the EBRS and the Vital Records Business Intelligence System (VRBIS). Oversees staff registration within EBRS and coordinates needed User Acceptance Testing (UAT), system testing, and change requests for EBRS.
- 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 in preparing and issuing training materials, handbooks, and websites associated with birth and marriage records, and other detailed materials for local registration officials and/or internal use. Provides direction and oversight to analysts in reviewing, analyzing, and/or proposing legislative changes that directly impact birth and marriage registration. Reviews and edits written legislative analysis and other policy and procedures relating to birth and marriage 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.)

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

HRD Use Only:

Approved By: HH

Date: 9/16/24