

DUTY STATEMENT

Employee Name:	Position Number: 580-220-5393-734
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Vital Records Registration Analyst	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	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 performing the more complex technical analysis and monitoring of the California Integrated Vital Records System (Cal-IVRS), including the Electronic Death Registration System (EDRS) and Fetal Death Registration Module (FDRM).

The Associate Governmental Program Analyst (AGPA) will independently assist with implementing a uniform vital event registration process of deaths and fetal deaths across all local registration districts. The incumbent will provide the more complex policy analysis related to death and fetal death certificates and amendments, develop and maintain training materials, provide training to Cal-IVRS

users, and participate in special projects. Up to 5% travel may be required in the performance of these duties.

The incumbent works under the direction of the Staff Services Manager I, Chief of the Death Registration Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 20% Independently coordinate with University of California San Diego (UCSD) and/or other external stakeholders/vendors on EDRS, FDRM, and the Vital Records Business Intelligence System (VRBIS) to analyze and monitor the business and operational status of EDRS/FDRM. Work directly with system users to develop, implement, and improve EDRS/FDRM data quality. Organize, test, and report feedback and issues as part of EDRS, FDRM and VRBIS user acceptance testing (UAT). Evaluate, plan, and execute the EDRS/FDRM needs. Formulate and implement policies, procedures, and program alternatives regarding EDRS/FDRM. Monitor and analyze the operations of EDRS/FDRM to ensure the system continues to improve the statistical accuracy of California fetal death information. Responsible for ensuring that all information on the EDRS/FDRM website and various documents are up to date and accurate. Review monthly data quality reports, identify problematic data sources, and develop and implement action plans for the improvement of deficient areas. Develop corrective actions plans necessary for resolving system problems raised by system users. Respond to the more complex technical inquiries regarding system functionality.
- 20% Independently review, prioritize, and assign incoming correspondence, documents, and requests to appropriate staff for follow up and reply. Track and monitor assignments to ensure that deadlines are met. Review, prioritize, and arrange correspondence for the Branch Chief's reply or signature. Prepare and review outgoing correspondence for formatting and grammar consistent with departmental policy. Independently compose controlled/sensitive correspondence; track status of Public Records Act (PRA), media, and legislative inquiries; gather information and data related to health statistics; and inform the public on vital statistics processes and procedures.
- 20% Provide the more complex policy analysis regarding death and fetal death certificates and amendments. Provide policy support to section Supervising Program Technician and Program Technician staff. Independently consult and train Vital Records Registration Branch (VRRB) staff in quality improvement measures as needed. In conjunction with other analysts, prepare updates to policy documents, the death and fetal death registration handbooks, EDRS/FDRM user documents, and instructional documents (All County Letters) to the 61 local jurisdictions

in the state and to all EDRS/FDRM users. Respond to written or Correspondence Control Unit inquiries related to section policy, for Chief or State Registrar signatures, as needed. Prepare technical and program analysis and research for Budget Change Proposals (BCPs) and Feasibility Study Reports (FSRs). Review and analyze the more complex proposed legislation related to death and fetal death registration and maintain a log of requests.

15% Develop and maintain EDRS/FDRM training materials including tutorials. Provide statewide training to new and current users of the EDRS/FDRM: funeral homes, medical facilities, medical examiners/coroners, physicians and 61 local registration districts. Travel to local registration districts may be necessary, up to 5%. Provide technical and program assistance via phone consultation and on-site visits for users of EDRS and FDRM. Address problems raised by system users regarding interpretation of registration statutes, entering information necessary to complete and register death and fetal death certificates, and/or the deletion of erroneously registered local records. Assist VRRB staff with state death/fetal death registration and amendments, resolving issues with records that are rejected by the system. Develop and maintain task specific EDRS/FDRM instructions for the Center for Health Statistics and Informatics (CHSI) staff and provide training as needed.

15% Participate in special projects which may include complex technical analytical staff services assignments, such as program evaluation and planning; policy analysis and formulation; systems development; planning; and continually providing consultative services to management or others. Work in collaboration with cross-functional teams to accomplish assignments and achieve departmental objectives. Attend user groups and other meetings to provide input and follow-up on issues related to EDRS/FDRM.

5% Ensure that EDRS/FDRM data is transmitted from the users and the EDRS/FDRM files are transferred to the Social Security Administration (SSA). Monitor the timeliness of local registration and electronic record transfers to FileNet record repository. Contact local registrars to resolve timeliness issues when necessary. Reconcile errors in records that fail to pass state edits, and complete electronic death records to allow the data to flow to SSA and the National Center of Health Statistics (NCHS).

Marginal Functions (including percentage of time)

5% Perform other work-related duties as assigned.

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: 12/19/24

DUTY STATEMENT

Employee Name:	Position Number: 580-220-5157-734
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Vital Records Registration Analyst	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	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 performing moderately complex technical analysis and monitoring of the California Integrated Vital Records System (Cal-IVRS), including the Electronic Death Registration System (EDRS) and Fetal Death Registration Module (FDRM).

The Staff Services Analyst (SSA) will assist with implementing a uniform vital event registration process of deaths and fetal deaths across all local registration districts. The incumbent will provide moderately complex policy analysis related to death and fetal death certificates and amendments, assist with developing and maintaining training materials, provide training to Cal-IVRS users, and

participate in special projects. Up to 5% travel may be required in the performance of these duties.

The incumbent works under the supervision of the Staff Services Manager I, Chief of the Death Registration Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 20% Assist with coordination with University of California San Diego (UCSD) and/or other external stakeholders/vendors on EDRS, FDRM, and the Vital Records Business Intelligence System (VRBIS) to analyze and monitor the business and operational status of EDRS/FDRM. Work directly with system users to implement and improve EDRS/FDRM data quality. Organize, test, and report feedback and issues as part of EDRS, FDRM and VRBIS user acceptance testing (UAT). Assist in evaluating, planning, and executing the EDRS/FDRM needs. Assist in formulating and implementing policies, procedures, and program alternatives regarding EDRS/FDRM. Monitor and analyze the operations of EDRS/FDRM to ensure the system continues to improve the statistical accuracy of California fetal death information. Assist with ensuring that all information on the EDRS/FDRM website and various documents are up to date and accurate. Review monthly data quality reports, identify problematic data sources, and assist with developing and implementing action plans for the improvement of deficient areas. Assist with developing corrective actions plans necessary for resolving system problems raised by system users. Respond to moderately complex technical inquiries regarding system functionality.
- 20% Assist with reviewing, prioritizing, and assigning incoming correspondence, documents, and requests to appropriate staff for follow up and reply. Track and monitor assignments to ensure that deadlines are met. Review, prioritize, and arrange correspondence for the Branch Chief's reply or signature. Prepare and review outgoing correspondence for formatting and grammar consistent with departmental policy. Assist with composing controlled/sensitive correspondence; tracking status of Public Records Act (PRA), media, and legislative inquiries; gathering information and data related to health statistics; and informing the public on vital statistics processes and procedures.
- 20% Provide moderately complex policy analysis regarding death and fetal death certificates and amendments. Provide policy support to section Supervising Program Technician and Program Technician staff. Assist with consulting and training Vital Records Registration Branch (VRRB) staff in quality improvement measures as needed. In conjunction with other analysts, prepare updates to policy documents, the death and fetal death registration handbooks, EDRS/FDRM user documents, and instructional documents (All County Letters) to the 61 local jurisdictions

in the state and to all EDRS/FDRM users. Respond to written or Correspondence Control Unit inquiries related to section policy, for Chief or State Registrar signatures, as needed. Prepare technical and program analysis and research for Budget Change Proposals (BCPs) and Feasibility Study Reports (FSRs). Review and analyze the moderately complex proposed legislation related to death and fetal death registration and maintain a log of requests.

15% Assist with developing and maintaining EDRS/FDRM training materials including tutorials. Provide statewide training to new and current users of the EDRS/FDRM: funeral homes, medical facilities, medical examiners/coroners, physicians and 61 local registration districts. Travel to local registration districts may be necessary, up to 5%. Provide technical and program assistance via phone consultation and on-site visits for users of EDRS and FDRM. Address problems raised by system users regarding interpretation of registration statutes, entering information necessary to complete and register death and fetal death certificates, and/or the deletion of erroneously registered local records. Assist VRRB staff with state death/fetal death registration and amendments, resolving issues with records that are rejected by the system. Assist with developing and maintaining task specific EDRS/FDRM instructions for the Center for Health Statistics and Informatics (CHSI) staff and provide training as needed.

15% Assist and collaborate in special projects which may include moderately complex technical analytical staff services assignments, such as program evaluation and planning; policy analysis and formulation; systems development; planning; and continually providing consultative services to management or others. Work in collaboration with cross-functional teams to accomplish assignments and achieve departmental objectives. Attend user groups and other meetings to provide input and follow-up on issues related to EDRS/FDRM.

5% Ensure that EDRS/FDRM data is transmitted from the users and the EDRS/FDRM files are transferred to the Social Security Administration (SSA). Monitor the timeliness of local registration and electronic record transfers to FileNet record repository. Contact local registrars to resolve timeliness issues when necessary. Reconcile errors in records that fail to pass state edits, and complete electronic death records to allow the data to flow to SSA and the National Center of Health Statistics (NCHS).

Marginal Functions (including percentage of time)

5% Perform other work-related duties as assigned.

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: 12/19/24