

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-221-5393-716</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Amendment Policy Analyst	Work Location: 3701 N. Freeway Blvd, Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit: Vital Records Issuance Branch Issuance Section Amendment 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.

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### Competencies

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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](#).

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### Job Summary

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing a wide variety of the more complex analytical assignments relative to the quality assurance and amendment of vital records in the State.

The Associate Governmental Program Analyst (AGPA) performs a wide variety of the more complex analytical assignments. The AGPA has primary responsibility for defining State policies to internal and external entities, including local health departments, county recorders' offices, county clerks' offices, county coroners' offices, Federal and State offices, and the public. The incumbent conducts research and analysis to develop detailed knowledge of statutory provisions, policies, and regulations

relating to vital records. Up to 5% travel may be required.

The incumbent works under the direction of the Staff Services Manager I, Chief of the Amendment 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)

- 40% Analyzes the more complex program policy issues related to the registration of amendments and record maintenance. Independently prepares and updates procedures, pamphlets, application forms, and manuals for the Amendment Section by analyzing issues, researching alternative plans of action, proposing policy recommendations, developing precedent, setting protocols, formulating implementation plans, and conducting follow-up evaluations. Prepares recommendations for legislative, regulatory, and policy changes at the State and county levels. Prepares written documents in the form of controlled correspondence; media responses; all-county letters of instruction to local offices; written correspondence to legislators, constituents, governmental agencies, and various entities from the private sector. Prepares, reviews, and evaluates production reports; identifies problematic production issues; and develops and implements action plans for improvement in deficient areas.
- 30% Serves as the subject matter expert for the electronic registration systems and provides training to new and current users. Addresses the more complex issues raised by system users regarding interpretation of registration statutes and enters information necessary to complete and register amendments. Develops and maintains task specific instructions for internal staff and provides training as needed. Provides technical and program assistance to local offices in resolving the more complex amendment records and/or issues via telephone, emails, letters, and personal visits. Evaluates changes in policy and procedures suggested by local offices. Analyzes ramifications and recommends approval or disapproval by the State Registrar. Coordinates with staff from other agencies to protect the integrity of vital records including, but not limited to, Audits and Investigations, Passport Office, Immigration and Naturalization Services, Department of Motor Vehicles, and law enforcement agencies. Develops model recommendations for local registrars, recorders, and clerks to reduce the potential for fraud.
- 10% Independently researches, analyzes, evaluates, and provides timely responses to Public Request Act (PRA), Information Practice Act (IPA), Legislative Governmental Affairs (LGA) inquiries, Goldenrods, controlled correspondence, and formal written correspondence from legal representatives and/or members of the public on issues related to amending vital records.

10% Processes the more complex applications pertaining to Adoptions, Court Ordered Name Changes, Paternities, Adjudications, and Amendments while adhering to Health and Safety Code requirements, court orders, California statute, and current office procedures. Handles the more complex amendment calls. Participates in special projects and works in collaboration with cross functional teams to accomplish assignments and achieve departmental objectives. Attends meetings and makes presentations.

5% Assists residents with replacing vital birth, death, and marriage records that are lost or inaccessible due to natural disasters. Travels to Local Assistance Centers (LACs) and Disaster Recovery Centers (DRCs). Meets with the Disaster Response Coordinator to coordinate deployments, discuss responsibilities, and obtain travel arrangements and equipment. Works closely with the Issuance Section to ensure all disaster-related vital record requests are processed in a timely manner. Provides residents with resources on how to obtain other vital documents such as passports, social security cards, and driver’s licenses.

**Marginal Functions (including percentage of time)**

5% Performs 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: 6/19/24

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-221-5157-716</b>
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Amendment Policy Analyst	Work Location: 3701 N. Freeway Blvd, Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit: Vital Records Issuance Branch Issuance Section Amendment 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing a variety of moderately complex analytical assignments relative to the quality assurance and amendment of vital records in the State.

The Staff Services Analyst (SSA) performs a variety of moderately complex analytical assignments. The SSA defines State policies to internal and external entities, including local health departments, county recorders' offices, county clerks' offices, county coroners' offices, Federal and State offices, and the public. The incumbent conducts research and analysis to develop detailed knowledge of statutory provisions, policies, and regulations relating to vital records. Up to 5% travel may be

required.

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

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**Special Requirements**

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- 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:

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**Essential Functions (including percentage of time)**

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- 40% Assists in preparing and updating procedures, pamphlets, application forms, and manuals for Amendment Unit by analyzing issues, researching alternative plans of action, proposing policy recommendations, developing precedent, setting protocols, formulating implementation plans, and conducting follow-up evaluations. Prepares written documents in response to amendment inquiries. Assists in preparing production automated reports via office script. Reviews and evaluates production reports, identifies production issues, and develops and recommends action plans for improvement in deficient areas.
- 30% Serves as the subject matter expert for the electronic registration systems and provides training to new and current users. Addresses issues raised by system users regarding interpretation of registration statutes and enters information necessary to complete and register amendments. Provides technical and program assistance in resolving moderately complex amendment records and/or issues via telephone, emails, and letters. Reconciles amendment payments. Develops and maintains task specific instructions, resources, tools, and job aids for internal staff and provides training as needed.
- 10% Assists with researching, analyzing, evaluating, and providing timely responses to Public Request Act (PRA), Information Practice Act (IPA), Legislative Governmental Affairs (LGA) inquiries, Goldenrods, controlled correspondence, and formal written correspondence from legal representatives and/or members of the public on issues related to amending vital records.
- 10% Processes moderately complex applications pertaining to Adoptions, Court Ordered Name Changes, Paternities, Adjudications, and Amendments while adhering to Health and Safety Code requirements, court orders, California statute, and current office procedures. Participates in special projects and works in collaboration with cross functional teams to accomplish assignments and achieve departmental objectives. Attends meetings and makes presentations.
- 5% Assists residents with replacing vital birth, death, and marriage records that are lost or inaccessible due to natural disasters. Travels to Local Assistance Centers (LACs) and Disaster Recovery Centers (DRCs). Meets with the Disaster Response Coordinator to coordinate deployments, discuss responsibilities, and obtain travel arrangements and equipment. Works

closely with the Issuance Section to ensure all disaster-related vital record requests are processed in a timely manner. Provides residents with resources on how to obtain other vital documents such as passports, social security cards, and driver’s licenses.

**Marginal Functions (including percentage of time)**

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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:**  
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