

DUTY STATEMENT

Employee Name:	Position Number: 580-220-9928-901
Classification: Program Technician II	Tenure/Time Base: Limited Term/Full-Time
Working Title: Birth/Marriage Registration Technician II	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R04	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 Birth and Marriage Registration Team

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 ensuring timely registration of birth certificates through the web-based Electronic Birth Registration System (EBRS). EBRS provides the ability for birthing hospitals to submit electronic birth certificates 24 hours a day.

The Program Technician II (PT II) in the Birth and Marriage Registration Team (BMRT) reviews and processes all birth, marriage, and/or dissolution records in the state. The PT II performs a detailed and thorough quality review of certificates and all supporting documents to ensure they meet acceptability

pursuant to the California Family Code and Health and Safety Code sections. The PT II provides customer service by phone and/or email to EBRS users, county offices, and the public. The PT II flags and/or refers questionable certificates to the lead technician, analysts, or the supervisor for review. The PT II will perform the more difficult program specialist work at the journey level.

The incumbent works under the general supervision of the Supervising Program Technician II, Chief of the BMRT.

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% Review birth records and all supporting documentation in EBRS submitted for registration. Supporting documents may include, but are not limited to, EBRS Birth Certification Pages with attendant/certifier and/or parent/informant signatures, amendments created at the time of birth, certified copies of surrogate court orders, and Certificates of Finding of Unknown Child or Safely Surrendered Child. Flag questionable records for review by the lead technician, analysts, or supervisor. Verify the records submitted are acceptable for registration in reference to the California Health and Safety Code sections. Review any hard copy birth records received, register the records in EBRS, assign and print State File Number in EBRS; file the original, and provide a copy to the Amendment Section to be scanned.
- 20% Receive and screen incoming calls including, but not limited to, EBRS Help Desk calls from system users such as birthing hospitals and local health departments, county recorder offices, and the public. Make appropriate referrals; respond to complex and sensitive information requests; and provide information. Reset EBRS user passwords, assist users with validation errors, and provide technical support to users.
- 20% Review all marriage and/or dissolution records and supporting documentation, submitted for registration. Supporting documents may include, but are not limited to, marriage amendments, county recorder transmittals of public marriage records, county clerk transmittals of confidential marriage records, and county court transmittals of dissolution records. Refer questionable records to the lead technician or analysts for review. Write and send letters to counties regarding incomplete and/or unacceptable marriage records. Preserve marriage and/or dissolution records, which may include, but are not limited to, batching records by jurisdiction and year of event, assigning State File Numbers to records, scanning records into the electronic system, completing quality control of scanned records, and performing key data entry of scanned records.

15% Open, log, and distribute the section’s mail as needed. Monitor and compile listing of counties not in compliance with timely submission of certificates and relay this information to the designated analyst. Maintain and regularly review the marriage rejection letter files to ensure the counties responded and refer to analysts and/or supervisor for resolution. Pack records into boxes and label for storage. Work with supervisor to ensure boxes are properly stored in the file room for temporary storage, and work with the Operations Branch to transfer boxes of records to the State Records Center as needed. Participate in special projects and work in collaboration with cross-functional teams to accomplish and complete assignments.

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: 8/12/24