

DUTY STATEMENT

Employee Name:	
Classification: Supervising Program Technician II	Position Number: 580-220-9925-006
Working Title:	Work Location: 3701 N. Freeway Blvd Sacramento, CA 95834
Collective Bargaining Unit: S04	Tenure/Time Base: Permanent/ Full time
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit: Vital Records Registration Branch, Death/Fetal Death Registration Section, Death Registration Processing 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.

Job Summary

Under the general direction of the Supervising Program Technician III (SPT III), the Supervising Program Technician II (SPT II) is responsible for the application of state and federal laws, rules, and regulations that pertain to the Electronic Death Registration System (EDRS) and Fetal Death Registration System (FDRS). The SPT II plans, organizes, and directs two functional groups within Vital Records Registration Branch (VRRB). The SPT II is responsible for processing death certificates, fetal death certificates, and amendments or court orders to correct or change death and fetal death records. The SPT II directly supervises a group of Program Technicians and one Supervising Program Technician I. The SPT II provides leadership to teams, assesses training needs relevant to projects, develops reports, and ensures projects are effectively supervised. The incumbent works closely with the SPT III and management to ensure new procedures and policies are accessible and employee compliance with Health and Safety Code requirements. The SPT II consults with county staff, members of the public, attorneys, legal aid advocates, and others regarding the application of these requirements.

Special Requirements

- ☐ None
- ☒ Supervision Exercised
- ☐ 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)

- 25% Handle complex and sensitive telephone calls that require immediate attention. Review affidavit forms and other requests to amend death records for hard copy paper registration. Identify corrective action needed from applicant if request is not acceptable. Monitor workload Activity Reports and reply to inquiries from the public. Provide status of Age Report and activity to manage production report findings. Train staff on death registration, amendment procedures, and application of laws specified in Division 102 of the Health and Safety Code (H&S Code) including the review of legal documents for H&S Code compliance. Provide technical assistance to county staff, members of the public, attorneys, judges, legal aid advocates, and others. Oversee and train staff on the process of keying vital records data. Review pamphlets and documents for ADA compliance, gather facts, and present findings relating to death, disposition, and general law/policy references to amendment records for yearly Technical Advisory Group Presentation for numerous county officials, coroners, and funeral homes.
- 25% Assist with developing, reviewing, analyzing, writing, and guidance. Maintain database to track amendments and provide status updates to management. Provide recommendations to management and leadership staff on new procedures utilizing the Center Request Tracking System (CRTS). Attend meetings with staff on sensitive complex requests to advise on legal requirements for processing amendments. Maintain record keeping which tracks amendments to staff. Assign staff tasks and set deadlines for various processes or projects.
- 20% Monitor workload and production in each group to maintain a balanced workflow during periodic cycles of heavy workload. Redirect existing resources across groups and identify inefficiencies. Supervise and evaluate performance and maintain discipline over the Death Registration Processing Unit. Recruit and make decisions in selection and hiring of subordinate staff and complete all probationary and annual performance reports, take disciplinary actions as appropriate and resolve informal grievances.
- 15% Adhere to restrictive demands for sensitive and high level assignments and tight deadlines such as special projects and responses to sensitive correspondence and documents. Train and direct new staff on using an automated electronic tracking system, Electronic Business Set Phone System, and other tools necessary to perform tasks.
- 10% Maintain working relationships and coordinate activities with the Human Resources Branch regarding difficult personnel issues, grievances and disciplinary action, classification, recruiting, etc. and the Labor Relations Section regarding any labor contract issues.

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
HRB Use Only:	Date		
Approved By: Corey Hudson	2/12/18		

