DUTY STATEMENT

Employee Name:  

Classification:  Associate Governmental Program Analyst  

Position Number:  580-221-5393-XXX  

Working Title:  Amendment Policy Analyst  

Work Location:  3701 N. Freeway Blvd, Sacramento, CA 95834  

Collective Bargaining Unit:  R01  

Tenure/Time Base:  Permanent/Full-Time  

Center/Office/Division:  Center for Health Statistics and Informatics  

Branch/Section/Unit:  Vital Records Issuance and Preservation Branch Amendment Section  

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 empowering the public health workforce; strengthening foundational public health and health care infrastructure at the State and local level; enhancing services through agile operations; and ensuring that core business areas are efficient, innovative, transparent, and customer focused.

The incumbent works under the direction of the Staff Services Manager I, Chief of the Amendment Section. The Associate Governmental Program Analyst (AGPA) performs a wide variety of 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.

**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%** Analyzes 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.

**35%** Serves as the subject matter expert for the electronic registration systems and provides training to new and current users. Addresses 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 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 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 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.

**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.)

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<th>Supervisor’s Name:</th>
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**HRD Use Only:**
Approved By: HH  
Date: 8/24/22
**DUTY STATEMENT**

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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.

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### Job Summary

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The incumbent works under the supervision of the Staff Services Manager I, Chief of the Amendment Section. The Staff Services Analyst (SSA) performs a wide 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.

### 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% Assists in preparing and updating procedures, pamphlets, application forms, and manuals for 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 written documents in response to amendment inquiries. Reviews and evaluates production reports, identifies production issues, and develops and recommends action plans for improvement in deficient areas.

35% 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.

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