

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-222-8338-909</b>
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Vital Statistics Project Specialist	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: Research and Analytics Branch Research 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 having lead responsibility in managing special projects for the Research and Analytics Branch (RAB), providing technical and administrative support and expertise.

The Health Program Specialist I (HPS I) independently researches and analyzes all vital records data related issues for coordinated bill analyses, issue papers, legislative concepts, and budget change proposals (BCPs) to ensure compliance with statutes and CDPH policies. The HPS I independently plans, develops, implements, evaluates, and monitors RAB projects. Facilitates special project workgroup meetings, with internal and external stakeholders, to discuss issues and resolutions.

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

### 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)

- 25% Acts as project manager for RAB special projects related to vital records data collection, reporting, and dissemination. Plans, develops, implements, evaluates, and monitors projects through registration and reporting system changes, as necessary. Special projects may include, but are not limited to, legislatively mandated changes to data collection, data reporting, and data dissemination. Examples of these projects would be the Sexual Orientation and Gender Identity (SOGI), Gender Neutrality on Death Certificates, various race and ethnicity collection inclusion, etc. Coordinates with RAB data analysts to research, identify, and analyze project issues. Independently provides oral and written recommendations to management.
- 20% Independently leads research, development, and implementation of complex data related bill analyses, issue papers, legislative concepts documents, and makes recommendations to management related to the Center for Health Statistics and Informatics (CHSI), RAB. Attends all CHSI bill related meetings and represents RAB's position to the Legislative and Government Affairs (LGA) office. Develops BCPs related to complex data related bills. Drafts, develops, recommends, and implements related policies, procedures, programmatic guidelines, documents, training materials, management memos, and fact sheets to reflect programmatic or policy changes. Analyzes and responds to complex verbal and written inquiries from media, providers, management, evaluators, the public, non-profit associations, insurance companies, internal and external stakeholders, and local/state/federal government agencies.
- 20% Acts as backup to the HPS I of the Data Reporting Unit for the review and analysis of complex vital records data applications to ensure compliance with statutes and CDPH policies. Works collaboratively with internal unit staff and data requesters to obtain all necessary documents on the more complex applications. Additionally, backs up the screening process of all vital records data applications. Acts as a backup for the build and maintenance of the online data application submission system. Acts as liaison between the Vital Statistics Advisory Committee (VSAC) and the Committee for the Protection of Human Subjects. Reviews, develops, and updates RAB policy, procedures, and training documents. Independently reviews data application procedures. Provides management with process improvement recommendations. Attends meetings, as necessary, representing RAB as a subject matter expert in vital statistics data application and other related special project issues. Provides oral and written recommendations to management, as necessary.

20% Plans, facilitates, and attends regular workgroup meetings related to database development, data collection, and reporting requirements for the vital statistics data. Prepares agendas, meeting minutes, and timelines to ensure timely completion of vital statistics projects and activities. Represents RAB as a subject matter expert in vital statistics data application, data collection, and data reporting related issues. Provides technical expertise, guidance, and in-depth subject knowledge directly affecting development of vital statistics databases; and performs program specific data analysis. Independently develops and provides presentations on vital statistics data related information to staff, executive leadership, and stakeholders. Attends meetings with management, other department programs, State, Federal, and county agencies, as needed. Facilitates special workgroup and VSAC meetings. Creates VSAC related documents and works with staff to post on the VSAC webpage to ensure compliance with Bagley-Keene requirements.

10% Researches, compiles, and analyzes nationwide studies, initiatives, and topics of public interest related to vital statistics. Independently provides recommendations to management and assists in long range planning and policy setting.

**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: 7/25/24