

DUTY STATEMENT

Employee Name:	Position Number: 580-220-8336-001
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Cal-IVRS Program Consultant	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: Vital Records Registration Branch Integrated Vital Records 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 assisting the Integrated Vital Records Unit (IVRU) Chief in coordinating system development planning, and formulating workflows and procedures for the California Integrated Vital Records System (Cal-IVRS).

The Health Program Specialist II (HPS II) is responsible for providing complex technical health program administration in support of vital records system development. The HPS II leads complex technical and analytical support for Cal-IVRS program planning, including the development of system versioning schedules and system requirements gathering. The incumbent independently conducts research and analysis to gain knowledge of IVRU, CDPH, and Cal-IVRS policies and procedures in

order to facilitate the preparation, coordination, and tracking of assignments and workflows associated with Cal-IVRS. The HPS II is responsible for providing high-level program administration support for the Cal-IVRS project, and complex policy and program analysis for the programs and systems within Cal-IVRS.

The incumbent works under the direction of the Research Scientist Supervisor I, Chief of IVRU.

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)

- 30% Independently performs outreach to Cal-IVRS stakeholders to solicit recommendations for system improvement. Makes critical decisions about system development priorities. Oversees policy and program analysis of vital records registration and Cal-IVRS workflow refinement, including leading research, analysis, and development of policy documentation related to vital records systems and vital records data management activities in partnership with Center for Health Statistics and Informatics (CHSI) programs. Independently drafts, reviews, analyzes, and edits reports, drill responses, and correspondence for accuracy and consistency with departmental policies. Independently identifies and resolves issues or concerns that require clarification or additional information. Designs operational guidelines, workflows, and data flow documentation. Provides policy and program analyses to the IVRU Supervisor in response to new or modified legislation, regulations, departmental policy, or Federal policy. Drafts bill analyses responding to proposed legislation impacting vital records registration, and Budget Change Proposals (BCPs) to request additional resources to meet legislative mandates. Provides support for Cal-IVRS program planning, including the development of system versioning schedules, system requirements gathering, and documents associated with system upgrades. Leads contract management for the Cal-IVRS contract, assists in the development of contract amendments, and tracks completion of required deliverables.
- 25% Leads project analytical support and coordination for the long-term planning of system versioning schedules. Independently develops project plans and project tracking materials, as requested. Assists with conducting surveys on system pain points and system development priorities. Provides project coordination, including scheduling meetings and preparing presentations for reporting data findings and project status updates to management. Performs complex data analysis on vital records data using statistical analysis tools (e.g., SAS, python, Tableau) to better understand data quality deficiencies and to evaluate the success of system interventions and changes. Coordinates and prepares training materials for vital records data stakeholders as requested. Independently collaborates with the other CHSI Branches to conduct webinar and in-person training sessions for Cal-IVRS end users.

- 25% Leads the evaluation, planning, and execution of all registration system needs. Develops procedures to validate automated reports. Formulates and implements policies, procedures, and program alternatives regarding Electronic Death Registration System (EDRS) and Electronic Birth Registration System (EBRS). Makes recommendations to resolve administrative and program-related problems. Assists with the development of plans to enhance operations. Assists with the development and maintenance of various documents pertinent to EDRS and EBRS. Responds to inquiries regarding system functionality.
- 15% Provides technical leadership and coordination for Local Registration District and facility staff requesting access to Cal-IVRS. Facilitates request fulfillment for system access, participation and program information, including business use case proposals, data use agreements, and other administrative agreements required for safe and secure data sharing. Participates in CDPH and stakeholder workgroups as needed.

Marginal Functions (including percentage of time)

- 5% Develops and builds skills through training and individual research. Attends training as necessary to improve knowledge of Quality Improvement principles, techniques, tools, and methodologies. Examines organizational practices and policies that are barriers to inclusiveness and equity in the CDPH workplace and programs. Provides guidance and develops recommendations to ensure race and ethnicity, sexual orientation and gender identity, and other equity-related areas are considered to promote an inclusive and equitable workplace. Gains subject matter expertise on these areas and embeds the concepts into policy, practices, and procedures for resource allocation, workforce planning, and program decision-making. Performs other work-related duties as required.

☐ 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: 7/17/25