

DUTY STATEMENT

Employee Name:	Position Number: 580-224-5393-901
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Limited Term/Full-Time
Working Title: Vital Record Fee Analyst	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit: Operations Branch Fiscal and Employee Services Section Budget and Expenditure 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 performing a wide variety of the more complex technical analytical monitoring of county vital record fee remittance and compliance with fiscal standards and policies required for submission of vital record fees to the State Registrar.

The Associate Governmental Program Analyst (AGPA) provides the more complex technical analytical support and specialized knowledge on fiscal issues in maintaining program accounting systems. Collects and processes all checks and cash received in payment of requests for vital records. Independently processes all refund and refund reissue requests, dishonored payments.

Performs program accounting assignments. Works closely with the Associate Accounting Analysts, administrative staff, Information Technology staff, and program staff to coordinate and monitor the large accounting systems used to capture fiscal revenue data. Independently works with CDPH Accounting to resolve undeliverable payments.

The incumbent works under the direction of the Staff Services Manager I, Chief of the Budget and Expenditure 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)

- 35% Collaborate with the County Fee Analyst to act as liaison with the county vital records staff (58 California counties and 3 local jurisdictions) for submission of vital record fees to the State Registrar's Office - Center for Health Statistics and Informatics (CHSI) from the counties' Clerk/Recorders, County Clerks, Recordors, Health Department and Superior Courts. Provide instruction to counties on how to complete the annual Revenue and Expenditure Summary Report, prepare the more complex annual fee schedules, and prepare all county letters advising county staff of any changes in fees. Distribute all county letters to the county's Superior Courts regarding fees and informational updates. Independently respond to county vital records staff inquiries, orally or in writing, which may require researching and analyzing California Law, Health and Safety and/or Government Code. Enter county transmittal fees into the EZ Tracker for bank deposit and create deposit reports of fees remitted by each county. Independently monitor county compliance and resolve discrepancies when counties fail to submit statutory fees or submit incorrect fees. Reconcile the more complex monthly reports from the State Controller's Office for county fees remitted from Superior Courts to the Administrative Office of the Courts for the Office of Vital Records - CHSI's Health Statistics Special Fund. Ensure fees are remitted to the State Registrar's Office according to county compliance statutes pertaining to vital record fees and payment of fees. Resolve counties' fee discrepancies or when no fees are submitted. Develop and maintain cumulative records for audit purposes of all county fees submitted using spreadsheets, tables, and reports.
- 20% Maintain the EZ Tracker tracking system for vital record fees transmitted to the State by the counties' Clerk/Recorders, County Clerks, Recordors, Health Departments, and Superior Courts. Analyze the more complex data maintained in the tracking system for allocating fees to individual funds, projecting workload, projecting revenues, and identifying counties that are not remitting the mandated fees. Work with technical help to implement system changes as necessary. Independently update vital record forms as necessary to implement new or updated fees. Prepare all county letters to provide guidance, instructions, and interpretation of vital record

laws to county staff. Independently work with Accounting, Budgets, and other State agencies to establish revenue codes and procedures for collecting fees.

- 10% Receive and log all checks and cash from the Vital Records Issuance Branch (VRIB) and other program staff of CHSI. Key in all checks and cash into the Center Request Tracking System (CRTS) database. Review and verify that checks are completed correctly and that checks are acceptable for deposit. Independently identify and correct discrepancies between the check amount and the monetary amount entered into the automated CRTS. Independently resolve payment discrepancies by researching the original payment request and validating the appropriate payment amount, using the on-line inquiries of the CRTS and/or consulting with office staff. Add comments to the CRTS to document payment issues as needed.
- 10% Independently generate daily deposit reports. Verify accuracy of check amounts and check counts listed in the daily deposit reports and all other information listed in the report. Prepare all checks and cash to submit to the CDPH Accounting Section for bank deposits. Maintain check/cash transfer log, a log notating the deposits delivered to the CDPH Accounting Section, and a daily check/cash log. Independently contact bank representatives for advice on the acceptability of a check for deposit, as needed.
- 5% Independently serve as a liaison between the CDPH Accounting Section and customers to resolve dishonored check issues. Update the CRTS to discontinue processing requests for vital records when the check has been dishonored. Maintain electronic files of requests and payments that have been dishonored. Update the list with checks made good and continue processing original request.
- 5% Generate weekly refund reports from the CRTS. Independently review refund reports for monetary and clerical errors. Redirect refund requests to appropriate branch for correction. Prepare the more complex refund letters to customers and submit to the CDPH Accounting Section for processing.
- 5% Receive refund reissue requests from various staff of CHSI, the CDPH Accounting Section, and directly from customers via mail, email, and phone. Independently review and research requests to determine eligibility. Prepare the more complex refund reissue request paperwork for approval. Create copies of approved reissue requests for internal use and submit the originals to Accounting. Update status in CRTS. Log requests in appropriate Excel log.
- 5% Receive and log all undeliverable refund checks from the Mail Processing Team. Prepare cover letter for CDPH Accounting Section. Update CDPH Accounting Section when customer has notified CHSI of new mailing address.

Marginal Functions (including percentage of time)

- 5% Perform 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: 10/6/25

DUTY STATEMENT

Employee Name:	Position Number: 580-224-5157-901
Classification: Staff Services Analyst	Tenure/Time Base: Limited Term/Full-Time
Working Title: Vital Record Fee Analyst	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit: Operations Branch Fiscal and Employee Services Section Budget and Expenditure 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 performing moderately complex technical analytical monitoring of county vital record fee remittance and compliance with fiscal standards and policies required for submission of vital record fees to the State Registrar.

The Staff Services Analyst (SSA) provides technical analytical support and specialized knowledge on fiscal issues in maintaining program accounting systems. Assists with collecting and processing all checks and cash received in payment of requests for vital records. Assists processing all refund and refund reissue requests, dishonored payments. Performs program accounting assignments. Works

closely with the Associate Accounting Analysts, administrative staff, information technology staff, and program staff to coordinate and monitor the large accounting systems used to capture fiscal revenue data. Works with CDPH Accounting to resolve undeliverable payments.

The incumbent works under the supervision of the Staff Services Manager I, Chief of the Budget and Expenditure 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)

35% Assist the County Fee Analyst with acting liaison with the county vital records staff (58 California counties and 3 local jurisdictions) for submission of vital record fees to the State Registrar's Office - Center for Health Statistics and Informatics (CHSI) from the counties' Clerk/Recorders, County Clerks, Recorders, Health Department and Superior Courts. Provide instruction to counties on how to complete the annual Revenue and Expenditure Summary Report, prepare moderately complex annual fee schedules, and prepare all county letters advising county staff of any changes in fees. Distribute all county letters to the county's Superior Courts regarding fees and informational updates. Respond to county vital records staff inquiries, orally or in writing, which may require researching and analyzing California Law, Health and Safety and/or Government Code. Enter county transmittal fees into the County Transmittal Automated System (CTAS) for bank deposit and generate deposit reports of fees remitted by each county, by event. Monitor county compliance and resolve discrepancies when counties fail to submit statutory fees or submit incorrect fees. Reconcile monthly reports from the State Controller's Office for county fees remitted from Superior Courts to the Administrative Office of the Courts for the Office of Vital Records - CHSI's special fund. Ensure fees are remitted to the State Registrar's Office according to county compliance statutes pertaining to vital record fees and payment of fees. Resolve counties' fee discrepancies or when no fees are submitted. Maintain cumulative records for audit purposes of all county fees submitted through the use of spreadsheets, tables, and reports.

20% Maintain the tracking system for vital record fees transmitted to the State by the counties' Clerk/Recorders, County Clerks, Recorders, Health Department and Superior Courts. Analyze moderately complex data maintained in the tracking system for allocating fees to individual funds, projecting workload, projecting revenues, and identifying counties that are not remitting the mandated fees. Work with programmers to implement system changes as necessary. Update vital record forms as necessary to implement new or updated fees. Prepare all county letters to provide guidance, instructions, and interpretation of vital record laws to county staff. Work with Accounting, Budgets, and other State agencies to establish revenue codes and procedures for collecting fees.

- 10% Receive and log all checks and cash from the Vital Records Issuance Branch (VRIB) and other program staff of CHSI. Key in all checks and cash into the Center Request Tracking System (CRTS) database. Review and verify that checks are completed correctly and that checks are acceptable for deposit. Identify and correct discrepancies between the check amount and the monetary amount entered into the automated CRTS. Resolve payment discrepancies by researching the original payment request and validating the appropriate payment amount, using the on-line inquiries of the CRTS and/or consulting with office staff. Add comments to the CRTS to document payment issues as needed.
- 10% Generate daily deposit reports. Verify accuracy of check amounts and check counts listed in the daily deposit reports and all other information listed in the report. Prepare all checks and cash to submit to the CDPH Accounting Section for bank deposits. Maintain check/cash transfer log, a log notating the deposits delivered to the CDPH Accounting Section, and a daily check/cash log. Contact bank representatives for advice on the acceptability of a check for deposit, as needed.
- 5% Act as a liaison between the CDPH Accounting Section and customers to resolve dishonored check issues. Update the CRTS to discontinue processing requests for vital records when the check has been dishonored. Maintain electronic files of requests and payments that have been dishonored. Update the list with checks made good and continue processing original request.
- 5% Generate weekly refund reports from the CRTS. Review refund reports for monetary and clerical errors. Redirect refund requests to appropriate branch for correction. Prepare refund letters to customers and submit to the CDPH Accounting Section for processing.
- 5% Receive refund reissue requests from various staff of CHSI, the CDPH Accounting Section, and directly from customers via mail, email, and phone. Review and research requests to determine eligibility. Prepare refund reissue request paperwork for approval. Create copies of approved reissue requests for internal use and submit the originals to Accounting. Update status in CRTS. Log requests in appropriate Excel log.
- 5% Receive and log all undeliverable refund checks from the Mail Processing Team. Prepare cover letter for CDPH Accounting Section. Update CDPH Accounting Section when customer has notified CHSI of new mailing address.

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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: 10/6/25