

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-220-8338-001</b>
Classification: Health Program Specialist I	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 Chief of the Integrated Vital Records Unit (IVRU) in coordinating system development planning and formulating workflows and procedures.

The Health Program Specialist I (HPS I) is responsible for providing technical health program administration in support of vital records system development. The HPS I provides technical and analytical support for the California Integrated Vital Records System (Cal-IVRS) program planning, including development of system versioning schedules, and system requirements gathering. The incumbent conducts research and analysis to gain knowledge of IVRU policies and procedures in order to facilitate the preparation, coordination, and tracking of assignments and workflows associated

with Cal-IVRS. The HPS I performs research and analysis to develop knowledge and expertise related to policies, procedures, and Departmental and CHSI operations, IVRU operations, and Cal-IVRS operations. The HPS I is responsible for providing analytical support for the Cal-IVRS project, 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 the IVRU.

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**Special Requirements**

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- ☐ 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:

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**Essential Functions (including percentage of time)**

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- 30% Provides policy and program analysis of vital records registration and Cal-IVRS activities, including: researching, analyzing, and developing policy documentation related to vital records systems and vital records data management activities in partnership with CHSI programs. Reviews, analyzes, and edits reports, drill responses, and correspondence for accuracy and consistency with departmental policies. Identifies and resolves issues or concerns that require clarification or additional information prior to IVRU Chief approval. Prepares operational guidelines, workflow, and data flow documentation. Provides policy and program analyses to the IVRU Chief 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. Assists with contract management for the Cal-IVRS contract, assists in development of contract amendments, and tracks completion of required deliverables.
- 25% Provides project analytical support and coordination for the long-term planning of system versioning schedules. 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, analyzing project data, and preparing presentations for reporting data findings and project status updates to management. Coordinates and prepares training materials for vital records data stakeholders as requested. Collaborates with the other CHSI branches to conduct webinar and in-person training sessions for Cal-IVRS end users.
- 25% Assists with the evaluation, planning, and execution of all registration system needs. Develops procedures to validate automated reports. Assists with the formulation and implementation of 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 assistance 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 trainings 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: 10/8/25