

DUTY STATEMENT

Employee Name: PROPOSED	Position Number: 580-201-7500-001
Classification: Career Executive Assignment B	Tenure/Time Base: Non-tenured/Full-Time
Working Title: Deputy Director, Vital Records and Statistics Division	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Vital Records and Statistics Division	Branch/Section/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

The Deputy Director (DD) for the Vital Records and Statistics Division (VRSD) supports the California Department of Public Health's (CDPH) mission and strategic plan by providing leadership, guidance, overarching strategic direction, and management for the VRSD which consists of over 200 staff across four branches and a budget of approximately \$78 million. The Division's four branches are: the Vital Records Registration Branch (VRRB), Vital Records Issuance Branch (VRIB), Research and Analytics Branch (RAB), and Operations Branch (OB). The DD, VRSD serves as the State Registrar, legally charged with statewide responsibility for implementing and maintaining a uniform system for registration and a permanent central registry for all live birth, fetal death, death, and marriage records (approximately 1 million events are registered annually). The incumbent serves as an integral component in the formulation of policy to achieve the mission of the CDPH. This includes supporting

department-wide and statewide strategies to ensure equitable, accurate, and timely access to vital records and the generation of equitable, accurate, and timely vital statistics that forms the epidemiologic basis of public health data, program, and policy. The DD fosters and promotes collaborative partnerships with federal, state, and local governmental entities, including the California Health and Human Services Agency (CalHHS/Agency), the Governor's Office, the Legislature, local registrars, local health jurisdictions, community-based organizations, health care communities, and other stakeholders to achieve shared goals of advancing health equity for Californians.

The incumbent works under the general direction of the Assistant Public Health Officer, CDPH.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Provides overarching strategy, direction, and management for the Division of Vital Records and Statistics including the VRRB, VRIB, RAB, and OB. This includes developing a shared vision for operational excellence; strategic planning; policy development and implementation; and programmatic development, evaluation, improvement, and execution to serve Californians and partners. Supports Division and Department-wide strategies to ensure equitable, accurate, and timely access to vital records and the generation of equitable, accurate, and timely vital statistics that forms the epidemiologic basis of public health data, programs, and policy. Ensures the proper collection, processing, maintenance, and storage of California's vital records data. Ensures vital records data quality and integrity when working to provide synthesized vital statistics data that is used within and outside the Department. Monitors trends in vital records and statistics to inform Division and Departmental policy and programs.

Ensures the highest level of customer service to government partners and the public when providing services relating to vital records registration, amendment, and issuance. When necessary, convenes and coordinates advisory bodies of subject matter experts to assure the VRSD's current policies, procedures, and strategic direction reflect best practices. Oversees special projects within vital records as needed, involving highly sensitive subject matter, including managing the mandatory security features and fraud prevention efforts within California vital records, and automating and improving processes and policies related to vital records indexing and storage. Maintains relationships with federal partners in identity management and fraud prevention, such as the United States (U.S.) Passport Agency, Social Security Administration (SSA), and Department of Homeland Security. Consults with VRSD branch leadership for management of special projects occurring in branch programs.

- 30% Serves as the State Registrar as delegated by the Director of the CDPH. Ensures that CDPH adheres to the responsibilities of the State Registrar according to Part 1 of Division 102 of the

California Health and Safety Code (HSC) – Vital Records. Oversees the implementation and maintenance of an equitable and uniform system for registration and permanent central registry for vital records. Administers the vital records statutes; supervises the State's 61 Local Registration Districts (LRDs) to ensure uniform compliance with the vital records statutes; oversees the preparation and issuance of all county letters of instruction, policies, and guidelines as required to maintain statewide uniformity; advises and instructs local registrars through consultation, regional workshops, annual site visits, and conferences; maintains cooperative working relationships with organizations interested in vital records data, such as the California Conference of Local Health Officers, California Coroners Association, California Association of Clerks and Election Officials, County Records' Association of California, California Funeral Directors Association, SSA, Center for Disease Control and Prevention, and National Center for Health Statistics.

Responsible for attending and coordinating various workgroups and committees relating to vital records and their management, including but not limited to quarterly Vision meetings with County Recorders, federal workgroup meetings with the National Association for Public Health Statistics and Information Systems, federal Vital Records Accreditation Workgroup meetings, and U.S. Standard Certificate meetings. Responsible for making presentations related to vital records and their management to providers, stakeholders, and advocates related to policy development and implementation. Represent CDPH at local, state, national, and international forums dealing with vital records and statistics.

- 10% Collaborates with Centers/Divisions/Offices (C/D/Os) across the Department to ensure coordinated and complementary efforts to obtain and maintain equitable, accurate, and timely access to vital records. Collaborates with C/D/Os to ensure the generation of equitable, accurate, and timely vital statistics in support of C/D/O program and policy goals.
- 10% Provides professional review of data, studies, educational materials, and reports generated by the VRSD to ensure compliance with CDPH policies, existing law, public health requirements and overall quality control requirements.
- 10% Represents the Department before the Legislature, the media, and public on issues relevant to the VRSD. Advises the CDPH Director and State Public Health Officer, CalHHS Secretary, and the Governor's Office on policy and legislative matters pertaining to vital records and statistics. Participates on CDPH senior leadership teams and assists with development and implementation of department-wide strategic priorities and initiatives. Conducts special projects that are highly sensitive or subject to controversy.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as required or 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: CB

Date: 6/10/25