

DUTY STATEMENT

Employee Name:	Position Number: 580-201-7500-002
Classification: Career Executive Assignment A	Tenure/Time Base: Non-Tenured/Full-Time
Working Title: Assistant Deputy Director	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

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by managing the day-to-day operations of the Vital Records and Statistics Division (VRSD) which encompasses the Vital Records Registration Branch (VRRB), the Vital Records Issuance Branch (VRIB), the Research and Analytics Branch (RAB), and the Operations Branch (OB). The Assistant Deputy Director (ADD) serves as the primary advisor to the Deputy Director on issues facing VRSD and its programs. The ADD also plans, implements, coordinates, evaluates, and manages the programs under VRSD. The ADD serves as an integral component in the formulation of policy to align with the mission of the Department. The ADD, when designated, serves as a backup to the Deputy Director when conducting business with the Legislature, other state departments, and private partners on VRSD issues involving vital records, and vital statistics as they relate to VRSD.

The incumbent works under the general direction of the Deputy Director of VRSD.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Under the general direction of the Deputy Director, this position exercises broad independent judgment and decision-making authority in overseeing the day-to-day operations for the VRRB, VRIB, RAB, and the OB including human resources, budgets, contracts, procurements, legislation, regulations, state policy, and strategic planning. The ADD shares direct responsibility with the Deputy Director for the overall management of the VRSD, ensuring program compliance with departmental policies. Additionally, the role drives continuous quality improvement for existing programs, and develops new programs to meet emerging needs, with a focus on creating and implementing initiatives and policies that enhance both new and existing programs.
- 25% Works in partnership with the Deputy Director to develop and implement statewide public health policies and programs in areas of vital records, vital statistics, internal and external data sharing, and other strategic initiatives. Guided by the VRSD's overarching objectives set by the Deputy Director, the ADD identifies high priority policy and administrative issues and takes independent action as needed. For decisions with significant Departmental and Statewide impact, the ADD consults with the Deputy Director to ensure alignment. Collaborates with the Information Technology Services Division and external contractors to manage VRSD data systems and applications, including those within the California Integrated Vital Records System.
- 20% Collaborates with VRSD staff, other public health entities within the Department, state departments and agencies, federal officials, and external partners to ensure VRSD activities are well-coordinated, complementary and aligned with measurable outcomes that reflect the Department's mission and vision. Delivers presentations on VRSD initiatives to internal and external partners, healthcare providers, stakeholders, and advocates, focusing on policy development and implementation. Represents VRSD on workgroups and committees, including the Department Operations Improvement Team and the California Integrated Vital Records System Steering Committee and creates or sponsors additional workgroups as needed. Participates in state and national conferences to ensure CDPH remains at the forefront of data operations and information technology solutions in support of vital records and vital statistics services.

- 10% At the request of the Deputy Director and CDPH Directorate, conducts or coordinates evaluations of various CDPH programs to assess program effectiveness, control costs, and analyzes the cost-benefit of strategies aimed at enhancing program performance and customer service. Performs due diligence exercises to ensure VRSD and CDPH compliance with statutory, regulatory, and state policy requirements. Convenes and supports advisory bodies of experts to ensure that VRSD’s plans incorporate best practices and the latest insights from the broader healthcare community, particularly regarding system performance improvement.
- 10% Leads special projects involving highly sensitive subject matter, such as delivering confidential data files to federal partners, publishing annual reports like the County Health Status Profiles, and producing statutorily required reports, including those mandated by the End-of-Life Option Act. Collaborates with branch leadership to manage special projects within branch programs. Oversees the preparation of project status updates, presentation materials, and briefing documents for initiatives, programs, and issues within VRSD.

Marginal Functions (including percentage of time)

- 5% 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: V.P.
 Date: 4/8/2026