DUTY STATEMENT

Employee Name:	Position Number: **580-221-4800-909**
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Supervisor, Policy and Amendment Review Unit	Work Location: 3701 N. Freeway Blvd, Sacramento, CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Vital Records and Statistics Division	Branch/Section/Unit: Vital Records Issuance Branch Amendment Section Policy and Amendment Review 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 supervising staff that amend and maintain permanent records of every birth, death, fetal death, and marriage occurring in California.

The Supervisor I (Sup I) has an overall responsibility to plan, organize, direct, and coordinate the Policy and Amendment Review Unit (PARU) of the Amendment Section (AS), Vital Records Issuance Branch (VRIB). The position performs high-level tasks related to amendment requests such as facilitating process improvement, maintaining relationships with counties and administrative staff, and

overseeing legislative tasks and promulgation or regulations related to amendments. Directly manage the PARU performing policies and procedure related tasks through subordinate Analysts, Supervising Program Technicians II, and Program Technicians II/I. Up to 5% in- or out-of-state travel may be required.

The incumbent works under the general direction of the Supervisor II (Sup II), Supervisor of Amendment Section.

Special Requirements

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

Essential Functions (including percentage of time)

35% Plan, organize, and direct the work of the PARU so that the Unit carries out its mission accurately and within specific time constraints. These time constraints are established in contracts with the Federal government, by State statute, or by customer acceptance of a given level of timely service. Lead the analysis team and manage the operations of the Rejection Processing Team (RPT), which includes reviewing all amendment requests to ensure they meet the necessary requirements. If a request does not comply with these requirements, the team provides the customer with specific reasons for rejection, along with guidance on the additional supporting documents needed to complete their request. Oversee and lead legislative analysis, drafting legislative concepts, and promulgating regulations; developing and implementing policies, procedures, and standards of amendments to vital records such as birth, death, and marriage, Court Order Name Change, Gender Corrections, and Gender Reassignment, Court Order Delayed Birth, Death, Fetal Death, Marriage, Adoptions, and Amendment of Parentage. Regularly monitor for continuous improvement to increase accuracy, efficiency, and equity. Develop and maintain collaborative and effective working relationships with the Amendment Unit (AU) and local agencies concerned with the collection, maintenance, and processing amendments of vital records. This includes ongoing communication and coordination with entities that may include, but are not limited to, Department of State (including the Passport Agency), Department of Homeland Security (including Citizenship and Immigration Services and the Transportation Security Administration), Department of Motor Vehicles, and Secretary of State.

35% Regularly monitor and respond to inquiries and activities related to amendments to vital records. Evaluate and develop proposed modifications, procedures, and program alternatives to improve accuracy and timeliness in providing records. Collaborate with the AU team to regularly update and disseminate policies and procedures and ensure training materials are current and comprehensive. Responsible for setting Unit priorities in alignment with Department and Division priorities, and for providing oversight, training, coaching, development, and evaluation to subordinate staff. Provide recommendations to the Section Supervisor and performs the

duties of the Section Supervisor as a backup, when needed. Through subordinate analysts and amendment specialists, responsible for creating statewide vital record files from records or amendments of individual vital events received from 61 registration districts. Maintain statewide vital records indexes of all 50 million vital events currently registered. Provide individuals and organizations certified copies of amended vital records and volume, noncertified copies needed for statistical analysis of health issues.

15% Maintain working relationships and coordinate activities with the following:

- Local registrars, county clerks, and county recorders in all California counties: Ensure uniform compliance with statutes affecting amendments of vital records through frequent contact at all levels, including providing copies of records that are missing from county databases, reviewing/redacting records issued by counties from the statewide database, or providing copies of records that have been amended or established through various registration methods at the state levels (i.e., adoption, paternity establishment, delayed or court order delayed). Provide periodic orientation seminars and tours for newly appointed county staff.
- Departmental Business Services related to office space, telecommunications, equipment, supplies, and maintenance.
- Human Resources Division regarding hiring and personnel management, including grievances and disciplinary action, classification, and bargaining unit contract issues.
- National partners working with vital records.

10% Select, evaluate, and train subordinate Analysts, Supervising Program Technicians II, and Program Technicians II/I to implement existing and revised procedures to ensure or improve overall efficiency of vital records operation. Evaluate the performance of subordinate analysts. Recruit personnel to fill vacant positions.

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: 10/29/26