DUTY STATEMENT

Employee Name:	Position Number: **580-221-9928-901**
Classification: Program Technician II	Tenure/Time Base: Limited Term/Full-Time
Working Title: Vital Records Technician	Work Location: 3701 N. Freeway Blvd, Sacramento, CA 95834
Collective Bargaining Unit: R04	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Vital Records and Statistics Division	Branch/Section/Unit: Vital Records Issuance Branch Issuance Section Compliance and Copy Processing 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 amending and maintaining the permanent records of birth, death, fetal death, and marriage occurring in California.

The Program Technician (PT II) will assist with the review and evaluation of complex incoming requests for vital records and certified copies of vital records to determine and initiate appropriate disposition. The incumbent will assist in duties of a technical nature in searching, scanning, batching, imaging, document retrieval of records from film, printing to security banknote paper, and quality

checking of vital records to ensure compliance with State policies as reflected in statute, regulations, and office procedures.

The Program Technician (PT II) processes complex amendments to birth, death, fetal death, and marriage records. The PT II will learn and apply detailed knowledge of all types of amendments, including Adoption, Acknowledgement of Paternity, Adjudication of Parentage, Court Order Name Change, Gender Reassignment, Gender Error, and a variety of other amendment forms. Reviews legal documents for compliance with Health and Safety Code requirements, and discusses the application of these requirements effectively with county staff and members of the public, including judges, legal aid advocates, etc. The PT II performs the more difficult program specialist work at the journey level. Up to 5% travel may be required.

The incumbent works under the general supervision of the Supervisor I, Supervisor of the Compliance and Copy Processing Unit.

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)

40% Process emergency copy and amendment requests for birth, death, fetal death, and marriage records according to applicable provisions of the Health and Safety Code, Government Code, Code of Civil Procedure, Family Code, and departmental policies and procedures and issue certified copies. Prepare new records after adoption, gender reassignment, gender error, acknowledgement of paternity, or adjudication of facts of parentage. Determine whether the application package has been submitted and completed correctly pursuant to statute and whether the documentation provided is sufficient. Verify that court orders are complete and meet legal requirements. Provide timely and consistent follow-up to advise applicants of needed corrective action if the application package is incomplete or not acceptable. Generate sealing notices to local offices as well as rejection packets to be sent to customers. Ensure timely follow-up on application packages and customer inquiries via phone and email correspondence. As part of the registration process, update electronic records with new information and apply amendments.

25% Search, scan, batch, and image applications; review and evaluate all incoming requests for amendments to vital records and certified copies of vital records to determine and initiate appropriate disposition. Batch then scan requests into the Center Request Tracking System (CRTS).

25% Use information from CRTS and the Certificate Processing Team to initiate the process for making certified copies of vital records. Use various media to produce the copies on banknote

paper. Ensure the barcode on the banknote paper is matched (assigned) to the barcode on the original request and reconcile banknote paper usage.

5% Travel to Local Assistance Centers (LACs) and Disaster Recovery Centers (DRCs) to assist residents with replacing vital birth, death, and marriage records that are lost or inaccessible due to natural disasters. Provide residents with resources on how to obtain other vital documents such as passports, social security cards, and driver's licenses.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as 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: HH
Date: 9/30/26