



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
8/2/2024

This position is:

- ☐ Classified
☐ Unclassified
☐ Executive Service
☒ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Oregon Public Health Division

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Business Operations Manager 2
- b. Classification No: X7084 c. Effective Date: 7/1/2009
- d. Position No: 1004244 (Workday No 000000031122)
- e. Working Title: Systems, Records Management and Statistics Manager
- f. Agency No: 44300
- g. Section Title: Center for Health Statistics
- h. Employee Name: vacant
- i. Work Location (City — County): Portland – Multnomah
- j. Supervisor Name: Jennifer Woodward
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☒ Exempt If Exempt: ☒ Executive ☐ Professional ☐ Administrative
☐ Non-Exempt
- m. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

Oregon Health Authority

The Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. The agency is comprised of eight divisions: Agency Operations, Equity and

Inclusion, External Relations, Fiscal and Operations, Health Policy and Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and oversight body of OHA and is responsible for working towards comprehensive health reform in our state. The nine-member board is comprised of community members from across the state who have an interest in health and health care and have strong relationships with the communities they represent.

OHA Vision: A healthy Oregon.

OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

To fulfill OHA's vision and mission, the agency is developing a strategic plan with a single overarching goal: eliminate health inequities in Oregon by 2030.

OHA definition for Health Equity:

Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances.

Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address:

- *The equitable distribution or redistribution of resources and power; and*
- *Recognizing, reconciling and rectifying historical and contemporary injustices.*

Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

The Center for Health Statistics

The Center for Health Statistics is the State of Oregon's vital records and statistics program operating under the State Registrar. The Center for Health Statistics functions within the Center for Public Health Practice under Oregon's Public Health Division and is responsible for registering, certifying, amending, and issuing Oregon vital records. This program has been identified as mission critical for the Public Health Division

"Vital record" means a report of a live birth, death, fetal death, marriage, declaration of domestic partnership, dissolution of marriage or domestic partnership and related data that have been accepted for registration and incorporated into the official records of the Center for Health Statistics. The Center for Health Statistics is an ongoing operation or function that encompasses the agency's mission, objectives, and goals and has a clearly identifiable statutory and budget authority under Oregon Revised Statute 432, which requires that all vital events be permanently recorded and registered by OHA. These are the legal records documenting a vital event and, in the case of birth certificates, are the primary documents used to establish identity.

The Center for Health Statistics is responsible for:

- Maintaining approximately 6.5 million vital records. Birth and death records have been filed with the state since 1903 and fetal death records since 1919. Marriage records have been filed since 1906 and divorce records since 1925. Approximately 130,000 vital events occur in Oregon each year and must be registered with the state.
- Completing legal changes to vital records that must be documented and tracked. Approximately 36,500 changes to vital records occur annually.

- Issuing certified copies of vital records to customers who need these legal documents to complete essential life tasks. Approximately 141,000 certificates are issued annually.
- Compiling and analyzing the data from vital records. This data is used at the state and national level for program planning and policy development. The Center for Health Statistics is the primary source of data used for measuring key health indicators found in many health indicators projects and state and national health assessments to identify and address health inequities.
- Maintaining and modernizing the electronic vital records system known as OVERS (Oregon Vital Events Registration System). This mission critical system provides a secure web-based environment that supports robust, stable, and flexible operations for all vital records and statistics operation in the state.
- Engaging our partners to ensure the state has a strong vital records and statistics system by providing training, publishing monthly newsletters, maintaining our web site, completing reviews, and sharing information on all new laws, policies and procedures related to vital records.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to provide oversight and direction to three unique programs in the state- Vital Statistics, Oregon Vital Events Registration System (OVERS), and Records Management. The Vital Statistics program is the state's program that is responsible for compiling, analyzing and reporting Oregon's vital statistics. The OVERS program is the state's program that is responsible for developing and maintaining Oregon's electronic vital events registration system. The Records Management Program is the state's program that is responsible for review, registration, quality assurance and preservation of Oregon vital records. This position plans, organizes and manages the operations of the three programs. This position manages the operations and resources for the national vital statistics program Oregon's Vital Statistics Cooperative Project (VSCP) Director. This position also acts as Deputy State Registrar and State Registrar as needed.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

% of Time	N/R/NC	E/NE	DUTIES
10%	R	E	Deputy State Registrar <ul style="list-style-type: none"> • Act a Deputy State Registrar. Complete specific tasks outlined on ORS 432.030 Duties of State Registrar that have been delegated by the State Registrar. The duties under ORS 432.030 are • (a) Administer and enforce the provisions of this chapter and the rules adopted under this chapter, and issue orders for the efficient administration of the system of vital statistics.

			<ul style="list-style-type: none"> • (b) Direct and supervise the system of vital statistics and the Center for Health Statistics, and be custodian of its records. • (c) Provide for the confidentiality and security of the system of vital statistics. • (d) Direct, supervise and control the activities of all persons engaged in activities pertaining to the operation of the system of vital statistics. • (e) Develop and conduct training programs to promote uniformity of policy and procedures throughout this state in matters pertaining to the system of vital statistics. • (f) Prescribe, furnish and distribute the forms required by this chapter or the rules adopted under this chapter, and prescribe other means for transmission of data, including electronic transmission of data, to accomplish the purpose of complete, accurate and timely reporting and registration. • (g) Prepare and publish reports of vital statistics of this state and such other reports as may be required by the Oregon Health Authority. • (h) Provide to local health agencies information derived from reports and records required under this chapter that the state registrar determines is necessary for local health planning and program activities. • (i)(A) Prepare a plan to provide for the continuity of operations of the system of vital statistics in the event of an emergency. • Designated as acting State Registrar in the absence of the State Registrar PHM3 (position 0000801) or as State Registrar if State Registrar is unavailable to perform duties. Responsible for all duties as outlined in ORS 432 for daily activities of the Center and priorities established in Continuing Operations Plan should plan be activated.
10%	R	E	<p>Management and Supervision</p> <ul style="list-style-type: none"> • Perform management and supervisory functions for three different programs comprised of mid-level professionals and technical level employees who have specific knowledge of vital records and statistics laws, rules and policies. These programs are directly related to the operations of the state and national vital statistics and records systems designated as foundational and mission critical to the Public Health system. a. Set performance goals and deadlines, oversee daily work product and processes, assign and prioritize work, oversee projects, monitor quality and timeliness of work product. Complete performance appraisals and employee development plans. Hold

			<p>responsibility for management tasks in hiring, firing, review of work, and any disciplinary actions.</p> <ul style="list-style-type: none"> b. Direct and provide oversight of different and unique projects and tasks ranging from IT system development and maintenance, data collection and analysis, legislation implementation, data use agreements, and IT contracts. <ul style="list-style-type: none"> c. Oversee and guide continuous process improvement through review of work processes and work products for effective use of staff and other resources. d. Develop and incorporate performance management systems to improve work processes and evaluate staff performance, such as the number and timeliness of records processed, help desk calls taken, data quality corrections, medical amendments processed, or project milestones reached. PLink performance measures to the Center and PHD's Strategic Map and the PHD and OHA performance measurement system. e. Provide opportunities for professional development for individuals and teams, including training, mentoring, and coaching and providing conflict resolution as needed. Recommend training to improve the knowledge, skills and abilities for better performance in present positions and to prepare for possible upward mobility.
20%	R	E	<p>Plan, organize and manage the operations of Oregon's Vital Statistics Program</p> <ul style="list-style-type: none"> • Provide direct management, oversight and leadership of a team of Research Analysts and Mortality Specialists through a lead worker all Vital Statistics program operations. • Provide direction and oversight to ensure that the eight core databases: birth, death, infant death, fetal death, marriages divorces, Oregon Registered Domestic Partnerships (ODRP), Induced Termination of Pregnancy (ITOP), and death with dignity are maintained for statistical analysis according to national and state quality standards. These databases are the only source vital statistics information in the state and are used by researchers, public health programs, state and federal agencies to examine the health of the population and identify health inequities. • Direct and oversee the development of specifications and documentation of data collection instruments, forms, electronic systems, and files for all the vital statistics databases. These specifications must follow national standards so data can be analyzed at the national level.

			<ul style="list-style-type: none"> • Project staffing and budget resources needs related to operations of the program and prepare budget requests for submission in Center's budget. • Guide and support research analysts in developing new statistical methods for presenting data and in implementing new statistical software applications and tools. • Lead and provide oversight on the preparation and publication of vital statistics information. Publications include monthly, quarterly, and annual dynamic dashboards of vital statistics information. • Oversee the analysis of health indicators from vital statistics data used in the State Health Improvement plan, Public Health Accreditation, national Healthy People 2020, Public Health Modernization and other public health assessments occurring in CCOs and local health departments. • Provide information to public health programs, government agencies, and researchers on the appropriate interpretation and application of laws and rules and technical components of vital statistics. • Direct, oversee, monitor and track data use agreements and other requests for data to ensure release of vital statistics data follow Oregon law and rules. Data use agreements and contracts to access vital statistics data are with numerous state government agencies, such as OHA, ODHS, Department of Corrections, Department of Justice, and Oregon State Police. Data use agreements are also with external researchers at Oregon Health Sciences University or Kaiser Permanente for example and public health programs. • Direct and manage the completion of desk manuals and documentation for all operations of the vital statistics program.
20%	R	E	<p>Plan, organize and manage the operations the Oregon Vital Events Registration System Program</p> <ul style="list-style-type: none"> • Provide direct management, oversight and leadership of a team of Program Analysts, Administrative Specialist and Office Specialists through a lead worker all Oregon Vital Events Registration System

			<p>(OVERS) program operations. OVERS is the state's comprehensive electronic system used for completing all work processes for the state and national vital records and statistics systems. Ensure the OVERS system, OVERS help desk, and associated Center business processes are in compliance with ORS 432 and national standards.</p> <ul style="list-style-type: none"> • • Project, prepare and oversee budget for the vendor contracts, grants and other program activities for incorporation of Center's budget. Project staffing needed for incorporation of Center's budget. • Direct, plan, organize and manage OVERS program work with other Center for Health Statistics programs, PHD programs, other state agencies, professional associations, external stakeholders and federal agencies. • Manage additional federal projects that impact the work and processes of the OVERS program. These include the National Center for Health Statistics Vital Statistics Cooperative program to provide national data and the Data modernization grants to implement HL7 FHIR standards for birth and death data. • Manage, monitor and track vendor IT contracts required for operations of the state's vital records and statistics system. These include separate contracts for the state vital records system OVERS, the contract for interoperability with the county clerk marriage systems, and the contract to data exchange with other states. • Direct and manage the completion of desk manuals and documentation for all operations of the OVERS program. • Monitor and Coordinate work of a team of Office of Information Systems staff assigned to OVERS program.
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15%	R	E	<p>Plan, manage and organize the operations Oregon's Vital Records Management Program</p> <ul style="list-style-type: none"> • Provide direct management, oversight and leadership of a team of Office Specialists and an Administrative Specialist through a lead worker all vital events Records Management program operations. (Vital events are births, deaths, marriages, divorces, establishment and dissolution of ODRPs, ITOPs, and fetal deaths that occur in the state). • Direct and oversee the work to ensure that vital events are registered timely and are sufficient to become the legal record of that event according to ORS 432 and national standards • Project staffing and budget resource needs related to operations of the program and prepares budget requests for submission in Center's budget. • Direct and manage the operations of the Vital Statistics Cooperative Program as the Vital Statistics Cooperative Project (VSCP) Director for the state. Coordinate with the Federal Project Officer for federal contracts with National Center for Health Statistics related to timeliness of registration and data quality of vital records. Data files must be transferred according to daily, weekly, monthly, quarterly, and annual deadlines. Oversee, coordinate, and ensure the completion of the timely transfer of vital statistics data files to the National Center for Health Statistics • Oversee the completion of the vital statistics data editing and quality assurance following state and national standards. • Oversee the completion of the timely transfer of vital statistics data files to Social Security Administration according to a federal contract. Birth data must be provided to issue SSNs to babies and death data so that SSA can terminate Social Security payments for person who have died. • Monitor and track contracts deliverables and ensure invoices are processed for federal contracts with the National Center for Health Statistics and Social Security Administration.
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			<ul style="list-style-type: none"> • Direct and evaluate the data quality processes and implement improvements related to the registration of vital records and the collection of vital records data. • Oversee gathering and reporting of performance measurement data related to the timely and accurate completion of work by Records Management Unit staff. • Direct and manage the completion of desk manuals and documentation for registering vital records and records management. • Direct and oversee the organization, storage, scanning and preservation of vital records that are not currently public records.
20%	R	E	<p>Develop and Recommend Policy</p> <ul style="list-style-type: none"> • Develop and recommend new policies and procedures required as part of implementing new laws and rules. • Recommend revisions to policies and procedures as needed. New or changes to policies may impact the work of the Center, Public Health Division, stakeholders and federal agencies. • Review, analyze and track legislative bills that potentially impact the Center's work as well as stakeholders, other state agencies and federal partners. Analyze and assess the impact of national policies that may impact the work of the Center for Health Statistics. • • Assist in writing new administrative rules and laws that pertain to the operations of the Center for Health Statistics and may impact Oregon state agencies, stakeholders, general public, as well as other states. • Engage in national policy discussions related to vital records and statistics. by participating in national community of practice discussions, attending professional associations meetings and trainings, and acting as a subject matter expert on specific areas of vital records and statistics.

			<ul style="list-style-type: none"> • Represent the Center on cross division or agency policy committees related to information technology standards, use of vital statistics for division and agency programs, data modernization and public health modernization to ensure that vital records and statistics laws and regulations are followed. •
5%	R	E	<p>Other Duties as Assigned</p> <p>Participate as a member of the Center for Health Statistics management team in making key decisions related to the operations of the Center including strategic planning and prioritizing projects.</p> <p>Assists in the preparation of the Center's budget and fee setting Participates in forecasting additional funds needed for staffing, equipment, materials, and supplies.</p> <p>Represent the Center for Public Health Practice on Division-wide committees.</p> <p>Support efforts for standards-based interoperability across the Public Health Division, including supporting mutual partners in meeting Meaningful Use and interoperability goals.</p> <p>Represent Oregon on national committees related to vital records and statistics.</p> <p>Participate in implementation of the Continuing Operations Plan when needed, including relocating and reassigning staff if required.</p>
At all times	R	E	<p>Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents, abilities and experiences of others are valued. Consistently treats Tribes, community members, partners, co-workers, vendors, patients and consumers with dignity and respect. Create and Maintain an inclusive environment for all staff.</p>
Ongoing	N	E	<p>Commitment to ongoing personal and professional development on the topics of anti-racism, elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility and development of diverse and inclusive work environments. Participation in equity focused trainings, resource groups, and workgroups.</p>

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SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The work of the Center is mission critical. Due to the nature of the duties for this position, 100% of the work is conducted in the office at the Portland State Office Building located at 800 NE Oregon Street, Portland five days a week during standard office hours. Remote work may occur on occasion in the event of emergency or closure.

Daily use of personal computer and associated local and network environments, telephones, copiers, scanners, fax machines, and other office equipment. Extended time using a computer and sitting at a desk. Limited physical exertion; some light lifting, reaching and stooping. Employee works with confidential and sensitive records and information.

Frequent in-person, telephone, videoconferencing, or written contact with agency and Center personnel, external partners, and the public. Occasional communication with media and legislators. Meetings do occur often and attendance is required.

This position requires the ability to work as part of a team. Work is ongoing and tasks or projects often must be completed simultaneously with short or varying timelines for completion. Employee may need to work overtime on evenings or weekends to meet deadlines or to manage unexpected workload. Employee may have multiple overnight in-state or out-of-state travel.

Employee may be required to use a state vehicle to conduct business; must have a valid driver's license and acceptable driving record or be able to provide suitable alternate method of transportation.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

- Oregon Revised Statutes and Oregon Administrative Rules that pertain to vital records and statistics as well as laws that may impact the work of the Center for Health Statistics.
- DAS, OHA, PHD and Center for Health Statistics policies and procedures related to operations, program management, supervision, budgets, remote work, information systems data exchange,

information security/confidentiality, data use and access agreements, and contracts.

- Profession-specific Standards of Practice and Ethics
- SEIU Bargaining Agreement
- Oregon Public Health Division Strategic Plan
- State Health Improvement Plan.
- Modernizing Oregon's Public Health System
- Ten Essential Services of Public Health.
- PHD Continuity of Operations Plan
- CLHO Standards/Program Elements
- Continuity of Operations Plan
- State, national and professional association guidelines for implementing, maintaining and improving all aspects of vital records and vital statistics systems in Oregon and at the federal level.

b. How are these guidelines used?

Used as references for decision making and technical processes to meet and ensure consistent administration of programs according to Oregon law.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
Staff	In-person, telephone, video conference, or written (letter, email, fax, other electronic)	Supervise staff	Frequent
Center management and staff	In-person, telephone, video conference, or written (letter, email, fax, other electronic).	Communicate and share information. Provide guidance on tasks.	Frequent
Agency personnel	In-person, telephone, video conference, or written (letter, email, fax, other electronic).	Communicate and share information. Provide consultation. Complete tasks.	Frequent
Other Agency personnel	In-person, telephone, video conference, or written (letter, email, fax, other electronic).	Communicate and share information. Provide consultation. Complete tasks.	Frequent
Public Health Division personnel	In-person, telephone, video conference, or	Communicate and share information. Provide consultation.	Frequent

	written (letter, email, fax, other electronic).	Complete tasks.	
OHA Office of Information Services	In-person, telephone, video conference, or written (letter, email, fax, other electronic).	Communicate and share information. Provide consultation. Coordinate project tasks.	Frequent
OVERS Vendors	In-person, telephone, video conference, or written (letter, email, fax, other electronic)	Communicate and share information. Coordinate project tasks.	Frequent
External partners	In-person, telephone, video conference, or written (letter, email, fax, other electronic).	Provide and receive information.	Frequent
General public	In-person, telephone, video conference, or written (letter, email, fax, other electronic)	Provide and receive information.	Frequent
Press/Media	In-person, telephone, video conference, or written (letter, email, fax, other electronic).	Provide information.	Occasional
Legislators and state officials	In-person, telephone, video conference, or written (letter, email, fax, other electronic).	Provide information.	Occasional

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

As acting State Registrar and when completing tasks delegated by the State Registrar, this position is responsible for making decisions that affect all aspects of the operations of the Center for Health Statistics outlined in law and rule as well as all stakeholders, the general public and other state agencies. These decisions have statewide, and potentially, national impact because the Center for Health Statistics is a statewide program that does not occur anywhere else in Oregon and all operations are the responsibility of the State Registrar.

As a manager, this position is responsible for making all management and personnel decisions; and overseeing and authorizing work tasks for daily work as well as special projects. Decisions related to staff affect individual staff, CHS and the State of Oregon as employer.

When directing the Statistics program, this position makes decisions related to the interpretation and application of statutes, rules, policies, and procedures and the impact these have on the collection, editing, statistical analysis and publication of vital statistics data. In addition, this position makes decisions on the operations of the Statistics program and the team of staff working in this program. Inappropriate decisions could result if violation of law, as well as poor quality and late data that is needed for local, state, and national analysis of population health.

When directing the OVERS program, this position makes decisions related to interpretation and application of statutes, rules, policies, and procedures and the impact these have on functionality of the OVERS application. In addition, this position makes decisions on the operations of the OVERS program and the team of staff working in this program. This position makes budget related decisions for the vendor contract. Inappropriate decisions could result in violation of law and failure of the state's mission critical vital records and statistics system.

When directing the Records Management program, this position makes decisions related to the interpretation and application of statutes, rules, policies, and procedures and the impact these have on the statewide system of registering vital records. In addition, this position makes decisions on the operations of the Records Management program and the team of staff working in this program. Inappropriate decisions could result in registering records for persons establishing new identities for fraudulent purposes or inaccurate vital statistics information.

As the lead in the Center for policy development, this position makes major decisions related to the legal operations, policies and procedures of the Center. Inappropriate decisions could result in violation of law and of state and national policies and procedure.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
PHM3 – State Registrar	#801	Status of projects, consultation	As needed	Information exchange
PHM3 –State Registrar	#801	General information updates, consultation and coaching	Weekly	Information exchange, improvement
PHM3 –State Registrar	#801	Formal performance appraisal	Annually	Evaluation for competency/merit

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 19
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?

- ☒ Plan work
- ☒ Assigns work
- ☒ Approves work
- ☒ Responds to grievances
- ☒ Disciplines and rewards

- ☒ Coordinates schedules
- ☒ Hires and discharges
- ☒ Recommends hiring
- ☒ Gives input for performance evaluations
- ☒ Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Registration in the Health Alert Network (HAN) to receive important public health alerts and emergency notifications.

This position is designated as Essential Personnel in the event of an emergency.

Knowledge of:

- Principles and practices of a statewide vital record registration system, including data collection, processing, and retrieval procedures.
- Relevant state and federal laws, statutes, and regulations regarding the collection, reporting, publication, and confidentiality of public health statistics.
- Public health, program management, community relations and public health administration. The field of public health statistics and epidemiology, including demography, statistical methods, and research design, principles, and methodology including data collection and analysis.
- Budgeting, contracting, and financial management processes sufficient to compliance and efficient use of resources.
- Information technology and emerging technologies sufficient to manage and direct the planning and implementation of an electronic registration and certification systems.
- Legislative processes at the state and national level.

Ability to:

- Provide leadership to direct and evaluate program performance, prioritize among responsibilities and coordinate activities of supervisory, professional, and administrative staff.
- Establish and maintain effective working relationships with professional individuals, public and private agencies, political leadership, federal and state agencies, and the general public.
- Effectively persuade clients and stakeholders, negotiate complex and competing relationships, and build consensus to foster cross-functional collaboration.
- Analyze and evaluate program plans related to public health statistics and research, and make recommendations for improvement.
- Analyze, apply and explain laws, rules, policies and procedures.
- Adapt to and facilitate Public Health's emerging role in achieving health equity and health care reform.
- Maintain active membership in the National Association for Public Health Statistics and Information Systems and participate in volunteer, board and committee activities to remain knowledgeable on emerging issues and resources for vital records and vital statistics.
- Understand external needs related to vital records from data partners and data users, assess ability to meet those needs under current law and procedures and design new functionality or processes to meet needs if aligned with Public Health functions and not currently available.

- Promote a culturally competent and diverse work environment.

Skills:

- Demonstrated ability presenting complex data, technical and scientific reports and ideas, clearly and concisely, to a wide variety of audiences.
- Demonstrated ability to provide project management working with vendors and external partners.
- Technology skills to keep all data secure whether working in office or remotely.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type
Lead responsibility for program and budget development for OVERS vendor contract approved by Center for Health Statistics manager (position 801)	\$1 million vendor contract	Other funds
Lead responsibility for program and budget preparation for Statistics, OVERS and Records Management programs approved for Center by Health Statistics manager (position 801)	\$4 million	Other and federal funds
Lead responsibility for program and budget preparation for Federal Data modernization grants approved for Center by Health Statistics manager (position 801)	\$2.8 million	Federal funds

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date



Appointing Authority Signature

08/08/2024

Date