

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DPTLTCHEU57R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) EPIDEMIOLOGY AND POPULATION HEALTH
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division VITAL RECORDS AND HEALTH STATISTICS
5. Working Title (What the agency calls the position) DEPARTMENTAL TECHNICIAN	11. Section VR AND HEALTH DATA DEVELOPMENT
6. Name and Position Code Description of Direct Supervisor STODDARD, DIANA; DEPARTMENTAL SUPERVISOR-3	12. Unit REGISTRATION UNIT
7. Name and Position Code Description of Second Level Supervisor MYERS, LINDSEY A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 333 S GRAND AVE; LANSING, MI 48933 / 8:00 AM-4:30 PM

14. General Summary of Function/Purpose of Position

The function of this position is to collect, compile, code, and review program data for state birth, death, marriage, divorce, parentage, and fetal death records. The position is responsible for monitoring and providing technical support to hospital personnel, funeral directors, medical certifiers, and local registrar personnel statewide for using the Vital Events Registration Application (VERA) and the Electronic Death Registration System (EDRS). The position interprets state statutes related to vital record documents, handling and transmitting data, provides daily telephone assistance for customers outside of the department, and to city, state, and local government personnel. The position serves as a liaison for the department answering numerous external customer inquiries regarding issues of data quality, completeness, and accuracy required for the proper registration of vital records or paternity documents.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 20

Provide technical support to hospital personnel and midwives regarding submission of birth, fetal death and paternity data using the Vital Events Registration Application (VERA) software system.

Individual tasks related to the duty:

- Review and process birth and paternity data as submitted daily by hospitals and midwives using VERA.
- Advise hospitals and midwives of the procedures for proper completion of the birth certificate and parentage acknowledgments in accordance with state laws, rules, and regulations.
- Address and resolve technical software problems encountered by hospital personnel and midwives using VERA.

Duty 2

General Summary:

Percentage: 20

Provide technical support to funeral directors, medical certifiers, and local registrar personnel regarding death data submitted either on hard copy or by using the web-based Electronic Death Registry System (EDRS).

Individual tasks related to the duty:

- Review and process death data as submitted either electronically or on paper.
- Advise funeral directors, medical certifiers, and local registrar personnel of the procedures for proper completion of the death certificate in accordance with state laws, rules, and regulations.
- Address and resolve technical software problems encountered by EDRS users.

Duty 3

General Summary:

Percentage: 35

Responsible for the proper registration of birth, death, marriage, divorce, fetal death, and parentage acknowledgments monthly.

Individual tasks related to the duty:

- Compile, review and evaluate vital record documents for filing, according to state laws, rules, and regulations with strict timeliness requirements.
- Routinely research technical legal questions using state, federal and departmental resources.
- Inform, train, and advise the public, county/city clerks, medical examiners, funeral directors, attorneys, courts, and hospital personnel on issues relating to the proper registration and filing of vital record documents and paternity matters in accordance with Michigan law.

Duty 4**General Summary:****Percentage: 15**

Follow up and complete amendments to pending death records and complete amendments to birth records. Identify and resolve death records needing referral to a medical examiner. Follow up and track unregistered birth, death and fetal death certificates.

Individual tasks related to the duty:

- Timely follow up, tracking and processing of amendments to pending death records by medical examiners.
- Identify and resolve death records that need to be referred to a medical examiner.
- Monitor and track unregistered birth, death and fetal death records.
- Prepare correspondence and review court documents for acceptability to establish parentage.

Duty 5**General Summary:****Percentage: 10**

Various special projects and related work as assigned. May assist other units within the Division for Vital Records and Health Statistics when backlogged.

Individual tasks related to the duty:

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position makes independent decisions relative to internal, professional, and public customers. Must be knowledgeable and capable of researching answers to complex inquiries from various sources. Customers also require interpretation of laws, rules and regulations concerning the registration and filing of vital records and direction regarding the maintenance of data files. These decisions affect various state, federal and local health agencies, Michigan hospitals, funeral homes, physicians and medical examiners, attorneys, circuit and probate court and the public.

17. Describe the types of decisions that require the supervisor's review.

Very few situations require the supervisor's review. Decisions that involve extenuating circumstances or emergency situations may require assistance and/or legal interpretation from the supervisor and/or the State Registrar.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This is a conventional office environment. The work must be accomplished within deadlines. The material being processed is highly sensitive and confidential. Packing, moving and lifting boxes or tubs weighing up to 30 pounds.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Duties include the processing of vital records data and activities related to handling these and other health related reports. Activities are all related to the preparation, development, management, and quality control of data bases developed from vital records.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

There was no prior PD found on file in PARIS or Filenet for this position code. The overall function of the position remains the same and the responsibilities remain the same as other technicians in the unit.

25. What is the function of the work area and how does this position fit into that function?

The Registration Unit serves as the initial incoming source for the registration of all vital record documents and electronic data statewide. Serves as the primary resource responsible for providing support, assistance, and training to hospitals, county/city registrars, probate and circuit courts, health professionals and the public. This position is responsible for performing these functions and must ensure the integrity, confidentiality, and security of all vital record documents.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification.

The employee must possess the ability to deal effectively, efficiently and professionally with people. The employee must also be able to

review a situation, analyze the problem and documentation, and, within the law, regulations and procedures and determine a solution in a short time frame. Customers on the telephone are often upset and difficult to handle. Many situations are distressing and often embarrassing to the customer, and it is essential to handle this type of situation with discretion and a calm matter. As such, this position is designated as being sensitive. Effective letter writing skills are necessary. Software experience is preferred.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

I certify that the entries on these pages are accurate and complete.

LIBERTY IRWIN

Appointing Authority

12/20/2024

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date