

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**STATE REGISTRAR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the present and future professional supervisory position located within the Department of Health and Family Services, Division of Health Care Financing, Bureau of Health Information, which functions as the State Registrar responsible for the Vital Records and State Registrar Section. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This professional supervisory position is located within the Department of Health and Family Services, Division of Health Care Financing, Bureau of Health Information and functions as the Vital Records and State Registrar Section Chief. The position in this classification is responsible for the program management of the vital records and statistics system throughout the state and meets the statutory definition of supervisor contained in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of “supervisor” as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are located outside of the Department of Health and Family Services or which do not function, for a majority of the time, as the State Registrar responsible for the Vital Records and State Registrar Section.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITION

### STATE REGISTRAR

This position is responsible for creating and overseeing policies and procedures for program management of the vital statistics system throughout the state; planning, directing, and monitoring activities in the vital records section in the promotion of Department programmatic goals and objectives; and assuring quality and effectiveness of Section staff and contract staff. The State Registrar is responsible for collecting, filing, and certifying copies of official records for all vital events (birth, death, marriage, divorce, fetal death) in the state; producing disseminating, and publishing data from vital records; administering vital statistics contracts with federal and state agencies; and overseeing vital records registration operations in county offices, city health offices, and on Indian reservations.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-representative positions to describe the State Registrar position. This position was previously classified as an Administrative Officer 2 – Supervisor. This classification specification was modified effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of making a minor correction to assure the specification language and the Data Processing Unit Code matched. The term “management” has been removed from the specification as the position is correctly coded as confidential/supervisory.