

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

VITAL RECORDS PROGRAM SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to professional positions located at the Department of Health Services, Division of Public Health, Office of Health Informatics, which manage the policies and activities of the statewide vital records system. This classification specification is not intended to identify every duty which may be assigned to the position allocated to this classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions working for the Department of Health Services, Division of Public Health, Office of Health Informatics. These positions are responsible for overseeing the policies and activities of the business partners who conduct vital records functions on behalf of the State throughout the State of Wisconsin. Positions allocated to this classification must meet the definition of professional employee as defined in s. 111.81(15), Wis. Stats., as interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definitions of management and/or supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are not engaged for the majority of time in "professional employee" work as defined in s. 111.81(15) (a) or (b), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions that, for a majority of time (more than 50%), perform routine research duties, data analysis, and are more appropriately classified in the Research Technician or Research Analyst classification.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance into this Classification

Employees enter positions within this classification by competition.

II. DEFINITION

This is professional employee work related to the statewide administration of vital records. The positions allocated to this classification are responsible for managing the policies and activities of the business partners who conduct vital records functions on behalf of the State throughout the State of Wisconsin. Duties and responsibilities include managing vital records operations at birthing hospitals, birthing centers, funeral homes, coroner and medical examiner offices, County Clerk and Register of Deeds Offices and the Courts. The positions will work to ensure compliance with vital records laws, policies, and procedures; developing and implementing procedures for completing, filing, registering, amending, storing, retrieving, and certifying vital records, releasing vital records information, and forwarding vital records to other offices, as required by statute; negotiating cooperative procedures and activities between the state office, local registration offices, and other vital records partners and their associations, federal agencies, and national associations; developing proposed legislation, rules, and procedures to provide for the uniform and efficient operation of the statewide vital records system; and implementing statutorily required functions for the statewide vital records system. Work is performed under the general supervision of the External Operations Supervisor and the State Registrar.

III. QUALIFICATIONS

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

IV. ADMINISTRATIVE INFORMATION

This classification was created to describe a position located at the Department of Health Services which is responsible for managing the policies and activities of the statewide vital records system. This classification was created as a result of the Professional Program Support Personnel Management Survey, was made effective October 12, 1997, and was announced in Bulletin CC/SC-73. The position allocated to this classification was formerly classified an Administrative Assistant 5. This classification was modified

effective September 7, 2014, and announced in bulletin OSER-MRS/SC-0375, due to Vital Records implementing a statewide IT system for all business partners around the state to use instead on mailing paper and manually entering data. The need for accurate vital records has increased as agencies use that data to make programmatic policies and changes requiring multiple positions to work around the state with all the business entities and maintain an acceptable use of the new IT system instead of one single position.

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