



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 749.2

Job Title: **REGISTRAR-VITAL STATISTICS**

Pay Grade: 26

GENERAL SUMMARY:

Oversees and manages the registration of all births and deaths within the City of Houston and provides certified copies of these registrations to the public and other agencies.

RESPONSIBILITIES:

- Directs personnel and work activities in managing standard and non-standard registration of all births and deaths.
- Enforces state vital statistics laws and regulations on doctors, hospitals and funeral homes.
- Interacts with local, state and federal agencies regarding laws, policies, procedures and requests for data verification.
- Handles public inquiries and complaints (including media requests) and prepares required correspondence.
- Oversees the conversion of documents and implementation of an automated optical imaging system.
- Works directly with the imaging system for documents only the registrar or deputy registrar are authorized to add/delete.
- Manages the Bureau of Vital Statistics as Bureau Chief. Prepares and oversees policies and procedures and meets with personnel regarding confidential information and questions.
- Handles hospitals and funeral home requests for information on laws and policies.
- Conducts seminars and training for hospitals and midwives.
- Serves on departmental and state committees dealing with vital statistics.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business, Statistics or a closely related field.

EXPERIENCE:

Four years of experience in vital records, statistics or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Deputy Registrar, Vital Statistics
Registrar, Vital Statistics

Effective: October 1990

Revised: March 1992