



Position Number: VDH07992

Unit/Location	Office of Vital Records	Address	2001 Maywill St, Suite 101, Richmond, VA 23230
Role Title	Program Administration Manager	Work Title	Chief Deputy State Registrar
Pay Band	6	Hiring Range	\$105,000 - \$119,123
Open Date	3/14/2023	Close Date	4/10/2023
Moving & Relocation*	Yes	Sign On Bonus	N/A

Job Description:

The Office of Vital Records serves an important public health role. The office collects and provides data which is used to inform public health policy at the local, state, national and international level. In this role, you have the opportunity to serve the community through building relationships with vital record reporting entities, such as funeral homes, hospitals and mid-wives. Through these relationships, you will strengthen the system of vital records by understanding their needs and helping them to more accurately record vital records. This position also serves as the office lead for the regulatory and legislative process and as expert on the application of the Code of Virginia and Regulations governing vital records to unique and interesting cases. The Office of Vital Records is proud of the role we play in the lives of people in our community, and we strive to provide service which surpasses expectations.

Ensures that Office of Vital Records (VR) is in compliance with all applicable legislation and regulations; develops regulations, policies, and procedures; establishes training programs to promote uniformity of policy and procedures throughout the Commonwealth in matters pertaining to the system of vital records (VR); continues to improve and enhance the VR office to capture the relationships with local, state and federal agencies; performs strategic planning, with assessment of national trends and peer state program initiatives for relevance to Virginia; identifies and pursues resources to accomplish goals; anticipates and resolves difficult or complex management problems; understands changes that are planned and facilitates transition; collaborates with others to maintain and enhance the system of VR; attends meetings and conferences to educate advocate groups, governmental agencies and other interested parties on the availability of VR data. Reviews introduced legislation for impact on the system of VR and other aspects of public health; and met with members and staff of the General Assembly and answered questions.

Minimum Qualifications:

- Knowledge of vital records operations; state government; legislative process; wording of court orders; legal aspects of amending vital records; employee relations principles; report preparation; business management and concepts; relevant federal and state laws, regulations and policies; spreadsheet; word processing; email; and planning skills
- Ability to organize and lead a staff in a high volume, customer focused, confidential data-driven environment; communicate orally and in writing to individuals and groups at many educational levels; resolve problems in adversarial situations; set and evaluate priorities; provide consultation; implement programs; manage resources to maximize service delivery; analyze and interpret data; delegate assignments; pay attention to details;

develop proposals and presentations; use professional judgment and discretion to make sound managerial decisions; clearly explain complex laws and regulations; work both independently and collaboratively with internal and external contacts; and incorporate relevant data for program enhancement.

- Considerable experience presenting at conferences, national meetings, etc.

Preferred Qualifications:

- Graduate degree in public or business administration, public health, health administration, statistics, legal, or related field or equivalent combination of training and /or experience preferred
- Commission as a Notary Public preferred

Special Instructions to Applicants:

- VDH accepts only on-line applications. Apply here at <https://www.jobs.virginia.gov/home>. Faxed, mailed, or e-mailed applications will not be considered. Applications are accepted until 11:59 p.m. on the job closing date. Resume may be submitted in lieu of fully completed application. Please be sure all pertinent work experience is included on your resume.
- It is the policy of the Commonwealth and VDH that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.
- As a V3 (Virginia Values Veterans) organization, VDH honors the Commonwealth's veteran's hiring preference. VDH employees have a shared Code of Ethics, which can be found in the bottom banner of our website: www.vdh.virginia.gov.
- State agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis