

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

State Registrar

SERIES NO.:

6696

MAJOR AGENCIES:

Health

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the state registrar occupation is to administer the statewide gathering, recording, verification, certification & storage of all vital statistics (e.g., birth, death, marriage, divorce, adoption).

CLASS TITLE:

State Registrar

CLASS NUMBER:

66966

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires expert knowledge of agency, state & federal laws, rules & guidelines pertaining to state registry of vital statistics in order to administer statewide gathering, verification & storage of all vital statistics & supervise lower-level staff.

CLASS TITLE: State Registrar	CLASS NUMBER: 66966	BARGAINING UNIT: 022
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs, coordinates & administers gathering, recording & certification of all, statewide vital records (e.g., birth, death, marriage, divorce, adoption), manages overall functions of large (i.e., approximately 70 staff) bureau responsible for overall, statewide vital statistics in accordance with Section 3705 of Revised Code, develops statewide standards of reporting & security of vital records, directs issuance of certified copies of vital records to public, courts, state & city agencies & other interested parties, trains, monitors & oversees all local registrars in all aspects of collection & recording records, participates in development of state health plan & annual bureau's budget, plans & develops bureau's policies, procedures, goals & objectives & supervises Assistant State Registrar, 66965 & other supervisory-level statistical, recordkeeping & paraprofessional staff.

Provides guidance & technical assistance to courts, funeral directors, coroners, law enforcement agencies, doctors, hospitals & local health officials relative to reporting & classifying births, deaths & other vital records; directs & monitors preparation of statewide statistical, morbidity, mortality & rates of incidence reports; directs & monitors activities providing statistical input to national cooperative health statistics system relative to federal support of local & state health care cost sharing.

MAJOR WORKER CHARACTERISTICS:

Knowledge of statistics; business administration, public administration or public health; nosology*; management; supervisory principles/techniques; manpower planning; employee training & development; budgeting; public relations; agency, state & federal laws, rules & guidelines pertaining to state registry of vital statistics. Ability to interpret extensive variety of technical material in books, journals & manuals; deal with many variables & determine specific action; proofread technical materials, recognize errors & make corrections; use research methods in gathering data; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with outside departments, agencies & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Undergraduate core program in one of the following areas; statistics, business administration, public administration or public health; 12 mos. trg. or 12 mos. exp. in state controlled vital statistics with city, county &/or state agency; 12 mos. trg. or 12 mos. exp. in management; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques; 12 mos. trg. or 12 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in manpower planning; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or 6 mos. exp. as Assistant State Registrar, 66965.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires overnight travel to onsite registry locations approximately 15-20% of time.