HEALTH RECORDS MANAGEMENT SERVICE ADMINISTRATOR

DESCRIPTION: Under administrative direction, supervises, manages, coordinates and directs technical and administrative staff in carrying out the operations and activities of the records management service; identifies agency-wide needs, provides expertise, and develops policy related to the collection and administration of records security, storage, retention, and disposal; administers the collection and preservation of records of vital events; identifies needs and allocates resources within the service; sets and communicates goals and objectives for the service; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Provides expertise and technical assistance in records management to the agency relating to record security and storage and development of record retention scheduling and maintenance.

Administers and supervises the maintenance and preservation of vital records for the State.

Directs, monitors and evaluates the reporting procedures of births, deaths, marriages, divorces, fetal deaths, certificates of delayed birth registrations, adoptive birth certificates and abortions to ensure records are filed on a timely basis and are accurate and complete.

Advises and counsels local health departments and county registrars on developing procedures to be followed in recording and reporting statistical data as applied to vital records.

Reviews available evidence and authorizes appropriate completion or correction of vital records to ensure each vital record is accurate.

Supervises staff who query physicians, funeral directors, medical records personnel, county attorneys, county judges and clerks of district courts to obtain omitted or to correct inaccurate information for filed reports.

Confers with and provides technical assistance to funeral directors relative to burial transit permits, disinterment permits, death and fetal death certificates and issues disinterment permits.

Plans organizes, directs and coordinates the preparation of reports requested by federal agencies and others and of special studies and research projects.

Supervises the planning, assigning and directing of work of the staff engaged in preserving and microfilming vital records, receiving money, composing letters as to procedural requirement, issuing and distributing certified copies, coding cause of death from death and fetal death certificates, and serving the public.

Directs the development and implementation of procedures to be followed in utilizing the Russell Soundex indexing system, file searching and data entry processes relating to all vital records.

Develop and implement procedures to ensure consistency in operations of records management service.

Design organizational structure for the service.

Develops statutory language and regulations; evaluates statutes and determines need for changes; prepares fiscal impact statements and testimony; and enforces statutes and regulations related to the service.

Directs maintenance of service operational policies and procedures manual.

Confers with staff department-wide to solve problems and address issues that impact efficiency and effectiveness.

Designs mechanism for staff participation in goal setting for the service.

Designs system that evaluates goals and objectives for the service and ensures coordination with department goals and objectives.

Ensures a performance accountability system is in place and functioning effectively to set goals, develop objectives, and evaluate effectiveness of service, activities, resources and staff.

Develops, implements and monitors service budget, including projecting revenues, approving expenditures, reviewing budget status and coordinating applications for Federal and State funding.

Supports agency strategic planning process by assessing current activities and identifying needs for potential revision of initiatives.

Operationalizes strategic initiative development at the service level.

Resolves problems impacting more than one function within the service or involves other work areas within the agency; confers with staff to address program issues; and coordinates laterally with other work areas for operational planning and problem-solving. Plans, assigns and directs the technical/operational activities of staff to attain goals and objectives and to ensure consistent application of administrative policies, procedures, standards and guidelines.

Selects personnel and delineates responsibilities; develops human resources and assesses training needs.

Provides timely and accurate information to supervisor regarding policy or operational issues that require coordination or resolution at a higher level and proposes solutions to problems identified.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: systems for storage and retrieval of documents; regulations and policies related to public and vital records; organization and operation of state's records management system; current practices and trends in records management; security systems for vital records; the techniques of division program planning and evaluation; source material and guidelines for resolving problems not covered by precedent or established policies; Federal and State laws and administrative regulations governing the division activities, as well as the organizational structure, functions, policies and procedures of the agency; personnel management; human relations; administrative and communication procedures.

Ability to: design and manage effectively complex records storage and retrieval systems; maintain confidential information; interpret and apply multiple laws and policies regarding the confidentiality and release of public and vital records; train agency staff in records management techniques and systems; develop and monitor agency records management policies and procedures; assess staff progress toward achievement of program objectives and adherence with program standards; understand and support management policies and procedures; develop and implement program objectives and performance goals; coordinate administrative and program operations and activities; propose, interpret and apply statutes; apply the principles and practices of administration to government operations; coordinate activities with professional groups and advisory committees.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: the principles and practices of administration including planning, organizing, staffing, supervising, and budgeting; the general techniques of program planning and evaluation; techniques and practices of public relations.

Ability to: present information to groups and individuals by effectively communicating verbally and in writing with persons representing divergent backgrounds, interests, and viewpoints; persuade others to adopt proposals; interpret Federal and State guidelines and integrate these guidelines with program requirements; apply statutes, regulations, policies and procedures; plan, organize and assign work to staff; apply administrative practices and principles; interpret and apply legislation and administrative directives; appraise diversified situations and formulate decisions, recommendations, plans, and policies; train and evaluate staff.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that will enable the individual to possess the required knowledge, abilities and skills. A general qualification guideline would include coursework/training in public administration, health sciences or related field and professional or managerial experience in an agency or organization, including responsibility for planning, implementing, budgeting, monitoring, and/or evaluating a program or service; working with confidential records; and, contact with the public. Prefer Bachelors degree in related field.