**CITY OF LONG BEACH**
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **PUBLIC HEALTH REGISTRAR**

**DEFINITION:** Under general supervision, registers vital records, issues burial permits, and prepares vital statistical data and reports.

**REPORTS TO:** Administrative Officer - Public Health

**EXAMPLES OF DUTIES:**

- Registers and processes birth and death certificates in compliance with State and local laws and regulations;
- Contacts physicians, hospitals and morticians to resolve discrepancies or to secure additional information;
- Issues or denies permits for interment, disinterment, and removal in compliance with legal requirements;
- Prepares and maintains vital statistical data and reports;
- Collects and accounts for fees received for searching records, issuing burial permits and for certified copies of vital records;
- Advises and assists health professional, agencies and the public in matters relating to vital records;
- Ensures a prompt exchange of information and assistance with the County Recorder;
- Maintains a Health and Safety Code Manual with Statuary Provisions as provided by the States Registrar's Office;
- Orders vital records and office supplies;
- Trains and assigns subordinates;
- May conduct training programs for local hospitals, physicians and morticians in regard to State and local laws, regulations, polices and procedures, on the processing and registration of vital records;
- May assist in computer data entry and information collection for the automated vital statistics of births and deaths;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Two years of experience in the use of medical records or reports;
Completion of two courses in human anatomy, physiology, biology, or medical terminology can be substituted for one year of the required experience;
A valid motor vehicle operator license;
Willingness to work weekends and holidays.

**HISTORY:**

Established 07/01/88
Approval/Adoption Dates: 07/28/88 - Human Resources Department