

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VITAL RECORDS QUALITY CONTROL INSPECTOR

POSITION CODE: 48000
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions as program field specialist in Public Health's Vital Records Quality Assurance Program; detects and responds to inaccuracies and offers consultation and training in the preparation and filing of all state birth, death, fetal death, marriage and divorce records; monitors and assesses deficiencies in the reporting process; verifies, and documents unconfirmed violations of state law; explains, educates and interprets the Vital Records Act, rules and regulations, and procedures of the program; exercises considerable independence and initiative when determining the most appropriate means and methods applicable to resolve breakdowns in the Vital Records reporting system. Extensive travel is a characteristic of this classification.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides technical consultation and training while canvassing the local offices of the county clerk, circuit clerk, coroner, medical examiner, local registrar, local health departments, and periodically confers with funeral directors, physicians, chief circuit judges, hospital record personnel and the general public in reference to improvement of record quality; advises on the proper use and completion of the various vital records, certificates and forms.
2. Conducts daily field visits requiring overnight travel for the purpose of monitoring the completeness of registration in assigned areas and arranges meetings with appropriate individuals or groups when necessary in order to offer consultation and to resolve record problems.
3. Investigates probable violations of the Illinois Vital Records Act, ascertains facts and corrects deficiencies when possible, and recommends courses of action; prepares written reports of findings.
4. Applies knowledge of laws, rules, regulations, attorney general opinions, policies and procedures necessary in order to maintain consistency and continuity in the vital records quality assurance program.
5. Develops rapport and maintains effective public relations throughout daily contacts.

VITAL RECORDS QUALITY CONTROL INSPECTOR (Continued)

6. Plans and organizes daily travel activity; speaks to, or assists in presentations to community groups, schools, universities, and professional associations concerning local, state and national vital records systems; assists in planning, organizing, and conducting educational seminars for professional and lay groups. Promotes meetings at the local level.
7. Orients and instructs newly appointed local registration officials relating to their mandated responsibilities; represents the Division of Vital Records to local organizations and participates in meetings of the Illinois Funeral Director's Association, Illinois Association of County Coroners, Illinois Association of County Clerks, and other professional associations.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to either four years of vital records supervisory experience in vital records management or four years of college with courses in liberal arts, political science, business law or related.

Knowledges, Skills and Abilities

Requires working knowledge of a variety of agency rules, regulations, and precedent decisions as they relate to the vital records program, including Vital Records Act, Marriage and Divorce Registration Act, and rules and regulations relating to the Vital Records Act, the Hospital Handbook on Birth and Fetal Death Registration, Funeral Directors Handbook on Death and Fetal Death Registration and Coroners Handbook.

Requires a working knowledge of a wide variety of vital records and certificates.

Requires elementary knowledge of investigations techniques.

Requires ability to establish effective working relationships with local government officials and organizations responsible for the preparation and reporting of vital records.

Requires ability to develop travel plans and to travel extensively throughout the State.

Requires the ability to analyze record problems and independently interpret vital records regulations and policies at the local level.

Requires ability to investigate violations of the Vital Records Act and to prepare written reports of findings and observations.

Requires an appropriate valid driver's license.