

PASQUALE IANNAZZI
REGISTRAR



VINCENT A. CIANCI, JR.
MAYOR

Registrar of Vital Statistics

"Building Pride In Providence"

TO: City Council

FROM: Pasquale Iannazzi, City Registrar, Vital Statistics

DATE: January 23, 1996

SUBJECT: Annual Report For Year Ending 1995

VITAL STATISTICS OPERATIONS ARE AS FOLLOWS:

1. To issue copies of Birth Certificates, Death Certificates and Marriage Certificates, which are requested daily.
2. Issue Marriage Licenses as needed daily.
3. Record, date, alphabetize, update adoptions and complete records that are to be entered into our computer system.
4. Answer daily inquiries from the State Department of Health, Attorney General's Office, State and Local Police Departments, Federal Government agencies such as F.B.I., Internal Revenue, Immigration and Armed Forces, Hospitals, Title Searchers, Funeral Directors and Genealogists.
5. File weekly reports with the Disease Control in Atlanta, Georgia.
6. Process certified copies daily, of mail in, request for Births, Deaths and Marriage Records.
7. Maintain a library of older records in book form (as named above) dating back to the last 100 years.
8. Vital Statistics Personnel consists of the following:

CITY REGISTRAR, who is responsible for the operations of the Department and the Supervisor of its personnel. He must also have complete knowledge of all the duties outlined in the Chief Clerk, Senior Clerk and Vital Statistics Clerks' job functions, and be able to take over any of these duties if it became necessary.

The City Registrar must be knowledgeable of City and State Laws pertaining to Vital Statistics and responsible that all employees are cognizant of these Laws.

CHIEF CLERK, assists the Registrar in the planning and assigning of work to subordinate employees, supervises the training sessions of new employees and instructs new changes in regulations for all employees. Acts as quality control Supervisor for work performed, exercises independent judgement in performance of complex clerical duties, maintains payroll, annual sick leave and vacation time records.

The Chief Clerk must be knowledgeable in all phases of this Department and be able to take over any vacant position if it became necessary. Answer daily inquiries from the State Department of Health, Attorney General's Office, State and Local Police Departments, Federal Government Agencies, such as F.B.I., Immigration, Armed Forces, Hospitals, Title Searchers, Funeral Directors and Genealogists.

SENIOR CLERK, is responsible for the following duties and must have full knowledge of:

1. Processing Birth, Death and Marriage Certificates which are received daily and also the issuance of Marriage Licenses.
2. Copy, date and compile records into books.
3. Prepare records for IBM cards and computer sheets.
4. Supply weekly information to Disease Control Center in Atlanta, Georgia.
5. Process telephone orders and mail received daily.
6. Be prepared to step into all phases of this Department.

VITAL STATISTICS CLERKS, of which we have two (2); they are responsible for following duties and must have full knowledge of:

1. Processing Birth, Death and Marriage Certificates which are requested daily over the counter and the issuance of Marriage Licenses.
2. Copy, date and compile records into books.
3. Prepare records for IBM cards and computer sheets.
4. Answer the telephone and process mail orders received daily.
5. Be prepared to step into all phases of this Department.
6. The Vital Statistics Clerks' job is necessary to facilitate the efficiency in operating the Vital Statistics Department, which has increased substantially in the last few years. All our Clerks are trained to do each others job and maintain continuity in our operation.

The payroll for the Vital Statistics Department was \$136,000 for the Year Ending 1995.

The budget for Material and Supplies - \$13,000.00
Total \$149,900.00 - Expenses.

Income received from this Department at \$12.00 per Certified Copy and deposited in the General Fund at the Collector's Office was \$258,867.00 for Year Ending 1995.

This averages about 1,000 copies issued per month.

IN CITY COUNCIL
FEB 1 1996
READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.
Michael R. Clement CLERK