

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-223-1152-XXX			
DIVISION / UNIT  CMF / Correctional Case Records		CLASSIFICATION TITLE Correctional Case Records Analyst			
		WORKING TITLE Correctional Case Records Analyst			
		TIME BASE / TENURE FT/P	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Solano County		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
<p>The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>					
<b>DIVISION OVERVIEW</b>					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Correctional Case Records Analyst is responsible for practices, policies and procedures of Correctional Case Records established by the Department.					
<b>GENERAL STATEMENT</b>					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Correctional Case Records Supervisor, the Correctional Case Records Analyst (CCRA) prepares, maintains, interprets and manages comprehensive inmate records on all persons committed to the Department of Corrections and Rehabilitation. Performs specialized records functions requiring interpretation and application of state laws, court decisions, and administration policies connected with commitments to correctional institutions and assumes responsibility for calculating inmate release and discharge dates.					
<b>% of time performing duties</b>		<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>			
30%		Calculate release discharge dates pursuant to appropriate laws, release dates. Recalculate release dates according to credit loss/restoration pursuant to disciplinary process. Review court orders regarding additional or deletion of credits, make appropriate recalculation and prepare tentative computation. Calculate release/discharge dates after Board of Prison Terms hearing on policies and procedures. Review additional commitments and calculate tentative Indeterminate (ISL) extended Term, Lifer Hearings. Review Legal documents and sentencing charges, make appropriate recalculation and prepare tentative computations, manually calculate credit earning cases.			
25%		Audit inmate/parolee records for legal and mathematical accuracy. These types of audits include all incoming, transfers, pre-release, pre-board, Public Interest Cases (PIC), and 10 days of inmate/parolee release/discharge dates to ensure accuracy. Audit all cases from the Legal Processing Unit and PC 667(e) cases.			

- 15% Review, interpret and process legal documents to ensure compliance with statutory and policy requirements. As delegated by the Correctional Case Records Supervisor, represents the State of California as an expert witness in routine court proceedings.
- 10% Record appropriate entries in SOMS 'Case Notes'. Post all BPT actions, calculations and recalculations, additional commitments, out to court returnees and release returning from bail bond, changes in release dates, escapes and returns
- 10% Audit all files to be presented to the Board of Prison Terms. Calculate MEPD and Life Term Start Dates. Prepare proper forms to Board Hearing in conjunction with In Re Thompson cases and Enhancements. Interview and/or respond to inquiries from inmates concerning legal status and other records related issues.
- 5% Assist institution/parole staff in interpreting routing inmate parolee legal matters. Certify statutorily required or requested documents for trial purposes. Routinely communicate with courts, Attorney general, County Clerks and Legal Processing Unit regarding specific case issues. Serve on committee as assigned by Correctional Case Records Supervisor/Manager.
- 5% Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend/complete a minimum of 40 hours of In-Service Training annually. Perform other job related duties as needed or required by supervisors.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The following is a definition of on-the-job time spent in physical activities:**

- Constantly: Involves 2/3 or more of a workday
- Frequently: Involves 1/3 to 2/3 of a workday
- Occasionally: Involves 1/3 or less of a workday
- N/A: Activity or condition is not applicable

**Standing:** Occasionally, stands to make photocopies, and talking to other staff members.

**Walking:** Occasionally, has to walk to other areas throughout the Records Dept. to communicate with staff and distribute work.

**Sitting:** Constantly, at a desk or computer table. Sits while entering data into the computer, talking on the phone, performing file reviews and paperwork. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

**Lifting:** Occasionally, lifts items weighing up to 10 lbs.

**Carrying:** Occasionally, carrying items up to 10lbs.

**Stooping/Bending:** Occasionally, stoops/bends, to retrieve from lower shelves or filing cabinets. Slight bending at the waist and neck occurs on an occasional basis throughout the day.

**Reaching in Front of Body:** Frequently, using a keyboard and reaching for various items such as the telephone, materials, documents on and in the desk.

**Reaching Overhead:** Occasionally, reaches overhead to retrieve objects from the top shelf.

**Climbing:** Occasionally, stairwells throughout the institution to get to and from work area.

**Balancing:** Occasionally, when using the step stool.

**Pushing/Pulling:** Occasionally, opening cabinets, desk drawers, or rarely carts.

**Fine Finger Dexterity:** Constantly, writing information onto documents and to type information into the computer, fax machine or telephone.

**Hand/Wrist Movement:** Constantly, uses hands and wrists in handling of documents, files, typing, data entry and writing.

**Crawling:** N/A

**Driving:** N/A

**Sight/Hearing/Speech/Writing Ability:** Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interact with staff, visitors, inmates, law enforcement agencies.

**Machines, Tools, Equipment, and Work-Aids:** Personal computer, telephone, Fax machine, photocopier, shredder, paper cutter, and calculator.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Correctional Case Records Analyst works in a thermostatically controlled office.

Fumes: N/A.

Dust: Occasionally, in work or storage areas.

Odors: N/A

Moisture: N/A

Ventilation: Occasionally, ventilation fans to provide air circulation as needed.

Temperature Extremes: N/A

Surfaces: N/A.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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