

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

|   |  |  |             |                             |
|---|--|--|-------------|-----------------------------|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>California State Prison, Sacramento |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>284-223-1152-xxx |             | MCR / HCR<br>1 / D          |
| DIVISION / UNIT<br><br>C Facility/Records                                       |  | CLASSIFICATION TITLE<br>Correctional Case Records Analyst      |             |                             |
|   |  | WORKING TITLE  |             |                             |
|   |  | TIME BASE / TENURE<br>FT/P                                     | CBID<br>R01 | WWG<br>2                    |
| LOCATION<br>Represa, CA 95671   |  | INCUMBENT  |             | EFFECTIVE DATE<br>4/18/2024 |

**CDCR'S MISSION and VISION**

**Mission**

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

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.

**DIVISION OVERVIEW**

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

**GENERAL STATEMENT**

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 is responsible for calculating and modifying incarcerated persons release and discharge dates, applying credits, enhancements, work credits, policies, and procedures to ensure that incarcerated persons are confined and paroled from prison in compliance with existing laws, new legislation, and imposed sentences. This includes interpretation of appropriate laws and legal documents, researching complex legal directives, as well as processing, maintaining, and controlling incarcerated person/parolee records, and acting as liaison with other units, institutions and agencies. As necessary, the Correctional Case Records Analyst may act as lead person

**% of time performing duties** | **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.**

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|-----------------------------|--|
|                             | <b>ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING (other duties may be assigned):</b>  |
| 35%                         | Audit files on incoming incarcerated persons for appropriateness and completeness, review legal documents, compute/modify release dates and Board of Parole Hearings (BPH) hearing dates, audit outgoing incarcerated persons files for accuracy and completeness, and re-compute release dates and BPH hearing dates. |
| 20%                         | Complete Pre-release and 10 day Parole, Discharge, and Pre-Board audits. Complete Warden Checkout Orders (WCO) for out to court and paroling incarcerated persons. Complete Temporary removal orders for incarcerated persons going out to court.  |
| 15%                         | Re-compute release dates and BPH hearing dates. Answer incarcerated persons correspondence.  |
| 10%                         | Process all legal documents received (Abstracts, Minute Orders, Opinions, etc.), input changes into SOMS, and calculate an accurate time computation.  |

|     |  |
|-----|--|
| 10% | Review and research Work Group changes and credits from Classifications chronos (128G's) in ERMS and SOMS. Ensure release date is calculated correctly.  |
| 5%  | Process holds, wants, and detainers; file Demand for Trial, Motion to Dismiss, and Resolution of Probation. Attend a minimum of 40 hours In-Service-Training/On the Job Training annually. 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. |
|     | <b>NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:</b>   |
| 5%  | Answer telephone calls from counselors, families of incarcerated persons or other agencies.  |

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, 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 |
|-------------------------|----------------------|------|

**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 |
|---------------------------|------------------------|------|

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Either I: Experience: One year of full-time experience in a correctional or mental health setting performing duties in the maintenance, processing, and control of records for persons committed to the jurisdiction of local, State, or Federal correctional agencies. (Experience in California state service applied toward this requirement must have been acquired at the level of Office Assistant II) And Education: The equivalent to completion of one year (30 semester or 45 quarter units) of college education. (An additional year of the qualifying work experience may be substituted for the required education). Or II Experience: Two years of full-time specialized record keeping work experience directly related to the courts, legal processes, or legal procedures. And Education: The equivalent to completion of one year (30 semester or 45 quarter units) of college education. (An additional year of the qualifying work experience may be substituted for the required education).

**LANGUAGE SKILLS:** Ability to read and write English at a level required for successful job performance and to effectively present information, answer questions, or respond to complaints from families, inmates, counselors, attorneys, law enforcement agencies, and management.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; and to compute rate, ratio, and percentages.

**REASONING ABILITY:** Ability to analyze, define, interpret, and take action on various legal documents and court orders; analyze incarcerated person records and recognize and correct discrepancies and irregularities; prepare accurate and concise reports; make sound decisions and recommendations in regard to the records keeping function; provide criminal identification services necessary to the administration of CDCR; disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public; learn and understand a broad range of technical data and apply it to individual cases; follow oral and written instructions; and progressively perform more difficult and analytical tasks in the correctional case record keeping process.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**OTHER QUALIFICATIONS:** Knowledge of determinate and indeterminate sentence and parole laws; purposes, activities, regulations and functions of the CDCR, the Board of Parole Hearings, the Narcotic Addict Evaluation Authority, and the Youth Authority as its operations relate to the CDCR; correctional administration; documents, forms, and process used in the establishment, maintenance, control, and disposition of individual incarcerated persons and parolee records; training methods and planning and conducting in-service training programs. Ability to maintain regular attendance and be punctual.

**SPECIAL DESIRABLE QUALIFICATIONS:** Equivalent to graduation from high school.

**SPECIAL PERSONAL CHARACTERISTICS:** Willingness to work in a variety of correctional settings; capacity for assuming greater responsibility; tact; and willingness to travel when required.

**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 the 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 workday  
Occasionally: Involves 1/3 or less of workday  
N/A: Activity or condition is not applicable

**Standing:** Occasionally - stands photocopying, and talking to other employees.

**Walking:** Frequently - walks to other areas of Records to communicate with staff and distribute work.

**Sitting:** Frequently - sits while entering data into the computer, talking on the phone, and performing file reviews and paperwork. Sitting is intermittent with walking and standing.

**Lifting:** Occasionally - lifts 1 to 10 pounds.

**Carrying:** N/A.

**Stooping/Bending:** Occasionally - stoops/bends to reach documents stored on shelves or in cabinets. Slight bending at the waist and neck occurs on a frequent basis throughout the day.

**Reaching in Front of Body:** Frequently - reaches for materials on and in the desk, or when using the computer or calculator.

**Reaching Overhead:** Occasionally - reaches overhead to retrieve materials or supplies.

**Climbing:** Occasionally - Climbs steps throughout the institution during performance of regular work responsibilities.

**Balancing:** Occasionally - balances when using the step stool.

**Pushing/Pulling:** Frequently - pushes or pulls on desk drawers or file cabinets.

**Crouching/Kneeling:** Occasionally - may crouch or kneel when accessing office supplies from lower shelves.

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - uses fine finger dexterity for use of the computer keyboard, 10-key, typewriter and when writing.

**Hand/Wrist Movement:** Frequently - when using a computer, calculator, typewriter, telephone, fax machine, and sorting documents.

**Hearing/Speech:** Constantly - for communicating with management/employees/law enforcement agencies.

**Sight:** Constantly - for retrieving and reviewing central files, processing paperwork and using the computer.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Correctional Case Records Analyst works in a thermostatically controlled office on linoleum-covered flooring.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Personal computer, telephone, Fax machine, photocopier, shredder, calculator, and scanners.

**COMMENTS:** Work hours are flexible, but are usually for eight hours between 0800-1630, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and by observation of the duties as they are currently performed.

### **GENERAL POST ORDER ADDENDUM**

**Reasonable Modification/Accommodation:** Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCRR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCRR will continue to be deficient with respect to compliance with federal law federal court order.

**Equally Effective Communication:** The ARP and the ADA require public agencies to ensure equally effective communication with inmates, in particular where important interests such as due process, health care delivery,

legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with inmates who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Inmates with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCRR policy require staff to document their determination that the incarcerated person understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

**Tracking:** The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking inmates with disabilities based upon the CDCR Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDCR 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-III's are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

**Inmates with Housing Restrictions:** The ARP requires doctors to generate chronos with physical limitations for inmates verified with certain CDCR 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure inmates are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated person housing. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where inmates are not housed consistent with documented housing restrictions.

**Prescribed Health Care Appliances:** The ARP IV.F.3. provides that inmates shall not be deprived of appliances that were properly obtained while in CDCRR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.