

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>ENTERPRISE INFORMATION SERVICES</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>065-625-1152-005</b>		MCR / HCR
DIVISION / UNIT  <b>OFFENDER MANAGEMENT STRATEGIC OFFENDER MANAGEMENT SYSTEM</b>		CLASSIFICATION TITLE <b>CORRECTIONAL CASE RECORDS ANALYST</b>		
		WORKING TITLE <b>CORRECTIONAL CASE RECORDS ANALYST</b>		
		TIME BASE / TENURE <b>FULL TIME / PERM</b>	CBID <b>R01</b>	WWG <b>2</b>
LOCATION <b>Birkmont Drive, Rancho Cordova</b>		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<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.				
<b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology services for the Department that includes Information Security, IT Procurement, Infrastructure, software development, implementation, and support.				
<b>GENERAL STATEMENT</b>				
Under close supervision of a Strategic Offender Management System (SOMS) Correctional Case Records Supervisor, the Correctional Case Records Analyst (CCRA) is assigned to the SOMS Exception Processing Team (EPT). The EPT will play a key role in the processing, maintenance, and control of the California Department of Corrections and rehabilitation (CDCR) Electronic Records Management System (ERMS) that is the central repository for offender records. The team is responsible for ensuring documents and records are displayed in appropriate offender files and sections of files, including control of confidential documents to ensure integrity of the electronic records in accordance with state and federal laws and departmental policies. The CCRA may also provide support to the development and implementation of ERMS and the Electronic Offender Management Information System (eOMIS).				
<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>			
<b>35%</b>	<b>ERMS FILE MANAGEMENT</b>			
	<ul style="list-style-type: none"> <li>Process requests that come to EPT through ERMS, and utilizing Adobe Acrobat Pro, documents may need to be purged, filed in a different location, or edited in order to comply with CDCR Case Records policies and applicable state laws.</li> <li>The offender records must be corrected to ensure CDCR, BPH and outside agencies have the proper information to conduct their job functions.</li> <li>All requests must be reviewed by EPT, and utilizing legal documents, criminal identification paperwork and Departmental policies ensure the proper placement of the case records files in ERMS.</li> </ul>			
<b>35%</b>	<b>ERMS ACCESS MANAGEMENT</b>			
	<ul style="list-style-type: none"> <li>As requests come in for access to ERMS that are outside what is clearly defined, provide approval and appropriate provisioning to EIS to apply provisioning.</li> </ul>			

<b>15%</b>	<ul style="list-style-type: none"> <li>Where applicable, send the requests through the approval chain to make determination if ERMS access is valid. Document and store all approvals outside of the matrix.</li> </ul>
<b>15%</b>	<p><b>ERMS FILE RESTORATION AND REPORTING</b></p> <ul style="list-style-type: none"> <li>Analyze the files and requests, sent through communication received from ERMS users throughout CDCR, to ensure restoration is appropriate and all other documents, policies and procedures surrounding the removal and restoration have been complied with.</li> <li>Locate and restore documents that have been erroneously removed from ERMS. Documents must be maintained in ERMS in order to comply with State laws, meet time constraints and initiate processes.</li> <li>Analyze records and prepare reports to ensure that ERMS users are using the system in accordance with Departmental Policies, State and Federal Laws and business processes established to maintain electronic case records.</li> </ul> <p><b>OTHER DUTIES AS REQUIRED</b></p> <ul style="list-style-type: none"> <li>Communicate with Departmental staff and provide relevant material to maintain the current record filing procedures. Ensure that ERMS users are complying with CDCR business practices.</li> <li>Participate in the Testing and Development of SOMS and ERMS. Apply Case Records knowledge and interpretation of current laws and CDCR policies towards the approach of developing future modules of SOMS and ensuring the proper implementation of business rules through testing until the release to production.</li> <li>Participate in SOMS project meetings and departmental training. Travel to CDCR institutions and other offices to support SOMS/ERMS implementation activities.</li> </ul>

**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 timeline 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