## CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

x CURRENT

California Inst	CDCR INSTITUTION OR HEADQUARTERS PROGRAM		ER (Agency-Unit-C	lass-seriarj		MCR / HCR		
1	ifornia Institution for Women 086-223-1155-XXX							
DIVISION / UNIT		CLASSIFICATION TITLE						
	Case Records Technician							
	WORKING TITLE							
Business Servio	°es	Case Records Technician						
		TIME BASE / TENURE	CBID	WWG	0	01		
		LT/FT	R04	2	,	′es 🗌 No 🖂		
LOCATION		INCUMBENT	KU4	2				
LOCATION Records		INCOMBENT			EFFECTIVE	DATE		
CDCR'S MISSION	1							
Mission								
	successful reintegration of the individuals in our	care back to thei	r communities	autinned wi	ith the too	ls to be drug-		
	nd employable members of society by provic					-		
	a safe and humane environment.	ing education,	lieatinent, ren	abilitative,				
Vision								
	olic safety and promote successful community re	integration throu	ugh education.	treatment.	and active	participation		
-	and restorative justice programs.			, .		p		
	TO DIVERSITY, EQUITY AND INCLUSION							
The California D	epartment of Corrections and Rehabilitation (C	DCR) and Califor	nia Correctiona	l Health Car	re Service	s (CCHCS) are		
committed to b	uilding and fostering a diverse workplace. We l	elieve cultural o	liversity, backg	rounds, exp	eriences,	perspectives,		
and unique iden	tities should be honored, valued, and supported.	We believe all st	aff should be er	npowered.	CDCR/CCH	ICS are proud		
to foster inclusio	on and representation at all levels of both Depar	tments.						
DIVISION OVER	/IEW							
	HE DIVISION/UNIT FUNCTIONS							
	s Technician (CRT) performs as a departmental l				-			
	teraction with State, City, County, private sec			-				
-	and discharge processes and in compliance with	n State laws, rule	s, regulations,	and departr	mental pol	icies meeting		
statutory require								
	GENERAL STATEMENT							
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS								
Under the close supervision of the Supervising Case Records Technician (SCRT), the CRT performs varied duties of complexity and								
	supervision of the Supervising Case Records Te	chnician (SCRT),	the CRT perfor					
difficulty, relatin	supervision of the Supervising Case Records Te g to processing, maintaining and controlling Inca	chnician (SCRT), <sup>-</sup> rcerated Person	the CRT perform and parolee rec	ords. Act as	s a departr	nental liaison		
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difficulty, relatin on Case Records enforcement an laws, rules, regu % of time performing duties 40%	supervision of the Supervising Case Records Te- g to processing, maintaining and controlling Inca related issues, involving detailed, sensitive, and d other agencies. Duties involve intake, transf lations, and departmental policies meeting state Indicate the duties and responsibilities assigned to the p same percentage with the highest percentage first. <b>ESSENTIAL FUNCTIONS</b> Access Incarcerated Person, parolee and discha and uniformity of Central Files (C-Files) throu Strategic Offender Management System (SC procedures and policies. Ensure accurate dat sort and scan a multitude of documents accor that need immediate action prior to scanning the C-File. Identify, evaluate, interpret, type, actions, and/or dispositions including but not li or law enforcement; other state, federal or loca actions and reports in database for Incarcerated Access, evaluate, enter, update, retrieve, and the Records processes utilizing ERMS, SOMS, Pa System, Live Scan, Lifer Scheduling and T	chnician (SCRT), rcerated Person d extensive intera- er, parole, and co- utory requirement osition and the perce age offender Ce- ugh the Electron MS) database se a entry, prepare ding to Departm in the C-File. Er copy, track, disti- mited to departn al agency docume ed Person or parce maintain accurat role Violation D racking System, d other applicab	the CRT perform and parolee rec action with Stat lischarge proce- nts. entral Files (C-Fi ic Records Mar system. Follow and review off ental policy an issure proper pl ribute, and or p pental forms, re ents and forms. olee file. e data and creat isposition Trac Business Info le systems. Ty	cords. Act as ce, City, Cou sses and in nt on each. Gr le) and main nagement S v C-File sec ender or pa d timeframe acement of prepare a m ports; legal Maintain B te or print r king Systen pormation S	s a departr inty, privat complian roup related ntain integ system (EF curity and arolee files es. Identif scanned of document coard of Pa reports for n, Automa ystem, Ca	nental liaison te sector, law ce with State tasks under the rity, accuracy MS) and the confidential s. Recognize, y documents documents in f documents, role Hearings various Case ated Transfer alifornia Law		

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15%	people, including but not limited to and local law enforcement agencie attorneys, Attorney General's Office Bureau of Prisons, CDCR Headquarte Hearings and Juvenile Justice. Resp average to complex; lifer hearing ca transfers; disciplinary actions; Intak Release Date Notification; Holds, W follow-up. Provide training to other Records functions or as required.	nd/or via telephone, facsimile, or written communica staff at all levels of the institution including contractors, Incarcerated Person family members, victims and U.S. Immigration and Customs Enforcement, Depart rs and field staff including Division of Adult Parole Ope consible to perform tasks associated with one or malendars and schedules; parole revocation process, a e; Pre-Release; Parole and/or discharge; Pre-registra Varrants, and Detainers including Extradition; Out t Departmental staff on ERMS scanning and other train Collect, review, distribute and process mail. Provid- semble information for daily, weekly, monthly, mont	ed staff, as well as state d or next of kin, court, ment of Justice, Federal erations, Board of Parole ore functional areas of nd Incarcerated Person ation, Registrations and o court processing and hing as it relates to Case e back-up to other CRT					
10%	Responsible to perform tasks associated with one or more functional areas of average to complex; lifer hearing calendars and schedules; parole revocation process, and Incarcerated Person transfers; disciplinary actions; Intake; Pre-Release; Parole and/or discharge; Pre-registration, Registrations and Release Date Notification; Holds, Warrants, and Detainers including Extradition; Out to court processing and follow-up. Provide training to other Departmental staff on ERMS scanning and other training as it relates to Case Records functions or as required. Collect, review, distribute and process mail. Provide back-up to other CRT functions. Research, gather and assemble information for daily, weekly, monthly, monthly, quarterly, or yearly reports and special projects.							
5%	Attend a minimum of 40 hours of In-Service Training annually. Provides safety and on-the-job training to other maintenance personnel and Incarcerated Person workers per the Injury Illness Prevention Program (IIPP) requirements. Prepare and submit injury reports on Incarcerated Person workers. Conduct quarterly fire drills for Auto Shop.							
	Coordinate gate clearances, scheduling conference rooms for meetings, scheduling C-File reviews, personnel related tasks, coordinating building maintenance issues, preparing contracts, tracking and or purchasing supplies.							
	Work Week Monday – Friday							
	Work hours: 7:30am – 3:30pm							
SPECIAL REQUIE								
	loes not recognize hostages for bargain s, visitors, nonemployees, and employ	ning purposes. CDCR has a "NO HOSTAGE" policy, and	d all prison Incarcerated					
	· · · · · · · · · · · · · · · · · · ·							
<ul> <li>CONSEQUENCE OF ERROR</li> <li>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.</li> </ul>								
EMPLOYEE'S NAME		EMPLOYEE'S SIGNATURE	DATE					
SUPERVISOR'S STAT		<u></u>						
• I CERTIFY	THIS DUTY STATEMENT REFLECTS CURRENT AN	ID AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF	THIS POSITION					
<ul> <li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</li> </ul>								
SUPERVISOR'S NAM	IE (Print)	SUPERVISOR'S SIGNATURE	DATE					