

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-223-1149-XXX		MCR / HCR 1
DIVISION / UNIT Operations/ Case Records		CLASSIFICATION TITLE Correctional Case Records Supervisor		
		WORKING TITLE Correctional Case Records Supervisor		
		TIME BASE / TENURE PERM/FT	CBID S01	WWG 2
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
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 YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.				
GENERAL STATEMENT				
Under the direct supervision of the Correctional Case Records Manager, the Correctional Case Records Supervisor prepares, maintains, interprets, and manages a comprehensive inmate and parole record program at Folsom State Prison (FSP).				
% 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.		
30%		<p>Supervisory Responsibility Plans, organizes and directs the workload activity of subordinate analytical, technical and clerical Correctional and Parole Records Unit. This includes projecting workload; assigning and reviewing staff work; developing and maintaining performance and workload standards; selecting and training staff; effectively contributing to the Department's affirmative action objectives; and recommending goals and objectives for the Correctional Case Records Unit. Interprets and administers applicable sections of the Departmental Operations Manual, as well as applicable sections of State laws, court decisions, and other administrative policies. Develops and implements procedures related to the specialized work activities assigned to the Correctional Records Unit.</p>		
30%		<p>Complex Correctional Case Records Audits Conducts final audits of inmates released for out-to-court and parole status. Thoroughly reviews all 10-day parole audits. Reviews factors such as sentencing, legal, registration requirements, work incentive and hold/warrant information. Audits Central Files prior to Board of Prison Terms (BPT) hearings for parole consideration. Audits computations on all BPT Revocation Extension Hearings and Revocation Hearings. Makes occasional court appearances on behalf of the Correctional Case Records Manager. Reviews information recorded on the Warden's Check Out Order (CDC 161), and provides authorizing signature that releases the inmate from the custody of the Department.</p>		

071-223-1149-XXX

15%	<p>Correctional Case Records Training Preparation Prepares training agenda and conducts in-service training on Correctional Records Program topics. Contacts Superior Court agencies regarding calculations of inmate release dates. Contacts Attorney General's Office regarding summons and complaints.</p>
5%	<p>Correctional Case Records Appeal Preparation Prepares Inmate Grievance Response at the request of the CCRM.</p>
5%	<p>Management Information Reports Collects and assembles data in the preparation of management information reports related to record processing activity.</p>
5%	<p>Administrative Liaison Responds to internal (CDC) and external (control agencies) inquiries related to the FSP Correctional Case Records Program. Acts as a liaison with various units with FSP, County, State, and Federal agencies, and with judicial courts on complex matters.</p>
5%	<p>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.</p>
5%	<p>Complete other CCRS duties as assigned.</p>

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

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