

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-223-1146-001			
DIVISION / UNIT Associate Warden, Operations Main Records		CLASSIFICATION TITLE Correctional Case Records Manager			
		WORKING TITLE Correctional Case Records Manager			
		TIME BASE / TENURE	CBID S01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 4/1/2024	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</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					
<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>					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Incumbents direct a variety of complex records functions as managers of records units in an institution, parole region, or headquarters office; supervise generally three or more subordinates in the Correctional Case Records series and subordinate supervisory clerical staff; develop research projects for identification of future needs; plan and implement advanced technological systems; has responsibility for accuracy and content of local records and for accuracy of sentence, parole, and release data calculations. Incumbents may also work independently or with a group on (a) local or departmental assignments to conduct surveys and make recommendations related to methods, procedures, and staffing; or (b) systematic audits, to insure compliance with statutory and policy requirements.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Correctional Counselor III/Classification and Parole Representative, the Correctional Case Records Manager will be responsible for the overall operations of the Main Records Office. Duties include but are not limited to the following:					
% 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.				
40%	Plan, organize and direct personnel to ensure accuracy and content of local records and accuracy of sentence, parole and release date calculations; conduct survey and make recommendations related to methods, procedures, and staffing; conduct systematic audits, to ensure compliance with statutory and policy requirements.				
30%	Provide training to local staff on inmate or parolee record matters.				

15%	Oversee and sign-off approval of Central Files (SOMS/ERMS) for inmates due to release to parole ensuring that release date calculations and other areas of the Central Files are accurate.
05%	Act as liaison with Departmental units, County, State and Federal Agencies and with the Courts on more complex matters.
05%	Assist in the recruitment and selections of qualified staff.
05%	Participate in appropriate In-Service Training. Other duties as required.

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.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

CONSEQUENCE OF ERROR

- Example: 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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