

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>CENTINELA STATE PRISON (CEN)</b>		POSITION NUMBER (Agency-Unit-Class-Serial) 403-223-1149-XXX		MCR / HCR	
DIVISION / UNIT  Division of Adult Institutions / California Department of Corrections and Rehabilitation		CLASSIFICATION TITLE Correctional Case Records Supervisor			
		WORKING TITLE Correctional Case Records Supervisor			
		TIME BASE / TENURE FT/P	CBID S01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Central Services – Records		INCUMBENT		EFFECTIVE DATE 03/29/2024	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> 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><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<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>					
The mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.					
<b>GENERAL STATEMENT</b>					
Under the direct supervision of the Correctional Case Records Manager, the Correctional Case Records Supervisor is responsible for the direct supervision and training of Case Records Analysts and Supervising Case Records Technicians and for the indirect supervision and training of the Case Records Technicians.					
<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>			
35%		Supervise and maintain ongoing training for Case Records Analysts and Supervising Case Records Technicians.			
25%		Oversee the review of Central Files upon intake and parole. Audits work done by probationary employees. Responsible for the calculation of the more different cases in compliance with established departmental policy, procedures and case law.			
10%		Act as Correctional Case Records Manager in their absence. Respond to first level appeals. Perform Haygood Hearings. Participate in hiring interviews.			
10%		Answer questions from other agencies regarding inmate's legal status and date calculation.			
10%		Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.			

5%	Court appearances to testify on behalf of Inmates Records via Subpoena process. Fill out performance and probationary reports.
5%	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.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** Assist the other Case Records Supervisor with review of the following Audits: Parole, Mail Community Reentry Program (MCRP), Alternate Custody Program (ACP), Non-Violent Parole Process (NVPP), Youth Offender (Y/O), Senate Bill 260/261; calculation of Proposition 57 Enhanced Credit Earning.

**SUPERVISORY RESPONSIBILITIES:** Provide training and supervision to 15 employees at first and second level of responsibility: Four (4) Correctional Case Records Analysts; One (1) Supervising Case Records Technician; and Twelve (12) Case Records Technicians.

**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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** **Either I:** Two years of experience in the California state service performing the duties of a Correctional Case Records Analyst, at least one year of which must have been at the level of a Correctional Case Records Analyst, Range C. **Or II: Experience:** Three years of experience in a governmental law enforcement or criminal justice setting in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of local, State, or Federal correctional agencies, including one year of supervisory experience. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to a Correctional Case Records Analyst, Range C.) **and Education:** The equivalent to completion of four years of college. (Additional qualifying work experience may be substituted on a year-for-year basis for up to two years of the required college 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, attorney, 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, percentages.

**REASONING ABILITY:** Ability to analyze, define, interpret, and take action on various legal documents and court orders; analyze inmate 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 CDC; 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; plan organize, and direct work of subordinate staff; and plan and prepare personnel, equipment, and supply budgets.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**OTHER QUALIFICATIONS:** Knowledge of determinate and indeterminate sentence and parole laws; purposes, activities, regulations and functions of the California Department of Corrections (CDC), the Board of Prison Terms, the Narcotic Addict Evaluation Authority, and the Youth Authority as its operations relate to the CDC; correctional administration; documents, forms, and process used in the establishment, maintenance, control, and disposition of individual inmate and parolee records; training methods and planning and conducting In-Service-Training programs; and principles of effective supervision. Ability to maintain regular attendance and be punctual.

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

**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 while photocopying, and while talking to co-workers/ supervisor.

**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, or working on various issues at hand. Sitting is intermittent with walking and standing.

**Lifting:** Occasionally - may lift files, folders or binders.

**Carrying:** Occasionally - carry the above noted items within the office.

**Stooping/Bending:** Occasionally - stoops/bends to reach files on lower shelves, or 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 files, materials on and in the desk, or when using the computer, or calculator.

**Reaching Overhead:** Occasionally - reaches overhead to retrieve files, or supplies from the top shelf of the supply room or file cabinet.

**Climbing:** Occasionally - climbs when using the step stool to reach files or forms. 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; hand carts loaded with boxes of central files; or carts full of central files.

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

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - uses fine finger dexterity for computer keyboard, IO-key, typewriter and in 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 and for training new employees. For retrieving and reviewing central files, conducting internal audits, processing paperwork, and using the computer.

**Sight:** Constantly – reviewing 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 Supervisor works in a thermostatically controlled office on linoleum-covered flooring.

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

Sexual Harassment Policy:

*Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010*

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Initial: \_\_\_\_\_

Code of Conduct:

*As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.*

Initial: \_\_\_\_\_

Incompatible Activities:

*Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.*

Initial: \_\_\_\_\_

**COMMENTS:** Work hours are flexible, but usually between 0600-1630 hours, Monday through Friday.

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

**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