

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Centinela State Prison (CEN)		POSITION NUMBER (Agency-Unit-Class-Serial) 403-223-1152-XXX		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions California Department of Corrections		CLASSIFICATION TITLE Correctional Case Records Analyst		
		WORKING TITLE Correctional Case Records Analyst		
		TIME BASE / TENURE P/FT	CBID R01	WWG 2
LOCATION Records Department – Central Services		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				
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 Under the direction of the Correctional Case Records Supervisor, the Correctional Case Records Analyst performs a variety of activities in the specialized area of inmate records, receiving, maintenance, interpretation and disposition. Performs difficult technical work in the processing, maintaining and control of inmate records. Prepares routine documents and records information relating to inmate's commitment for admission, transfers, releases and return to prison and other actions affecting legal status.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Correctional Case Records Analyst is responsible for calculating and modifying inmate release and discharge dates, applying credits, enhancements, work credits, policies, and procedures to ensure that inmates are confined and paroled from prison in compliance with existing laws, new legislation, and imposed sentences. This includes interpretation of appropriate laws and researching complex legal directives, as well as processing, maintaining, and controlling inmate/parolee records, and acting as liaison with other units, institutions and agencies. As necessary, the Correctional Case Records Analyst may act as lead person over other Records Office Staff.				
% 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%	Audit incoming files for appropriateness and completeness, review legal documents, compute/modify release dates and Board of Parole Hearings (BPH) hearing dates, audit outgoing files for accuracy and completeness, and re-compute release dates and BPH hearing dates.			
20%	Complete 60 day to 10-day Parole, Discharge, and Pre-Board audits.			
15%	Process credit restoration applications and credit losses. Re-compute release dates and BPH hearing dates. Answer inmate appeals and correspondence.			
10%	Process all legal documents received (Abstracts, Minute Orders, Opinions, etc.), input changes into SOMS, and calculate an accurate time computation.			

10%

Re-compute release dates according to work group changes into SOMS and calculate an accurate time computation. Review and research Work Group changes and credits from Classifications chronos (128G's).

10%

Process holds, wants, and detainers; file Demand for Trial, Motion to Dismiss, and Resolution of Probation. Attend a minimum of 40 hours In-Service Training / On the Job Training annually. Scan any necessary documents in ERMS as required.

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: None noted.

SUPERVISORY RESPONSIBILITIES: None.

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

EDUCATION and/or EXPERIENCE: **Either I: Experience:** Two years of full-time experience in a correctional or mental health setting performing duties in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of local, State, or Federal correctional agencies. (Experience in California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to an Office Assistant, Range B.) **and Education:** The equivalent to completion of one year (30 semester or 45 quarter units) of college education. (An additional year of the qualifying work experience may be substituted for the required education.) **Or II: Experience:** Three years of full-time specialized criminal case record-keeping experience directly related to the courts, legal processes, or legal procedures. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to an Office Assistant, Range B.) **and Education:** The equivalent to completion of one year (30 semester or 45 quarter units) of college education. (An additional year of the qualifying work experience may be substituted for the required 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, attorneys, 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, and 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.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER QUALIFICATIONS: Knowledge of determinate and indeterminate sentence and parole laws; purposes, activities, regulations and functions of the 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. Ability to maintain regular attendance and be punctual.

SPECIAL DESIRABLE QUALIFICATIONS: Equivalent to graduation from high school.

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

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 talking to other employees.

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, and performing file reviews and paperwork. Sitting is intermittent with walking and standing.

Lifting: Occasionally - may lift office supplies, mail and files.

Carrying: Occasionally - to move the above noted items short distances within the office.

Stooping/Bending: Occasionally - stoops/bends to reach boxes 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 binders/research materials or supplies from the top shelf of the supply room.

Climbing: N/A

Balancing: N/A

Pushing/Pulling: Frequently - pushes or pulls on desk drawers or file cabinets, hand carts loaded with boxes of scanned documents.

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

Crawling: N/A

Fine Finger Dexterity: Frequently - uses fine finger dexterity for use of the computer keyboard with an IO-key, and when writing.

Hand/Wrist Movement: Frequently - when using a computer, calculator, telephone, fax machine, and sorting documents.

Hearing/Speech: Constantly - for communicating with management/employees/law enforcement agencies.

Sight: Constantly - for retrieving and reviewing central files with ERMS and SOMS computer software programs, processing 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 Analyst 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

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 are usually for eight hours between: 0800 – 1630, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position 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

- 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 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