

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-216-1152-XXX		MCR / HCR 1
DIVISION / UNIT Adult Institutions, Case Records Services, Pre-Board Audit Unit		CLASSIFICATION TITLE Correctional Case Records Analyst		
		WORKING TITLE Correctional Case Records Analyst		
		TIME BASE / TENURE PFT	CBID R01	WWG 2
LOCATION Aerojet Road, Rancho Cordova, CA		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 Correctional Case Records Services is accountable for administering and managing the Statewide Uniform Case Records System. Case Records Services provides departmental and outside law enforcement staff with comprehensive information on which to base critical decisions affecting inmates and parolees. Our goal is to ensure the effectual development, maintenance, and consistency of accurate inmate records via the application of state laws and policies and exceedingly technical sentence calculations.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Correctional Case Records Analyst (CCRA) is directly supervised by the Correctional Case Records Supervisor. The CCRA will perform complex, technical work in processing, maintenance and control of inmate and parolee records. Calculate release dates, apply credits and enhancements, interpret and apply appropriate laws, policies, and procedures, act as a liaison with other units and related agencies. The Pre Board Audit Unit (PBA) Unit will remotely complete the pre-board audit for all offenders statewide serving a determinate or indeterminate term eligible for a parole hearing by the BPH. Responsible to maintain audit compliance of the pre-board audit in accordance with policy. Other type of audits may be completed remotely to assist institutions in preventing backlog or assisting with maintaining caseload as directed.				
% 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.			
35%	Define, interpret, and take action on court commitment orders and BPH decisions. Legal audit of inmate files ensuring proper sentencing ordered by the court. Review all case factors at intake, pre-board, 60-day, Transfer, and 10-day audits. Apply appropriate credit earnings applicable to offense conviction in compliance with Departmental Operations Manual (DOM), California Code of Regulations, Title 15, Penal Code (PC) utilizing policies, statutes, case laws, and professional knowledge, etc., on a daily basis. Review classification actions and properly apply work group changes, credit losses and restorations. Audit inmate records for legal and mathematical completeness and accuracy. Operate a departmental computer to access, enter and retrieve			

	relevant information for pertinent inmate/parolee data (i.e., housing, custody level, release date, etc.) utilizing the Strategic Offender Management System (SOMS), the Electronic Record Management System (ERMS) and the Board Information Technology System (BITS), on a daily basis
35%	Calculate the Minimum Eligible Parole Date (MEPD) pursuant to appropriate laws policy and procedures. Verify the Youth Parole Eligibility Date (YPED) and Elderly Parole Eligibility Date (EPED) for mathematical completeness and accuracy. Verify correct MEPD/YPED/EPED is reflected in the Boards Informational Technology System (BITS). Manually calculate release dates and hearing dates and be able to identify erroneous release dates and correct as applicable.
15%	Conduct other types of audits remotely to assist institutions in preventing backlog or assisting with maintaining caseload as directed. Review inmate/parolee criminal identification history file/rap sheet and fingerprint card to ensure proper recording and appropriate disposition of arrest in compliance with laws, (PC 296, PC 290) statutes.
10%	Attend in-service training and other duties 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.

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 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
---------------------------	------------------------	------