

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>VALLEY STATE PRISON</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>919-223-1149-XXX</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>BUSINESS SERVICES / RECORDS</b>		CLASSIFICATION TITLE <b>CORRECTIONAL CASE RECORDS SUPERVISOR</b>		
		WORKING TITLE <b>CORRECTIONAL CASE RECORDS SUPERVISOR</b>		
		TIME BASE / TENURE <b>P / FT</b>	CBID <b>S01</b>	WWG <b>2</b>
LOCATION <b>CHOWCHILLA</b>		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> 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><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 Correctional Case Records Supervisor (CCRS) supervises analysts who prepare, maintain, interpret, and manage comprehensive incarcerated person and parole criminal case records on all persons committed to the Department.				
<b>GENERAL STATEMENT</b>				
Under the supervision of the Correctional Case Records Manager, the CCRS provides direct supervision to Correctional Case Records Analysts (CCRAs). In the absence of the Correctional Case Records Manager, the CCRS will provide direct supervision to the Supervising Case Records Technician and clerical staff. Coordinates records office functions and monitors systems, production and quality.				
<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>			
25%	Develops procedures and provides direction to CCRAs and supervisory clerical staff. Monitors the results of policies and procedures. Provides training programs for subordinates, implements and monitors work measurement tools. Distributes work assignments as needed. Processes labor relation matters. Approves time off requests and reviews and signs-off attendance records of subordinate staff.			
25%	Performs the final review of the Central File/Electronic Records Management System (ERMS) e-File and Strategic Offenders Management System regarding parole paperwork prior to an incarcerated person's release from custody. Refers discrepancies and irregularities back to the CCRA for follow up and resolution. Provides technical assistance to subordinates in the interpretation of difficult cases related to the processing, maintenance and control of incarcerated person/parolee records. Reviews documents researches problem areas, contacts courts, legal counsel, Legal Processing Unit, Case Records Administration staff, Office of the Attorney General, if assistance is needed in reaching a decision. Makes decisions and discusses with subordinate staff.			
20%	Communicates and interacts with law enforcement agencies, public agencies, and judicial entities regarding highly technical data. Consults with and advises administrators or other staff in matters related to the maintenance, analysis, control and disposition of incarcerated person/parolee records. Represents the Institution in court as a Subject Matter Expert pursuant to PC 969b Packets.			

10%	Renders decisions at the first level incarcerated person/parolee appeals. Conducts hearings pursuant to Haygood v Younger Decisions and renders decisions at the second level of these appeals. Reviews Incarcerated Person Appeal (CDC 602) and C-file. Interviews incarcerated person/parolees. Records decisions and maintains log for statistical purposes.
10%	Performs miscellaneous duties consisting of serving on local committees, task forces, Qualifications Appraisal Panels. Writes memorandums and reports as needed. Represents the State of California in court proceedings relating to incarcerated person/parolee matters. Acts as CCRM in his/her absence.
5%	Plans, organizes, directs, and evaluates 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%	Performs 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 incarcerated persons, 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