

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-008-1155-XXX		MCR / HCR
DIVISION / UNIT Parole Case Records		CLASSIFICATION TITLE Case Records Technician		
		WORKING TITLE Case Records Technician		
		TIME BASE / TENURE Perm/FT	CBID R04	WWG 2
LOCATION San Bernardino		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITMENT				
<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> <p>Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
DIVISION OVERVIEW				
<p>The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.</p>				

GENERAL STATEMENT	
<p>Under the close supervision of the Supervising Case Records Technician (SCRT), the CRT performs basic to complex duties related to processing, maintaining and controlling offender records, and carrying out Correctional Case Records functions. As a departmental liaison on Case Records-related issues, the CRT position is involved in detailed, sensitive, and extensive interaction. The CRT plays a key role in intake, transfer, parole, and discharge processes and meeting statutory requirements.</p>	
% 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%	<p>Recognize, sort, and file a multitude of documents according to departmental policy and timeframes. This includes: identifying documents that need action prior to scanning the Documents into ERMS, proper placement of documents in their appropriate ERMS section and order within that section, and knowledge of which documents do not belong in ERMS.</p> <p>Identify, evaluate, interpret, type, copy, track, distribute, and/or prepare a multitude of documents, actions, and/or dispositions, including, but not limited to: departmental forms and reports; legal documents from courts or law enforcement; and other state, federal, or local agency documents and forms. Based on these documents, forms, or reports, initiate or take appropriate action.</p>
20%	<p>Access, evaluate, enter, update, retrieve, and maintain accurate data and create or print reports for various Case Records processes utilizing the Strategic Offender Movement System, Electronic Records Management System, Parole Violation Disposition Tracking System, California Law Enforcement Telecommunications System, and other in-house systems.</p>
10%	<p>Coordinate and interact in person, and/or via telephone, facsimile, or written communication with a multitude of people, including but not limited to: staff at all levels of the institution, including contracted staff; state and local law enforcement agencies; inmate family members; courts; attorneys; Office of the Attorney General; U.S. Immigration and Customs Enforcement; Department of Justice; Federal Bureau of Prisons; and California Department of Corrections and Rehabilitation headquarters and field staff, including: Division of Adult Parole Operations, Board of Parole Hearings, and Juvenile Justice.</p>
10%	<p>Maintain responsibility and perform tasks associated with one or more functional areas of average to high complexity, which include, but not be limited to: Parolee-at-Large (PAL) and Discharge Review (DR)/retain calendar; 969b request; CDC 602 appeals; subpoena logs; Americans with Disabilities Act (ADA) requests; monthly Controlling Discharge Date (CDD) and DR list; ; revocation packets; intake; pre-release; parole, and/or discharge; registrations and release date notifications; holds, warrants, and detainers, including extradition; and out-to-court processing and follow-up.</p>
10%	<p>Provide Back-up to Warrant Unit Call Center</p>
5%	<p>Provide back-up to other CRT functions, provide training to other CRTs, as needed, and act as a lead for projects.</p>
5%	<p>Research, gather, and assemble information for daily weekly, monthly, quarterly, or yearly reports Open mail, identify and distribute the mail. Other duties, as required.</p>
SPECIAL PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> • Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture. 	
SPECIAL REQUIREMENTS	

<ul style="list-style-type: none">• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
<ul style="list-style-type: none">• 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:		
<ul style="list-style-type: none">• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<ul style="list-style-type: none">• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i>• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE