

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 919-223-1154-XXX		MCR / HCR 1
DIVISION / UNIT BUSINESS SERVICES / RECORDS		CLASSIFICATION TITLE SUPERVISING CASE RECORDS TECHNICIAN		
		WORKING TITLE SUPERVISING CASE RECORDS TECHNICIAN		
		TIME BASE / TENURE P / FT	CBID S04	WWG 2
LOCATION CHOWCHILLA		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION, VISION and COMMITMENT

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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.

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.

DIVISION OVERVIEW

The Supervising Case Records Technician (SCRT) is responsible for processing, maintaining, and controlling inmate, youthful offender, and parolee records, as well as supervising Case Records Technicians.

GENERAL STATEMENT

Under the direct supervision of the Correctional Case Records Manager (CCRM), the SCRT is responsible for the training and supervision of the Records Case Records Technicians (CRT's) In addition, the SCRT is responsible for ensuring all policies and procedures are implemented, revised and followed accordingly. The SCRT directs, assigns and assesses the workload of individual employees to ensure legal mandates are met. As an SCRT, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis.

% 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%	Supervises, directs and trains subordinate clerical staff. Evaluates and assists subordinate staff in meeting work commitments, ensures that quality and quantity of work produced meets the standards set by the department. Is responsible for completion of performance evaluations for subordinate staff. Reviews various procedures to ensure compliance with Department policy and regulations. Provides On-the-Job training, and discusses and documents any discrepancies. Monitors sick leave usage and schedules vacation leave. Works with the CCRM and Correctional Case Records Supervisor (CCRS) to create a positive and effective working environment between all Records staff.
35%	Maintains a general knowledge of all phases relating to the maintenance, control, and security of incarcerated person/parolee records. Assists other Institutional staff in matters relating to incarcerated person/parolee

	<p>records. Responds to telephonic communication from public agencies and law enforcement agencies on matters of mutual concern. Maintains the Records Office Tool Log.</p>
10%	<p>Orders supplies and equipment necessary for the operation of the Records Office. Attends supervisory and manager meetings. Scans confidential material into the Central File. Approves time off, reviews, verifies, and signs off on the CDCR 998, Employee Record of Attendance weekly for subordinate staff.</p>
10%	<p>Personnel Management: 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.</p>
5%	<p>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. Attend annual In-Services Training classes and complete annual Learning Management System online classes and other duties as assigned.</p> <p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform others duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the workload.</p>

SPECIAL PERSONAL CHARACTERISTICS

- 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

- 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