

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-223-1149-VAR		MCR / HCR 1
DIVISION / UNIT  Programs/Case Records		CLASSIFICATION TITLE Correctional Case Records Supervisor		
		WORKING TITLE Correctional Case Records Supervisor		
		TIME BASE / TENURE LT/FT	CBID S01	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 6/24/2026
<b>CDCR'S MISSION, VISION and COMMITMENT</b>				
<p><b>Mission</b> 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><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> <p><b>Commitment</b> 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>				
<b>DIVISION OVERVIEW</b>				
<p>The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs, and services for minimum and medium custody incarcerated persons, to aid in their rehabilitation. SCC is responsible for the training and placement of male inmates in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.</p> <p>The Records Office receives processes and maintains incarcerated persons records from intake through parole/discharge. Records strictly adheres to all laws and regulations pertaining to incarcerated persons calculations, legal mandates, and record keeping.</p>				

<b>GENERAL STATEMENT</b>	
<p>Under the direction of the Correctional Case Records Manager (CCRM), the Correctional Case Records Supervisor (CCRS) provides direct supervision to Correctional Case Records Analysts (CCRA) and Supervising Case Records Technicians (SCRT). Coordinates records office business processes, production and provides quality control of these processes.</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>Perform cursory audits of incarcerated individuals who are paroling and digitally sign the Warden’s check out order utilizing the Strategic Oversight Management System (SOMS) database system. Maintain Central Files security and confidentiality procedures and policies.</p>
20%	<p>Conduct on the job training for and give direction to Correctional Case Records Analysts (CCRAs) and Supervising Case Records Technicians (SCRTs) and monitor progress. Oversee the work of various Case Records staff by planning, organizing and prioritizing daily tasks. Monitor workflow and assign work accordingly; maintain integrity, accuracy and uniformity of the information in the incarcerated individuals record through the Electronic Records Management System (ERMS) and the Strategic Oversight Management System (SOMS) database system.</p>
15%	<p>Oversee and provide technical assistance of incarcerated individuals central file audits completed by CCRAs to ensure proper interpretation and application of various written and verbal directives. Utilize all necessary source documents, such as case laws, court decisions, and administrative policies and procedures and resource material including Departmental Operations Manual, California Penal Code, Title 15 etc. to achieve this.</p>
10%	<p>Communicate and interact with law enforcement agencies, public agencies, and judicial entities on highly technical data. Consult with and advise administrators or other staff in matters related to the maintenance, analysis, control and disposition of incarcerated individuals records.</p>
5%	<p>Perform annual and probationary performance evaluations for subordinates under their supervision. Participate in the hiring process of records staff. Oversee staff attendance by approving leave requests and monitoring sick leave usage.</p>
5%	<p>Perform miscellaneous job related duties consisting of serving on local committees, interview panels; write memorandums and reports as needed; represent the State of California in court proceedings relating to incarcerated individuals matters. Act as Correctional Case Records Manager in his/her absence.</p>
5%	<p>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.</p>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>	
<b>SPECIAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

CONSEQUENCE OF ERROR		
<ul style="list-style-type: none"><li>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.</li></ul>		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li><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></li></ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE