

**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) 099-223-1154-VAR	MCR / HCR 1	
DIVISION / UNIT  Programs/Case Records	CLASSIFICATION TITLE Supervising Case Records Technician		
	WORKING TITLE Supervising Case Records Technician		
	TIME BASE / TENURE LTFT	CBID S04	WWG 2
LOCATION Jamestown, California	INCUMBENT		EFFECTIVE DATE 6/24/2026

**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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers male fire camps located throughout California.

The Records Office receives processes and maintains incarcerated people records from intake through parole/discharge. Records strictly adheres to all laws and regulations pertaining to incarcerated people calculations, legal mandates, and record keeping.

<b>GENERAL STATEMENT</b>	
<p>Under the general supervision of the Correctional Case Records Manager (CCRM), the Supervising Case Records Technician (SCRT) performs varied duties of complexity and difficulty related to the supervision of Case Records Technician’s (CRT) in the processing, maintaining and control of incarcerated people records and acts as a department liaison on Case Records related issues with State, City, County and private sector Law Enforcement and other agencies. Duties include intake, transfer, holds, warrants, detainers, Board of Parole Hearings, parole and discharge processes and are in compliance with State laws, rules, regulations and departmental policies 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.
35%	Plan, organize, assign, and direct the work of the CRT engaged in the processing, maintenance and control of incarcerated people records, ensure staff work is accurate and routed to the appropriate area by using computer/manual tracking systems, desk reference manuals, etc. as directed by management, on an on-going basis. Collect and compile data (e.g., statistical reports, backlog reports, etc.) for management staff to review. Prepare, send and receive Electronic Incarcerated People Files via the Secure File Transfer system.
20 %	Enter additional tasks statements Evaluate the training needs and work performance of CRT by using computer and manual tracking systems, desk reference manuals, verbal and written communication skills on an ongoing basis.
10%	Provide cross-training and on-the-job training to CRT to ensure compliance with Departmental policy and operational needs to eliminate backlog by using current desk procedures under the direction of management, as necessary.
5%	With the CCRM, complete the interviewing process of applicants in order to select the most qualified applicant using screening criteria, develop interview questions, and participate as a panel member on an as needed basis per Departmental policy and hiring practices.
5%	Initiate employee progressive disciplinary action in order to correct or improve performance and/or behavior by using written or verbal communication skills in accordance with Title 15, Departmental Operations Manual (DOM), Bargaining Contract Agreement, etc.
5%	Maintain supervisory work files (e.g., leave requests, performance reviews, training records, etc., and complete probationary/annual reports for CRT’s as required by Title 15, DOM, Bargaining Contract Agreement, etc.) on an ongoing basis.
5%	Monitor tool and key control to ensure institutional safety and security using tool and key inventory form and tracking log per institutional policy, on an on-going basis.
5%	Monitor incarcerated people in your immediate area to ensure safety and security of the institution and facility using observation techniques as mandated by DOM and Title 15, as needed.
5%	Complete maintenance work orders to ensure office/building equipment is in proper working order by using manual tracking systems under the direction of management, as needed. Order and keep inventory of office supplies, place orders with the warehouse, and outside vendors.
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.
<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> </ul>	

- 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 incarcerated people, visitors, non-employees, 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 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:**

- *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