

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-223-1154-001,002		MCR / HCR
DIVISION / UNIT Case Records		CLASSIFICATION TITLE Supervising Case Records Technician		
		WORKING TITLE Supervising Case Records Technician		
		TIME BASE / TENURE Perm/ FT	CBID	WWG 2
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2025
CDCR'S MISSION and VISION				
<p>Mission 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>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
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.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Correctional Case Records Manager and Correctional Case Records Supervisors (CCRS), the Supervising Case Records Technician (SCRT) is the working level supervisor. This position supervises Case Records Technicians (CRT) and on occasion, other clerical staff. The SCRT is responsible for the daily clerical functions of the records office, attendance of subordinates, performance evaluations, and problem resolution. Plans for and implements necessary cross coverage during vacancies and absences. Schedule and ensure staff attend annual In-Service Training, and personally attend mandatory annual classes.				
% 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%		Supervise CRT staff and provide on-going training, organize and direct work of subordinate staff. Maintain supervisory files of subordinate staff. Complete probationary reports and annual performance reports.		
20%		Provide and ensure compliance with cross-training schedule. Follow disciplinary guidelines when necessary.		

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15%	Perform the full range of supervisory duties including interviewing and selecting staff; evaluating training needs and performance; assigning work; representing the unit supervised in management staff meetings.
5%	Collecting, compiling, and summarizing data in report form regarding activities in the unit supervised; assisting in the development of workload projections and budgetary resources; reviewing, evaluating, and recommending operating procedures to reflect changes resulting from legislation or other factors.
10%	Act as liaison for Records in dealing with the public, other state agencies and departments, District Attorney, Sheriff’s Office, Police Department and probation department regarding Records issues.
5%	Participate as a member of a task force or work group evaluating business operations or procedures; and personally perform the more difficult work. Personnel Management Plan, organize, direct, and evaluate 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%	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. Other duties as required.

SPECIAL REQUIREMENTS

- **Knowledge of:** Modern office supplies, equipment, and procedures; grammar, spelling, punctuation, and modern English usage; arithmetic; the Department’s purpose, organization, activities, and automated systems; rules, regulations, general organization, and procedures of the California Department of Corrections and Rehabilitation; the Equal Employment Opportunity Program; a supervisor’s role in planning, organizing, and directing the work of subordinate staff; and the principles and practices of budgeting and personnel management.
- **Ability to:** All of the above, and independently apply appropriate sections of the laws, rules, regulations, departmental policies, and procedures to specific situations; write clear and comprehensive reports, and communicate effectively and tactfully with internal and external contacts at all levels; analyze situations accurately and adopt an effective course of action; train new employees and effectively supervise subordinate staff; and contribute effectively to the Department’s Equal Employment Opportunity Program.
- **Special Personal Characteristics:** Willingness to work in a variety of correctional or parole settings; capacity for assuming progressively greater responsibility; tact; read or view potentially graphic or discomfoting information; and work long and unusual hours based on operational needs.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. 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.

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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