

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM North Kern State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 182-000-1146-XXX		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions/Case Records Department		CLASSIFICATION TITLE Correctional Case Records Manager			
		WORKING TITLE Correctional Case Records Manager (CCRM)			
		TENURE/TIME BASE PERM or LT/FT	CBID S01	WWG 2	COI Yes ☐ No ☒
		WORK DAYS: MONDAY – FRIDAY		RDO's: SAT/SUN/HOL	
		WORK HOURS: 0800-1630			
LOCATION Delano, CA		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					
Facility Operations Division is committed to ensuring the operation of safe and secure Institutional settings for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority, various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions. The Reception Centers' mission is to safely and securely house and process incoming incarcerated people by compiling and evaluating their criminal records, life histories, medical, dental, physiological, mental health histories, and social histories to determine their custody score and identify any specific placements needs for appropriate institution assignment.					
GENERAL STATEMENT					
Under direct supervision of the Classification & Parole Representative, the Correctional Case Records Manager (CCRM) directs a variety of complex records functions. Directly supervises the Correctional Case Records Supervisors, the Supervising Case Records Technician and maintains indirect supervisory responsibility for the clerical staff in the Records Office. The CCRM is responsible for accuracy and content of local records; responsible for the accuracy of sentence, parole and release date calculations. Also, ensures compliance with statutory mandates for incarcerated people record processing.					
% 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.				
30%	DUTIES: Liaison with departmental counsel, courts, administrators, law enforcement agencies, Attorney General's office, Board of Prison Hearings, and other jurisdictions requiring in-depth analysis of complex issues such as; the				

	application of court decisions on current operations and/or procedures, clarification of Board of Parole Hearings and subpoenas, and show cause orders. Resolve or clarify erroneous legal documents, provide guidance on release on bail, liaison with attorneys for consideration of gate surrender requests.
25%	Supervise subordinate staff in the Records Department. Set expectations regarding training of clerical staff, workloads, and elimination of backlogs. Evaluate duty statements, and ensure desk procedures are in compliance with CDCR policy. Train staff in the records series on the procedures used in the auditing of central files for accuracy, interpretation of court documents, and calculation of release dates, etc.
15%	Review/direct implementation of policy, procedural and legislative statutes; initiate local operations and anticipate their effects on existing workloads. Represent the State of California as an expert witness in court proceedings interpreting legal and other documents when personally subpoenaed/requested. Certify any/all necessary documents. When appropriate, call departmental counsel, Attorney General and meet with District/Attorney General.
15%	Respond to grievances concerning release dates/time computations, and conduct Computation Review Hearings, as required. Attend all appropriate In-Service Training classes
10%	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.

SEXUAL HARASSMENT POLICY:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: _____

CODE OF CONDUCT:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and their families, supervised persons, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

INCOMPATIBLE ACTIVITIES:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage activities for profit using State facilities, materials or time.

Initial: _____

NEPOTISM /FRATERNIZATION POLICY:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25.

Initial: _____

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 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 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

, CCRM

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