

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-223-1154-001	
DIVISION / UNIT CMF / Records		CLASSIFICATION TITLE Supervising Case Records Technician	
		WORKING TITLE Supervising Case Records Technician	
		TIME BASE / TENURE FT/LT	CBID S04
LOCATION Solano County		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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Supervising Case Records Technician is responsible for practices, policies and procedures of Correctional Case Records established by the Department.

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 Supervisor, 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, training and problem resolution. Plans for and implements necessary cross coverage during vacancies and absences.

% 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, trains, assigns, directs and tracks the work of subordinate Case Record Technicians (CRT) to include Out to Court, Board of Parole, Transfers, Video Conference Scheduler, Holds/Warrants/Detainers, and Pre-Release. Provides and ensures compliance with cross-training schedule. Acts as a liaison in dealing with the Division of Adult Parole Operations, Post Release Community Supervision, other state agencies and departments, District Attorney, Sheriff's Office, Police Department and/or probation department, and the public regarding Case Records issues.
35%	

15%	Performs a full range of supervisory duties including maintaining supervisory files, completing probationary reports and annual performance reports, interviewing and selecting candidates for hire; evaluates training needs and staff performance; Takes disciplinary action when necessary; conducts staff meetings, represents the unit supervised in management staff meetings. Ensures staff attends training as required.
10%	Collects, compiles, and summarizes data in report form regarding activities in the unit supervised; assists in the development of workload projections and budgetary resources; reviews, evaluates, and recommends operating procedures to reflect changes resulting from legislation or other factors. Participates with management in evaluating business operations or procedures; personally performs the more complex CRT work when needed. Other job related duties as required.

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

- Example: 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
---------------------------	------------------------	------