

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 095-223-1149-002		MCR / HCR 1/D	
DIVISION / UNIT Business Services / Main Records		CLASSIFICATION TITLE Correctional Case Records Supervisor			
		WORKING TITLE			
		TIME BASE / TENURE PFT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION San Quentin, CA		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
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 TO DIVERSITY, EQUITY, AND INCLUSION					
The CDCR and 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. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.					
CALIFORNIA MODEL					
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the general direction of the Correctional Case Records Manager this position performs more difficult legal and policy interpretations related to processing, maintenance, and control of incarcerated person or parole records.					
% 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 parole tracking system and final parole audit process on all incarcerated people housed in San Quentin's mainline population. Ensure all computations are correct and all paperwork is complete. Prepare and submit monthly early/late release report to the Central Office in Sacramento.				
20%	Supervise, plan, and assign work as needed to appropriate Records staff. Direct supervision of several Correctional Case Records Analysts (CCRA) and one Supervising Case Records Technician. Indirect supervision of several rank and file staff.				

15%	Provide training to the CCRA in areas of time computation and legal interpretations of court documents. Provide training to local staff on incarcerated person and supervised person record related issues.
10%	May have responsibility for a specialized records function or assist a high level administrator who directs a variety of complex record unit.
5%	Act as liaison with departmental units, county, state, and federal agencies, and courts in more complex record related matters. This position may require court appearances and telephone contacts with representatives of other agencies within the criminal justice system.
5%	Responsible for completion of performance reports and other work performance related issues. Participate in testing and hiring interviews for various staff vacancies
5%	Attend all training, meetings, and seminars as needed or required. Meet with Records staff to provide training and disseminate information to appropriate staff. Performs other related duties.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated people, visitors, nonemployees and employees shall be made aware of this.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: Direct supervision of several CCRA's.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Experience: Two years of experience in the California state service

performing the duties of a Correctional Case Records Analyst, at least one year of which must have been at the level of a Correctional Case Records Analyst, Range C. OR: Experience: Three years of experience in a governmental law enforcement or criminal justice setting in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of local, State, or Federal correctional agencies, including one year of supervisory experience. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to a Correctional Case Records Analyst, Range C.) and

Education: The equivalent to completion of four years of college. (Additional qualifying work experience may be substituted on a year-for-year basis for up to two years of the required college education.)

KNOWLEDGE AND ABILITIES:

Knowledge of: Determinate and indeterminate sentence and parole laws; the classification process and purposes, activities, regulations, and functions of the California Department of Corrections, the Board of Prison Terms, the Narcotic Addict Evaluation Authority, and the Youth Authority as its operations relate to the California Department of Corrections; correctional administration; documents, forms, and processes used in the establishment, maintenance, control, and disposition of individual incarcerated person and supervised person's criminal case records; training methods and planning and conducting in-service training programs; information disclosure statutes; California Department of Corrections' automated record-keeping systems.

Ability to: Define, interpret, and take action on legal documents and court orders; analyze records of incarcerated people and recognize and correct discrepancies and irregularities; prepare accurate and concise reports; make arithmetical computations; prioritize workload and meet deadlines; read and write English at a level required for

successful job performance; make sound decisions and recommendations in regard to the record-keeping function; provide criminal identification services necessary to the administration of the Department of Corrections; disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public; learn, understand, retain, and recall a broad range of highly technical data and apply it to individual cases; follow oral and written instructions; communicate effectively with other staff, incarcerated people, and informational sources; operate a personal computer to access, enter, and retrieve information; progressively perform more difficult and analytical tasks in the correctional case record-keeping process.

Knowledge of: All of the above, and the Department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives; principles of effective supervision.

Ability to: All of the above, and plan, organize, and direct the work of subordinate staff and incarcerated people; plan and prepare personnel, equipment, and supply budgets; effectively contribute to the Department's equal employment opportunity objectives.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

REASONING ABILITY: Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

CERTIFICATES, LICENSES, REGISTRATIONS: None noted.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: Familiarity with automated systems.

SPECIAL PERSONAL CHARACTERISTICS: Willingness to work in a variety of correctional settings; capacity for assuming progressively greater responsibility; tack; and willingness to travel when required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Occasionally - to utilize a photocopier, to file, shred, or confer with other staff.

Walking: Occasionally - to access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.

Carrying: Occasionally - to move the above noted items short distances within the office.

Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate

a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: To utilize stairs

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Correctional Case Records Supervisor works in an open office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Correctional Case Records Supervisor may occasionally walk outside to obtain/deliver paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, personal computer, printer, IO-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

COMMENTS: Work hours vary Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

EMPLOYEE'S COMMENTS:

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 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

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