

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Correctional Training Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 101-223-1155-xxx		MCR / HCR 1/D	
DIVISION / UNIT Records Department		CLASSIFICATION TITLE Case Records Technician (CRT)			
		WORKING TITLE Case Records Technician (CRT)			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION Central Facility		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 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					
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 ingenuity are encouraged. Your efforts to Treat others fairly, honestly, and with respect are critical to the success of the Department's Mission.					
GENERAL STATEMENT					
Under the direct supervision of the Supervising Case Records Technician (SCRT), CRT performs basic to complex duties related to, processing, maintaining and controlling incarcerated person (IP) records and carrying out Correctional Case Records functions. As a departmental liaison on Case Records related issues, the CRT position is involved in a technical, detailed, sensitive, and extensive interaction. The CRT plays a key role in intake, transfer, parole, and discharge processes and meeting statutory requirements.					
% 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%		Access an offender electronic central file. Maintain integrity and uniformity of the electronic central files. Follow Strategic Offender Management System/Electronic Records Management. System (SOMS/ERMS) security and confidentiality procedures and policies. Recognize, sort, and scan a multitude of documents according to Departmental policy and timeframes. This includes identifying documents that need action prior to placement in the electronic central file, proper placement of documents in the appropriate section and order within that section, and knowledge of which documents do not belong in the electronic central file. Identify, evaluate, interpret, type, copy, track, distribute, or prepare a multitude of documents, actions, and/or dispositions including but not limited to departmental forms & reports; legal documents from courts or law enforcement; other state, federal, or local agency documents and forms. Initiate reports and take appropriate action based on these documents.			

20%	Access, evaluate, enter, update, retrieve, and maintain accurate data and create or print reports for various Case Records processes utilizing the, Automated Transfer System, Board Information Technology Systems, and California Law Enforcement Telecommunications System and SAFE.
15%	Coordinate and interact in person, and/or via telephone, facsimile, or written communication with a multitude of people, including but not limited to: staff at all levels of the institution including contracted staff, as well as state and local law enforcement agencies, inmate family members, courts, attorneys, Attorney General's Office, U.S. Immigration and Customs Enforcement, Department of Justice, Federal Bureau of Prisons, CDCR Headquarters and field staff including Division of Parole Operations, County Probation, Board of Parole Hearings, and Juvenile Justice.
10%	Maintain responsibility and perform tasks associated with one or more functional areas of average to high complexity which could include but not be limited to: lifer hearing calendars and schedules; IP transfers; disciplinary actions; Intake; Pre Release; Parole and/or discharge; Registrations and Release Date Notifications; Holds, Warrants, and Detainers including Extradition; Out to court processing and follow-up.
5%	Identify and process exceptions reports, i.e. movement and deletion of documents, within the ERMS program.
5%	Collect, review, distribute, process mail received by or sent from the Case Records department. Retrieve and maintain key control, using a state vehicle.
5%	Provide back-up to other CRT functions, provide training to other CRT as needed, and act as a lead for projects.
5%	Research, gather and assemble information for daily weekly, monthly, quarterly, or yearly reports and special projects. Various duties as assigned which may include but are not limited to: coordinating gate clearances, personnel related tasks, ducat IPs, coordinating building maintenance issues, tracking and or purchasing supplies. Supervise IP porters when needed.

SPECIAL REQUIREMENTS

CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison IPs, 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.

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
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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
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