

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison – Corcoran	POSITION NUMBER (Agency-Unit-Class-Serial) 084-223-1152-XXX			MCR / HCR 1
DIVISION / UNIT California Department of Corrections and Rehabilitation Division of Adult Institutions Administrative Services	CLASSIFICATION TITLE Correctional Case Records Analyst			
	WORKING TITLE Correctional Case Records Analyst			
	TIME BASE / TENURE FT/Lim Term	CBID R01	WWG	COI Yes ☐ No ☐
LOCATION Case Records Department	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

Maintaining and processing the control of Incarcerated People Records.

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 Correctional Case Records Analyst will perform difficult technical work in the processing, maintenance, and control of Incarcerated people records, calculate release and discharge dates, apply credits and enhancements. Interprets and applies appropriate laws. Policies and procedures and acts as a liaison with other units and law enforcement agencies.

% 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%	Auditing Incarcerated People Records for legal and mathematical completeness and accuracy (Intake, 120-Day, 10-Day Parole, Court Action Audit, and Release Date Change Notice (RDCN) Audit. Calculate release/discharge dates pursuant to the appropriate laws, policies and procedures. Utilize CDCR databases to conduct audits such as the Strategic Oversight Management System (SOMS), Electronic Records Management System (ERMS), Boards Information Technology System (BITS) and CDCR Dashboards.
30%	Review, interpret and process all legal documents from courts and legal agencies to ensure compliance with statutes and policy requirements.
10%	Sign Out-to-Court Temporary Removal Orders (TRO) and Warden Check Out orders (WCO), review court.

5%	Respond to GA-22 forms from incarcerated people concerning their legal documents, credits applied and calculation of release dates.
5%	Assist institution staff in interpreting routine incarcerated people legal or records matters
5%	Attend In-Service Training, complete all on-line training requirements mandated by CDCR and all other appropriate meetings as required.
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.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated people, visitors, nonemployees 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 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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