

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTINELA STATE PRISON (CEN)		POSITION NUMBER (Agency-Unit-Class-Serial) 403-223-1152-001		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions / California Department of Corrections and Rehabilitation		CLASSIFICATION TITLE Correctional Case Records Analyst			
		WORKING TITLE Correctional Case Records Analyst			
		TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes ☐ No ☐
LOCATION Records Department		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</p>					
DIVISION OVERVIEW					
Under the direction of the Correctional Case Records Supervisor, the Correctional Case Records Analyst performs a variety of activities in the specialized area of incarcerated people records, receiving, maintenance, interpretation and disposition. Performs difficult technical work in the processing, maintaining and control of incarcerated people records. Prepares routine documents and records information relating to incarcerated people's commitment to admission, transfers, releases and return to prison and other actions affecting legal status.					

GENERAL STATEMENT

The Correctional Case Records Analyst is responsible for calculating and modifying incarcerated person release and discharge dates, applying credits, enhancements, work credits, policies, and procedures to ensure that incarcerated people are confined and paroled from prison in compliance with existing laws, new legislation, and imposed sentences. This includes interpretation of appropriate laws and researching complex legal directives, as well as processing, maintaining, and controlling incarcerated person/parolee records, and acting as liaison with other units, institutions and agencies.

As necessary, the Correctional Case Records Analyst may act as lead person over other Records Office Staff.

% 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%	Review and audit all case factors at Intake, Court Action, Legal Mandate, Pre-Board, Pre-Release, and Parole audit, maintain audit compliance in accordance with policy. Define, interpret, and act on court commitment orders and Board of Parole Hearings (BPH) decisions and re-compute/modify release dates and BPH hearing dates. Legal audit of inmate files ensuring proper sentencing ordered by the court. Audit inmate records for appropriateness, mathematical completeness, and accuracy. Operate a departmental computer to access, enter and retrieve relevant information for pertinent inmate/parolee date (i.e., housing, release date, credit earning rate, etc.) utilizing the Strategic Offender Management System (SOMS), the Electronic Record Management System (ERMS) and the Board Information technology System (BITS), daily.
20%	Apply appropriate credit earning rates applicable to offense conviction in compliance with Departmental Operations Manual (DOM), California Code of Regulations (CCR), Title 15, Penal Codes (PC) utilizing policies, statutes, case laws, and professional knowledge daily.
15%	Use the Dashboard – Case Records Triggering Events to process Release Date Change Notice (RDCN) audit review and process credit actions to re-compute release dates and BPH hearing dates. Credit actions consist of credit restoration applications and credit losses, work group changes and program credits (MCC/ECC/RAC/EMC).
10%	Answer inmate grievances, GA-22 and correspondence. Process all legal documents received (Abstracts, Minute Orders, Opinions, etc.), input changes into SOMS, and calculate an accurate release date. Review inmate/parolee criminal identification history file/rap sheet and fingerprint card to ensure proper recording and appropriate disposition of arrest in compliance with laws, (PC 296, PC 290) and statutes.
10%	Calculate Minimum Eligible Parole Date (MEPD) pursuant to appropriate laws, policy and procedures. Verify the Youth Parole eligibility Date (YPED), Elderly Parole Eligibility Date (EPED) and Non-Violent Parole Eligibility Date (NPED) for mathematical completeness and accuracy. Verify MEPD/YPED/EPED/NPED in BITS. Be able to identify erroneous release dates and correct as applicable.
10%	Process holds, wants, and detainers, file Demand for Trial Motion to Dismiss, and Resolution of Probation. Routinely communicate with law enforcement agencies, BPH, Legal Processing Unit and other departments within the institution regarding specific case issues. Assist staff in interpreting routine inmate legal or records matters. Represent the Department as an expert witness in court proceedings. Attend a minimum of 40 hours In-Service Training / On the Job Training annually. Scan any necessary documents in ERMS as required.
5%	Perform administrative duties including, but not limited to adhering 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 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.

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

SUPERVISORY RESPONSIBILITIES: None.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Either I: Experience: Two years of full-time experience in a correctional or mental health setting performing duties in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of local, State, or Federal correctional agencies. (Experience in California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to an Office Assistant, Range B.) and Education: The equivalent to completion of one year (30 semester or 45 quarter units) of college education. (An additional year of the qualifying work experience may be substituted for the required education.) Or II: Experience: Three years of full-time specialized criminal case record-keeping experience directly related to the courts, legal processes, or legal procedures. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to an Office Assistant, Range B.) and Education: The equivalent to completion of one year (30 semester or 45 quarter units) of college education. (An additional year of the qualifying work experience may be substituted for the required education.)

LANGUAGE SKILLS: Ability to read and write English at a level required for successful job performance and to effectively present information, answer questions, or respond to complaints from families, incarcerated people, counselors, attorneys, law enforcement agencies, and management.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; and to compute rate, ratio, and percentages.

REASONING ABILITY: Ability to analyze, define, interpret, and take action on various legal documents and court orders; analyze incarcerated person records and recognize and correct discrepancies and irregularities; prepare accurate and concise reports; make sound decisions and recommendations in regard to the records keeping function; provide criminal identification services necessary to the administration of CDC; disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public; learn and understand a broad range of technical data and apply it to individual cases; follow oral and written instructions; and progressively perform more difficult and analytical tasks in the correctional case record keeping process.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER QUALIFICATIONS: Knowledge of determinate and indeterminate sentence and parole laws; purposes, activities, regulations and functions of the CDC, the Board of Prison Terms, the Narcotic Addict Evaluation Authority, and the Youth Authority as its operations relate to the CDC; correctional administration; documents, forms, and process used in the establishment, maintenance, control, and disposition of individual incarcerated person and parolee records; training methods and planning and conducting in-service training programs. Ability to maintain regular attendance and be punctual.

SPECIAL DESIRABLE QUALIFICATIONS: Equivalent to graduation from high school.

SPECIAL PERSONAL CHARACTERISTICS: Willingness to work in a variety of correctional settings; capacity for assuming greater responsibility; tact; 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 accommodation may be made to enable individuals with

disabilities to perform the essential functions.

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 time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, parolees, 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 in activities for profit using State facilities, materials or time.

Initial: _____

COMMENTS: Work hours are flexible but are usually for eight hours between: 0800 – 1630, Monday through Friday.

Information about this job description was obtained by reviewing the California State Personnel Board Specification for the position and by observing the duties as they are currently performed.

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 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 WITH A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE