

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-223-1152-VAR		MCR / HCR	
DIVISION / UNIT Case Records – Crescent City, CA		CLASSIFICATION TITLE Correctional Case Records Analyst			
		WORKING TITLE Correctional Case Records Analyst			
		TIME BASE / TENURE Perm/ FT	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2026	
CDCR'S MISSION and VISION					
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</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>					
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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS 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 productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.					
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 Supervisor; the Correctional Case Records Analyst defines, interprets, and takes action on legal documents and court orders; analyzes incarcerated persons records and recognizes and corrects discrepancies and irregularities.					
% 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%		Review Electronic Records Management System (ERMS)/Strategic Offender Management System (SOMS) at reception into Pelican Bay State Prison for release date, notifications, and registrations, holds, wants, and detainers. Responsible for performing Intake, court action pre-release and 10-day audit. Process holds, wants, and detainers; enter in SOMS. Operation of ERMS/SOMS to query and check system for actual and potential holds. Evaluate CLETS printouts to ensure open entries have dispositions for HWD clerical follow-up. Act as a Liaison with other governmental and law enforcement agencies, California Department of Corrections and Rehabilitation and the public as necessary.			
30%		Responsible daily for the accurate and timely review of dashboard credit losses and restorations, work group changes, and calculating new release dates. Process additional commitments, amended Abstract of Judgments, and resentenced Abstracts for calculation of new release dates and advise counselors of new terms. Review work credit losses/restorations and work group changes into SOMS. Review SOMS for completion of casework and process Board of Parole hearing grants. Verify board information technology system, analysis are complete.			

394-223-1152-VAR

20%	Responsible for interpreting court commitments and orders for compliance with the Penal Code and Case Law; when discrepant, initiate referral to the Legal Processing Unit (LPU). Provide information for entry into SOMS. Ensure all court commitments and orders are recorded correctly in SOMS. Interpret appellate court decisions, i.e. affirmation of original judgment or changes such as re-sentencing, modifications, reversals, etc., and correspond with the courts for follow-up.
10%	Review and respond to Incarcerated persons/Parolee Form (CDCR 22) at the Informal Level of Review and incarcerated persons correspondence. 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. Other duties as required.

SPECIAL REQUIREMENTS

- **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, 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 persons and parolee 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 incarcerated persons records 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 persons, 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.
- **Desirable Qualifications:** Willingness to work in a variety of correctional settings; capacity for assuming progressively greater responsibility; task; and willingness to travel when required.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, 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

394-223-1152-VAR**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