CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Pelican Bay State Prison	394-223-1149-001,002, 003			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Case Records Supervisor			
	WORKING TITLE			
Case Records	Correctional Case Records Supervisor			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/ FT		2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Crescent City, CA			01/01/2025	

CDCR'S MISSION and VISION

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.

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

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 direct supervision of the Correctional Case Records Manager (CCRM), the Correctional Case Records Supervisor (CCRS) performs basic to complex duties related to processing, maintaining and controlling incarcerated persons records and carrying out Correctional Case Records functions. As a departmental liaison on Case Records related issues, the CCRS position is involved in detailed, sensitive, and extensive interaction. The CCRS plays a key role in intake, 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.
40%	Responsible for supervision of three to five Case Records Analysts, and two Supervising Case Records Technicians. Train staff on new and existing procedures and monitor their performance. Audit all casework of the Analyst Trainees. Meet weekly with the Case Records Analysts to review Case Records operations. Review Central File and sign WCO or Courtesy Parole packet authorizing release of incarcerated persons to parole. Must be able to follow Departmental rules and regulations, including office policies and procedures. Maintain and ensure integrity and confidentiality of Departmental information, records, documents, concerns, issues, etc.
30%	Respond to Grievances at the First and Second Level of Review. Review all Modification Orders prior to them being assigned to an Analyst for response. Monitor and review intakes, Pre-Parole, 10-day Pre-Parole Audits; regularly monitor Board's Information Technology System (BITS) dashboard, and daily

	monitor the Case Records Triggering Events and Case Record Action Due Dashboard. Making sure all audits are completed to ensure time constraints are met by the Analyst.
15%	Review and process the more complex casework and assist Analysts with the backlog of cases as time allows. Review and sign monthly, staff 998 time sheets. Upon request, certify documents from the incarcerated persons Central File and sign declarations for the Litigation Office. During Correctional Case Records Manager's (CCRM) absence may be required to review Central File and Court Orders, sign WCO or Temporary Release Order authorizing release of incarcerated persons to out to court.
10%	At the direction of the Supervisor, may be directed review Central Files in the Electronic Records Management System (ERMS) and Central File information in the Strategic Offender Management System (SOMS) to assist in special projects assigned by CCRM or Case Records Headquarters. Answer telephonic questions from other institutions and outside agencies Act as CCRM during the absence of the CCRM. Personnel Management Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer
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. 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, 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 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. 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:** 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. All of the above, and plan, organize, and direct the work of subordinate staff and incarcerated persons; plan and prepare personnel, equipment, and supply budgets; effectively contribute to the Department's equal employment opportunity objectives. The CCRS must have the ability to supervise, train and monitor

Correctional Case Records Analysts (CCRA's); ability to assume the responsibilities of the CCRM in their absence. Serve as lead person for unit projects.

- **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.
- **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

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