CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CALIFORNIA CORRECTIONAL INSTITUTION	054-223-1152-XXX			1/D/F
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL CASE RECORDS ANALYST			
	WORKING TITLE			
ADULT INSTITUTIONS/REGION IV	Correctional Case Records Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
			2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
TEHACHAPI			6/1/26	

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

The Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while:

1. Providing opportunities for these incarcerated persons to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and
2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.

GENERAL STATEMENT

Under direct supervision of the Correctional Case Records Supervisor, prepares, maintains, interprets and manages comprehensive caseload. Performs a specialized records function requiring interpretation and application of state laws, court decisions, and administrative policies connected with commitments to correctional institutions and assumes responsibility for calculating incarcerated persons release and discharge dates, in addition to calculation of dates for Board of Parole Hearings.

% 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.
45%	AUDITS Conduct the following central file audits: intake, release date change notice, pre-release, parole, pre-board (for Board of Parole Hearings), supplemental (Community Rehabilitative Program Placement (CRRP), Fire Camp, Public Interest Cases (PIC)) legal mandate review and court action reviews. This includes interpretation of commitment orders; analysis of incarcerated persons legal status to determine crime and sentence with applicable enhancements, aggravations, limitations and referrals to the Department's Legal Processing Unit when applicable. The application of good behavior/work time credits; computation of Work Training Incentive Credits, accurately determining incarcerated persons release dates; and computation of parole, discharge dates and BPH dates. Ensures all registration, notification, and PC296 DNA and requests for notification are clearly documented and processed. Reviews holds, warrants, detainers, notices and legal related correspondence and determines appropriate disposition. Reviews and signs off all paperwork for release of incarcerated persons for out-to-court.
25 %	LEGAL DOCUMENTS Process new Commitments and amended legal documents. Interprets court commitment orders and determines when they are discrepant. Initiate referrals to the Legal Processing Unit for corrections. Enter information into Strategic Offender Management System (SOMS) and Electronic Records Management System (ERMS). Review incarcerated persons legal status to ensure accuracy. Advise Sacramento BPH of new commitments and/or changes. Orders new fingerprint cards or updates CI&I when applicable. Appellate Court Decisions: Interprets appellate court decisions, i.e.; affirmation of original judgment or changes such as resentencing modification, reversals of judgment, etc., and corresponds with the courts for follow-up of corresponding court documents. Recalculates release, discharge and BPH hearing dates when sentencing changes occur. Writs of Habeas Corpus: Ensures orders from the court have been complied with.
20%	RELEASE DATE CHANGES Credit/Losses/Credit Restorations: Utilize the Control Date Triggering Events Dashboard to identify cases requiring a calculation and an update to the SOMS control date. Review and process triggering events that are impacting the SOMS control date which include: additional commitments, change in term, change in term start date, change in credits, program credits (EMC, ECC, MCC, and RAC), credit loss, credit restoration, and work group change. Notify incarcerated persons of date changes. Work Groups: Researches 128Gs for work group assignments and resolves discrepancies. Review incarcerated persons timecard entries for proper application. Notify incarcerated persons of release date changes.
5%	INMATE REQUESTS FOR INTERVIEW (GA-22) Review, research and respond to an incarcerated persons requests for interview form. HOLDS, WANTS, DETAINERS AND OUT TO COURT Reviews rap sheets and wanted person system printouts. Initiates contact with agencies to obtain dispositions of open ended arrests, outstanding warrants and possible detainers. Record information on potential and active detainers in the SOMS and scan documents into ERMS. Ensures appropriate follow-up action is taken by Case Record's Technicians and Counseling Staff. Processes Demands for Trial and Probation Waivers.
5%	MISCELLANEOUS -Interact with CC-II/I answering questions and providing an explanation of incarcerated persons case factors upon request. -Certifications: Verification and certification of legal documents required by law, which includes PC969B packets, out-to-court packets, and requests from the Attorney General's Office. -Attend prescribed meetings and In Service Training.

	-Answers and screens incoming calls under the guidelines of the information practices act, departmental laws, rules and local policy. -Ensures quality of central file information (includes requests for missing documents, general central file maintenance and purging of inappropriate documents). 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 job duties within the job classification as required.

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.

Knowledge and Abilities:

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 Parole Hearing, the Narcotic Addict Evaluation 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 incarcerated individual 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.

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

EDUCATION and/or EXPERIENCE: Either I: Experience: One year of full-time experience in a correctional or mental health setting performing duties in the maintenance, processing, and control of 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 the level of Office Assistant II) 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: Two years of full-time specialized record keeping work experience directly related to the courts, legal processes, or legal procedures. 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 people's 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 incarcerated individual 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly:	Involves 2/3 or more of a workday
Frequently:	Involves 1/3 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A:	Activity or condition is not applicable

Standing: Occasionally - stands while pulling and refiling files, assisting at the Central File checkout counter, photocopying, and talking to other employees.
Walking: Frequently - walks to other areas of Records to communicate with staff and distribute work.
Sitting: Frequently - sits while entering data into the computer, talking on the phone, and performing file reviews and paperwork. Sitting is intermittent with walking and standing.
Lifting: Occasionally - lifts boxes of central files weighing approximately 32 pounds and frequently lifts 1 to 10 pounds.
Carrying: Frequently - carries above noted files from a few feet to approximately 25 yards.
Stooping/Bending: Occasionally - stoops/bends to reach files on lower shelves or to reach documents stored on shelves or in cabinets. Slight bending at the waist and neck occurs on a frequent basis throughout the day.
Reaching in Front of Body: Frequently - reaches for files, materials on and in the desk, or when using the computer or calculator.
Reaching Overhead: Occasionally - reaches overhead to retrieve files or supplies from the top shelf of the supply room.
Climbing: Occasionally - climbs when using the step stool to reach files or forms. Climbs steps throughout the institution during performance of regular work responsibilities.
Balancing: Occasionally - balances when using the step stool.
Pushing/Pulling: Frequently - pushes or pulls on desk drawers or file cabinets, hand carts loaded with boxes of central files, or carts full of central files.
Crouching/Kneeling: Occasionally - may crouch or kneel when accessing files or office supplies from lower shelves.
Crawling: N/A
Fine Finger Dexterity: Frequently - uses fine finger dexterity for use of the computer keyboard, l0-key, typewriter and when writing.

Hand/Wrist Movement: Frequently - when using a computer, calculator, typewriter, telephone, fax machine, and sorting documents.
Hearing/Speech: Constantly - for communicating with management/employees/law enforcement agencies.
Sight: Constantly - for retrieving and reviewing central files, processing paperwork and using the computer.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The Correctional Case Records Analyst works in a thermostatically controlled office on linoleum-covered flooring.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, telephone, Fax machine, photocopier, shredder, paper cutter, calculator, and pushcarts.

SAFETY
Maintain a safety consciousness and awareness per the Code of Safe Practices with special attention to the following:
-Phone numbers to dial in an emergency.
-Other measures of summoning aid when phone not available.
-Locations of nearest fire extinguisher at locations where you spend most of your workday.
-The need to correct or report any safety hazards that you observe, and use common sense in resolving safety problems.
-Nearest fire exit.

COMMENTS: Work hours are flexible, however, are usually for eight hours between 0630-1630, Monday through Friday. One day off every other week is also available, depending on the needs of Records.

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

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.

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 A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE