

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM MULE CREEK STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 025-223-1152-VAR		MCR / HCR 1
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS		CLASSIFICATION TITLE CORRECTIONAL CASE RECORDS ANALYST		
		WORKING TITLE CORRECTIONAL CASE RECORDS ANALYST		
		TIME BASE / TENURE P/FT	CBID R01	WWG 2
LOCATION IONE, CA – AMADOR COUNTY		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				
<p>This is the entry, training, and journey level in this series. Under close supervision as a trainee, incumbents receive training and perform increasingly more difficult and complex technical work in the processing, maintaining, and control of incarcerated individuals or parolee records; prepare routine documents and records information relating to incarcerated individuals' classification, transfer, releases from and return to prison, and other actions affecting legal status.</p> <p>At the journey level, incumbents work under general supervision of Correctional Case Records Supervisors, perform complex, technical work in the processing, maintenance, and control of incarcerated individuals or parolee records; calculate incarcerated individual and parolee release and discharge dates, applying credits and enhancements; interpret and apply appropriate laws, policies, and procedures; act as liaison with other units and related agencies; may serve as a lead person to Correctional Case Records Analyst trainees. The consequence of error is significant.</p>				
GENERAL STATEMENT				

Under the general supervision of the Correctional Case Records Supervisor, the Correctional Case Records Analyst (CCRA) is responsible for calculating and modifying incarcerated individual release and discharge dates, applying credits, enhancements, work credits, policies, and procedures to ensure that inmates 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 individual/parolee records, and acting as liaison with other units, institutions and agencies. As necessary, the CCRA 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.
35%	Audit incoming files for appropriateness and completeness, review legal documents, compute/modify release dates and Board of Parole Hearings (BPH) hearing dates, audit outgoing files for accuracy and completeness, and re-compute release dates and BPH hearing dates.
20%	Complete 60-day and 10-day Parole, Discharge, and Pre-Board Audits.
15%	Process all legal documents received (Abstracts, Minute Orders, Opinions, etc.), input changes in OBIS, and calculate an accurate time computation.
10%	Process credit restoration applications and credit losses. Re-compute release dates and BPH hearing dates. Answer incarcerated individual appeals and correspondence.
10%	Re-compute release dates according to work group changes in OBIS and calculate an accurate time computation. Review and research Work Group changes and credits from Classification chronos (128G's)
5%	Process holds, wants, and detainers; file Demand for Trial, Motion to Dismiss, and Resolution of Probation. Attend a minimum of 40 hours In-Service -Training/On-the-Job Training annually. Answer telephone calls from counselors, families of incarcerated individuals, or other agencies.
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 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.

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.
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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.*

025-223-1152-VAR

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: <ul style="list-style-type: none">• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i>• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE