CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Medical Facility (CMF)	076-223-1152-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Case Records Analyst			
	WORKING TITLE			
CMF / Correctional Case Records Analyst	Correctional Case Records Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Solano County				

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Correctional Case Records Analyst is responsible for practices, policies and procedures of Correctional Case Records established by the Department.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Correctional Case Records Supervisor, the Correctional Case Records Analyst (CCRA) prepares, maintains, interprets and manages comprehensive incarcerated persons records on all persons committed to the Department of Corrections and Rehabilitation. Performs specialized records functions requiring interpretation and application of state laws, court decisions, and administration policies connected with commitments to correctional institutions and assumes responsibility for calculating incarcerated persons release and discharge dates.

% 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%	Calculate release discharge dates pursuant to appropriate laws, release dates. Recalculate release dates according to credit loss/restoration pursuant to disciplinary process, programming credits earned, and work groups changes. Review court orders regarding additional or deletion of credits, make appropriate recalculation and prepare tentative computation. Calculate release/discharge dates after Board of Prison Terms hearing on policies and procedures. Review additional commitments and calculate tentative Determinate Sentence Law (DSL) and Indeterminate Sentence Law (ISL) extended Term, Lifer Hearings. Review Legal documents and sentencing charges, make appropriate recalculation and prepare tentative computations, manually calculate credit earning cases.

25%	Audit incarcerated persons/supervised persons records for legal and mathematical accuracy. These types of audits include all incoming, transfers, pre-release, pre-board, Public Interest Cases (PIC), Release Date Change Notices, Court Action Review, and 10 days of incarcerated persons/supervised persons release/discharge dates to ensure accuracy. Audit all cases from the Legal Processing Unit and PC 667(e) cases.
15%	Review, interpret and process legal documents to ensure compliance with statutory and policy requirements. As delegated by the Correctional Case Records Supervisor, represents the State of California as an expert witness in routine court proceedings.
10%	Record appropriate entries in SOMS 'Case Notes'. Post all BPT actions, calculations and recalculations, additional commitments, out to court returnees and release returning from bail bond, changes in release dates, escapes and returns
10%	Audit all files to be presented to the Board of Prison Terms. Calculate MEPD and Life Term Start Dates. Prepare proper forms to Board Hearing in conjunction with In Re Thompson cases and Enhancements. Interview and/or respond to inquiries from incarcerated persons concerning legal status and other records related issues.
5%	Assist institution/parole staff in interpreting routing incarcerated persons supervised persons legal matters. Certify statutorily required or requested documents for trial purposes. Routinely communicate with courts, Attorney general, County Clerks and Legal Processing Unit regarding specific case issues. Serve on committee as assigned by Correctional Case Records Supervisor/Manager.
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. Attend/complete a minimum of 40 hours of In-Service Training annually. Perform other job-related duties as needed or required by supervisors.

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 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 a workday
Occasionally:	Involves 1/3 or less of a workday
N/A:	Activity or condition is not applicable

Standing: Occasionally, stands to make photocopies, and talking to other staff members.
Walking: Occasionally, has to walk to other areas throughout the Records Dept. to communicate with staff and distribute work.
Sitting: Constantly, at a desk or computer table. Sits while entering data into the computer, talking on the phone, performing file reviews and paperwork. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.
Lifting: Occasionally, lifts items weighing up to 10 lbs.
Carrying: Occasionally, carrying items up to 10lbs.
Stooping/Bending: Occasionally, stoops/bends, to retrieve from lower shelves or filing cabinets. Slight bending at the waist and neck occurs on an occasional basis throughout the day.
Reaching in Front of Body: Frequently, using a keyboard and reaching for various items such as the telephone, materials, documents on and in the desk.
Reaching Overhead: Occasionally, reaches overhead to retrieve objects from the top shelf.
Climbing: Occasionally, stairwells throughout the institution to get to and from work area.
Balancing: Occasionally, when using the step stool.
Pushing/Pulling: Occasionally, opening cabinets, desk drawers, or rarely carts.

Fine Finger Dexterity: Constantly, writing information onto documents and to type information into the computer, fax machine or telephone.
Hand/Wrist Movement: Constantly, uses hands and wrists in handling of documents, files, typing, data entry and writing.
Crawling: N/A
Driving: N/A
Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interact with staff, visitors, incarcerated persons, law enforcement agencies.

Machines, Tools, Equipment, and Work-Aids: Personal computer, telephone, Fax machine, photocopier, shredder, paper cutter, and calculator.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Correctional Case Records Analyst works in a thermostatically controlled office.

Fumes: N/A.
Dust: Occasionally, in work or storage areas.
Odors: N/A
Moisture: N/A
Ventilation: Occasionally, ventilation fans to provide air circulation as needed.
Temperature Extremes: N/A
Surfaces: N/A.

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

- Example: 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