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
Calipatria State Prison	178-223-1152-001 thru 015			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Case Records Analyst			
	WORKING TITLE			
Division of Adult Institutions / Records Department	Correctional Case Records Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	LTFT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
7018 Blair Road, Calipatria, CA 92233 (Imperial 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

Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.

GENERAL STATEMENT

Under the direct supervision of the Correctional Case Records Supervisor, the Correctional Case Records Analyst (CCRA) will perform difficult and complex technical work in processing, maintenance and control of incarcerated persons records.

% 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%	Review, analyze, audit and interpret court commitment orders to determine the crime, length of sentence, applicable enhancements and credit eligibility. Interpret and apply appropriate laws, policies and procedures. Refer potential sentencing discrepancies to the Legal Processing Unit. Apply applicable credit statues toward commitments to compute minimum and maximum release dates. Legal audits of incarcerated population's Electronic File, which includes computing parole dates and posting to Strategic Offender Management System (SOMS); intake; 60-day, 10-day parole and transfers. Is responsible for accurate time computations, credits and enhancements. Input commitment data through use of abstract judgments, additional commitments, amended abstracts, additional credits and discharge
30%	Review, analyze, audit and interpret Board of Parole Hearing revocation hearing decision to determine length of revocation time and credit eligibility. Computation of minimum and maximum revocation release dates and controlling discharge dates. Acts as liaison with parole agent and Board of Prison Terms and relates information regarding legal status and ISL/DSL legal requirement. Advises staff and other departments, when necessary, of changes in legal status. Makes court appearances in connection with interpretation of departmental time computation. Responds to telephonic correspondence regarding cases, incarcerated persons interview requests, and informal level incarcerated population grievances.
20%	Reviews enter court commitments into SOMS. Perform audits and update incarcerated population records. Process Hold/Warrants/Detainers. Respond to incarcerated persons interview requests and appeals at the informal level. Communicate with courts, probation departments, other units and related agencies on routine and complex matters regarding correctional case records and state prison commitments. Reviews and applies court documents, appropriate laws, policies and procedures, and court orders. Give direction for presentation of legal forms, such as detainers. Reviews disciplinaries for credits losses and losses and re-computes parole and discharge dates, as appropriate. Audits work credits loss/restoration; clear up timecard gaps; audits Legal Processing Unit letters and miscellaneous paperwork. Audits Hold/Warrants/Detainers.
10%	Reviews reports to the Board of Prison Terms for legal accuracy; advises CDCR staff of results of Board of Prison Terms action. Prepares legal forms for escapes, apprehensions, and extradition. Answer telephone calls from counselors, families of incarcerated population, or other agencies.
5%	Perform administrative duties including, but not limited to adhere to Department policies, rules and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submitting time sheets by the due date. Participates in appropriate In-Service Training and other duties as required consistent with CCRA specification. May serve as back up to Correctional Case Records Supervisor.

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**