CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Sierra Conservation Center	099-223-1152-VAR			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Case Records Analyst			
	WORKING TITLE			
Programs/Case Records	Correctional Case Records Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Jamestown, California			7/30/2026	

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 primary mission of Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people to aid in their rehabilitation. SCC is also responsible for the training and placement into the Conservation Camp Program. SCC functions as a training center for incarcerated people in wildland firefighting techniques for the entire state of California. The Wildland Fire Training Center is operated in conjunction with the California Department of Forestry and Fire Protection (CAL FIRE). SCC administers 27 male camps located throughout the State of California.

The Case Records Office receives, processes, and maintains records from intake through parole/discharge for incarcerated people. The Case Records Office strictly adheres to all laws and regulations pertaining to calculations, legal mandates, and record keeping for incarcerated people.

GENERAL STATEMENT

Under close supervision at the entry level, and general supervision at the journey level by the Correctional Case Records Supervisor (CCRS), the Correctional Case Records Analyst (CCRA) performs a variety of complex functions in the processing, maintenance and control of records for incarcerated people. Calculates release dates, applies credits and appropriate Good Conduct Credit (GCC) for incarcerated people. Interprets and applies applicable laws, policies, and procedures.

% 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.
25%	Audit records for legal accuracy relative to case law, holds, warrants and detainer (HWD) information, Board of Parole Hearings actions, classification actions, applicable registrations, and non-confidential and confidential notices for incarcerated people.
20 %	Review incarcerated people's records, interpret court commitment orders, perform analysis of legal status to determine crime and sentence data with applicable enhancements, aggravations, limitations, Reeves/Tate/Ramos/Garcia sentencing, and GCC; computation of Milestone Completion Credit (MCC), Education Merit Credit (EMC), Rehabilitative Achievement Credit (RAC), Extraordinary Conduct Credit (ECC) accurately applied to determine release dates. Review required documents within Electronic Records Management System (ERMS), and Strategic Oversite Management System (SOMS) for accuracy.
15%	Calculate incarcerated people's release dates applying appropriate GCC, MCC, RAC, EMC, ECC, Credit Forfeitures, Credit Restorations, and apply applicable release date restrictions when required. Identify errors within SOMS data entry and take appropriate action for corrections to the calculations.
10%	Coordinate and direct the HWD section and take proper procedural action to ensure compliance with departmental policy in that area. Document all detainer information in SOMS notify law enforcement agencies of action taken and notify appropriate Departmental staff of detainer placement. Prior to parole/discharge, contact agencies to advise them of release dates and oversee pick-up arrangements.
10%	Function as liaison between the Department and related city, county, State and Federal agencies on matters concerning the application of sentence and parole laws.
5%	Respond to incarcerated people/parolee Requests for Information on matters concerning incarcerated people's legal status and render decisions at the First Level on incarcerated people's appeals.
5%	Analyze and takes effective action for the Department on subpoenas and court orders; certify Departmental legal documents required by law, review individual case actions, represent the State of California in court proceedings relating to incarcerated people matters when subpoenaed or requested.
5%	Consult with and advise other staff in matters related to the maintenance, analysis, control and disposition of incarcerated people records. The journey level CCRA may serve as a lead to CCRA trainees.
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.

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