**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER (Agency-Unit-Class-Serial) | | | MCR / HCR |
|---|---|---|---|---|
| California State Prison, Sacramento | 284-223-1149-xxx | | | 1 / D |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Correctional Case Records Supervisor | | | |
| | WORKING TITLE | | | |
| C Facility/Case Records | TIME BASE / TENURE | CBID | WWG | COI |
| | FT | S01 | 2 | Yes ☐ No ☒ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| Represa, CA 95671 | | | 11/4/26 | |

**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**

**GENERAL STATEMENT**

Under the direct supervision of the Correctional Case Records Manager, the Correctional Case Records Supervisor performs the more difficult legal and policy interpretations related to processing, maintenance, and control of inmate records. The Correctional Case Records supervisor has overall responsibility for training and supervising the work of Correctional Case Records Analysts.

| % 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% | Directly supervise the work of Correctional Case Records Analysts and Supervising Case Records Technicians and has second-line supervisory responsibility for Case Records Technicians. Prepare annual and probationary performance evaluations; initiate counseling memoranda; prepare recommendations for adverse action. Participate in hiring of Records staff by reviewing applications, providing input on interview question composition, and participating as a panel member in hiring interviews. Provide training to staff on incarcerated people and parole records related matters. |
| 30% | Complete final parole audit to ensure accuracy of incarcerated people's dates prior to release on parole or discharge. This consists of a full audit - ensuring all registrations and notices are completed; checking for Holds, Warrants & Detainers; making sure the incarcerated person is released to the proper agency or Region & unit; verifying that release funds are correct; and, if any special conditions of parole have been applied, that the incarcerated person has been apprised. |
| 15% | |

| | |
|---|---|
| 5% | Act as liaison with Departmental units, county, state, and federal agencies. Answer grievances, prepare statistics for the Case Records Manager for weekly and monthly backlog reports and prepare Miscellaneous Decisions for the Board of Prison Terms for problem cases. |
| 5% | Assist the other Case Records Supervisor with review of Pre-Board audits and review of Lifer packets. Assist with intake audits. |
| 5% | Act in the capacity of Correctional Case Records Manager in his/her absence. |
| 5% | **Personnel Management *(PROPOSED STANDARD LANGUAGE IF SUPERVISORY/MANAGERIAL POSITION)*** Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. |
| 5% | Attends a minimum of 40 hours of In-Service Training annually. 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. |

- 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, nonemployees 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 time line 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 |
|---|---|---|
| | | |

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** None noted.

**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:** One year of experience performing clerical duties in the processing and maintaining of office records. (Experience in the California state service applied toward this requirement must have been acquired at a level of

responsibility equivalent to an Assistant Clerk.) **or II:** Two years of experience performing general clerical duties. **and** Either equivalent to completion of the 12th grade or completion of a business school curriculum.
**LANGUAGE SKILLS:** Ability to read and comprehend instructions and memoranda; spell correctly; use proper English; follow oral and written instructions; read and write English at a level required for successful job performance.
**MATHEMATICAL SKILLS:** Ability to add and subtract using whole numbers and common fractions.
**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in oral or written form; to evaluate situations and take effective action; to evaluate incoming paperwork according to an objective standard and ask questions as necessary to carry out work.
**CERTIFICATES, LICENSES, REGISTRATIONS:** None
**OTHER SKILLS AND ABILITIES:** Organize and pace workload to meet deadlines; handle questions and inquiries without exhibiting extreme responses; and maintain regular attendance and be punctual.
**OTHER QUALIFICATIONS/REQUIREMENTS:** Knowledge of routine office procedures. Ability to concentrate for long periods of time and perform repetitive work accurately.
**ADDITIONAL DESIRABLE QUALIFICATION:** Education equivalent to completion of twelfth grade.
**SPECIAL PERSONAL CHARACTERISTICS:** A demonstrated interest in assuming increasing responsibility.
**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 workday |
| Occasionally: | Involves 1/3 or less of workday |
| N/A: | Activity or condition is not applicable |

**Standing:** Occasionally
**Walking:** Occasionally – walks to other areas of Records to communicate with staff and distribute work.
**Sitting:** Constantly – sits while entering data into the computer, talking on the phone, and while performing essential duties. Sitting is intermittent with walking and standing.
**Lifting:** Occasionally – lifts approximately 25 pounds and frequently lifts 1 to 10 pounds.
**Carrying:** Occasionally
**Bending/Stooping**: Occasionally – stops/bends to reach lower shelves or to reach documents stored on shelves or in cabinets. Slight bending at the waist and neck occurs on an occasional basis throughout the day.
**Reaching in Front of Body:** Frequently – reaches for materials on and in the desk or when using a computer or calculator.
**Reaching Overhead:** Occasionally - reaches overhead for supplies from the top shelf of the supply room or file cabinet.
**Climbing:** Occasionally
**Balancing**: Occasionally
**Pushing/Pulling:** Frequently - pushes and pulls on desk drawers or file cabinets; hand carts or push carts.
**Crouching/Kneeling:** Occasionally - may crouch or kneel when accessing files or office supplies from lower shelves.
**Crawling:** N/A
**Fine Finger Dexterity:** Constantly – uses fine finger dexterity for sorting through miscellaneous papers/documents and use of computer systems.
**Hand/Wrist Movement:** Constantly – when typing, sorting, and scanning documents into the ERMS C-file.
**Hearing/Speech:** Hearing enables use of the telephone and effective communication. Speech is useful in the training of new employees, during telephone conversations, and talking with personnel.
**Sight:** Necessary for computer work, issuing reports, and retrieving Central Files.

**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. All office areas have florescent lighting and thermostatically controlled.
**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** SOMS and ERMS computer programs, telephone, Fax machine, photocopier, stapler, and hole punch. Others as required.

**COMMENTS:** Work hours are flexible, but usually 8:00 am to 4:00 pm or 8:30 am to 4:30 pm, Monday through Friday. 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.