CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			
Richard J. Donovan Correctional Facility		030-223-1149-005			
DIVISION / UNIT		CLASSIFICATION TITLE			
		Correctional Case Records Supervisor			
		WORKING TITLE			
Associate Warden, Operations Main Records		Correctional Case Records Supervisor			
		TIME BASE / TENURE	CBID	WWG	COI
			S01	2	Yes ☐ No ☒
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	3/1/2026				

CDCR'S MISSION and VISION

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 TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Correctional Case Records series describes the work performed by analysts, supervisors, managers, and administrators in incarcerated individuals and parole records offices of the Department of Corrections and in the medical records offices in State Hospitals with a Penal Code population of the Department of Mental Health. Incumbents perform a variety of activities in many specialized areas including:

1. Interpretation of court commitment orders; initiation of criminal identification process; analysis and research of incarcerated individuals legal status to determine crime and sentence with applicable enhancements, aggravations, and limitations; identification and computation of proper credit earning status per sentencing laws to accurately determine incarcerated individuals release dates; computation of parole and discharge dates; direction of the preparation of legal forms for transfer, extradition, parole, and discharge of persons under jurisdiction of the Departments; direction of the appropriate administrative processes involved in the legal resolution of criminal charge and detainers pending against incarcerated individuals in California and other State and Federal jurisdictions.

2. To analyze and take effective action for the Department on subpoenas and collateral court orders; certification of departmental legal documents required by law; review of individual case actions of various term fixing and release granting authorities to assure legal and policy compliance.

3. Direction of paroling authority calendar schedules, minutes, and interpretation, research, analysis, and implementation of their decisions.

4. Functions as liaison between the Department and related city, county, State, and Federal agencies on matters concerning the application of sentence and parole laws and the control of prisoners in institutions and on parole; ensure compliance of all notifications, registrations, and court-ordered testing requirements; notify victim of parole release date; represent the Department

as custodian of records and expert witness before Grand Jury and State and Federal courts when incarcerated individuals legal documents are put into evidence.

5. Acts as consultant and advisor to departmental staff, other governmental agencies and court officers, incarcerated individuals, incarcerated individual's family members, and other authorized persons regarding (a) departmental responsibility under pertinent laws and administrative standards; and (b) interpretation and application of laws and standards related to incarcerated individual's receipt, sentencing, paroling, and release which includes responding to incarcerated individuals appeals.

6. All incumbents operate computers or terminals in the performance of their duties.

Correctional Case Records Analysts, Supervisors, and Managers in the Department of Corrections are located in the headquarters office and in institutions and parole regions. Correctional Case Records Analysts in the Department of Mental Health are located in State Hospitals with a Penal Code population. Correctional Case Records Administrators are located (1) in headquarters office as the Assistant Chief, Case Records Services, or (2) in field assignments with responsibility for a major portion of the statewide records function. The Chief, Correctional Case Records Services, is located in headquarters.

Correctional Case Records Analysts, Supervisors, and Managers may instruct, lead, or supervise incarcerated individuals, wards, or resident workers.

GENERAL STATEMENT

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

Under the direction of the Correctional Case Records Manager, the Correctional Case Records Supervisor is responsible for the processing, maintenance and control of incarcerated individual's Central Files and the supervision of the Correctional Case Records Analysts (CCRA)

% 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.
40%	Plan, organize and direct the work of approximately five to ten CCRA's; perform legal and policy interpretations related to the processing, maintenance, and control of incarcerated individual or supervised individual records.
35%	Oversee and sign-off approval of Central Files for incarcerated individuals due to release to parole, ensuring that release date calculations, and other areas of the Central Files are accurate.
10%	Provide training to local staff on incarcerated individuals or supervised individual record matters.
10%	Act as liaison with Departmental units, County, State and Federal Agencies and with the Courts on more complex matters.
05%	Participate in appropriate In-Service Training; other duties as required.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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