CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Richard J. Donovan Correctional Facility		030-223-1152-XXX			1
DIVISION / UNIT		CLASSIFICATION TITLE			
Chief Deputy Warden – Programs Main Records		Correctional Case Records Analyst			
		WORKING TITLE Correctional Case Records Analyst			
		TIME BASE / TENURE	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2025	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

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.

DIVISION OVERVIEW

This is the entry, training, and journey level in this series. Under close supervision as a trainee, incumbents receive training and perform increasingly more difficult and complex technical work in the processing, maintaining, and control of incarcerated individuals or parolee records; prepare routine documents and records information relating to incarcerated individuals' classification, transfer, releases from and return to prison, and other actions affecting legal status.

At the journey level, incumbents work under general supervision of Correctional Case Records Supervisors, perform complex, technical work in the processing, maintenance, and control of incarcerated individuals or parolee records; calculate incarcerated individuals and parolee release and discharge dates, applying credits and enhancements; interpret and apply appropriate laws, policies, and procedures; act as liaison with other units and related agencies; may serve as a lead-person to Correctional Case Records Analyst trainees. The consequence of error is significant.

GENERAL STATEMENT

Under the general supervision of the Correctional Case Records Supervisor, the Correctional Case Records Analyst, prepares, maintains, interprets and manages comprehensive incarcerated individuals records on all persons committed to the Department of Corrections and Rehabilitation. Performs a specialized records function requiring interpretation and application of state laws, court decisions, and administration policies connected with commitments to correctional institutions and assumes responsibility for calculating incarcerated individuals 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.
35%	Audit the Electronic Records Management System (ERMS) and Strategic Offender Management System (SOMS) file(s) (Intake, Transfers, and 60-day and 10-day reviews/audits) to ensure accurately, completeness, and compliance with processing procedures. Process Additional Commitments, Reviews incarcerated individuals ERMS/SOMS and other related documents and resources to ensure computation of incarcerated individual's term of confinement or period of parole is accurate. Review Board Information Technology System (BITS) daily; review legal documents, verify Life Term Start Date, verify MEPD, verify Non-Violent Second Strikers (NVSS) and SPED dates, verify Youth Offender Eligibility and YPED dates, if applicable verify EPED, verify next hearing type, NLT date

	and hearing number, complete all Pre-Board Audits 180 days prior to next hearing No Later Than (NLT) date(s). Define interpret, analyze, and take required action on legal documents. Theses legal documents include Abstracts of Judgments, Minute Orders, Sentencing Transcripts, and Court Decisions on commitments to CDCR, Appellate Court Opinion/Remittitur(s). Analyze these documents to determine compliance with statutes and assure discrepancies do not exist in the sentence. Review documents for sentencing errors and clerical errors. If there are sentencing or clerical errors, refer case to the Legal Processing Unit (LPU) for resolution.
35%	Calculates release dates according to sentence imposed, work group change. Process credits restorations and credit losses. Responsible for the preparation of written correspondence sent to Courts, District Attorneys, and other law enforcement agencies. Respond to inquiries from Correctional Counselors, law enforcement agencies, and incarcerated individuals on the specific case processing of incarcerated individuals ERMS/SOMS files.
15%	Review and post holds and warrants to the incarcerated individuals ERMS/SOMS files and takes proper procedural action to ensure compliance with Department policy in that area. Review RAP sheet(s) and process accordingly. Review and sign on Temporary Removal Order(s) (TRO) in line with Out to Court (OTC) processes, process requests for 969B Packets.
10%	Responds to CDCR-22, Incarcerated individuals/parolee Requests for Interview on matters concerning incarcerated individual's legal status. Prepares draft decisions at the first level and second level on incarcerated individuals/parolee appeals. Other duties as required. Process/run all Case Records Actions Due Reports and ensure processing, posting and overall completion of all reflected assignments.
05%	Review 969B for certification, requesting legal documents for court and/or law enforcement agencies, and scanning documents in the Electronic Records Management System.

PHYSICAL REQUIREMENTS

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 the on-the-job time spent in physical activities:

Constantly:	Involves 2/3 or more of a workday
Frequently:	Involves 1/2 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A:	Activity or condition is not applicable

Sitting: Frequently - when keyboarding, using the telephone, keeping logs and records. There is flexibility for movement on a frequent basis to break sitting with standing and walking.
Walking: Occasionally – for periods of time to gather information from supervisors or other staff.
Standing: Occasionally - for periods of time to open, file or retrieve documents and to operate various equipment (i.e., copy machine and other office machines).
Lifting: Frequently – lifting items weighing a few ounces such as paper, pens staplers, and telephone receiver. Occasionally lifting of 5-10 pounds when reviewing files, couple of reams of paper or group of files are lifted. Occasionally lifting 40 pounds archive boxes.
Carrying: items listed above may be carried about 15 feet within the office area. Other distances are delivered via vehicle or hand cart.
Bending/Stooping: Occasionally to Frequently - may choose this position to reach the lower file drawers, paper stored in a box on the floor, mail located in bins, or similar items. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to perform paperwork duties.
Reaching in Front of Body: Frequently to constantly - when keyboarding, answering telephone, handing papers to staff, filling, copying loading paper in printer or copier, opening drawers and reaching about the top of a desk.
Reaching Overhead: Occasionally - to reach binders stored on an upper shelf.
Climbing: N/A
Balancing: N/A

Push/Pulling: Frequently - to open file and desk drawers and to position the computer keyboard.
Kneeling/Crouching: Occasionally - may choose this position to reach the lower file drawers.
Crawling: N/A
Fine Finger Dexterity: Constantly - when keyboarding, writing notes by hand, and flipping through paperwork.
Hand/Wrist Movement: Constantly - Keyboarding about 4-5 hours a day and up to 8 hours per day when necessary to complete reports; operating office machines, answering phones.
Hearing/Speech: Clear speaking and hearing required to answer telephone calls and in performing duties.
Sight: Adequate vision is required to review correspondence, mail and files, as well as transcribe reports.

KNOWLEDGE, SKILLS AND ABILITITES

Knowledge of: determinate and indeterminate sentence and parole laws; the classification process and purposes, activities, regulations and functions of the California Department of Corrections and Rehabilitation, the Board of Prison Hearings, the Narcotics Addict Evaluation Authority, and the Youth Authority as its operations relate to the California Department of Corrections and Rehabilitation; correctional administration; documents, forms and processes used in the establishment, maintenance, control, and disposition of individual incarcerated individuals and parolee criminal case records; training methods and planning and conducting in-service training programs; information disclosure statutes; California Department of Corrections and Rehabilitations' automated record-keeping systems. Ability to: Define, interpret, and take action on legal documents and court orders; analyze incarcerated individuals records and recognize and correct discrepancies and irregularities; prepare accurate and concise reports; make arithmetical computations; prioritize workload and meet deadlines; read and write English at a level required for successful job performance; make sound decisions and recommendations in regard to the Department of Corrections and Rehabilitation; disseminate information to administrative, legislative, judicial agencies, attorneys, and the general public; learn, understand, retain, and recall a broad range of highly technical data and apply it to individual cases; follow oral and written instructions; communicate effectively with other staff, incarcerated individuals and information sources; operate a personal computer to access, enter, and retrieve information; progressively perform more difficult and analytical tasks in the correctional case records-keeping process.

DESIRABLE QUALIFICATIONS

Willingness to work in a variety of correctional settings; capacity of assuming progressively greater responsibility; tact; and willingness to travel when required.

WORKING CONDITIONS

Work indoors in a thermostatically controlled environment, although occasionally the temperature fluctuates between very warm and cold. The floors for performance of all duties are linoleum. Include machines, tools equipment required to operate, special hazards or dangers.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

Employees are required to be alert, courteous and professional in their dealings with incarcerated individuals, parolees, fellow employees, visitors and members of the public. Every employee must be in possession of their employee identification card while on duty and produce it upon request. An employee must promptly report the loss of their ID to their supervisor immediately. Do not leave your ID at your desk. Carry it on your person at all times. Every employee must be in possession of a whistle. Employees are expected to arrive to work on time and have excellent attendance. Employee is expected to complete work assignments by the due date. In service training as required.

ADDITIONAL EXPECTATIONS

Conduct complete and comprehensive Audits.

SPECIAL REQUIREMENTS

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