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
Headquarters	065-214-1152-002			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Case Records Analyst			
	WORKING TITLE			
Adult Institutions, Case Records Services, Legal Processing Unit/1170(d)	Correctional Case Records Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
2015 Aerojet Rd. Rancho Cordova, CA				

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

Correctional Case Records Services is accountable for administering and managing the Statewide Uniform Case Records System. Case Records Services provides departmental and outside law enforcement staff with comprehensive information on which to base critical decisions affecting incarcerated persons and parolees. Our goal is to ensure the effectual development, maintenance, and consistency of accurate incarcerated person records via the application of state laws and policies, and exceedingly technical sentence calculations.

GENERAL STATEMENT

The Legal Processing Unit (LPU) reviews legal documents and computerized legal status of cases with sentence discrepancies and subsequently communicates with the courts for resolution. Under the direct supervision of the Correctional Case Records Supervisor, the Correctional Case Records Analyst performs the following duties:

% 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%	Define, interpret, analyze, and take action on legal documents. These legal documents include Abstracts of Judgments, Minute Orders, Sentencing Transcripts, and Court Decisions on commitments to the California Department of Corrections and Rehabilitation which include Penal Code Section 1170 (a) (3), Welfare & Institutions Code Section 1731.5 (c), Prisoner Mother Infant Program and the Community Prisoner Mother Program. Analyze these documents to determine compliance with statutes, and assure discrepancies do not exist in the sentence.
35%	Review documents for clerical errors. If there is a clerical error on the document, write a letter to the clerk of the superior court requesting correction. If there is a sentencing error or discrepancy between the documents, write a letter to the judge of the superior court pointing out the sentencing error or clarification of the sentence. When a response is received from the clerk or judge, the documents are again reviewed for accuracy and analyzed to determine if the problem has been corrected. If the judge elects to take no action on the issue, refer the case to the district attorney for resolution.
15%	Review recording of commitments that have Discrepancy Notices and correct entry errors in the Strategic Offender Management System (SOMS).
10%	Respond to questions from field Case Records staff on sentencing issues, handling of certain discrepancies, and SOMS entry problems.
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

- 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**