CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California Institution for Women	086-223-1149-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Case Records Supervisor			
	WORKING TITLE			
Business Services	Correctional Case Records Supervisor (CCRS)			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	S01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Records				

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

Under the administrative direction of the Chief Deputy Administrator, Correctional Administrator Business Services, (AWBS) is responsible to plan, organize, direct and coordinate business management for the institution which includes the following areas of responsibility: Fire Department and Hazardous Materials, Records, Plant Operations, Procurement, Warehouse, Clothing and Laundry, Property Controller, Food Services, Accounting and Trust, Personnel, Budgets, liaison for California Correction Training and Rehabilitation Authority Operations and Information Technology.

GENERAL STATEMENT

Under the direct supervision of the Correctional Case Records Manager (CCRM), the CCRS must be able to perform the more difficult legal duties that relate to processing, maintaining integrity of documentation in the Electronic Records Management System (ERMS), data entry in the Strategic Offender Management System (SOMS) and the Board's Information Technology System (BITS). The CCRS

will act as a liaison with State, City, County, private sector, law enforcement and other agencies. The CCRS is directly responsible for supervision and training of the Correctional Case Records Analyst (CCRA) and is indirectly responsible for supervision of the Supervising Case Records Technician (SCRT), and/or guidance to the Case Records Technician (CRT).

% 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.
45%	Supervise Correctional Case Records Analysts (CCRA) and provide on-going training, organize, and direct work of subordinate staff. Maintain supervisor files of subordinate staff. Complete probationary reports and annual performance reports. Follow process of progressive discipline if necessary. Complete second reviews of all parole audits.
35%	Implement office procedures directly related to Case Records Instructional Memorandums, Senate Bills, Case Law, and new departmental policy. Attend meetings and conduct monthly training with CCRA's. Act in the place of the CCRM when necessary.
10%	Respond to first level grievances and CDCR-22's on a supervisory level utilizing Penal Code, departmental policy, title 15 and DOM. Providing substation and documentation when applicable.
5%	Participate in interviews of applicants for records office positions. Represent the State of California as an expert witness in court proceedings, interpretation of legal and assorted documents, and all outside city, county, state, and Federal agencies.
5%	Participate with supervision of Incarcerated Person porter. Complete Incarcerated Person porter quarterly performance evaluations. Daily inventory of Incarcerated Person porter tools. Input Incarcerated Person porter time daily in SOMS. Work Week Monday – Friday Work hours 8:30 am – 4:30 pm

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**