

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>Headquarters</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>065-216-1155-020</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>Adult Institutions, Case Records Services, Archives Unit</b>		CLASSIFICATION TITLE <b>Case Records Technician</b>		
		WORKING TITLE <b>Case Records Technician</b>		
		TIME BASE / TENURE <b>P/FT</b>	CBID <b>R04</b>	WWG <b>2</b>
LOCATION		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**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

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**

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

Under the close supervision of the Supervising Case Records Technician, the CRT performs varied duties of complexity and difficulty, relating to processing, maintaining and controlling incarcerated person and parolee records. CRT acts as a departmental liaison on Case Records related issues, involving detailed, sensitive, and extensive interaction with State, City, County, private sector, law enforcement and other agencies. Duties involve intake, transfer, parole, and discharge processes and are in compliance with State laws, rules, regulations and departmental policies meeting statutory requirements.

<b>% of time performing duties</b>	<b>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.</b>
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35%

Access incarcerated person, parolee and discharged offender Central Files (C-File) and maintain integrity, accuracy and uniformity of C-Files through the Electronic Records Management System (ERMS) and the Strategic Offender Management System (SOMS) database system. Follow C-File security and confidential procedures and policies. Ensure accurate data entry and prepare and review offender or parolee files. Recognize, sort, and scan a multitude of documents according to Departmental policy and timeframes. Identify documents that need immediate action prior to scanning in the C-File. Ensure proper placement of scanned documents in the C-File. Identify, evaluate, interpret, type, copy, track, distribute, and prepare documents, actions, and dispositions including, but not limited to, departmental forms, reports; legal documents from courts or law enforcement; other state, federal or local agency documents and forms. Maintain Board of Parole Hearings actions and reports in database for incarcerated person or parolee file.

35%	Access, evaluate, enter, update, retrieve, and maintain accurate data and create or print reports for various Case Records processes utilizing ERMS, SOMS, Parole Violation Disposition Tracking System, Automated Transfer System, Live Scan, Lifer Scheduling and Tracking System, Business Information System, California Law Enforcement Telecommunications System, and other applicable software systems. Type a variety of forms, documents, reports, letters, correspondence and discharge documentation.
15%	Coordinate and interact in person, and/or via telephone, facsimile, or written communication with a multitude of people, including but not limited to staff at all levels of the institution including contracted staff, as well as state and local law enforcement agencies, incarcerated person family members, victims and or next of kin, courts, attorneys, Attorney General's Office, U.S. Immigration and Customs Enforcement, Department of Justice, Federal Bureau of Prisons, CDCR Headquarters and field staff including Division of Adult Parole Operations, Board of Parole Hearings and Juvenile Justice. Responsible to perform tasks associated with one or more functional areas from average to complex; lifer hearing calendars and schedules; parole revocation process, and incarcerated person transfers; disciplinary actions; Intake; Pre-Release; Parole and/or discharge; Pre-registration, Registrations and Release Date Notifications; Holds, Warrants, and Detainers including Extradition; Out to court processing and follow-up.
10%	Provide training to other Departmental staff on ERMS scanning and other training as it relates to Case Records functions or as required. Collect, review, distribute and process mail. Provide back-up to other CRT functions. Research, gather and assemble information for daily, weekly, monthly, quarterly, or yearly reports and special projects. Coordinate gate clearances, schedule conference rooms for meetings, schedule C-File reviews, conduct personnel related tasks, coordinate building maintenance issues, prepare contracts, track and purchase supplies. Attend a minimum of 40 hours of In-Service Training annually.
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 REQUIREMENTS**

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