

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-223-1149-TBD			
DIVISION / UNIT  Associate Warden, Operations Main Records		CLASSIFICATION TITLE Correctional Case Records Supervisor			
		WORKING TITLE Correctional Case Records Supervisor			
		TIME BASE / TENURE	CBID	WWG	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 4/1/2023	INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> 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.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
<p>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.</p> <p>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.</p>					
<b>DIVISION OVERVIEW</b>					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
<p>The Correctional Case Records series describes the work performed by analysts, supervisors, managers, and administrators in inmate 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:</p> <ol style="list-style-type: none"> <li>1. Interpretation of court commitment orders; initiation of criminal identification process; analysis and research of inmate 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 inmate 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 inmates in California and other State and Federal jurisdictions.</li> <li>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.</li> <li>3. Direction of paroling authority calendar schedules, minutes, and interpretation, research, analysis, and implementation of their decisions.</li> <li>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 inmate legal documents are put into evidence.</li> </ol>					

5. Acts as consultant and advisor to departmental staff, other governmental agencies and court officers, inmates, inmates' 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 inmate receipt, sentencing, paroling, and release which includes responding to inmate 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 inmates, 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 inmates' Central Files and the supervision of the Correctional Case Records Analysts (CCRA) and the Board of Parole Hearing Desks; or the CCRA's and the OBIS and COCF/Revocation area:

% 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 nine CCRA and one OT who completes the work responsibilities of the Board of Parole Hearing desk; perform legal and policy interpretations related to the processing, maintenance, and control of inmates or parolee records.
35%	Oversee and sign-off approval of Central Files for inmates 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 inmate or parolee 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 inmates, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

**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
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**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
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