

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations		POSITION NUMBER (Agency-Unit-Class-Serial) 061-028-1155-104		MCR / HCR	
DIVISION / UNIT Interstate Compact Unit		CLASSIFICATION TITLE Case Records Technician			
		WORKING TITLE			
		TIME BASE / TENURE Perm/FT	CBID R04	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
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 Under the provision of the Interstate Compact, the California Department of Corrections and Rehabilitation (CDCR) must comply with all of the Interstate Commission for Adult Offender Supervision (ICAOS) and Interstate Commission for Juveniles Rules and regulations. The Interstate Compact Unit is responsible for the operation of California's Interstate Compact, consisting of the following components: Adult Interstate Parole and Probation Services, Extradition, and Juvenile Interstate Services.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Interstate Compact Unit-Juvenile Interstate Services' Parole Agent III, Adult Parole, the Case Records Technician is responsible for reviewing and processing interstate documents and interprets vital information critical to the processing of requests for the Interstate Compact for Juveniles (ICJ).					
This position will access automated data systems and the individual must have the ability to understand written and numerical data, navigate programs on a personal computer, and have a general knowledge of government entities. This position will perform 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.				
40%	<p>Process ICJ Referrals which includes reviewing and verifying packets for completeness of required supporting documentation within the required timeframe. Referrals will be entered into internal databases and forwarded to the appropriate state/county to request home evaluations.</p> <p>Process home evaluations by reviewing and completing the required forms and sending acceptance/denial letters to appropriate states/counties. Track and request overdue home evaluations and document all information in an internal database.</p> <p>Process progress reports, including: reviewing and completing forms and forwarding the reports to the appropriate state/county. Track, monitor, and request overdue progress reports. Request responses to closures or revocations.</p>				

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	Process travel permits by reviewing for completeness and forwarding to appropriate state/county. Track and request referral packet if testing placement and referral is not received within the required timeframes. Process case closures by forwarding packets to appropriate state/county. Document all information in an internal database.
25%	Facilitate the return of absconders and runaways by making contact with appropriate state/probation/social services agencies and parents/legal guardians. Track court dates and completion of the Waiver to Return forms. Ensure travel arrangements are made and travel is completed within five (5) days of receipt of the waivers, including transportation to the airport and supervision prior to boarding and during any layovers.
15%	Other miscellaneous duties include: requesting record checks of juveniles from appropriate states/counties; respond to extensive email and telephonic correspondence/inquiries; develop working relationships with county jails, courts, juvenile halls, law enforcement, probation, social service agencies, and other member states and act as a subject matter expert for ICJ and the Uniform Nationwide Interstate Tracking for Youth (UNITY); develop familiarity with Interstate Compact Rules, California <i>Welfare and Institutions Code</i> , and <i>Penal Code</i> ; knowledge of Adobe.
15%	Be proficient/maintain knowledge of the responsibilities of the ICAOS and the Interstate Compact Offender Tracking System in order to act as back-up, as needed.
5%	Other duties and special assignments, 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.

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 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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