

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) 030-223-1154-001			
DIVISION / UNIT Associate Warden, Programs Main Records		CLASSIFICATION TITLE Supervising Case Records Technician			
		WORKING TITLE Supervising Case Records Technician			
		TIME BASE / TENURE	CBID	WWG	COI
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 8/1/2024	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

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 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.

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.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Incumbents in this series are responsible for processing, maintaining, and controlling incarcerated population, youthful offender, and parolee records. In accordance with State laws, rules, regulations, and departmental policies, incumbents respond to inquiries from departmental staff, Attorney General's Office, Board of Parole Hearings, Youth Authority Administrative Committee, law enforcement agencies, Federal and other state correctional departments, incarcerated population, youthful offenders, and parolees families, and public members requesting confidential information; enter incarcerated population, youthful offender, or parolee data in an automated system and ensure accurate data entry; assemble, prepare, and review incarcerated population, youthful offender, or parolee files; query a database for specific information on the location of an incarcerated population, youthful offender, or parolee; file a variety of documents in the incarcerated population, youthful offender, or parolee file including medical, psychiatric, dental, and related records, appeals, legal documents, Board of Parole Hearings, and Youth Authority Administrative Committee actions and reports; type a variety of forms and documents, reports, letters, correspondence, and discharge documentation; process packages for paroling incarcerated individuals or youthful offenders; prepare paperwork and schedules hearings; maintain incarcerated population, youthful offender, and parolee files; generate reports of data from an automated system or database; research, reconcile, and resolve information or database discrepancies; and process incoming mail for appropriate distribution to staff.

This is the supervisory level in the series. Incumbents plan, organize, and direct the work of subordinate staff engaged in processing, maintaining, and controlling incarcerated population, youthful offender, and parolee records; perform the full range of supervisory duties including interviewing and selecting staff; evaluating training needs and performance; assigning work; representing the unit supervised in management staff meetings; collecting, compiling, and summarizing data in report form regarding activities in the unit supervised; assisting in the development of workload projections and budgetary resources; reviewing, evaluating, and

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recommending operating procedures to reflect changes resulting from legislation or other factors; participating as a member of a task force or work group evaluating business operations or procedures; and personally perform the more difficult work.

GENERAL STATEMENT

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

Under the supervision of the Correctional Case Records Supervisor, the SCRT is the working level supervisor. This position supervises Case Records Technicians (CRT) and on occasion, other clerical staff. The SCRT is responsible for the daily clerical functions of the records office, attendance of subordinates, performance evaluations, and problem resolution. Plans for and implements necessary cross coverage during vacancies and absences. Schedule and ensure staff attend annual In-Service Training, and personally attend mandatory annual classes. Duties include but are not limited to the following:

% 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%	Supervise CRT staff and provide on-going training, organize and direct work of subordinate staff. Maintain supervisory files of subordinate staff. Complete probationary reports and annual performance reports.
30%	Provide and ensure compliance with cross-training schedule. Follow disciplinary guidelines when necessary.
15%	Perform the full range of supervisory duties including interviewing and selecting staff; evaluating training needs and performance; assigning work; representing the unit supervised in management staff meetings.
05%	Collecting, compiling, and summarizing data in report form regarding activities in the unit supervised; assisting in the development of workload projections and budgetary resources; reviewing, evaluating, and recommending operating procedures to reflect changes resulting from legislation or other factors.
05%	Act as liaison for Records in dealing with the public, other state agencies and departments, District Attorney, Sheriffs Office, Police Department and probation department regarding Records issues.
05%	Participate as a member of a task force or work group evaluating business operations or procedures; personally perform the more difficult work; attend appropriate In-Service Training; perform other duties as required.

SPECIAL REQUIREMENTS

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