

EDITED KSAPC LISTING

CLASSIFICATION: CORRECTIONAL CASE RECORDS ADMINISTRATOR

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of determinate and indeterminate sentence and parole laws to identify sentencing errors and develop/implement Departmental policies and procedures.
K2.	Comprehensive knowledge of the classification process and purposes, activities, regulations, and functions of California Department of Corrections and Rehabilitations (CDCR), the Board of Parole Hearings (BPH), and the Division of Juvenile Justice (DJJ), to provide appropriate direction to Case Records staff.
K3.	Basic knowledge of correctional administration principles and practices in order to manage the Case Records operations and interact with various divisions within/outside the Department.
K4.	Advanced knowledge of documents, forms, and processes used in the establishment, maintenance, control, and disposition of the offenders' case in order to manage the Case Records operations and contribute towards CDCR's mission.
K5.	Comprehensive knowledge of training techniques, methods and planning in order to determine/implement appropriate training and meet the overall mission of CDCR.
K6.	Comprehensive knowledge of the Information Practices Act (information disclosure statutes) in order to appropriately disclose and release information.
K7.	Comprehensive knowledge of CDCR's automated record-keeping systems (e.g., Strategic Offender Management System [SOMS], Electronic Records Management System [ERMS] etc.) in order to enter, track and extract offender data.
K8.	Comprehensive knowledge of a manager's/supervisor's role in the Department's Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives to ensure a work environment free of discrimination.
K9.	Advanced knowledge of principles of effective supervision in order to direct and develop Case Records staff to accomplish the day-to-day operations.
K10.	Comprehensive knowledge of administrative processes involved in the legal resolution of criminal charges and detainers to provide direction to staff and ensure compliance with laws, rules and regulations.
K11.	Comprehensive knowledge of research techniques in order to access information and resources.
K12.	Advanced knowledge of the various resource materials available in order to accomplish day-to-day tasks and achieve overall goals of the Case Records functions.
K13.	Comprehensive knowledge of interviewing techniques to comply with hiring laws.
K14.	Advanced knowledge of the appeals process in order to effectively respond to appeals and inquiries.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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Knowledge of:	
K15.	Advanced knowledge of proper security measures required to access Case Records databases and central files to maintain confidentiality, accountability and integrity of the information.
K16.	Comprehensive knowledge of writing techniques in order to prepare accurate and concise correspondence and reports.
K17.	Advanced knowledge of the use of office equipment (e.g., release date calculators, computers, etc.) in order to accomplish the day-to-day activities.
K18.	Comprehensive knowledge of laws, rules, regulations, Departmental policies and procedures impacting the Case Records operations to ensure compliance and support CDCR's mission.

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Ability to:	
A1.	Define, interpret, and take action on legal documents and court orders to ensure compliance.
A2.	Analyze inmate, parolee and discharge offender records and recognize/correct discrepancies to ensure compliance with mandated laws, rules and regulations.
A3.	Prepare accurate and concise reports to complete required tasks.
A4.	Calculate arithmetical computations in order to calculate release/discharge/hearing dates, prepare Budget Change Proposals, etc.
A5.	Prioritize workload and meet deadlines in order to accomplish the day-to-day operations.
A6.	Communicate at an appropriate level required to follow oral and written instructions in completing daily tasks.
A7.	Formulate sound decisions and recommendations to manage the Case Records operations and contribute towards CDCR's mission.
A8.	Provide criminal identification services necessary to the administration of CDCR to assist other agencies.
A9.	Disseminate technical information related to the statewide Case Records systems to administrative, legislative, and judicial agencies, attorneys, and the general public.
A10.	Learn, understand, retain, and recall a broad range of highly technical data and apply it to individual cases to provide guidance to field Case Records offices and ensure compliance with statutory requirements.
A11.	Follow oral and written instructions in order to complete assignments efficiently.
A12.	Communicate effectively with other staff, inmates, etc. to complete daily tasks.
A13.	Operate a personal computer to access, enter, and retrieve information.
A14.	Progressively perform more difficult and analytical tasks in the correctional case record-keeping process to provide guidance to Case Records staff.
A15.	Plan, organize, and direct the work of various Case Records staff to accomplish daily work processes.
A16.	Plan and prepare personnel, equipment, and supply budgets to ensure sufficient resources are available for daily operations.
A17.	Contribute effectively to the Department's EEO objectives to ensure a work environment free of discrimination.
A18.	Plan, organize, and administer a major program of department wide scope in support of CDCR's mission.

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