

## EDITED KSAPC LISTING

CLASSIFICATION: Correctional Case Records Analyst

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of case law in order to accurately calculate dates.
K2.	Basic knowledge of the classification process within the California Department of Corrections and Rehabilitation (CDCR) in order to complete audits and comply with policies, procedures and laws.
K3.	Basic knowledge of correctional administration in order to interact with various departments in a correctional and/or parole setting.
K4.	Basic knowledge of documents and forms contained in the central file (Electronic Records Management System [ERMS]) and Strategic Offender Management System (SOMS) in order to complete audits.
K5.	Comprehensive knowledge of the individual inmate/parolee central file (ERMS) and SOMS in order to calculate accurate parole and discharge dates.
K6.	Basic knowledge of training tools in order to train support staff and other analysts.
K7.	Comprehensive knowledge of departmental instructional/informational memorandums, policies, administrative bulletins and directives in order to properly apply case law to complete audits.
K8.	Basic knowledge of information disclosure statutes to ensure the department's security and public safety.
K9.	Comprehensive knowledge of applicable credits in order to complete audits, produce accurate release/discharge dates and ensure public safety.
K10.	Basic knowledge of CDCR electronic record-keeping systems such as SOMS, ERMS, California Law Enforcement Tracking System (CLETS), etc., in order to track inmates/parolees, records, release/discharge dates and audit the information received from these systems.
K11.	<b>Basic knowledge of departmental policies (i.e., Penal Code, Title 15 and Departmental Operations Manual [DOM], etc.), in order to perform essential duties.</b>
K12.	<b>Basic knowledge of specialized calculation tools (i.e., date calculator and automated calculation worksheets) in order to ensure accuracy of inmate/parolee release dates.</b>
K13.	<b>Basic knowledge of mathematical concepts in order to accurately perform calculations.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Analyze legal documents in order to apply the information to individual cases, produce an accurate parole and/or discharge date and ensure public safety.
A2.	Analyze documents relevant to case records in order to calculate release/discharge dates, recognize and correct discrepancies/errors.
A3.	Prepare correspondence in order to accurately clarify discrepancies and request information for the central file (ERMS).
A4.	Make accurate mathematical calculations (i.e., release, discharge, hearing dates, etc.) in order to ensure proper application of case law.
A5.	Prioritize in order to effectively manage casework and comply with policies and procedures.
A6.	Make sound decisions related to case management to determine and implement effective and appropriate courses of action.
A7.	Review rap sheets/criminal identification history to ensure the security of the Department and public safety.
A8.	Understand a broad range of highly technical data in order to complete accurate audits.
A9.	Effectively follow oral and written instructions in order to provide information, complete memos, letters, forms and reports.
A10.	Communicate effectively with other staff, inmates and outside agencies in order to receive or provide information, complete memos, letters, forms and reports.
A11.	Operate a computer in order to access, enter, update and retrieve information.
A12.	Progressively perform more difficult and analytical tasks in the correctional case records process.
A13.	<b>Operate a date calculator in order to enter, update and retrieve information.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Capacity to assume progressively greater responsibility.
PC2.	Communicate tactfully with others.
PC3.	<b>Capacity to perform under extreme pressure and high demands.</b>
PC4.	<b>Flexibility to adapt to change.</b>
PC5.	<b>Demonstrate professionalism.</b>