

EDITED TASK LISTING

CLASSIFICATION: Correctional Case Records Analyst

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

Task Statements	
1.	Interpret court commitment orders and Board of Parole Hearing (BPH) decisions in order to calculate a parole date, controlling discharge date and discharge review date to ensure compliance with Departmental Operations Manual (DOM), Title 15, Penal Code [PC] utilizing policies, statutes and case laws, etc., on a daily basis.
2.	Review inmate/parolee criminal identification history file/rap sheet and fingerprint cards in order to ensure proper recording in compliance with laws (i.e., PC 296, PC 290), statutes, DOM, utilizing policies and procedures, etc., as required.
3.	Analyze inmate/parolee criminal identification history file/rap sheet and fingerprint cards in order to ensure proper recording in compliance with laws (i.e., PC 296, PC 290), statutes, DOM, utilizing policies and procedures, etc., as required.
4.	Analyze inmate/parolee legal documents (i.e., Abstracts of Judgment [AOJ], Minute Orders, sentencing transcripts, etc.), in order to ensure the accuracy of inmates/parolees sentence (i.e., judicial and clerical) to be in compliance utilizing statutes, case laws, DOM and professional knowledge, as required.
5.	Determine proper conduct credit eligibility relative to prison commitment and/or BPH decisions in order to determine credits earned, utilizing statutes, case laws, Strategic Offender Management System (SOMS), Electronic Records Management System (ERMS), etc., as required.
6.	Audit applied credit eligibility relative to prison commitment and/or BPH decisions in order to ensure accuracy utilizing statutes, case laws, SOMS, ERMS, etc., as required.
7.	Audit legal forms for the release/discharge of persons in order to ensure accuracy (i.e., Warden's Check Out Order, Registrations) utilizing DOM, Title 15, policies and procedures, etc., as required.
8.	Calculate release/discharge dates in relation to the inmate/parolee prison commitment and/or BPH decisions in order to ensure accuracy for release/discharge, utilizing case laws, calculation worksheets, SOMS, ERMS, etc., as required.
9.	Review data to determine life term dates (i.e., hearings, BPH release, discharge/discharge review, etc.) in order to ensure inmate/parolee have satisfied their commitment term and parole period utilizing statutes, laws, BPH decisions, Boards Information Technology System (BITS), SOMS, ERMS and DOM, as required.
10.	Review various forms, system data, reports and legal documents (i.e., registrations, notifications, detainers, miscellaneous decisions, etc.) in order to ensure accuracy and compliance with statutes, laws, rules and regulations utilizing SOMS and ERMS, on a daily basis.
11.	Provide case record information in order to notify CDCR personnel, various governmental agencies and other authorized persons of legal mandates (i.e., forms, data, legal documents, etc.) utilizing laws, policies and procedures, DOM and Title 15, as required.
12.	Certify copies of PC 969B packets (i.e., AOJ, Minute Orders, fingerprint cards, etc.) contained in the central file (ERMS) in order to provide information for possible sentencing utilizing CDCR policies and procedures and DOM, as requested.

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

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13.	Review individual case actions (i.e., revocations, parolee-at-large, miscellaneous decisions, etc.) in order to ensure compliance with BPH/court orders utilizing DOM, Title 15, Parole Violators Data Tracking System (PVDTS), policies and procedures, as required.
14.	Implement BPH actions (i.e., revocations, parolee-at-large, miscellaneous decisions, etc.) in order to determine/recalculate dates (i.e., release, discharge) utilizing professional knowledge, mathematical calculations, Title 15, laws and procedures, PVDTS as required.
15.	Function as a liaison between CDCR personnel and/or various agencies in order to provide information on matters concerning the application of sentence and parole laws utilizing communication skills, professional knowledge, policies and procedures, etc., as required.
16.	Represent CDCR as a case record Subject Matter Expert (SME) before the Grand Jury, State and Federal courts, etc., in order to provide case records information utilizing professional knowledge, central file (ERMS) and communication skills, as requested.
17.	Respond to inmate appeals and inmate requests for interview at the informal level regarding case records issues in order to ensure compliance with pertinent laws, rules and regulations utilizing professional knowledge, laws, DOM, Title 15, etc., as requested.
18.	Update inmate credit received/loss program history in SOMS in order to produce an accurate release date to ensure compliance with statutes, policies and procedures, etc., utilizing modification orders and classification actions, as required.
19.	Act as a lead person to other case records staff in order to provide direction utilizing professional knowledge, communication skills, policies and procedures, etc., as needed.
20.	Operate a departmental computer to access, enter and retrieve relevant information for pertinent inmate/parolee data (i.e., housing, custody level, release date, etc.) utilizing SOMS and ERMS, on a daily basis.
21.	Identify sentencing errors within legal documents to accurately meet sentencing laws utilizing professional knowledge, penal code, statutes, DOM, case law, etc., as required.
22.	Refer sentencing errors to the Legal Processing Unit (LPU) or appropriate authority for resolution utilizing professional knowledge, penal code, statutes, DOM, case law, etc., as required.
23.	Prepare various written documents (i.e., memorandums, correspondences, etc.) in order to request and/or provide information to CDCR personnel, various agencies, utilizing computer and communication skills, laws, policies and procedures, as required.
24.	Provide training to other case records staff on case records functions in order to ensure compliance with CDCR policies and procedures utilizing professional knowledge, communication and leadership skills, as required.

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25.	Participate in staff meetings regarding case records related topics/issues in order to share information utilizing teamwork and communication skills, as required.
26.	Instruct inmates in order to complete assigned or required duties, utilizing professional knowledge, communication skills, Title 15, etc., as needed.
27.	Maintain current knowledge of case records policies and procedures by attending required training to ensure the appropriate interpretation and compliance of new policies and procedures utilizing professional knowledge, communication and analytical skills, as required.
28.	Compile statistical data in order to provide information to management utilizing policies and procedures, mathematical knowledge and computer skills, as required.
29.	Notify the Department of Justice (DOJ) of new, additional or corrections needed to inmate/parolee commitments in order to update the Automated Criminal History System (i.e., commitment information, fingerprints, etc.) utilizing CDCR policies and procedures, as required.
30.	Ensure audits (i.e., intake, transfer, 10-day, etc.) are completed within mandated timeframes in order to ensure compliance with departmental policies and procedures utilizing DOM and Title 15, as required.
31.	Review in-custody disciplinary actions (CDCR 115) in order to verify division and apply appropriate credit loss utilizing professional knowledge, SOMS, ERMS, DOM, etc., as required.
32.	Review rap sheet in order to identify unresolved arrest/court actions to ensure the safety and security within the correctional setting utilizing professional knowledge, policies and procedures, on a daily basis.
33.	Contact law enforcement agencies (i.e., courts, District Attorney [DA], probation) in order to resolve pending arrest/court actions for placement of potential detainees utilizing professional knowledge, DOM, PC, policies and procedures, on a daily basis.