



CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION  
OFFICE OF WORKFORCE PLANNING  
**CORRECTIONAL CASE RECORDS ANALYST**  
WRITTEN EXAMINATION – JANUARY 12, 2019  
EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS

### GENERAL INFORMATION

This orientation packet provides information specific to the 2019 Correctional Case Records Analyst examination. You should review this information prior to participating in the examination.

The Correctional Case Records Analyst examination covers all of the essential knowledges, skills, and abilities of the Correctional Case Records Analyst classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in this classification. This study guide has been developed to help you respond to job related questions. The study guide consists of the following two sections:

- Tips for preparing for a Written Examination
- Sample questions for the Written Examination

### GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The **Written Examination** requires knowledge of principles, techniques, rules and regulations, and functions of the California Department of Corrections and Rehabilitation (CDCR). Therefore, it is recommended that you review Instructional Memorandums, Department Operations Manual (DOM), Penal Codes (PC), policies and procedures. The written test consists of three segments of multiple choice test items designed to assess the critical knowledges, skills, and abilities required for successful on-the-job performance in the Correctional Case Records Analyst classification.

## GENERAL TIPS FOR PREPARING FOR YOUR CORRECTIONAL CASE RECORDS ANALYST EXAMINATION

- Review the Job Analysis for the Correctional Case Records Analyst examination. The most critical and frequently performed tasks are identified in the Job Analysis in addition to the knowledges, skills, and abilities of the classification. The Job Analysis can be found on the CDCR website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov). At the home page, click on **Careers**, then under **General Information for Job Seekers**, click on **Job Analysis**, then click on **Correctional Case Records Analyst**, then click on **Background Information and Information Gathering, Edited Tasks, and Edited Knowledge, Skills, and Abilities**. A hard copy can also be obtained by visiting the Office of Workforce Planning at 1515 “S” Street, Room 101-North, Sacramento.
- Review and study the California State Personnel Board (SPB) Job Specification. This is the legal document for the classifications and states how the classifications are used in general, identifies the knowledges, skills, and abilities required, and lists any other pertinent classification information. The specifications can be accessed at the California Department of Human Resources’ (CalHR) website at <http://www.calhr.ca.gov/state-hr-professionals/Pages/1152.aspx>.
- Research how and where the classification is being used to broaden your understanding of the classification. You may also speak with an incumbent who is currently in the position. These individuals currently performing the duties of the classifications can provide you with insight of actual on-the-job tasks. You may also want to request a duty statement.
- Acquaint yourself with the Department at [www.cdcr.ca.gov](http://www.cdcr.ca.gov). In the left right hand corner, click the **About** tab to find information regarding the Department’s Mission Statement as well as various Divisions/Boards, Offices/and other Programs.
- Acquaint yourself with the Department of Corrections and Rehabilitation’s (CDCR) DOM located on CDCR’s website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov). In the top left hand corner, click on the **About CDCR** tab. Under **About CDCR**, click on **Regulations**; then click on **Adult Institutions, Programs and Parole Regulations**, then scroll down and click on **Department Operations Manual**, then click on **DOM 2018**, and go to **Chapter 7 – Adult Case Records Information**.

## **WRITTEN EXAMINATION TIPS**

- Listen to all of the instructions given by the proctors.
- Carefully read the written test instructions while the proctor reads them aloud.
- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- Read all choices carefully before choosing your answer.
- Immediately eliminate answers you know are wrong.
- Enter all answers on the answer sheet with the pencil provided by the exam proctors.
- Changing your answer multiple times may interrupt scantron readings.
- Do not spend too much time on questions that you are unable to answer. Move on and come back to those questions.
- Ensure the question you are answering corresponds to the number on your answer sheet.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.
- If you have a question that is not exam related, raise your hand and a proctor will assist you.
- Review your examination scantron and ensure you answered all questions before turning in your test material.

There are many areas that are covered in this examination. The examination is a competitive process. The more prepared you are, the more competitive you should be. Do your research and allow time for preparation. Good luck!

## SAMPLE QUESTIONS

### SEGMENT 1 – ARITHMETIC

The following is a brief description and example of the critical performance areas measured by the examination. The critical performance areas are based on the knowledges, skills, and abilities indicated on the examination bulletin and job specification.

This test segment is designed to measure your ability to correctly add, subtract, divide, and multiply using whole numbers and percentages. Be sure to round down.

**INSTRUCTIONS:** Read the following excerpt and choose the one response that most appropriately answers the mathematical problem.

#### Sample Question #1

Inmate O was sentenced to a term of 3,650 days. He has already served 1,278 days of his term. A new law passed indicating that the commitment offense he is now serving requires him to serve 80% of the time remaining. How many more days will he need to serve?

- A. 1,022 days
- B. 1,278 days
- C. 1,897 days
- D. 2,409 days

The correct answer is C. According to Reference: PC Section 667 (b)-(i) 1170.12, using standard mathematical computation, and no rounding

## **SEGMENT 2 – READING COMPREHENSION**

This test segment is designed to measure your ability to comprehend information presented in written format.

**INSTRUCTIONS:** Choose one response that most appropriately answers the topic covered.

### **Use the following information to answer Question #2**

#### **Instructional Memo dated 08/17/01 Courtesy Paroles and Cases Transferred for Deportation Hearings CR 01/16. - OTC & RETURN**

- If the inmate is transferred temporarily for out to court and return and the body is still out to court when the parole date comes up, then a courtesy parole is not necessary. The sending institution shall be responsible for taking care of all of the parole processes including removing all hold data from SOMS, except for entering the move.
- The sending institution shall be responsible for notifying the appropriate law enforcement agency for removal of the Notice of Detainer (placed by CDCR), and for removing all holds from SOMS.
- A courtesy parole is necessary for an inmate with an imminent release date who is enroute to the sending institution after return from out to court. All pre-parole audits and related documents shall be completed by the sending institution. The sending institution shall contact the releasing institution notifying them of the inmate's imminent release date. This will also ensure that the inmate is released on his/her parole date and not placed on a bus back to the sending institution when there is not sufficient time for transfer prior to parole. It is important that each section of the CDC Form 1151, Audit Check List is completed and clearly marked even if a section is not applicable and that "Courtesy Parole" is indicated on the bottom in the comment section.
- When an inmate paroles while out to court, the Correctional Case Records Manager (CCRM) at the sending institution shall contact the CCRM at the releasing institution to request the flimsy file.

#### **Sample Question #2**

According to the information above, a courtesy parole is required for which of the following cases?

- A. An inmate temporarily transferred out to court and has not returned when the parole date comes up
- B. An inmate currently out to court to another institution with sufficient time prior to parole
- C. An inmate temporarily transferred to another institution for out to court and return for an extended period of time
- D. An inmate with an imminent release date who is enroute to the sending institution after return from out to court

The correct answer is D. According to Instructional Memo dated 08/17/01 Courtesy Paroles and Cases Transferred for Deportation Hearings CR 01/16 - OTC & RETURN

## SEGMENT 3 – LEGAL ANALYSIS

This test segment is designed to measure your ability to correctly analyze, interpret and apply laws, rules and regulations, Penal Code, Department Operations Manual (DOM), Departmental policies and procedures, Instructional Memos, court decisions, etc.

**INSTRUCTIONS:** Read the following excerpt and choose the one response that most appropriately answers the situation or topic covered.

### Use the following information to answer question #3

#### **Instructional Memo dated 03/09/92 to all Case Records Managers, Parole Violators – With New Terms (PV-WNT)**

The following guidelines have been established to assist staff in determining whether a PV-WNT case should be referred to the Board of Parole Hearings (BPH) on the Miscellaneous Proceedings Calendar for discharge consideration of the former term(s) (the case(s) the parolee was serving prior to being returned to custody as a PV-WNT):

1. If a parolee who was on parole from a term other than a statutory term of life is returned to prison as a nonrevoked parolee with a new term, then the following procedures shall apply:
  - If the former term makes the parolee ineligible for worktime credits pursuant to PC 3057(d) or the BPH had imposed a special condition of parole pursuant to PC 2962, then the case will not be presented to the BPH for discharge consideration of the former term. The former case will remain active until the expiration of its parole period.
  - If the former term would not make the parolee ineligible for worktime credits pursuant to PC 3057(d) or the BPH did not impose a special condition of parole pursuant to PC 2962, then the case needs to be referred to the BPH on the Miscellaneous Proceeding Calendar for discharge consideration; continuing on parole and retain the former term or schedule for revocation proceedings.
2. If the parolee was on parole from a statutory term of life, then the case will not be referred to BPH for discharge consideration.

#### Sample Question #3

Inmate B was sentenced to state prison for five (5) years as a PVWNT. The parolee is eligible for worktime credits on the former term. His parole was revoked by the BPH and they did not impose special conditions of parole pursuant to PC Section 2962. His revocation release date controls. According to the information on the preceding page, what is required for discharge of the former term?

- A. The case will automatically discharge at his controlling discharge date
- B. The case will automatically discharge at his earliest possible release date
- C. The case will be presented to BPH for Discharge Consideration
- D. The case will not be presented to BPH for Discharge Consideration

The correct answer is C. According to Instructional Memo dated 03/09/92 to all Case Records Managers - Parole Violators – With New Terms (PV-WNT).

Good luck on your test!