



CORRECTIONAL CASE RECORDS MANAGER

Department of Corrections and Rehabilitation

Departmental Open Examination

Examination Code: OCE24

Final Filing Date: Continuous

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

CLASSIFICATION DETAILS

Salary Range:

\$5,866.00 - \$7,284.00 per month

View the [classification specification](#) for the Correctional Case Records Manager classification.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.

HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and [Qualifications Assessment](#)

By mail to:

**Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 211S**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the cut-off date to the same street address as listed above.

Qualifications Assessments for Correctional Case Records Manager are available from the CDCR website at: [Correctional Case Records Manager](#) or in person at the street address listed above.

Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

NOTE: Only applications with an original signature will be accepted.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

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Candidates must complete and return the Correctional Case Records Manager Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment rated.

All applicants must meet the minimum qualifications for this examination by the cut-off date.

TEST DATE

Applications will be accepted on a continuous basis.

Cut-off dates for processing will be:

February 26, 2021 August 27, 2021

Note: *Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.*

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact the Office of Workforce Planning at (916) 322-2545 if you have not received your notice after 7 weeks.

MINIMUM QUALIFICATIONS

Either 1

Two years of experience in the California State service performing the duties of a Correctional Case Records Supervisor.

Or 2

Experience: Four years of experience in a governmental law enforcement or criminal justice setting in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of local, State, or Federal correctional agencies, including one year of supervisory experience. (Experience in the California State service applied toward this requirement must have been at a level of responsibility equivalent to Correctional Case Records Supervisor.) **and**

Education: Equivalent to graduation from college.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work in a variety of correctional settings; capacity for assuming progressively greater responsibility; tact; and willingness to travel when required.

POSITION DESCRIPTION AND LOCATION(S)

A **Correctional Case Records Manager** directs a variety of complex records functions as managers of records units in an institution, parole region, or headquarters office; supervise generally three or more subordinates in the Correctional Case Records series and subordinate supervisory clerical staff; develop research projects for identification of future needs; plan and implement advanced technological systems; has responsibility for accuracy and content of local records and for accuracy of sentence, parole term, and release data calculations. Incumbents may also work independently or with a group on (a) local or departmental assignments to conduct surveys and make recommendations related to methods, procedures, and staffing; or (b) systematic audits, to insure compliance with statutory and policy requirements.

Position(s) exist statewide with CDCR.

EXAMINATION PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates

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will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Determinate and indeterminate sentence and parole laws.
2. The classification process and purposes, activities, regulations, and functions of the California Department of Corrections, the Board of Prison Terms, the Narcotic Addict Evaluation Authority, and the Division of Juvenile Justice as its operations relate to the California Department of Corrections.
3. Correctional administration.
4. Documents, forms, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records.
5. Training methods and planning and conducting in-service training programs.
6. Information disclosure statutes.
7. California Department of Corrections' automated record-keeping systems.
8. The Department's Equal Employment Opportunity Program objectives.
9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
10. Principles of effective supervision.

Ability to:

1. Define, interpret, and take action on legal documents and court orders.
2. Analyze inmate records and recognize and correct discrepancies and irregularities.
3. Prepare accurate and concise reports.
4. Make arithmetical computations.
5. Prioritize workload and meet deadlines.
6. Read and write English at a level required for successful job performance.
7. Make sound decisions and recommendations in regard to the record-keeping function.
8. Provide criminal identification services necessary to the administration of the Department of Corrections.
9. Disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public.
10. Learn, understand, retain, and recall a broad range of highly technical data and apply it to individual cases.
11. Follow oral and written instructions.
12. Communicate effectively with other staff, inmates, and informational sources.
13. Operate a personal computer to access, enter, and retrieve information.
14. Progressively perform more difficult and analytical tasks in the correctional case record-keeping process.
15. Plan, organize, and direct the work of subordinate staff and inmates.
16. Plan and prepare personnel, equipment, and supply budgets.
17. Effectively contribute to the Department's equal employment opportunity objectives.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Correctional Case Records Manager is available on the CDCR website at: [CDCR Job Analysis](#).

Note: To ensure a fair and equitable opportunity for all competitors, CDCR does not authorize the gathering of informal study groups or the distribution of informal sample test questions to prepare for examinations. Additionally, pursuant to California Government Code Sections 19680 and 19681, candidates are not to obtain or discuss test questions and/or answers from current or prior examinations to prepare for upcoming examinations.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

VETERANS' PREFERENCE/CAREER CREDITS

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career Credits will not be granted in this examination.

DIVERSITY AND INCLUSION

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING
EXAMINATION SERVICES UNIT
1515 S STREET, ROOM 211S, SACRAMENTO, CA 95811
EMAIL: ExamHelpDesk@cdcr.ca.gov
PHONE: (916) 322-2545
Telecommunications Relay Service: 711

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