



CORRECTIONAL CASE RECORDS ADMINISTRATOR

Department of Corrections and Rehabilitation

Departmental Promotional Examination

Examination Code: 3CEAY

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.

DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

Excluding:

California Prison Industry Authority (CALPIA)

California Correctional Health Care Services (CCHCS)

CLASSIFICATION DETAILS

Salary Range:

\$7,204.00 - \$8,950.00 per month

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

WHO SHOULD APPLY

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with CDCR OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

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

Talent Acquisition and Career Services

P.O. Box 942883

Sacramento, CA 94283-0001

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Or in person at:

Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Talent Acquisition and Career Services, 101 N

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 final filing date, to the street address listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. 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.

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

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 Talent Acquisition and Career Services at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

Candidates must complete and return the Correctional Case Records Administrator 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:

October 23, 2023

January 22, 2024

April 22, 2024

July 22, 2024

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 Talent Acquisition and Career Services at (916) 322-2545 if you have not received your notice after 7 weeks.

MINIMUM QUALIFICATIONS

Either 1

One year of experience in the California state service performing the duties of a Correctional Case Records Manager.

Or 2

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

Or 3

Experience: Five years of experience in a governmental law enforcement or criminal justice setting, including three years' supervisory experience in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of a local, State, or Federal correctional agency. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to a 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.

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IMPORTANT: When using education and/or specific course work to meet the minimum qualifications, you must submit a copy of unofficial transcripts along with your application.

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)

As incumbent assigned as the Assistant Chief, Correctional Case Records Services, or in a field position as a functional supervisor of a major portion of the statewide departmental records function, conducts field audits and interprets and implements laws, provisions of applicable court decisions, and administrative policies; plans and coordinates departmental record-keeping and training-and-development programs; acts as administrative and technical consultant; has functional responsibility over departmental records units; and functions as liaison between headquarters and local administrators in matters related to systems operation and management.

Position(s) are located throughout the state 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 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 and Rehabilitation, the Board of Parole Hearings, the Narcotic Addict Evaluation Authority, and the Division of Juvenile Justice as its operations relate to the California Department of Corrections and Rehabilitation.
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 and Rehabilitation's 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.
11. Administrative principles and practices.

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 and Rehabilitation.
9. Disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public.

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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.
18. Plan, organize, and administer a major program of department-wide scope.

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 Administrator** 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

A departmental promotional 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 and career credits are not granted in promotional examinations.

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

It is the candidate's responsibility to contact CDCR's Talent Acquisition and Career Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

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

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
TALENT ACQUISITION AND CAREER SERVICES
EXAMINATION SERVICES UNIT

1515 S STREET, ROOM 101N, SACRAMENTO, CA 95811

EMAIL: HRCustomerConnect@cdcr.ca.gov

PHONE: (916) 322-2545

Telecommunications Relay Service: 711

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