

**Correctional Case Records Administrator**

**JOB ANALYSIS  
BACKGROUND INFORMATION**

**Date of Study:** September 12 -16, 2016

**Collective Bargaining Identification:** M06

**Job Analysis Conducted By:** LaToya Garland  
Office of Workforce Planning  
**Department of Corrections and Rehabilitation**

**Number of Incumbents:** There are 11 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated August 2016