

## EDITED KSAPC LISTING

### CLASSIFICATION: CORRECTIONAL CASE RECORDS MANAGER

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Advanced knowledge of determinate and indeterminate sentencing laws, parole laws and case laws in order to accurately compute dates (e.g., lifer hearings, release dates, etc.), identify sentencing or clerical errors and conduct audits (e.g. intake, 60-day, parole, etc.).
K2.	Comprehensive knowledge of the classification process and purposes, activities, regulations and functions of the California Department of Corrections and Rehabilitation (CDCR), the Board of Parole Hearings (BPH), and Department of Justice (DOJ), as they relate to case records, to conduct audits, to comply with policies and laws and to effectively communicate with other departments and agencies, etc.
K3.	Comprehensive knowledge of correctional administration in order to function and interact with various divisions in a correctional and/or parole setting.
K4.	Advanced knowledge of documents and forms contained within the electronic central file and processes used in the establishment, maintenance, control and disposition of individual inmate and parolee criminal case records in order to compute accurate parole and discharge dates, respond to inquires, ensure public safety, etc.
K5.	Comprehensive knowledge of principles and methods of training to determine training needs, evaluate training results, ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the CDCR.
K6.	Advanced knowledge of information disclosure statutes and departmental guidelines to determine the release of information (e.g., operational procedures, inmate/parolee information, etc.).
K7.	Comprehensive knowledge of automated record-keeping systems such as Strategic Offender Management System (SOMS), Electronic Records Management System (ERMS), Board Information Technology System (BITS), etc., in order to track inmates/parolees, records and release/discharge dates and evaluate the information received from these systems.
K8.	Advanced knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
K9.	Comprehensive knowledge of the principles and techniques of personnel management and supervision in order to effectively direct and manage a case records operation.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Ability to define and interpret legal documents, statutes, classification actions, BPH decisions, case laws, departmental policies and procedures, etc., in order to take appropriate actions, apply the information in the management of case records operations, produce accurate parole and/or discharge date and to ensure public safety.
A2.	Ability to analyze documents relevant to Case Records in order to recognize and correct discrepancies/irregularities to ensure compliance with policies, procedures, laws, rules, etc.
A3.	Ability to prepare accurate and concise reports and correspondence in order to correct discrepancies, provide information, document data, etc., as it relates to Case Records operations.
A4.	Ability to make accurate mathematical computations in order to audit data and compute accurate release dates, discharge review dates, hearing dates, and/or discharge dates.
A5.	Ability to prioritize workload and meet time constraints in order to effectively manage a Case Records operation and comply with policies, procedures, laws, rules, etc.
A6.	Ability to make sound decisions and recommendations related to a Case Records operation in order to determine and implement effective and appropriate course of action.
A7.	Ability to progressively perform more difficult and analytical tasks in the Case Records operation in order to ensure compliance with policies, procedures, laws, etc., compute parole and/or discharge dates and recognize and correct discrepancies/irregularities.
A8.	Ability to provide criminal identification services within the scope of the Case Records operation necessary to the administration of the CDCR.
A9.	Ability to apply an extensive range of highly technical data to individual cases in order to ensure compliance with policies, procedures, laws, etc., to provide information, conduct accurate audits, compute parole and/or discharge dates and make sound decisions and recommendations.
A10.	Ability to communicate effectively in order to provide information, build and maintain working relationships, understand and follow oral and written directions, and complete written documents (e.g., correspondence, forms, reports, etc.) required for successful job performance.
A11.	Ability to disseminate accurate information to departmental staff, other governmental agencies, attorneys, the general public, etc., in response to inquiries in order to resolve and/or clarify discrepancies and ensure public safety.
A12.	Ability to operate a computer in order to access, enter, and retrieve information, resolve discrepancies, review cases, compose correspondence, etc.
A13.	Ability to multi-task in order to efficiently plan, organize, and direct the work of others to effectively manage a Case Records operation.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A14.	Ability to project/plan for future needs (e.g., staffing, overtime, training, equipment, supplies, etc.) in order to ensure adequate resources to maintain/manage a Case Records operation.
A15.	Ability to effectively contribute to the Department's Equal Employment Opportunity (EEO) objectives to create and maintain a fair and equitable work environment.

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Capacity for assuming progressively greater responsibility.
PC2.	Display tact in dealing with internal/external stakeholders.