

EDITED TASK LISTING

CLASSIFICATION: CORRECTIONAL CASE RECORDS MANAGER

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

Task Statements	
1.	Interpret court commitment orders and Board of Parole Hearings (BPH) decisions to produce a parole and discharge date, provide statistical data and ensure compliance with statutes, case laws, rules, regulations, etc., utilizing various resources (e.g., working knowledge, rules, regulations, and policies, etc.), on a daily basis.
2.	Review various forms, system data, reports, inmate/parolee criminal identification history file/rap sheet and/or legal documents (e.g., Abstracts of Judgment [AOJ], Appellate Court Opinions, BPH decisions, etc.) to ensure compliance with Secretary's Rules, statutes, case laws, Departments Operations Manual [DOM], etc., utilizing working knowledge, case law, rules, regulations and policies on a daily basis.
3.	Ensure proper recordings of commitment data, BPH decisions, release date information and disseminate information as suitable to ensure accuracy of release dates utilizing working knowledge, case law, rules, regulations, and policies, etc., as required.
4.	Research inmate/parolee legal documents (e.g., AOJ, Appellate Court Opinions, BPH decisions, etc.) to ensure accurate records (judicial and clerical) for compliance with rules, regulations, and policies, etc., utilizing working knowledge, rules, regulations, and policies, etc., as required.
5.	Analyze various forms, system data, reports, and/or legal documents to ensure compliance with Secretary's Rules, statutes, case laws, DOM, etc., to determine the appropriate administrative process and provide information utilizing working knowledge, rules, regulations, and policies, etc., as required.
6.	Identify proper conduct credit earning status relative to prison commitment and/or BPH decisions to accurately determine inmate release dates utilizing statutes, case laws, etc., as required.
7.	Review conduct credit earning status relative to prison commitment and/or BPH decisions to ensure proper determination of inmate/parolee credit earning status utilizing statutes, case laws, Strategic Offender Management Systems (SOMS), Electronic Record Management System (ERMS), Board Information Technology System (BITS), etc., as required.
8.	Compute data to determine dates (e.g., lifer hearing, release, discharge review, controlling discharge, etc.) and ensure inmates/parolees have satisfied their commitment term and parole utilizing court documents, statutes, rules, automated and manual calculation worksheets, BPH decisions, etc., as required.
9.	Direct staff in the appropriate administrative processes involved in inmate intake, transfer, parole and/or discharge to ensure compliance with the various laws, rules, regulations and procedures utilizing laws, policies, procedures and computer systems, etc., on a daily basis.
10.	Certify copies of legal documents (e.g., PC 969B packets, AOJ, Minute Orders, fingerprint cards, etc.) contained in SOMS or ERMS to ensure compliance with statutes, laws, rules, regulations and provide accurate information utilizing working knowledge, rules, regulations, and policies, etc., as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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11.	Function as liaison between the Department and city, county, state and federal agencies to provide information on matters concerning the application of sentence and parole laws as it relates to offenders in institutions and on parole utilizing working knowledge, rules, regulations, policies and computer systems, etc., on a daily basis.
12.	Represent the Department as a subject matter expert of case records before the Grand Jury, State and Federal courts, meetings, training, compliance reviews, etc., to provide information and/or clarification on case records matters utilizing working knowledge, rules, regulations, policies, etc., as needed.
13.	Act as consultant and advisor to departmental staff, other governmental agencies, court officers, offenders and other authorized persons to provide information regarding departmental Case Records' responsibility (e.g., parole dates, credit earning status, discharge review, discharge dates, etc.) under pertinent laws and administrative standards utilizing working knowledge, rules, regulations and policies, etc., as necessary.
14.	Respond to offender appeals (e.g., first through second level) regarding case records issues by providing information, resolving grievances, and ensuring compliance with rules, regulations, and policies, etc., as required.
15.	Conduct operational and personnel surveys utilizing various resources (e.g., working knowledge, staff, policies, procedures, workload/backlog statistics, etc.), in order to gather information and/or make recommendations related to methods, procedures and staffing, as required.
16.	Carry out managerial responsibilities in the work place to ensure compliance with Department-wide mandates concerning Equal Employment Opportunity, Americans with Disabilities Act and other personnel practices as defined by regulatory agencies and established guidelines/policies utilizing working knowledge, rules, regulations and policies, etc., as required.
17.	Evaluate employee performance to ensure performance objectives/standards are met by monitoring work assignments and/or behaviors as required by the California Department of Human Resources (CalHR) utilizing working knowledge, rules, regulations and policies, etc.,.
18.	Initiate and/or participate in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with CalHR, Regulations and departmental policy, utilizing working knowledge, rules, regulations and policies, etc., as needed.
19.	Prepare various documents (e.g., correspondence, reports, policies, procedures, etc.) to request and/or provide information to others utilizing working knowledge, rules, regulations, and policies, etc, as needed.
20.	Develop policies and procedures relating to Case Records to ensure consistency and conformity with laws, rules, regulations, policies, procedures, etc., utilizing working knowledge, laws, rules, regulations, etc., as needed.

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21.	Implement policies and procedures relating to Case Records by providing information and/or direction to staff, utilizing working knowledge, laws, rules, regulations, etc., as needed.
22.	Train staff to improve their skills, knowledge and promote upward mobility utilizing various training methods (e.g., classroom training, on-the-job training, mentoring, Training & Development assignments, etc.) on an on-going basis.
23.	Facilitate the hiring process by conducting interviews, evaluating and recommending candidates for appointment, utilizing various methods for filling vacancies (e.g., certification lists, transfers, Training & Development assignments, reinstatements, State Restriction of Appointment, etc.), as needed.
24.	Manage office logistics of the Case Records department to effectively utilize available space through creative and efficient use of office space, equipment, etc., as needed.
25.	Attend meetings, trainings, seminars, special projects, etc., to increase professional knowledge and/or provide departmental expertise using working knowledge, laws, rules, regulations, etc., as needed.
26.	Disseminate information to subordinate staff to ensure uniformity throughout the Case Records unit utilizing working knowledge, laws, rules, regulations, etc., as needed.
27.	Meet and confer with subordinate staff to ensure uniformity throughout the Case Records unit utilizing working knowledge, laws, rules, regulations, etc., as needed.
28.	Plan for future technological changes to existing methods (e.g. Electronic Central Files, database systems, etc.) utilizing working knowledge, laws, rules, regulations, etc., as needed.
29.	Implement office procedures to prepare for future technological changes to existing methods (e.g. Electronic Central Files, database systems, etc.) utilizing working knowledge, laws, rules, regulations, etc., as needed.
30.	Oversee the process of ERMS scanning, quality assurance, training of staff when to report errors to the SOMS Exception Processing Team in the preparation of technological changes to existing methods (e.g. Electronic Central Files, database systems, etc.) utilizing working knowledge, laws, rules, regulations, etc., as needed.