

CORRECTIONAL CASE RECORDS ANALYST

Final Filing Date: October 28, 2016



PROMOTIONAL

AN EQUAL EMPLOYMENT 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 to 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.

EXAMINATION BASE

DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) **excluding** California Prison Industry Authority (CALPIA)

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

Submit Examination Application (Std. Form 678)

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or **In person at:**
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 101N
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the street address listed above.

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

APPLICATION DEADLINE/ REQUIREMENTS

October 28, 2016, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE

The written test date will be **January 14, 2017**.

SALARY RANGE(S)

As of: **September 1, 2016**

Range A: \$2,945 – \$3,690

This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B: \$3,189 - \$3,992

This range shall apply to incumbents who have satisfactorily completed the equivalent of 12 months of experience in Range A of the same class.

Range C: \$3,824 - \$4,788

This range shall apply to incumbents who have satisfactorily completed the equivalent of 12 months of experience in Range B of the same class.

MINIMUM QUALIFICATIONS

Either I

Experience: Two years of full-time experience in a correctional or mental health setting performing duties in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of local, State, or Federal correctional agencies. (Experience in California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to an Office Assistant, Range B.) **and**

Education: The equivalent to completion of one year (30 semester or 45 quarter units) of college education. (An additional year of the qualifying work experience may be substituted for the required education.)

Or II

Experience: Three years of full-time specialized criminal case record-keeping experience directly related to the courts, legal processes, or legal procedures. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to an Office Assistant, Range B.) **and**

Education: The equivalent to completion of one year (30 semester or 45 quarter units) of college education. (An additional year of the qualifying work experience may be substituted for the required education.)

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

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.

Additional Desirable Qualifications: Equivalent to graduation from high school.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (STD. 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, 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.

**EXAMINATION
PLAN**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

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

A. Knowledge of:

1. Determinate and indeterminate sentence and parole laws.
2. The classification process and purposes, activities, regulations and functions for the California Department of Corrections and Rehabilitation, the Board of Parole Hearings 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.

B. 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. Make sound decisions and recommendations in regard to the record-keeping function.
7. Provide criminal identification services necessary to the administration of the California Department of Corrections and Rehabilitation.
8. Disseminate information to administrative, legislative and judicial agencies, attorneys and the general public.
9. Learn, understand, retain and recall a broad range of highly technical data and apply it to individual cases.
10. Follow verbal and written instructions.
11. Communicate effectively with other staff, inmates and informational sources at a level required for successful job performance.
12. Operate a personal computer to access, enter and retrieve information.
13. Progressively perform more difficult and analytical tasks in the correctional case record-keeping process.

The Job Analysis for the **Correctional Case Records Analyst** is available on the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for CDCR. The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Correctional Case Records Analyst**, receives training and performs increasingly more difficult and complex technical working the processing, maintaining and control of inmate or parolee records; prepares routine documents and records information relating to inmates' and parolees' classification, transfer, releases from and return to prison and other actions affecting legal status; calculates inmate and parolee release and discharge dates, applies credits and enhancements; interprets and applies appropriate laws, policies and procedures; acts as a liaison with other units and related agencies; may serve as a lead person to Correctional Case Record Analyst trainees; does other related duties.

Positions exist throughout the state with CDCR.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS'
PREFERENCE/
CAREER CREDITS**

Veterans' Preference and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact CDCR's Office of Workforce Planning 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 offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online. Start by creating a CalCareer account at www.jobs.ca.gov. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors 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.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS