

## ACTIVITY REPORTING AND PROPOSAL FORM

### JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	2/7/2013
<b>PREPARED BY</b>	Chad Finke
<b>OFFICE NAME</b>	<u>Court Operations Special Services Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	72.2
<b>JUDICIAL COUNCIL DIRECTIVE</b>	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendations 7-11(a) and (b) and 7-14 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
<b>SEC RECOMMENDATION</b>	A significant number of COSSO staff members, such as those in the Administration and Planning unit, are assigned to various functions in support of the Judicial Council. The recommended consolidation of Judicial Council support activities under the direction of the Chief of Staff will present opportunities for efficiencies and resource reductions.
<b>RESPONSE (check applicable boxes)</b>	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>In terms of size/personnel, the former Administration and Planning Unit now comprises only the Assistant Director and a single Court Services Analyst (CSA). In addition to assisting with overall management of the office, the Assistant Director currently is also providing direct supervision over the Court Interpreters Program in the wake of the departure of the former Supervising Analyst of that group. The Assistant Director and the single CSA are also responsible for administering and coordinating responses to requests for judicial administrative records under rule 10.500 on behalf of the Judicial Council, the AOC, and the appellate courts.</p> <p>With respect to the specific planning function, it is handled primarily by a single staff person, the Assistant Director of the Court Operations Special Services Office (COSSO), with assistance as needed from the Manager of the Promising and Effective Programs unit, which is also a part of COSSO. Because judicial branch planning is cyclical in nature, during the majority of each cycle those staffers are fully engaged in other functions within COSSO that are not related to planning. As such, reassigning them permanently to the Judicial Council and Court Leadership Services Division would require finding other tasks to occupy their time during the large part of the cycle not devoted to planning, and would also require backfilling their respective positions within COSSO.</p> <p>In light of the above, COSSO will continue to have lead staff responsibilities with respect to the development of a judicial branch strategic plan. However, those efforts will be conducted in close partnership with staff from the Judicial Council and Court Leadership Services Division. At the direction of the Chief of Staff, COSSO staff recently submitted a proposed planning timeline with an anticipated start date of April 2013. To ensure that the strategic plan is developed consistent with the branch's FY 2013-14 budget, that start date has since been tentatively pushed back to August 2013. Once the Executive and Planning Committee approves the timeline, staff from COSSO and the Judicial Council and Court Leadership Services Division will partner as direction to implement the planning process.</p>	

 File Attachment
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:
<input type="text"/>
 File Attachment
<input type="checkbox"/> Other:
<input type="text"/>
 File Attachment

<b>TIMELINE AND RESOURCES FOR IMPLEMENTATION</b>	
<b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b>	<input type="text"/>
<b>RESOURCES REQUIRED FOR IMPLEMENTATION</b>	<input type="text"/>

<b>ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)</b>	
<input type="checkbox"/> <b>PROCEDURES/ POLICIES UPDATED OR DEVELOPED</b>	<input type="text"/>  File Attachment
<input type="checkbox"/> <b>TRAINING UPDATED OR DEVELOPED</b>	<input type="text"/>  File Attachment
<input checked="" type="checkbox"/> <b>SAVINGS</b>	Staff reductions in the Administration and Planning unit resulted in salary savings of approximately \$158,000.  File Attachment
<input checked="" type="checkbox"/> <b>COST</b>	Staff has not yet conducted a detailed cost estimate for the 2013 planning process. However, the direction from the Executive and Planning Committee has been for staff to propose as cost-effective process as possible that will still ensure wide-scale stakeholder participation.  File Attachment
<input type="checkbox"/> <b>EFFICIENCIES</b>	<input type="text"/>  File Attachment

<input type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">  File Attachment         </div>
<input type="checkbox"/> <b>OTHER</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">  File Attachment         </div>
<b>ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL</b>	
<b>ADOC REVIEW</b>	Administrative Director of the Courts Review Date: 2/7/2013 <input style="width: 50px;" type="text"/>
<b>EXECUTIVE AND PLANNING (E&amp;P) COMMITTEE REVIEW</b>	
<b>E&amp;P REVIEW</b>	Executive and Planning Review Date: 2/14/2013 <input style="width: 50px;" type="text"/>