# Attachment 15 - San Luis Obispo Court Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| San Luis Obispo Court Specs | | | | | | | | |
| **County** | **City** | **Population** | **Judgeship positions as of 6/30/2010** | | **FTEs** | **Case Filing** | **Size** | **# of Locations** |
| **San Luis Obispo** | San Luis Obispo | 273,231 | 15 | | 161 | 72,778 | M | 8 |
| Infrastructure Count | | | | | | | | |
| **Items** | | | | **Count** | | | | |
| * Workstations | | | | * 236 | | | | |
| * Servers | | | | * 13 physical 25 virtual | | | | |
| * Switches/Routers | | | | * 38 / 15 | | | | |
| * Wireless Networking Equipment | | | | * 28 | | | | |
| * Different Images | | | | * 3 | | | | |

# Business Locations Captured below are the San Luis Obispo Superior Court case categories that are supported by location:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **San Luis Obispo** | | | | | | **Paso Robles** | **Grover Beach** |
| **1035 Palm Street** | **1120 Mill Street** | **1065 Kansas Avenue** | **1070 Palm Street** | **Vet's Hall Court, 801 Grand Avenue** | **Kimball** | **901 Park** | **214 South 16th Street** |
| **Courtrooms** | Civil | X |  |  |  |  |  | X | X |
| Criminal | X |  |  |  | X |  | X | X |
| Family | X |  |  |  |  |  | X |  |
| Juvenile | X |  | X |  |  |  |  |  |
| Probate | X |  |  |  |  |  |  |  |
| Small Claims |  |  |  |  | X |  | X |  |
| Traffic |  |  |  |  | X |  | X | X |
| **Business Offices** | Civil | X |  |  | X |  |  | X | X |
| Criminal | X |  |  |  |  |  | X | X |
| Traffic | X | X |  |  | X |  | X | X |
| Delinquency |  |  | X |  |  |  |  |  |
| Dependency | X |  |  |  |  |  |  |  |
| Family Law/Family Court Services | X | X |  |  |  |  | X | X |
| **Others** | Administrative Services | X |  |  |  |  |  |  |  |
| Appeals | X |  |  |  |  |  | X | X |
| Court Records | X | X | X |  |  | X | X | X |
| Court Reporting Services | X |  | X |  |  |  | X |  |
| Family Law Facilitators | X | X |  |  |  |  | X |  |
| Fiscal | X | X |  |  |  |  | X | X |
| Human Resources |  | X |  |  |  |  |  |  |
| Jury Services | X |  |  |  |  |  | X | X |
| Legal Services |  |  |  | X |  |  |  |  |
| Probate Examiners |  |  |  | X |  |  |  |  |

# Staffing

The current state staffing metrics have been captured and are documented by the business units in San Luis Obispo County:

* Administration
* Civil Operations
* Courtroom Operations
* Criminal Operations
* Fiscal, Information Technology and Human Resources Services
* California Court Assistance Program
* Staffing Vacancy

### Administration

| **Position** | **Total Number of Employees** |
| --- | --- |
| Assistant Court Executive Officer | 1 |
| Attorney | 3 |
| Court Executive Officer | 1 |
| Facilities Coordinator | 1 |
| Executive Secretary | 1 |
| Librarian | .5 |
| Assistant Librarian | .75 |

### Civil Operations

| **Position** | **Total Number of Employees** |
| --- | --- |
| **San Luis Obispo** | |
| ADR Coordinator | .5 |
| Department Manager | 1 |
| Director of Civil Operations | 1 |
| Family Court Services Manager | 1 |
| Family Court Services Mediator I or II | 3 |
| Family Law Facilitator | 1 |
| Legal Process Clerks T, I, II | 16.25 |
| Legal Process Clerks III | 1 |
| Legal Process Supervisor | 2 |
| Probate Investigator | 1.0 |
| Probate Examiner | 1 |
| **Paso Robles** | |
| Branch Manager | 0 |
| Courtroom Clerk I/II | 2 |
| Legal Process Clerk I, II | 5 |
| Legal Process Clerk III | 1 |
| Courtroom Operations Supervisor | 1 |
| Senior Account Clerk | 1 |
| Family Court Services Mediator I/II | 1 |
| Probate Investigator | 1 |

### Courtroom Operations

| **Position** | **Total Number of Employees** |
| --- | --- |
| **San Luis Obispo** | |
| Judicial Officer | 15[[1]](#footnote-1) |
| Court Clerk I/ II | 16 |
| Court Clerk III | 0 |
| Court Interpreter | 2.5 |
| Court Reporter | 10 |
| Courtroom Operations Supervisor | 2 |
| Department Manager | 1 |
| Director of Courtroom Operations | 0 |
| Deputy Jury Commissioner | 1 |
| Legal Process Clerk T, I or II | 2 |
| Supervising Court Reporter | 1 |
| Secretary I, II | 3 |

### Criminal Operations

| **Position** | **Total Number of Employees** |
| --- | --- |
| **San Luis Obispo** | |
| Department Manager | 1 |
| Director of Criminal Operations | 1 |
| Courtroom Operations Supervisor | 0 |
| Legal Process Clerk T, I, II | 17 |
| Legal Process Clerk III | 3 |
| Legal Process Supervisor | 1 |
| Senior Account Clerk | 1 |
| **Grover Beach** | |
| Court Clerk I, II | 2 |
| Court Clerk III | 1 |
| Branch Manager | 0 |
| Legal Process Clerk T, I, II | 3 |
| Legal Process III | 1 |
| Senior Account Clerk | 1 |

### Fiscal, Information Technology and Human Resources Services

| **Position** | **Total Number of Employees** |
| --- | --- |
| **Fiscal Services** | |
| Director of Fiscal Services | 1 |
| Accountant II | 1 |
| Accounting Technician | 1 |
| Senior Account Clerk | 2 |
| Supervising Accounting Technician | 1 |
| **Information Technology Services** | |
| Director of IT Services | 1 |
| IT Manager | 0 |
| Automation Analyst I, II, III | 2 |
| Automation Specialist I, II, III | 1 |
| Infrastructure Analyst | 1 |
| Network Administrator | 1 |
| **Traffic Processes** | |
| Legal Process Clerk T I, II | 3 |
| Legal Process Clerk III | 1 |
| Legal Process Supervisor | 1 |
| **Human Resources** | |
| Director of Human Resources | 1 |
| HR Analyst | 1 |
| HR Technician | 1 |

### California Court Assistance Program

|  |  |
| --- | --- |
| **Position** | **Total Number of Employees** |
| **California Traffic Safety Institute** | |
| Criminal | 3 |
| Traffic | 2 |

### Staffing Vacancy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | | **Number of Employees** | **Number of Vacancies** | |
|  | |  |  | |
| **Civil Operations** | | | | |
| **San Luis Obispo** | | | | |
| Legal Process Clerks III | | 1 | 1 | |
| **Paso Robles** | | | | |
| Branch Manager | | 0 | 1 | |
| Courtroom Clerk I/II | | 2 | 1 | |
| Legal Process Clerk I/II | | 5 | 1 | |
| **Courtroom Operations** | | | | |
| **San Luis Obispo** | | | | |
| Court Clerk III | | 0 | 1 | |
| Director of Courtroom Operations | | 0 | 1 | |
| **Criminal Operations** | | | | |
| **San Luis Obispo** | | | | |
| Courtroom Operations Supervisor | 0 | | | 1 |
| Legal Process Clerk T, I, II | 17 | | | 7 |
| **Grover Beach** | | | | |
| Branch Manager | 0 | | | 1 |
| **Fiscal, Information Technology and Human Resources Services Position** | | | | |
| **Fiscal Services** | | | | |
| Senior Account Clerk | | 2 | 1 | |
| **Information Technology Services** | | | | |
| IT Manager | | 0 | 1 | |
| Automation Analyst I/II | | 2 | 1 | |
| Automation Specialist I, II, III | | 1 | 1 | |
| **Traffic Processes** | | | | |
| Legal Process Clerk T I, II | | 3 | 1 | |

1. This includes: Civil/ Probate, Family, Juvenile, and Criminal at all locations [↑](#footnote-ref-1)