

Workload Assessment Advisory Committee
Annual Agenda¹—2019

Approved by Executive and Planning Committee: March 13, 2019

I. COMMITTEE INFORMATION

Chair:	Hon. Lorna Alksne, Superior Court of San Diego County
Lead Staff:	Ms. Leah Rose-Goodwin, Manager, Budget Services Ms. Kristin Greenaway, Supervising Research Analyst, Budget Services
Committee's Charge/Membership: Per Rule 10.66 adopted effective January 1, 2015, the committee makes recommendations to the council on judicial administration standards and measures that provide for the equitable allocation of resources across courts to promote the fair and efficient administration of justice. The committee must recommend: <ol style="list-style-type: none">(1) Improvements to performance measures and implementation plans and any modifications to the Judicial Workload Assessment and the Resource Assessment Study Model;(2) Processes, study design, and methodologies that should be used to measure and report on court administration; and(3) Studies and analyses to update and amend case weights through time studies, focus groups, or other methods. Rule 10.66(c) sets forth the membership position categories of the committee. The Workload Assessment Advisory Committee (WAAC) currently has 14 members. The current committee roster is available on the committee's web page.	
Subcommittees/Working Groups²: None at this time.	

¹ The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

² California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ³	
1.	Project Title: Interim Updates to Resource Assessment Study Model	Priority 2⁴
<p>Project Summary⁵: As new laws are passed or changes in court data collected are made, updates may need to be made to the workload models to reflect those changes. As needed, the Workload Assessment Advisory Committee will review those updates and propose changes to the model as needed.</p> <p>Status/Timeline: Ongoing/TBD.</p> <p>Fiscal Impact/Resources: Changes made will be accomplished within existing resources. The trial courts may need to be consulted to help define the changes needed.</p> <p>Internal/External Stakeholders: Department of Finance and Legislature.</p> <p>AC Collaboration: TBD/As needed.</p>		
2.	Project Title: Workload Modeling (various, TBD)	Priority 2⁴
<p>Project Summary⁵: The judicial branch seeks to become a more data-driven organization; as part of that effort, the branch may need to implement new workload models to allocate resources more effectively. In last year’s annual agenda, WAAC partnered with TCBAC and the Family and Juvenile Law Advisory Committee to develop a new allocation methodology for AB 1058 funding. Similarly, WAAC may be called upon to provide its expertise in developing funding models for other funding streams.</p>		

³ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁴ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

⁵ A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects ³
	<p data-bbox="176 224 596 256"><i>Status/Timeline:</i> Ongoing/TBD.</p> <p data-bbox="176 298 1955 370"><i>Fiscal Impact/Resources:</i> Changes made will be accomplished within existing resources. The trial courts may need to be consulted to help define the changes needed.</p> <p data-bbox="176 402 1108 435"><i>Internal/External Stakeholders:</i> Department of Finance and Legislature</p> <p data-bbox="176 477 646 509"><i>AC Collaboration:</i> TBD/As needed.</p>

#	Ongoing Projects and Activities ³	
1.	Project Title: Judicial Workload Study Update	Priority 1⁴
<p>Project Summary⁵: The Judicial Council is obligated to report on the number of judicial officers needed in the trial courts based on workload in a biennial report to the legislature under Government Code section 69614(c)(1). This assessment, formally called the Judicial Needs Assessment, draws on a workload study that is updated periodically to reflect changes in the law, technology, and case processing practices. In October 2013, the Workload Assessment Advisory Committee approved a motion stating that the workload studies (both staff and judicial) should be updated every 5 years, though not concurrently. The judicial workload study is used to update the caseweights (i.e., time per filing) and other model parameters that are needed to estimate workload-based need for judicial officers. In the previous year, the time study portion of the workload study was completed. Over 900 judicial officers (judges, commissioners, and pro tems) from 19 courts submitted data on their daily activities for a four-week period. The data are currently being cleaned, validated, and analyzed.</p> <p>The committee’s work in the coming year will be to finalize the workload measures and seek council approval for their adoption. When necessary, the chair will make presentations to the Trial Court Presiding Judges Advisory Committee (TCPJAC) and Court Executives Advisory Committee so that committee members can be apprised of the work of the committee.</p> <p>Status/Timeline: Ongoing; expected completion date is mid-2019.</p> <p>Fiscal Impact/Resources: The study is being conducted with existing JC resources, primarily from the Budget Services, Research and Evaluation Unit.</p> <p>Internal/External Stakeholders: Stakeholders include the trial courts and the Department of Finance; Legislators use the study results as the basis for legislation proposed for new judgeships.</p> <p>AC Collaboration: We will keep TCPJAC informed, but they will not be asked to do more than serve in an advisory capacity.</p>		
2.	Project Title: Judicial Needs Assessment (Interim Update)	Priority 1⁴
<p>Project Summary: Government Code section 61614(c)(1) requires the Judicial Council to prepare biennial updates of the Judicial Needs Assessment in even-numbered years. An assessment was issued in November 2018, but the workload analysis was done on the basis of the old caseweights. An updated assessment will be issued in November 2019 to reflect the most current workload measures.</p> <p>Status/Timeline: Will be completed by November 1, 2019.</p>		

#	Ongoing Projects and Activities³	
	<p><i>Fiscal Impact/Resources:</i> Completion of this report requires 0.25 FTE of an analyst (existing position) for a two-month period of time.</p> <p><i>Internal/External Stakeholders:</i> The needs assessment is used as the basis for Budget Change Proposals for new judgeships, Subordinate Judicial Officers conversion requests, and to seek authorization for additional judgeships.</p> <p><i>AC Collaboration:</i> None.</p>	
3.	<p>Project Title: Report to Legislature on Judicial Administration Standards and Measures that Promote the Fair and Efficient Administration of Justice, Pursuant to Government Code Section 77001.5</p>	<p><i>Priority 1</i></p>
	<p><i>Project Summary:</i> Government Code section 77001.5 requires the Judicial Council to report to the Legislature annually on judicial administration standards and measures.</p> <p><i>Status/Timeline:</i> The report will be completed by November 1, 2019.</p> <p><i>Fiscal Impact/Resources:</i> .10 FTE Senior Analyst or Analyst (existing position) for a three-month period.</p> <p><i>Internal/External Stakeholders:</i> None</p> <p><i>AC Collaboration:</i> None</p>	

III. LIST OF 2018 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Judicial Needs Assessment, submitted to Legislature on November 1, 2018.
2.	Report on Standards and Measures (Gov Code § 77001.5), submitted to Legislature on November 1, 2018.
3.	Time study portion of Judicial Workload Study completed; over 900 judicial officers (judges, commissioners, and pro tems) from 19 courts participated.