

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	2/7/2013
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Special Projects Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	109
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-72(c) 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.
SEC RECOMMENDATION	<p>The Legal Services Office's current level of approximately 75 positions, including more than 50 attorney positions, should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>A large number of Legal Services Office positions are dedicated to supporting the Judicial Council and its various committees and task forces. Assigning responsibility for coordinating the AOC's Judicial Council support activities to the Executive Office under the direction of the Chief of Staff will lead to efficiencies that should result in reductions of Legal Services Office positions dedicated to these activities.</p>
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Effective October 1, 2012, the Administrative Office of the Courts (AOC) moved the staff responsible for Judicial Council support (former Secretariats Office) from the Legal Services Office into a new unit (Judicial Council Support Services) under the Judicial Council and Court Leadership Services Division in accordance with the proposed organizational structure approved by the Judicial Council on August 31, 2012.</p> <p>The Judicial Council Support Services Unit is now led by the Chief of Staff and is part of a division that is focused on the support of all activities of the Judicial Council as well as the support of branch leadership. It should be noted that this directive includes reference to AOC resources devoted to committees and task forces which is also referenced in Directive 114. As Directive 114 indicates, a determination as to the appropriate level of resources necessary for supporting council committees and task forces will be impacted by decisions made by the council as it relates to committee structure and annual agendas and the AOC classification and compensation study.</p>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	

<input type="checkbox"/> File Attachment
<input type="checkbox"/> Other:
<input type="checkbox"/> File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input style="width: 100%;" type="text"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input style="width: 100%;" type="text"/>

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input style="width: 100%;" type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input style="width: 100%;" type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> SAVINGS	<input style="width: 100%;" type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> COST	<input style="width: 100%;" type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> EFFICIENCIES	<input style="width: 100%;" type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input style="width: 100%;" type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> OTHER	<input style="width: 100%;" type="text"/>

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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC REVIEW

Administrative Director of the Courts Review Date: 2/7/2013

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW

Executive and Planning Review Date: 2/14/2013