



ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	4/15/2013
PREPARED BY	Mark Dusman
OFFICE NAME	<u>Information & Technology Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	104
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct that the Administrative Director of the Courts should review and reduce accordingly the use of temporary employees, consultants, and contractors.
SEC RECOMMENDATION	Especially with CCMS not being fully deployed, staff reductions in this division are in order, including: (c) The use of temporary employees, consultants, and contractors should be reviewed and reductions made accordingly.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> File Attachment</div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> File Attachment</div>	
<input checked="" type="checkbox"/> Other: For the month of January 2013, Information Technology Services Office (ITSO) has reduced 0 contractor staff. As of February 1, 2013, ITSO has 53.1 contractor staff, and continues to look for opportunities to reduce contractor staffing where possible. For the month of February 2013, ITSO has reduced 0 contractor staff. As of March 1, 2013, ITSO has 53.1 contractor staff and continues to look for opportunities to reduce contractor staffing where possible. Information Technology Services Office utilizes a number of contractors in hard to fill, critical support positions. At this time, (April 2013) ITSO is taking direct action to fill these critical support positions held by contractors with full time employees. Preparations are being finalized to post a number of critical FTE positions that are held by contractors. ITSO is using a phased approach, posting approximately 1/3 of the contractor positions at this time (final posting date for the first phase,	

approximately 18 positions, is under discussion). Hiring permanent FTEs is expected to bring cost savings and longer term stability and support.

The high-level project plan for this program to hire FTEs into critical positions is attached.





041513 ITSO Hiring Critical
FTE Positions Project Plan,
104.docx
Microsoft Office Word
Document
13.4 KB

TIMELINE AND RESOURCES FOR IMPLEMENTATION

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

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="button" value="File Attachment"/>
	<input type="text"/>

<input type="checkbox"/> OTHER	<div data-bbox="500 214 820 277" style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">  File Attachment </div> <div data-bbox="500 304 820 367" style="border: 1px solid black; padding: 2px;">  File Attachment </div>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC REVIEW	Administrative Director of the Courts Review Date: <input data-bbox="1084 449 1328 485" type="text" value="4/10/2013"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input data-bbox="938 602 1177 638" type="text" value="4/17/2013"/>

Project Plan: ITSO Hiring Critical FTE Positions

	Major Tasks	Owner	Timeline	Status
1	Identify Positions to post by Phase; Phase I includes 18 positions	ITSO Mgmt	Dec 2012	Completed
2	Coordinate with Finance (PCCs, PSN)	ITSO	Feb 2013	Phase I completed
3	Coordinate with HR (Job Announcements, Posting, Recruitment)	ITSO	TBD	In Process
4	Create and implement Communication Plan	ITSO	TBD	In Process
5	Post positions on California courts web site and external jobs sites; open recruitment process	HR	TBD	Not Started
6	Receive applications; Review and evaluate applicants; schedule interviews	ITSO Mgmt	TBD – until filled	Not Started
7	Hire staff	ITSO Mgmt	TBD	Not Started
8	Proceed to Phase II - second round of recruitment	ITSO Mgmt	TBD	Not Started