

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	6/4/2013
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: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; 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: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>	
<input checked="" type="checkbox"/> Other: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>EXTENSION BEING REQUESTED TO OCTOBER 2013</p> <p>For the months of March, April, and May 2013, ITSO has reduced 0 contractor staff. As of June 1, 2013, ITSO has 53.1 contractor staff and continues to look for opportunities to reduce contractor staffing where possible.</p> <p>Information Technology Services Office utilizes a number of contractors in hard to fill, critical support positions. At this time, ITSO is taking direct action to fill some of these critical support positions held by contractors with full time employees. At the end of April, ITSO began recruiting for 18 critical support FTEs. ITSO is using a phased approach, posting approximately 1/3 of the contractor positions at this time. Hiring permanent FTEs is expected to bring cost savings and longer term stability and support.</p> <p>The high-level project plan for this program to hire FTEs into critical positions is attached.</p> </div>	



053013 Attachment to
Directive #104.docx
Microsoft Office Word
Document
13.9 KB

TIMELINE AND RESOURCES FOR IMPLEMENTATION

**IMPLEMENTATION
DATE OR
PROJECTED
IMPLEMENTATION
DATE**

**RESOURCES
REQUIRED FOR
IMPLEMENTATION**

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

**PROCEDURES/
POLICIES UPDATED
OR DEVELOPED**

File Attachment

**TRAINING
UPDATED OR
DEVELOPED**

File Attachment

SAVINGS

File Attachment

COST

File Attachment

EFFICIENCIES


File Attachment

**SERVICE LEVEL
IMPACT**

File Attachment

OTHER

File Attachment

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC REVIEW

Administrative Director of the Courts Review Date: 6/13/2013

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW

Executive and Planning Review Date: 6/17/2013

Project Plan: ITSO Hiring Critical FTE Positions - Attachment to Directive #104 -

	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	March - April 2013	Completed
4	Create and implement Communication Plan	ITSO	April 2013	Completed
5	Post positions on California courts web site and external jobs sites; open recruitment process	HR	April 2013	Completed
6	Receive applications; Review and evaluate applicants; schedule interviews	ITSO Mgmt	May 2013 – until filled	In Process
7	Hire staff	ITSO Mgmt	October 2013	Not Started
8	Proceed to Phase II - second round of recruitment	ITSO Mgmt	TBD	Not Started