

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	6/11/2013
PREPARED BY	Zlatko Theodorovic
OFFICE NAME	<u>Fiscal Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	110
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-72(d) and direct the Administrative Director of the Courts to report to the council on measures to streamline and improve the AOC's contracting processes and reduce contract-related work performed by this office.
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 this reduction, the following areas should be considered, and appropriate actions taken:</p> <p>(d) Implementation of the recommendations designed to streamline and improve the AOC's contracting processes should reduce contract-related work performed by the Legal Services Office.</p>
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>While assigned to the Fiscal Services Office, this recommendation relates to the Legal Services Office (LSO) and the following staffing information was provided by that office.</p> <p>The recommendation to reduce LSO staff has been accomplished as LSO staff is now 50.10 from 75 referenced in the SEC report, including total attorney staffing at 37 (exclusive of the Chief Counsel). Staffing in Transactions and Business Operations is down to 5 staff attorneys—while work relating to ongoing implementation of California Judicial Branch Contract Law (JBCL) continues to increase and while the Bureau of State Audits is conducting JBCL implementation audits.</p> <p>LSO's transactional attorneys have created a number of documents and templates for not only the AOC but for all of the Judicial Branch entities which need to comply with the Judicial Branch Contracting Manual. LSO continues to review legislative changes that may impact Part 2.5 of the Public Contract Code (i.e., the Judicial Branch Contracting Law) and to also review changes to the State Contracting Manual to determine whether the Judicial Branch Contracting Manual needs to be modified. These reviews, documents and templates have already improved and streamlined the contracting process for the AOC.</p> <p>It should be recognized that the administration and maintenance of policies and procedures is an ongoing process of continuous improvement, and although milestones can be achieved, this is an ongoing process.</p> <p>Additional organizational and staffing changes may occur in the Legal Services Office following the current review by Judicial Council liaisons and feedback received through the pending classification and compensation review.</p>	

Additional efforts to streamline and improve the AOC's contracting processes will be further reported on in Directives 93 and 141.

 File Attachment

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment

Other:

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

June 2013

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

<input type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> OTHER	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">  File Attachment </div>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC REVIEW	Administrative Director of the Courts Review Date: <input type="text" value="6/13/2013"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="6/17/2013"/>