

## ACTIVITY REPORTING AND PROPOSAL FORM

### JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	4/2/2013
<b>PREPARED BY</b>	Patrick Farrales
<b>OFFICE NAME</b>	<u>Human Resources Services Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	111
<b>JUDICIAL COUNCIL DIRECTIVE</b>	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-72 (e) 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.
<b>SEC RECOMMENDATION</b>	<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>(e) The Legal Services Office has promoted and contributed to the "lawyerizing" of numerous activities and functions in the AOC. There are opportunities for work currently performed by attorneys in the Rules and Projects, Transactions and Business Operations, Real Estate, and Labor and Employment units to be performed by non-attorneys, resulting in efficiencies and possible staff reductions.</p>
<b>RESPONSE (check applicable boxes)</b>	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="text"/>	
<input type="text" value="File Attachment"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="text"/>	
<input type="text" value="File Attachment"/>	
<input checked="" type="checkbox"/> Other:	
Before implementation of Directive 111 can occur, the Judicial Council must determine, under Directive 19, whether an outside entity will be used to conduct the organization-wide classification/compensation review.	

The Judicial Council deferred a decision on Directive 19 pending the results of the AOC's Request for Proposals (RFPs). The AOC will report back to the council on the cost estimates for conducting: (1) an organization-wide evaluation of the AOC's classification structure and compensation plan through the use of an outside entity; and (2) an organization-wide evaluation of the AOC's classification structure and compensation plan using a hybrid approach.

The Administrative Director will provide an interim report on the outcome of the classification/compensation study Request for Proposal (RFP) at the June 2013 council meeting.







Final report timeline is currently unknown, pending the Council's decision at the June 2013 session. In the interim, the AOC will conduct a review on the use of attorney positions in private and public sector organizations. Ultimately, data from both studies will guide the AOC in determining the appropriate use and number of attorneys within the organization.


 File Attachment

**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

<b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b>	To be determined
<b>RESOURCES REQUIRED FOR IMPLEMENTATION</b>	Depending on the Council's proposed implementation methodology, the AOC may utilize external vendors for completion of this directive.

**ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)**

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

<input type="checkbox"/> <b>OTHER</b>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;">  File Attachment </div>
<b>ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL</b>	
<b>ADOC REVIEW</b>	Administrative Director of the Courts Review Date: <input type="text" value="4/10/2013"/>
<b>EXECUTIVE AND PLANNING (E&amp;P) COMMITTEE REVIEW</b>	
<b>E&amp;P REVIEW</b>	Executive and Planning Review Date: <input type="text" value="4/17/2013"/>