

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	3/28/2013
PREPARED BY	Diane Cowdrey
OFFICE NAME	<u>Center for Judiciary Education and Research</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	83
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to evaluate the impacts of a reduction in the size of the Production, Delivery, and Educational Technologies (PDET) Unit and the reduction in services that would result, and provide the findings and recommendations to the Judicial Council.
SEC RECOMMENDATION	7-20(d) The Production, Delivery and Educational Technologies unit has grown to more than 25 positions plus several temporary staff. The number of staff in this unit should be reduced in light of the difficult fiscal environment.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Since May 2011, the workforce of Center for Judiciary Education and Research (CJER) has been reduced by 34 people, a reduction of more than 30%. Of this number, six were in the PDET unit as it was formerly structured. These included 2 Administrative Coordinators, 1 Administrative Secretary, and three temporary intermittent AV/Video Technicians. The attached list shows the total number of positions eliminated, with those positions within PDET highlighted. The current org chart for CJER is also attached. PDET's current staff totals 44 (33 regular staff, 3 vacancies, 3 temporary (909) staff, 4 temporary intermittent staff (work on an as-needed basis), and 1 Apple temp staff).</p> <p>The overall cost savings due to the reduction of those six staff is \$200,398. The cost savings realized were all to the General Fund.</p> <p>The restructure of the AOC has impacted CJER, and specifically the PDET unit. CJER was restructured and reduced when the Administrative Services Unit (ASU) was eliminated and some staff were moved to a new office. The new AOC organizational structure approved by the Council reduced the AOC Executive Team to four positions and realigned existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division). The approved organizational structure became effective on October 1, 2012. As noted in the implementation report describing this restructuring, the new AOC structure realizes efficiencies through consistent oversight, improved communication, streamlined decision-making, and clear designation of authority, responsibility, and accountability.</p> <p>CJER is now an office in the Judicial and Court Operations Services Division. Restructuring within CJER was necessitated as a result of the fact that the Records, Mail and Copy Department, a part of ASU, was relocated to a new Office of Administrative Services within the newly formed Judicial and Court Administrative Services Division. The remaining ASU Conference Services departments were merged with PDET's Faculty and Course Services department to streamline business processes</p>	

associated with the delivery of live education programs. With these changes, the separate ASU unit was eliminated. The new PDET configuration ensures efficiency by eliminating silos, supporting the logistics of all educational delivery methods, reducing duplication of effort between departments, enabling more consistent business process, and encouraging cross-training of staff. This new unit has retained the PDET name.



Data on staff reductions
(11-2012) no names-83
attach.docx
Microsoft Office Word
Document
13.5 KB



CJER Org Chart
Prepared 2-26-2013.pdf
Adobe Acrobat Document
69.2 KB

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**

Already implemented.

**RESOURCES
REQUIRED FOR
IMPLEMENTATION**





ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

**PROCEDURES/
POLICIES UPDATED
OR DEVELOPED**



File Attachment

**TRAINING
UPDATED OR**

DEVELOPED	<div style="border: 1px solid gray; padding: 2px; width: fit-content;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<p>\$200,398 out of \$1,371,190 total cost in General Funds. The relatively low amount of savings achieved with the elimination of six positions in the PDET unit is due to the fact that three of the positions were temporary intermittent staff who do not have budgeted positions, but who work and are paid on an as-needed basis only. For illustrative purposes, during FY 2010 and 2011, these staff were paid an average of \$53,538 per year (combined).</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
<input type="checkbox"/> COST	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-bottom: 5px;">  File Attachment </div>
<input type="checkbox"/> EFFICIENCIES	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-bottom: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>The Production, Delivery and Education Technology (PDET) unit is responsible for managing all of the operations and logistics required to effectively deliver education programs and products to the trial and appellate courts. The unit is also responsible for managing CJER's budget, delivering programs to AOC staff, and supporting judicial branch and public communications and outreach.</p> <p>In general, the staff reductions in PDET negatively impacted the following:</p> <ul style="list-style-type: none"> - the capacity of CJER to offer live face-to-face education; - the ability to provide AV technical support for faculty for education and programs and meetings delivered by both CJER and other AOC Divisions and Offices; - the timelines for release of some types of video production projects; and - the administrative support work for AOC Education and New Judge Education programs. <p>Specifically, the staffing reductions noted above in the PDET unit created the following reductions in service levels to support education programs and products for the trial and appellate courts:</p> <ol style="list-style-type: none"> 1. Eliminated the ability to provide support for a statewide programs on leadership or the proposed Statewide Security Conference 2. CJER is unable to provide support to judicial institutes held more than once every two years 3. CJER is unable to support two weeks of the Court Clerks Training Institute 4. CJER is unable to support a live ADA Coordinators Conference 5. CJER eliminated advanced faculty development programs, and reduced the number of the Core 40 and Leadership and training Skills programs 6. CJER reduced the number of regional judicial education programs 7. Timelines for production of judicial education video lectures have increased 8. CJER eliminated two video lectures and one complex video production 9. Some work performed in support of live broadcasts, studio video lectures and some other types of video production has been distributed from staff who were let go to a number of other staff <p>Because CJER is organized by functional area and its units are not silos, there was not a specific one-to-one correlation between a single PDET staff member and a project. Rather, the reduction in staff reduced the capacity of</p>

	<p>the unit to perform certain work functions and this reduction in capacity impacted specific programs.</p> <p>The AV staff reductions have impacted the ability of PDET to support concurrent programs, meetings or activities. The Education Coordinator reductions impacted CJER's flexibility when scheduling programs due to the higher workload on existing staff. Some administrative tasks to support AOC Education and New Judge Education programs were reassigned to other staff and efficiencies were realized without a reduction in service level. In general, due to increased workload, PDET staff reductions have limited the ability of CJER to reassign staff when needed to adapt to changing needs.</p>
<input type="checkbox"/> OTHER	<div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; width: 100%; height: 20px; display: flex; align-items: center; justify-content: center;"> File Attachment </div>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC REVIEW	Administrative Director of the Courts Review Date: <input style="width: 100px;" type="text" value="4/10/2013"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input style="width: 100px;" type="text" value="4/17/2013"/>

Office of Education/CJER: Positions Eliminated Since May 2011
 November 6, 2012

	Position	Unit	Reason for Elimination
1	Asst. Director	D & C	Attrition
2	Retired Annuitant	D & C	Layoff
3	Senior Ed. Specialist	D & C	Layoff
4	Senior Ed. Specialist	D & C	Layoff
5	Admin. Coordinator II	D & C	VSIP
6	Secretary	D & C	Layoff
7	Manager	CCD	Attrition
8	Sr. Attorney	CCD	VSIP
9	Ed. Specialist II	CCD	VSIP
10	Ed. Specialist II	CCD	Layoff
11	Retired Annuitant	CCD/Pubs	Layoff
12	Secretary	CCD/Pubs	VSIP
13	AV/Video Tech II	PDET	Layoff
14	AV/Video Tech II	PDET	Layoff
15	AV/Video Tech II	PDET	Attrition
16	Admin. Coordinator II	PDET	VSIP
17	Admin. Coordinator II	PDET	Attrition
18	Admin Secretary	PDET	VSIP
19	Sr. Admin. Coordinator	ASU	Attrition
20	Admin. Coordinator II	ASU	VSIP
21	Admin. Services Asst. I	ASU	Layoff
22	Secretary I	ASU	Layoff
23	Receptionist I	ASU	Layoff
24	Office Tech I	ASU	Layoff
25	Supervisor	ASU	AOC Restructure
26	Receptionist II	ASU	AOC Restructure
27	Receptionist II	ASU	AOC Restructure
28	Admin. Services Asst II	ASU	AOC Restructure
29	Admin. Services Asst II	ASU	AOC Restructure
30	Admin. Services Asst II	ASU	AOC Restructure
31	Admin. Services Asst II	ASU	AOC Restructure
32	Admin. Services Asst II	ASU	AOC Restructure
33	Admin. Services Asst II	ASU	AOC Restructure
34	Admin. Coordinator II	ASU	AOC Restructure



ADMINISTRATIVE OFFICE OF THE COURTS

JUDICIAL AND COURT OPERATIONS
SERVICES DIVISION

CENTER FOR JUDICIARY EDUCATION AND RESEARCH

DIRECTOR
Diane E. Cowdrey

Suzette LaCivita
Exec. Secretary

Production, Delivery, and Educational Technologies
Gavin Lane
Senior Manager

Illistine Banks
Sr. Fiscal Coordinator

Course Content and Publications
Bob Lowney
Senior Manager

Education Design and Development
Maggie Cimino
Manager

Faculty and Conference Services
Sue Olikier
Manager

Distance Education
Ralph McMullan
Supervisor

AV/Video Technical Support
Peter Shervanick
Supervisor

Judicial Education
Karene Alvarado
Managing Attorney

Administrative Branch Education
Kathryn Brooks
Manager

Judicial Publications
Robert Schindewolf
Managing Attorney

Linda McCulloh
Sr. Attorney

Eddie Davis
Sr. Ed. Specialist

Tim Hallahan (50%)
Attorney

Iris Okura
Sr. Editor

Mary Trew
Sr. Editor

Course & Faculty Services
Lisa Graves
Supervisor

Conference & Registration Services
Alla Urisman
Supervisor

Dexter Craig
Sr. Med. Prod. Spec.

David Knight
Sr. Med. Prod. Spec.

Mandy Covey
Med. Prod. Spec.

Christopher Noice
Med. Prod. Spec.

Mary Durbin
Staff Analyst II

Catherine Lam (80%)*
Sr. AV/Video Tech.

Cyrus Ip
Sr. AV/Video Tech.

John Moynihan**
Sr. AV/Video Tech.

Mark Scardello
Sr. AV/Video Tech.

Ralph Brooks**
AV/Video Tech. II

Dorothy Wang**
AV/Video Tech. II

Mandy Brown (80%)*
AV/Video Tech. I

Roderic Cathcart
Sr. Attorney

Rhoda Chang
Attorney

Eugene Kim
Attorney

Andrea McCann+
Attorney

Nanette Zavala
Attorney

Robert Lussier
Admin. Secretary

Claudia Fernandes
Sr. Ed. Specialist

Rhonda Sharbono
Sr. Ed. Specialist

Mike Walsh
Sr. Ed. Specialist

Walter Brown
Ed. Specialist II

Russell Mathieson
Ed. Specialist II

Mary Nelson
Ed. Specialist II

Carole Simmons
Ed. Specialist II

Barry Harding
Sr. Attorney

Jeffrey Shea
Sr. Attorney

Kimberly DaSilva
Attorney

Vacant
Manager

AV/Video Systems Development & Integration
Jennifer Willard
Supervisor

Mike Safer@
Sr. AV/Video Sys. Tech. Analyst

Rodrigo Zamudio
AV/Video Sys. Tech. Analyst

James Hill
Sr. AV/Video Tech.

Susan Carroll
Sr. Adm. Coordinator

Suzanne Renner (85%)
Sr. Adm. Coordinator

Vacant
Adm. Coordinator II

Jane Doherty
Adm. Coordinator II

Stephanie Hampton
Adm. Coordinator II

Lina Kravetskiy
Adm. Coordinator II

Gricelda Luna
Adm. Coordinator II

Lynn Muscat (90%)
Adm. Coordinator II

Vacancy
Adm. Coordinator I

Kelly Cameron
Secretary II

Diane Parks
Secretary II

Evelyn Gonzalez
Adm. Coordinator II

Susan Paul
Adm. Coordinator II

Brandie Pilapil
Adm. Coordinator II

Christopher Rey
Adm. Coordinator II

Brenda Chiles
Admin. Secretary

Conference Center Support
David Glass
Supervisor

Joe Glavin*
Adm. Coordinator II

Vacant
Adm. Coordinator II

Irene Vozaites
Receptionist II

Paul Bibo**
Office Technician I

* Temporary employee (909)
** Temporary intermittent employee (909)
@ Apple One Temporary Agency Employee
+ Located at regional office