

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	85
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 Administrative Services Unit and the reduction in services that would result, and provide the findings and recommendations to the Judicial Council.
SEC RECOMMENDATION	7-20(f) The Administrative Services Unit contains more than 20 staff engaged in support activities such as records management, printing and copying, scheduling and planning training delivery, and coordinating logistics for all AOC events. The number of staff in this unit should be evaluated and reduced commensurate with the reduction in the number of live programs and events, and reflecting a reduction in the number of employees AOC-wide.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Since May 2011, the workforce of CJER has been reduced by 34 people, a reduction of more than 30%. Of this number, six were Administrative Services Unit (ASU) staff. These included 1 Senior Administrative Coordinator, 1 Administrative Coordinator, 1 Administrative Services Assistant, 1 Secretary, 1 Receptionist and 1 Office Technician. The overall cost reduction due to the reduction of those six staff is \$358,120. The cost savings realized were all to the General Fund.</p> <p>Additionally, there have been some reductions resulting from restructuring. On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions and realigned and renamed existing divisions 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. Some reorganization within CJER was necessitated as a result of moving the Records, Mail and Copy Department, a part of ASU, to the newly formed Office of Administrative Services in order to provide organization-wide services under the direction of the Chief Administrative Officer. Seven staff moved from CJER to the new office; subsequent to the reorganization, one additional staff member was transferred from CJER to the Executive Office. The remaining ASU Conference Services departments were merged with the Faculty and Course Services department within the Production, Delivery and Education Technology Unit (PDET) to streamline business processes associated with the delivery of live education programs. The existing ASU unit was eliminated with this restructuring.</p>	



Data on staff reductions
(11-2012) no names-85
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**

File Attachment

SAVINGS

\$358,120 out of \$1,371,190 total cost in General Funds

	<input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>The reduction in within the former ASU staff had both general and specific impacts and occurred concurrently with reductions to other staff throughout the AOC. In general, the reduction in staff reduced the capacity of the various ASU departments (now located in two divisions) to perform certain work functions.</p> <p>In general, the reductions in ASU impacted:</p> <ul style="list-style-type: none"> - the capacity to provide timely, printing, mail, records management and general administrative support services - the capacity of the AOC to deliver live face-to-face education programs or live administrative meetings held elsewhere than the AOC - reception services and customer service for visitors to the AOC - the ability to react to short notice changes, including printing work <p>Specifically, the staffing reductions noted above in ASU created the following reductions in the levels of services and support to AOC Divisions and Offices:</p> <ol style="list-style-type: none"> 1. Reduction in timeliness of regular mail delivery within the AOC 2. Elimination of receptionist on two floors, with the associated reduction in security, customer service and administrative functions (management of conference call lines, daily posting of conference room usage schedules; distribution of keys to visitors) 3. Elimination of tabulation and summarization of CJER program evaluations 4. Elimination of support by Office Technicians at off-site education conferences 5. Delays in print orders and reduced ability to accommodate time sensitive orders 6. Delays in the updating of the AOC Contact and Positions System (CAPS) database, used by all AOC units to generate mailing addresses and the like 7. Less frequent delivery of printer and copier paper to the AOC Divisions 8. Elimination of proofreading assistance to the Legal Services Office in support of local rules submissions 9. Reduction in the availability of document scanning, now limited to only critical needs and with timeframes of months or years for other documents awaiting scanning 10. Delays in database recording and physical relocation of items for the purpose of records management 11. Reduced support to Business Services for maintenance of AOC fleet vehicles 12. Reduced support for meeting planning and contracting for offsite meetings and conferences 13. Reduced support for participant registration for offsite meetings and conferences <p>The reduction in staff within the former ASU had both general and specific impacts and occurred concurrently with reductions to other AOC staff. ASU supports the work of other Divisions and Offices. Due to the overall reductions in AOC staff and activities (e.g. fewer off-site meetings, reduced</p>

	<p>demand for printing), the reductions in ASU support services have been appropriate.</p> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<p> File Attachment</p>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC REVIEW	Administrative Director of the Courts Review Date: <input type="text" value="4/10/2013"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input 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.

Conference Center Support
David Glass
Supervisor

Joe Glavin*
Adm. Coordinator II

Vacant
Adm. Coordinator II

Irene Vozaites
Receptionist II

Paul Bibo**
Office Technician I

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

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