

## ACTIVITY REPORTING AND PROPOSAL FORM

### JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	10/4/2012
<b>PREPARED BY</b>	Pam Reynolds
<b>OFFICE NAME</b>	<u>Trial Court Liaison Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	128
<b>JUDICIAL COUNCIL DIRECTIVE</b>	E&P recommends that the Judicial Council support SEC Recommendation 7-86 and direct the Administrative Director of the Courts to provide the council with an update on organizational changes made with the elimination of the regional office staff.
<b>SEC RECOMMENDATION</b>	While responsibility for essential services currently provided to courts through regional offices should be consolidated and placed under the direction of Trial Court Support and Liaison Services in the Executive Office, a physical office should be maintained in the Northern California Region area to provide some services to courts in the region.
<b>RESPONSE (check applicable boxes)</b>	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>In 2002 the Administrative Office of the Courts (AOC) established three Regional Offices (Bay Area/Northern Coastal Region, Northern/Central Region and Southern Region) to provide a more local AOC presence and regional resource for local courts. The Bay Area/Northern Coastal Region (located in San Francisco) served 16 courts, the Northern/Central Region (located in Sacramento) served 31 courts, and the Southern Region (located in Burbank) served 11 courts. The Regional Office became the point of contact for courts, especially small and medium size courts, requiring specialized assistance in areas such as human resources and budgeting. Additionally, court interpreter cross-assignments requests were managed by staff located in each of the Regional Offices. Over the next several years, programs such as enhanced collections, reengineering, and community corrections became specialized units in the Regional Office organizational structure.</p> <p>Beginning in November 2011, the AOC initiated several changes to the Regional Office organizational structure:</p> <p>** In November 2011 the Bay Area Northern/Coastal Regional Office, Northern/Central Regional Office and Southern Regional Office were merged into one Regional Office under the leadership of a Regional Administrative Director that reported directly to the Administrative Director of the Courts.</p> <p>** In January 2012 one Assistant Director and five positions in the Enhanced Collections Unit, all located in the Burbank office, were transferred from the Regional Office to the Finance Division.</p> <p>** In March 2012 three Regional Court Interpreter Coordinators were transferred to the Court Interpreters Unit in the Court Programs and Services Division which consolidated all efforts related to Court Interpreters into one unit; therefore, creating organizational efficiencies.</p> <p>** In June 2012 four positions were permanently eliminated: the two remaining Regional Office staff in Burbank were laid off, a Regional Administrative Director (Christine Patton) retired, and the remaining Assistant Director, located in San Francisco, participated in the Voluntary Separation Incentive Program.</p> <p>** In July 2012 the Community Corrections Program Unit transferred to the Executive Office as the Criminal Justice Court Services Office, this included transferring the two remaining San Francisco</p>	


based positions from the Regional Office to the Criminal Justice Court Services Office.

After all of the organizational changes identified above, on July 1, 2012, the Regional Office was renamed the Trial Court Liaison Office. Its core staff consisted of four positions (one of which is vacant) and two positions in the Reengineering Unit (renamed Special Projects Office as of October 1, 2012) with all staff located in Sacramento. The managers report directly to the Interim Administrative Director of the Courts (now the Chief of Staff).


As of October 1, 2012 the Trial Court Liaison Office and the Special Projects Office are located in the Judicial Council and Court Leadership Services Division reporting directly to the Chief of Staff (the remaining Regional Administrative Director position was converted to the Chief of Staff position).

 File Attachment

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

 File Attachment

Other:

 File Attachment






**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

<b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b>	<input type="text" value="7/1/12"/>
<b>RESOURCES REQUIRED FOR IMPLEMENTATION</b>	<input type="text"/>

**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

As a result of reductions in staffing, either through attrition or reductions-in-force, the Trial Court Liaison Office permanently eliminated six positions in FY 2011-12 which resulted in FY 12/13 personnel savings (salaries and benefits) of approximately \$850,000. This includes an offset of \$46,800 for unemployment insurance for the two laid off employees. The positions included:

<input checked="" type="checkbox"/> <b>SAVINGS</b>	<p>** Two Regional Administrative Directors (see note below)  ** One Assistant Director  ** One Supervising Court Services Analyst  ** One Executive Secretary</p> <p>In the "Response" section it was noted that several positions have been redirected from the Regional Office to existing divisions; therefore, there were no associated salary savings as the positions were not eliminated.</p> <p>NOTE: The remaining Regional Administrative Director position was converted to the Chief of Staff position.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
<input type="checkbox"/> <b>COST</b>	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
<input checked="" type="checkbox"/> <b>EFFICIENCIES</b>	<p>The consolidation of the three AOC regional offices (Bay Area/Northern Coastal Region; Northern/Central Region; and Southern Region) into one office afforded the AOC an opportunity to provide assistance to all 58 courts in a more streamlined approach and under the leadership of one individual.</p> <p>Additionally, moving the Regional Court Interpreter Coordinators from the Regional Offices (now Trial Court Liaison Office) to the Court Interpreters Unit in the Court Programs and Services Division allowed the AOC to consolidate interpreter resources and thus provide a more efficient use of limited resources.</p> <p>The redirection of two staff from the San Francisco location of the Regional Office (now Trial Court Liaison Office) to the Criminal Justice Court Services Office provided that office with critical staffing needed to fulfill their mandate related to criminal realignment activities.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
<input checked="" type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>	<p>The majority of the small and midsize courts are in the Northern/Central region and as noted by the SEC in their report, they are the courts that rely more on services provided by the Trial Court Liaison Office. The consolidation of resources into the Sacramento location will continue to ensure that these courts have assistance provided to them by staff in an office closest to where they are located.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
<input type="checkbox"/> <b>OTHER</b>	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  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="10/5/2012"/>
<b>EXECUTIVE AND PLANNING (E&amp;P) COMMITTEE REVIEW</b>	

**E&P REVIEW**

Executive and Planning Review Date: