

ACTIVITY REPORTING AND PROPOSAL FORM
JUDICIAL COUNCIL DIRECTIVES
AOC RESTRUCTURING

| | |
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| DATE | 10/5/2012 |
| PREPARED BY | Tina Carroll |
| OFFICE NAME | <u>Executive Office</u> |
| JUDICIAL COUNCIL DIRECTIVE NUMBER | 46 |
| JUDICIAL COUNCIL DIRECTIVE | E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report to the Judicial Council vacant authorized positions if they have remained unfilled for six months. |
| SEC RECOMMENDATION | Vacant authorized positions should be eliminated if they have remained unfilled for six months. |
| RESPONSE (check applicable boxes) | |
| <input checked="" type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid gray; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p>Vacancies 6mos.pdf Adobe Acrobat Document 291 KB</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px; width: fit-content;">  File Attachment </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px; width: fit-content;">  File Attachment </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px; width: fit-content;">  File Attachment </div> | |
| <input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid gray; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px; width: fit-content;">  File Attachment </div> | |
| <input type="checkbox"/> Other: <div style="border: 1px solid gray; height: 20px; margin-top: 5px;"></div> | |

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TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

October 26, 2012

RESOURCES REQUIRED FOR IMPLEMENTATION

Human Resources Services Office: Report production (1 hour each month for one staff member).

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

The Administrative Director of the Courts will report to the Judicial Council on a quarterly basis and will act separately, as necessary, to address issues related to any specific vacancies.

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

 File Attachment

COST

 File Attachment

EFFICIENCIES

 File Attachment

SERVICE LEVEL IMPACT

 File Attachment

OTHER

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC REVIEW

Administrative Director of the Courts Review Date: 10/5/2012

| | |
|--|---|
| EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW | |
| E&P REVIEW | Executive and Planning Review Date: <input type="text" value="10/19/2012"/> |

AOC VACANT POSITIONS for 6 MONTHS or MORE

as of 8/29/2012

(sorted by Months Vacant)

| Division | Unit | Position | | Standard | | Months | Location |
|----------|---|----------|--------------------------------|----------|----------------------------|--------|---------------|
| | | Number | Class Title | Hours | Reports To | Vacant | |
| EXEC | Emergency Response and Security Unit | 511 | Manager | 40 | Franklin,Malcolm | 21.3 | San Francisco |
| EXEC | Executive Office | 512 | Exec. Secy. to Ad. Dir. | 40 | Patel,Jyotiben D. | 11.3 | San Francisco |
| EXEC | Emergency Response and Security Unit | 2593 | Security Coordinator | 40 | <i>Vacant</i> | 9.9 | San Francisco |
| OGC | Office of the General Counsel | 1446 | Attorney | 40 | Hansen,Sue C. | 25.3 | San Francisco |
| OGC | Trial Court Facilities Unit - Office of General Counsel | 1973 | Attorney | 40 | Miessner,Leslie Gwyneth | 24.2 | San Francisco |
| OGC | Office of the General Counsel | 2132 | Attorney | 40 | Ceniceros,Rebecca Michelle | 21.9 | San Francisco |
| IS | Network Infrastructure and Security Architecture Unit | 2662 | Sr. Technical Analyst | 40 | Ortega,Raul A | 59.0 | San Francisco |
| IS | Phoenix Unit | 1625 | Information Systems Manager | 40 | Earl,Diana L. | 59.0 | San Francisco |
| IS | Web Development Unit | 1629 | Business Systems Analyst | 40 | Yuan,Mark S. | 58.4 | San Francisco |
| IS | Phoenix Development Interface Unit | 2322 | Sr. Application Dev't Analyst | 40 | Light,Daphne D | 44.4 | San Francisco |
| IS | Web Development Unit | 1309 | Supervising IS Analyst - B | 40 | Yuan,Mark S. | 39.4 | San Francisco |
| IS | Data Integration CCMS Unit | 2604 | Senior Manager | 40 | Dusman,Mark W. | 31.0 | San Francisco |
| IS | Administrative System Development Unit | 1305 | Sr. Business Systems Analyst | 40 | Wu,Alice S. | 28.0 | San Francisco |
| IS | CCMS Trial Court Services Unit | 2229 | Senior Business App. Analyst | 40 | <i>Vacant</i> | 26.3 | Burbank |
| IS | Technical Support Office of Court Const and Mgmt Unit | 2114 | Sr. Technical Analyst | 40 | Albiento,Florentino F. | 25.6 | San Francisco |
| IS | Phoenix Infrastructure Branchwide Unit | 2326 | Sr. Application Dev't Analyst | 40 | <i>Vacant</i> | 25.0 | San Francisco |
| IS | Desktop Support Unit | 743 | Sr. Systems Admin. | 40 | DeMartini,Jacqueline A. | 24.5 | San Francisco |
| IS | CCMS Program Management Office | 2721 | Senior Business App. Analyst | 40 | Collins,Keri | 17.0 | Burbank |
| IS | Justice Partner Outreach Unit | 631 | Business Systems Analyst | 40 | Uecker,Richelle G | 14.0 | San Francisco |
| IS | CCMS Product Assurance Unit | 2553 | Senior Business App. Analyst | 40 | <i>Vacant</i> | 12.7 | Burbank |
| OGA | Office of Governmental Affairs | 620 | Sr. Govt. Affairs Analyst | 40 | Hershkowitz,Donna Sue | 8.0 | Sacramento |
| ASD | Labor and Employee Relations Unit | 1947 | Sr. Human Resources Analyst | 40 | Guevara,Michael | 40.2 | San Francisco |
| ASD | Labor and Employee Relations Unit | 1197 | Manager | 40 | Guevara,Michael | 26.6 | San Francisco |
| ASD | Trial Court Administrative Services Division | 2476 | Accountant | 40 | Matlock,Judith | 24.6 | Sacramento |
| ASD | Trial Court Central Procurement Support Services Unit | 1896 | Contract Specialist | 40 | Coombs,Paula R. | 23.9 | Sacramento |
| ASD | Trial Court Administrative Services Division | 2204 | Accountant | 40 | Matlock,Judith | 23.9 | Sacramento |
| ASD | Trial Court Administrative Services Division | 2195 | Senior Accountant | 40 | Price,Alan | 23.6 | Sacramento |
| ASD | Trial Court Administrative Services Division | 1898 | Accountant | 40 | Price,Alan | 22.9 | Sacramento |
| ASD | Trial Court Administrative Services Division | 2475 | Senior Accountant | 40 | Matlock,Judith | 19.9 | Sacramento |
| ASD | Compensation and Benefits Unit | 1798 | Staff Analyst II | 40 | Cox-Clouser,Linda M | 14.0 | San Francisco |
| ASD | Workers' Compensation Administration and IDM Unit | 1794 | Human Res. Analyst | 40 | Guevara,Michael | 14.0 | San Francisco |
| ASD | Pay and Benefits Unit | 1784 | Pay and Benefits Specialist II | 40 | Ramos,Evelyn A. | 14.0 | San Francisco |
| ASD | Labor and Employee Relations Unit | 1811 | Staff Analyst I | 40 | Guevara,Michael | 9.0 | San Francisco |
| ASD | Compensation and Benefits Unit | 1792 | Sr. Human Resources Analyst | 40 | Cox-Clouser,Linda M | 8.9 | San Francisco |
| ASD | Trial Court Administrative Services Division | 2771 | Division Director | 40 | <i>Vacant</i> | 6.5 | Sacramento |

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| | | Number | Class Title | Hours | Reports To | Vacant | |
| FINANCE | Accounting Unit | 776 | Accountant | 40 | Sanchez,H. Eduardo | 49.0 | San Francisco |
| FINANCE | Accounting Unit | 778 | Accounting Technician | 40 | Pham,Yvonne | 48.5 | San Francisco |
| FINANCE | Business Services Unit | 2859 | Sr Contract Specialist | 40 | Walker,Grant S. | 38.0 | San Francisco |
| FINANCE | Accounting Unit | 863 | Senior Accountant | 40 | Haggerty,Patricia | 20.0 | San Francisco |
| FINANCE | Trial Court Facilities - Business Services Unit | 2059 | Senior Contract Specialist | 40 | Walker,Grant S. | 10.3 | San Francisco |
| FINANCE | Business Services Unit | 2135 | Senior Contract Specialist | 40 | Saddler,Stephen M. | 9.0 | San Francisco |
| FINANCE | Trial Court Facilities - Budget Administration Unit | 1963 | Sr Budget Analyst | 40 | Friday,Irene Denise | 8.9 | Sacramento |
| FINANCE | Audit Services Unit | 2136 | Internal Auditor I | 40 | Pulido,George E. | 8.7 | San Francisco |
| FINANCE | Accounting Unit | 2295 | Manager | 40 | Haggerty,Patricia | 8.0 | San Francisco |
| FINANCE | Audit Services Unit | 1441 | Senior Internal Auditor | 40 | Pulido,George E. | 8.0 | San Francisco |
| CFCC | Mental Health Services Fund Unit | 2827 | Sr. Research Analyst | 40 | Byrne,Francine E. | 42.0 | San Francisco |
| CFCC | Juvenile Mental Health Services Fund Unit | 2866 | Staff Analyst II | 40 | Byrne,Francine E. | 16.4 | San Francisco |
| EDUC | Trial Court Facilities Education Unit | 2067 | Sr AVVideo System Tech Analys | 40 | Willard,Jennifer Hope | 44.6 | San Francisco |
| EDUC | Administrative Services Unit | 659 | Sr. Admin. Coordinator | 40 | Glass,David E. | 8.9 | San Francisco |
| OCCM | Risk Management Unit | 2319 | Health and Safety Analyst | 40 | Mullen,James E | 86.1 | San Francisco |
| OCCM | Design and Construction Team | 2835 | Senior Construction Inspector | 40 | Stephenson,James O. | 38.0 | San Francisco |
| OCCM | Design and Construction Team | 2836 | Senior Construction Inspector | 40 | Stephenson,James O. | 38.0 | San Francisco |
| OCCM | Design and Construction Team | 2841 | Design & Const Project Mgr III | 40 | Uvalle,Robert Michael | 38.0 | San Francisco |
| OCCM | Portfolio Administration Unit | 2096 | Manager | 40 | Hirschfeld,Burt S. | 37.1 | San Francisco |
| OCCM | Real Estate Unit | 1956 | Senior Real Estate Analyst | 40 | Calvert-Banks,Eunice M | 26.6 | San Francisco |
| OCCM | Portfolio Administration Unit | 2046 | Business Applications Analyst | 40 | Hirschfeld,Burt S. | 23.0 | San Francisco |
| OCCM | Facilities Management Unit | 2711 | Facilities Management Admin. | 40 | <i>Vacant</i> | 20.9 | San Francisco |
| OCCM | Facilities Management Unit | 1983 | Mech'l Electr'l Plumbing Engr. | 40 | Gilleran,Patrick K | 20.1 | San Francisco |
| OCCM | Planning and Policy Team | 1631 | Admin. Coordinator I | 40 | Quinn,Kelly | 18.1 | Burbank |
| OCCM | Real Estate Unit | 2728 | Admin. Coordinator I | 40 | Calvert-Banks,Eunice M | 17.3 | San Francisco |
| OCCM | Facilities Management Unit | 2715 | Facilities Management Admin. | 40 | Gilleran,Patrick K | 17.3 | San Francisco |
| OCCM | Facilities Management Unit | 2621 | Facilities Management Admin. | 40 | Turner,Nick D | 14.2 | San Francisco |
| OCCM | Design and Construction Team | 2861 | Admin. Coordinator I | 40 | Uvalle,Robert Michael | 13.6 | San Francisco |
| OCCM | Facilities Management Unit | 2753 | Facilities Management Admin. | 40 | Kremko,James A | 11.4 | San Francisco |
| OCCM | Portfolio Administration Unit | 2493 | Portfolio Admin Analyst | 40 | Hirschfeld,Burt S. | 11.3 | San Francisco |
| OCCM | Real Estate Unit | 1955 | Senior Real Estate Analyst | 40 | Calvert-Banks,Eunice M | 11.2 | San Francisco |
| OCCM | Design and Construction Team | 2152 | Design & Const Project Mgr III | 40 | Uvalle,Robert Michael | 11.0 | San Francisco |
| OCCM | Portfolio Administration Unit | 1968 | Admin. Coordinator II | 40 | Hirschfeld,Burt S. | 9.6 | San Francisco |
| OCCM | Facilities Management Unit | 2624 | Facilities Management Admin. | 40 | Brewer,Mary-Beth T | 8.9 | San Francisco |
| OCCM | Facilities Management Unit | 2716 | Facilities Management Admin. | 40 | Gilleran,Patrick K | 8.9 | San Francisco |

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| | | Number | Class Title | Hours | Reports To | Vacant | Location |
| OCCM | Facilities Management Unit | 1970 | Facilities Management Admin. | 40 | Turner,Annette | 6.2 | San Francisco |
| TCLO | Southern California Regional Division | 2310 | Admin. Coordinator I | 40 | <i>Vacant</i> | 11.7 | Burbank |
| TCLO | Northern California Regional Division | 1778 | Regional Admin. Director | 40 | Soderlund,Curt | 6.5 | Sacramento |
| CPAS | Editing and Graphics Group | 764 | Supervising Editor | 40 | <i>Vacant</i> | 28.9 | San Francisco |
| CPAS | Court Programs and Service Administration Unit | 1894 | Administrative Secretary | 20 | Finke,Chad David | 23.9 | San Francisco |
| CPAS | Editing and Graphics Group | 1908 | Editor II | 40 | <i>Vacant</i> | 23.4 | San Francisco |
| CPAS | Court Interpreter's Program Unit | 1939 | Linguistics Analyst | 40 | Ring,Jacqueline M | 23.0 | San Francisco |
| CPAS | Court Interpreter's Program Unit | 1935 | Sr. Court Services Analyst | 40 | Ring,Jacqueline M | 15.1 | San Francisco |
| CPAS | Trial Court Leadership Unit | 1328 | Court Services Analyst | 40 | Smith,Marlene H. | 14.8 | San Francisco |
| CPAS | Editing and Graphics Group | 2243 | Senior Editor | 40 | <i>Vacant</i> | 12.0 | San Francisco |
| CPAS | Editing and Graphics Group | 1318 | Editor II | 40 | Bolotte,Dianne M. | 9.0 | San Francisco |
| CPAS | Office of Court Research Unit | 2558 | Sr. Research Analyst | 40 | MacLeod,Dag P. | 7.9 | San Francisco |