

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	9/30/2012
PREPARED BY	Chad Finke
OFFICE NAME	<u>Court Operations Special Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	65
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-12 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>The underlying SEC recommendation recommends either reduction or elimination of the Promising and Effective Programs unit (PEP). The unit currently has a manager and seven staff members (three of whom are less than 1 FTE, for a total of 6.15 staff FTEs), which represents a reduction of three full-time staff members since the SEC began its process. In addition, two major functions have been eliminated from PEP. Specifically, one staff member left in connection with the AOC's Voluntary Separation Incentive Program (VSIP), and her position and its funding were eliminated. Further, two additional PEP staffers have been permanently reassigned to other units and their former functions eliminated. Specifically, the staff member who was formerly responsible for procedural fairness has been reassigned to the Court Interpreters Program and the staff member who was formerly the lead staff to the Kleps Award Committee has been reassigned to Trial Court Leadership Services (which is now under the Chief of Staff). See Activity Reporting and Proposal Form for recommendations 65.1 and 67 for additional details.</p>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

N/A - already complete

RESOURCES REQUIRED FOR IMPLEMENTATION

none

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

Savings for the two staff members who were transferred to other units are already discussed in detail in the Activity Reporting and Proposal Forms for recommendations 65.1 and 67. In addition, the elimination of an additional position in PEP as a result of the former incumbent leaving as part of the VSIP resulted in annual salary and benefit savings of approximately \$98,000 (all General Fund).

 File Attachment

COST

 File Attachment

EFFICIENCIES


 File Attachment

SERVICE LEVEL IMPACT

The staff position that was eliminated as part of the VSIP was an Administrative Coordinator II. The elimination of that position has meant that the administrative/secretarial needs of the PEP unit must now be handled by other administrative staff in COSSO. As a result, all administrative tasks run slower than usual, which means a delay in, e.g., processing documents, preparing travel and expense claims, and the like.

 File Attachment

OTHER

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC REVIEW

Administrative Director of the Courts Review Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW

Executive and Planning Review Date: