

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	71
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-16 with no further action as the Judicial Administration Library has been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	The Judicial Administration Library should be consolidated with the Supreme Court Library.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Two of the three regular staff members in the Judicial Administration Library (JAL) were laid off as part of AOC-wide staff reductions, and we ceased using agency temps to support the JAL. One staff member was retained to ensure that archiving, cataloging, and searching of Judicial Council materials is able to continue. In addition, the remaining staff member will continue to archive and, where necessary, research materials relating to the history of the California Rules of Court, a function not available from any other agency or entity in California. However, the remaining staff member has been reclassified as a Court Services Analyst, and is no longer a part of the "Judicial Administration Librarian" classification series.</p> <p>In addition, we are currently working with the California Judicial Center Library (CJCL) to transfer a part of the collection from the former JAL to the CJCL. Any materials that are not transferred to the CJCL will be offered to AOC offices/divisions for their use. Anything remaining will be disposed of and the current JAL space will be repurposed.</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

ongoing

RESOURCES REQUIRED FOR IMPLEMENTATION

None beyond current staff's time to eliminate the former library collection and the time required to convert the former JAL space into useable cubicle space.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

Salary and benefit savings from the two former JAL employees who were laid off as part of AOC staff reductions is approximately \$215,000/year (all General Fund). We will also realize significant General Fund savings from eliminating the former library collection, e.g., we will no longer be expending funds on keeping practice guides, statutes, and the like current. At this time, we do not have an estimate of the savings that will result from the elimination of the collection, however.

 File Attachment

COST

 File Attachment



EFFICIENCIES

By eliminating the JAL and its collection, we will free up several offices for use by other AOC offices/divisions. In addition, we estimate being able to place 11 cubicles in the space formerly occupied by the JAL. Taken together, these contributed significantly to the AOC's efforts to shrink its "footprint" and realize rent savings.

 File Attachment

SERVICE LEVEL IMPACT

In addition to maintaining the collection, the JAL used to perform numerous other functions that now will either be eliminated or will need to be absorbed by other offices/divisions or entities. For example, the JAL used to be the AOC's single point-of-contact with both Westlaw and Lexis/Nexis for book ordering, obtaining online research passwords, and the like. The individual offices/divisions will now be required to handle those tasks. Also, the JAL used to assist AOC divisions, as well as courts, with research questions, including legislative histories, Rule of Court histories, and general research

	<p>on Judicial Council and AOC historical actions. With staff reduced to a single person, the ability to assist in these research efforts will be severely reduced.</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="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"/>