


## ACTIVITY REPORTING AND PROPOSAL FORM

### JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	10/4/2012
<b>PREPARED BY</b>	Maureen Dumas
<b>OFFICE NAME</b>	<u>Executive Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	73
<b>JUDICIAL COUNCIL DIRECTIVE</b>	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-13 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
<b>SEC RECOMMENDATION</b>	The Editing and Graphics Group, with half of its eight positions currently vacant, should be considered for elimination.
<b>RESPONSE (check applicable boxes)</b>	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) 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 (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed 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) (Attachment A).</p> <p>In addition to the realignment of divisions into new offices, the Editing and Graphics Group (EGG) from the Court Operations Special Services Office (formerly Court Programs and Services Division) was moved to the new Judicial Council Support Services Office in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. This represents a modification from the SEC recommendation which recommended elimination of EGG.</p> <p>EGG was previously responsible for editorial and design services for all AOC materials and created correspondence-related guides and training. Over the last two years, however, the EGG unit has experienced staffing reductions and in turn has limited its services to focus solely on editing and design of Judicial Council reports, forms, meeting minutes, high-level correspondence, and publications. Given that the new focus for EGG is to support only Judicial Council documents and publications, EGG was moved into the new Judicial Council Support Services where the unit would work hand-in-hand with staff responsible for support to the Judicial Council.</p>	
 <p>73_JCCLSD_org_final.pdf Adobe Acrobat Document 9.98 KB</p>	

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**

10/1/12

**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**

 File Attachment

**COST**

 File Attachment

**EFFICIENCIES**

Moving Editing and Graphics Group into the Judicial Council Support Services Office from the former Court Programs and Services Division creates a centralized team of staff responsible for all aspects of Judicial Council support into one office and under one division with leadership from the Executive Office through the Chief of Staff. This will result in greater efficiencies for the organization as limited EGG resources will be solely focused on the editing of Judicial Council reports, publications, and will no longer work with competing priorities of other AOC workload requests in light of Judicial Council workload. As a result, the responsibility for editing other AOC correspondence and reports has been decentralized and returned to the respective offices and the organization will continue to offer

	training courses to assist AOC staff responsible for these activities. <input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> <b>OTHER</b>	<input type="text"/> <input type="button" value="File Attachment"/>
<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>	
<b>E&amp;P REVIEW</b>	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>

Judicial Council and Court  
Leadership Services  
Division

