


ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	10/4/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	96
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-32 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	Consistent with recent consolidation of this division, the HR function should no longer be assigned stand-alone division status in the AOC organizational structure and should be combined with other administrative functions, reporting to the Chief Administrative Officer in the AOC's Administrative Services Division.
RESPONSE (check applicable boxes)	
<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).</p> <p>As indicated in the attached organizational chart (Attachment A), effective October 1, 2012, the Human Resources Division is no longer considered a division and is now the Human Resources Services Office under the CAO in the Judicial and Court Administrative Services Division. This is consistent with SEC recommendation 7-32 which recommended that the HR function no longer be assigned "stand-alone division status" and should report to the CAO in an Administrative Services Division.</p>	
<div style="border: 1px solid black; padding: 5px;"><p>Rec 96 AOC org_final_100512.pdf Adobe Acrobat Document 729 KB</p></div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

<input type="checkbox"/> File Attachment
<input type="checkbox"/> Other:
<input type="text"/>
<input type="checkbox"/> File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input type="text" value="10/1/12"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> COST	<input type="text"/> <input type="checkbox"/> File Attachment

<input checked="" type="checkbox"/> EFFICIENCIES	<p>Placing the AOC Human Resources Services Office under the Judicial and Court Administrative Services Division will result in efficiencies for the organization as it aligns Human Resources Services Office with other administrative offices (e.g. Fiscal Services Office, Information Technology Services Office) that HR interacts with and relies on for day-to-day activities. This will allow for increased teamwork and collaboration to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>Additionally, efficiencies will be realized by housing the Human Resources Services Office under the leadership of the Chief Administrative Officer which provides a dedicated Executive Team member that can provide timely assistance as well as consistent and clearly defined decision-making from the Executive Team.</p>
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	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>
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"/>

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS

