

## ACTIVITY REPORTING AND PROPOSAL FORM

### JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	10/16/2012
<b>PREPARED BY</b>	Patrick Farrales
<b>OFFICE NAME</b>	<u>Human Resources Services Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	98
<b>JUDICIAL COUNCIL DIRECTIVE</b>	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report back on the progress and results of staffing changes being implemented in the Human Resources unit as part of the AOC's internal restructuring process.
<b>SEC RECOMMENDATION</b>	<p>The current number of higher-level positions in the HR Division should be reduced, as follows:</p> <p>With the elimination of the positions discussed above, consideration should be given to redirecting the resources from those positions to support vacant HR analyst positions that can be assigned work needed to help reestablish effective HR policies and practices in the AOC.</p>
<b>RESPONSE (check applicable boxes)</b>	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Recommendation has been implemented.</p> <p>The Human Resources Division merged with the Trial Court Administrative Services Division to form the Administrative Services Division on May 1, 2012. On August 31, 2012, the Administrative Director of the Courts proposed the establishment of a separate human resources function under the Administrative Services Division. The function, now known as the Human Resources Services Office, is no longer considered a stand-alone division and is one of multiple offices reporting separately to the Chief Administrative Officer. This is consistent with SEC recommendation 7-32 and JC recommendation 98.</p> <p>In addition to the establishment of a separate Human Resources Services Office on August 31, 2012, there were a number of staffing changes within the office that were implemented prior to the realignment recommendations by the Judicial Council. One of those staffing changes included the abolishment of the HR Division Director position.</p> <p>HR Services Office has only had three manager positions. Two of the three positions are at the Senior Manager level. One of the positions is at the Manager level and is currently vacant. The vacant Manager position will be reclassified to a staff level position at a later date if the office is given approval to backfill critical vacancies. This is in alignment with SEC recommendation 7-34 (d), which states that "consideration should be given to redirecting the resources from those positions to support vacant HR analyst positions."</p>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	

<input type="button" value="File Attachment"/>
<input type="checkbox"/> Other: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<input type="button" value="File Attachment"/>

**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

<b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b>	<div style="border: 1px solid black; padding: 2px;">August 31, 2012</div>
<b>RESOURCES REQUIRED FOR IMPLEMENTATION</b>	<p>One Pay &amp; Benefits staff has worked with the office of the State Controller to abolish the HR Division Director position. One Classification analyst will be responsible for preparing the documentation necessary to reclassify the vacant manager position as soon as the HR Services Office receives approval to backfill the position at a lower level. If a recruitment is required, an additional analyst will be tasked to take on the recruitment process.</p>

**ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)**

<input type="checkbox"/> <b>PROCEDURES/ POLICIES UPDATED OR DEVELOPED</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> <b>TRAINING UPDATED OR DEVELOPED</b>	<p>If resources are redirected to vacant analyst positions, additional training may be required to educate staff on processes and procedures. For example, if resources are allocated to backfilling a vacant labor relations officer, the LERU will be familiarizing the individual with the negotiation processes within the trial courts, and other employee relations/investigations services within the trial courts and the AOC.</p> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> <b>SAVINGS</b>	<p>Abolishment of the Division Director position has resulted in FY12-13 savings of approximately \$195,116. The vacant manager position has created a full year savings of approximately \$177,613.</p> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> <b>COST</b>	<p>If resources are redirected to vacant analyst positions, costs may be incurred as follows:</p> <p>Fill a Labor and Employee Relations Officer II: \$155,896 (Salary + Benefits)  OR  Fill a Senior Human Resources Analyst: \$120,607 (Salary + Benefits)</p>

	<input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> <b>EFFICIENCIES</b>	<p>An analyst-level position will provide the necessary staff support to multiple areas of HR and will relieve the heavy backlog of work created by the multiple vacancies within the office - it will also allow for a balanced distribution of workload among staff. At the analyst-level, the position can support the day-to-day functions associated with critical trial court programs such as labor relations or compensation &amp; benefits. With the current structure of the HR Office, the management team has been designed so that they can continue to provide oversight and direction across multiple areas of HR in the event high level policy decisions are needed.</p> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>	<p>Staffing continues to be an issue and the increasing workload as a result of multiple labor contract negotiations and the classification/compensation study associated with the organizational-wide realignment will add to the existing plate of responsibilities within the office. Service levels to the trial courts and appellate courts will be maintained, but additional new programs may have to be redirected or placed on hold until staffing resources are available.</p> <input type="button" value="File Attachment"/>
<input type="checkbox"/> <b>OTHER</b>	<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"/>