

## Checklist

1	Only authorized court employee positions are being reported? (Contract employees should not be reported.)	<input type="checkbox"/>
2	All positions have been assigned a valid PECT(FA) code?	<input type="checkbox"/>
3	All positions have been assigned a valid fund code?	<input type="checkbox"/>
4	All positions have been assigned a valid cost center code and WBS element?	<input checked="" type="checkbox"/>
5	All commissioner, referee, and hearing officer positions have been assigned to the Judges & Courtroom Support PECT/Functional Area (1100)?	<input type="checkbox"/>
6	All positions have been assigned a valid model classification number?	<input checked="" type="checkbox"/>
7	Temporary help has been assigned the model classification number 5999 and court employee marshals have been assigned the model classification number 6010a & 6010b?	<input type="checkbox"/>
8	Bilingual, locality, longevity, or other pay is included in the annual salary?	<input checked="" type="checkbox"/>
9	All vacant positions' annual salary budgeted at the mid-salary range?	<input checked="" type="checkbox"/>
10	The beginning and last (monthly) step has been reported? (If no salary range, the beginning and last step are identical.)	<input type="checkbox"/>
11	All positions have been identified as filled or vacant as of July 1 (Filled = 1, Vacant = 0)?	<input checked="" type="checkbox"/>
12	All positions have been identified as Manager, Supervisor, or Other?	<input checked="" type="checkbox"/>
13	Include <b>only</b> required retirement benefits in the Retirement Worksheet. Enhanced retirement benefits ( e.g., deferred comp., supplemental retirement) should be budgeted in the Other Salary-Driven Benefits or the Non Salary-Driven Benefits worksheets.	<input type="checkbox"/>
14	When applicable, each employee organizational unit's associated bargaining unit and union has been identified	<input type="checkbox"/>
15	Workers' compensation and unemployment insurance is budgeted <b>only</b> in the Other Salary-Driven Benefits worksheet or the Non Salary-Driven Benefits worksheet, but not both?	<input checked="" type="checkbox"/>

# Judicial Council of California

Trial Court Funding Act of 1997  
**SCHEDULE 7A**  
Salary and Position Worksheet  
Transmittal and Submission  
FY 2009-10

**Court System:** Superior Court - Napa  
**County Number**  
**(for AOC Use):** 28

The Budget, Data, and Technical Support Unit of the AOC will perform a general overall compliance review of the attached Schedule 7A from your court. The Schedule 7A will then be processed by macros that will compute the salary and benefits for each position based upon the salary and benefit information contained within the attached spreadsheets. The macros will compute and sort the salary and benefits by P.E.C.T. This information will be downloaded into the AOC database and uploaded into a Budget Upload Template for your court.

In the event that questions arise regarding the information listed on your court's Schedule 7A, please provide the court contact information requested below.

**For General Questions:** [Regarding Schedule 7A]

**Court Contact:** Susan Clark  
**Contact's Phone:** 707-299-1120  
**E-mail Address:** susan.clark@napacourt.com

**For Specific Questions:** [Regarding Positions, Salary or PECT Numbers]

**Schedule 7A Prepared By:** Susan Clark  
**Preparer's Phone:** 707-299-1120  
**E-mail Address:** Susan.clark@napacourt.com

**Schedule 7A  
FY 2009-10**

Superior Court - Napa

<b>Comments Worksheet</b>	
<b>Schedule 7A Worksheet</b>	
1	Bilingual Pay - \$50 or \$40
2	Real-Time Pay - 6% or 3%
3	
4	
<b>Benefits Worksheets</b>	
1	
2	
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<b>Salary Increase Worksheet</b>	
1	MOU includes a 3% COLA effective July 11, 2009.
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<b>General comments</b>	
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Summary of Salary & Benefit Budgets for All Authorized Positions	
Salary	6,630,090
OASDI & Medicare	96,136
Retirement (Judicial & Non Judicial)	1,132,573
Deferred Compensation	0
Workers' Compensation	103,739
Health Insurance	1,124,778
Other Insurance	13,501
Other Benefits (Salary Driven and Non Salary Driven)	19,176
<b>Total Salary and Benefit Budget</b>	<b>9,119,993</b>
<b>Total Authorized FTEs</b>	<b>91.40</b>

Summary of Errors		
Description of Error	Schedule 7A Worksheet Cell Address	Possible Solution

**Total Number of Possible Errors: 0**











**Schedule 7A: Salary and Position Worksheet**  
**FY 2009-10**

Superior Court - Napa

Superior Court - Napa

28

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Position Classification	Model Class #	Manager or Supervisor	Position Number (For Court Use Only)	Employee Org. Row #	Facility Code Row #	Position Status - Filled (1) or Vacant (0)	Retirement Plan Code Row #	Position (FTE)	Annual Salary	Beginning Step (Monthly)	Last Step (Monthly)	Fund	Cost Center	WBS Element	PECT (Functional Area)	FY 2009-10 Total Salary (Col. I x J)
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<b>Totals -----&gt;</b>									91.40							\$ 6,630,090

## Facility Table FY 2009-10

Facility Table		
A	B	C
Facility Row #	Facility Code Number	Facility Name
1	1	Historic Courthouse (HCH)
2	2	Criminal Courts Building (CCB)
3	3	Juvenile Hall (JH)
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**Facility Table**  
**FY 2009-10**

Facility Table		
A	B	C
Facility Row #	Facility Code Number	Facility Name
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# Retirement Benefits

Superior Court - Napa			
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<b>Retirement Table</b>
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A	B	C	D	E	F
Retirement Row #	Retirement Plan Code Number	Retirement Plan Name	Employer's Retirement Contribution Percentage	Employee Retirement Contribution Percentage Paid by Court	Total Court Contribution Rate ( D + E )
1	2801	CalPers 2.5% @ 55	13.333%	3.810%	17.143%
2	2802	Extra Help at 0%	0.000%	0.000%	0.000%
3			0.000%	0.000%	0.000%
4			0.000%	0.000%	0.000%
5			0.000%	0.000%	0.000%
6			0.000%	0.000%	0.000%
7			0.000%	0.000%	0.000%
8			0.000%	0.000%	0.000%
9			0.000%	0.000%	0.000%
10			0.000%	0.000%	0.000%

## Other Salary-Driven Benefits

Superior Court - Napa

**Note:** Replace "Enter Title" with the benefit title.

A	B	C	D	E
Employee Org. Row #	Employee Organizational Unit Name	Bargaining Unit Name	Union Name	Medicare
1	01-PSE Non-Supervisory	01-PSE Non-Supervisory	SEIU	1.450%
2	02-PSE Supervisory	02-PSE Supervisory	SEIU	1.450%
3	03-Confidential	None	None	1.450%
4	04-Management	None	None	1.450%
5	05-Non-Classified	None	None	1.450%
6	06-Court Interpreters	Region 2	CA Fed of Interpreters	1.450%











# Non-Salary-Driven Benefits

Superior Court - Napa

Note: Replace "Enter Title" with the benefit title.

A	B	C	D	W	X
Employee Org. Row #	Employee Organizational Unit Name	Bargaining Unit Name	Union Name	Enter Title	Enter Title
1	01-PSE Non-Supervisory	01-PSE Non-Supervisory	SEIU	\$ -	\$ -
2	02-PSE Supervisory	02-PSE Supervisory	SEIU	\$ -	\$ -
3	03-Confidential	None	None	\$ -	\$ -
4	04-Management	None	None	\$ -	\$ -
5	05-Non-Classified	None	None	\$ -	\$ -
6	06-Court Interpreters	Region 2	CA Fed of Interpreters	\$ -	\$ -
7				\$ -	\$ -
8				\$ -	\$ -
9				\$ -	\$ -
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52				\$ -	\$ -

# Non-Salary-Driven Benefits

Superior Court - Napa

Note: Replace "Enter Title" with the benefit title.

A	B	C	D	W	X
Employee Org. Row #	Employee Organizational Unit Name	Bargaining Unit Name	Union Name	Enter Title	Enter Title
53				\$ -	\$ -
54				\$ -	\$ -
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105				\$ -	\$ -

# Non-Salary-Driven Benefits

Superior Court - Napa

Note: Replace "Enter Title" with the benefit title.

A	B	C	D	W	X
Employee Org. Row #	Employee Organizational Unit Name	Bargaining Unit Name	Union Name	Enter Title	Enter Title
106				\$ -	\$ -
107				\$ -	\$ -
108				\$ -	\$ -
109				\$ -	\$ -
110				\$ -	\$ -
111				\$ -	\$ -
112				\$ -	\$ -
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157				\$ -	\$ -
158				\$ -	\$ -

### Non-Salary-Driven Benefits

Superior Court - Napa

Note: Replace "Enter Title" with the benefit title.

A	B	C	D	W	X
Employee Org. Row #	Employee Organizational Unit Name	Bargaining Unit Name	Union Name	Enter Title	Enter Title
159				\$ -	\$ -
160				\$ -	\$ -
161				\$ -	\$ -
162				\$ -	\$ -
163				\$ -	\$ -
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199				\$ -	\$ -
200				\$ -	\$ -

# Salary Increase

Superior Court - Napa

Salary Increase Table

A	B	C	D	E
Employee Org. Row #	Employee Organizational Unit Name	Bargaining Unit Name	Union Name	Salary Increase %
1	01-PSE Non-Supervisory	01-PSE Non-Supervisory	SEIU	3.00%
2	02-PSE Supervisory	02-PSE Supervisory	SEIU	3.00%
3	03-Confidential	None	None	3.00%
4	04-Management	None	None	3.00%
5	05-Non-Classified	None	None	0.00%
6	06-Court Interpreters	Region 2	CA Fed of Interpreters	0.00%
7				0.00%
8				0.00%
9				0.00%
10				0.00%
11				0.00%
12				0.00%
13				0.00%
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49				0.00%
50				0.00%
51				0.00%

Model Class	Model Class Description	Fund	Fund Description	PECT	PECT Description
1001	Court Executive Officer	110001	General Fund - TCTF	1100	Judges and Courtroom Support
1002	Assistant Court Executive Officer	120001	General Fund - NTCTF	1211	Traffic & Other Infractions
1003	Court Division Director/Branch Administrator	120002	Donations - NTCTF	1212	Other Criminal Cases
1004	Court Administrative/Operations Manager	120003	Small Claims Advisory	1220	Civil
1005	Managing Attorney	120004	Dispute Resolution (DRPA)	1231	Family and Children Services
1006	Court Program Manager	120005	Grand Jury	1232	Probate, Guardianship & Mental Health Services
2001a	Court Clerk	120006	Probation	1233	Juvenile Dependency Services
2001b	Senior Court Clerk	120007	Enhanced Collections	1234	Juvenile Delinquency Services
2001c	Supervising Court Clerk	120008	Pre-Trial Services	1310	Other Support Operations
2002a	Legal Process Clerk	120009	Other County Service	1320	Court Interpreters
2002b	Senior Legal Process Clerk	120010	Victim Witness Program	1330	Jury Services
2002c	Legal Process Supervisor	120011	Court Warrant System	1340	Security
2003a	Courtroom Clerk	120012	Traffic Violator Fee	2110	Enhanced Collections
2003b	Senior Courtroom Clerk	120013	Public Access	2120	Other Non-Court Operations
2003c	Supervising Courtroom Clerk	120014	BAJI/CALJIC	9100	Executive Office
2004a	Calendar Clerk	120015	Childrens Court Parking Fund	9200	Fiscal Services
2004c	Calendar Administrator	120016	Court Reporter Salary Revolving Fund	9300	Human Resources
2005a	Court Attendant	120017	Alternative Defense Program	9400	Business & Facilities Services
2005b	Senior Court Attendant	120018	Teen Court	9500	Information Technology
2005c	Supervising Court Attendant	130001	Internal Service		
2006a	Court Reporter	130002	EZ Legal		
2006b	Senior Court Reporter	130011	Self Health Insurance		
2006c	Supervising Court Reporter	130021	Retiree Self Help		
2007a	Electronic Reporting Monitor	140001	Capital Fund		
2007b	Senior Electronic Reporting Monitor	180004	2% Automation		
2008a	Media Services Technician	180005	Children Waiting Room		
2008b	Senior Media Services Technician	1910581	1058 Family Law Facilitator Program		
2008c	Media Services Supervisor	1910591	1058 Child Support Commissioner Program		
2009a	Exhibit Custodian	1910601	Substance Abuse Focus Program		
2009b	Senior Exhibit Custodian	1910611	Access to Visitation		
2010a	Attorney	1910631	Self-Help Centers		
2010b	Senior Attorney	1910641	Mediation Pilot Program		
2010c	Supervising Attorney	1910651	Family Law Information Center		
2011a	Paralegal	1910661	CA Peer Court DUI		
2011b	Senior Paralegal	1910671	CA Justice Corps Program		
2012	Law Clerk	1910681	DUI Court Expansion		
2013	Family Law Facilitator	1910691	Community Focused Grant		
2014	Commissioner	1910701	Court Appointed Special Advocate Program (CASA)		
2015	Referee	1910711	Real DUI CT in Schools		
2016	Hearing Officer	1930011	US DOJ - Local Law Enforcement Block Grant		
2017a	Investigator	1930021	Juvenile Accountability Incentive Grant		
2017b	Senior Investigator	1930031	DOJ - Juvenile Drug Court Implementation		
2017c	Supervising Investigator	1930041	Drug Court Discr Grant		
2018a	Mediator/Counselor	1930051	Grant Arrest Policy		
2018b	Senior Mediator/Counselor	1930061	Expansion of DUI Court-Office of Traffic Safety		
2018c	Supervising Mediator/Counselor	1930071	SCOPE Program		
2019a	Interpreter	1940021	Family Treatment Program		
2019b	Interpreter Coordinator	1940031	Juv. Drug & Alcohol		
2019c	Interpreter Supervisor	1940041	High Risk Families - Prop 10		
2019d	SB371 Interpreter	1940051	Waiting Room for Children - Prop 10		
2019e	Court Interpreter Pro Tempore	1940071	SAMHSA		
2020a	Examiner	1940081	Regional Partnership		
2020b	Senior Examiner	1970011	Comprehensive Drug Court Program - CDCI		
2020c	Supervising Examiner	1970021	Proposition 36 Fund		
2021a	Detention Release Officer	1970031	Foundation of CA State BAR		
2021b	Senior Detention Release Officer	1970041	Comprehensive Drug Court - DCPD		
2021c	Supervising Detention Release Officer	1970051	STAND Against D.V.		
2022a	Mental Health Behavioral Counselor	1970061	Enforce D.V. Arrest & Protective Order		
2022c	Mental Health/Behavioral Counselor Supervisor	1970071	Youthful Visitation		
2023a	Jury Services Assistant	1970081	Fingerprint Cap Sys		
2023c	Jury Commissioner	1970091	SafeStart Strtgc PI		

Model Class	Model Class Description
2024	Law Library Technician
2025	Court Law Librarian.
2026a	Microfilm Technician
2026b	Senior Microfilm Technician
2027a	Court Records Clerk
2027b	Senior Court Records Clerk
2027c	Court Records Supervisor
2028	Court Administrative/Operations Supervisor
2029a	Court Program/Project Specialist
2029c	Court Program/Project Supervisor
2030	Alternative Dispute Resolution Program Administrator
3001a	Accountant-Auditor
3001b	Senior Accountant-Auditor
3001c	Supervising Accountant-Auditor
3002a	Accounting Technician
3002b	Senior Accounting Technician
3002c	Supervising Accounting Technician
3003a	Accounting Clerk
3003b	Senior Accounting Clerk
3003c	Supervising Accounting Clerk
3004a	Revenue Collection Specialist
3004b	Senior Revenue Collection Specialist
3004c	Supervising Revenue Collection Specialist
3005a	Financial Analyst
3005b	Senior Financial Analyst
3005c	Supervising Financial Analyst
4001a	Information Systems Analyst
4001b	Senior Information Systems Analyst
4001c	Supervising Information Systems Analyst
4002	Information Systems Engineer
4003	Information Systems Specialist
4004a	Information Systems Technician
4004b	Senior Information Systems Technician
4004c	Supervising Information Systems Technician
4005	Communications Technician
5001a	Administrative Analyst
5001b	Senior Administrative Analyst
5001c	Supervising Administrative Analyst
5002	Administrative Technician
5003a	Office Assistant
5003b	Senior Office Assistant
5003c	Supervising Office Assistant
5004a	Human Resource Analyst
5004b	Senior Human Resource Analyst
5004c	Supervising Human Resource Analyst
5005a	Human Resource Technician
5005b	Senior Human Resource Technician
5006a	Secretary
5006b	Senior Secretary
6012b	Senior Printing/Production Equipment Operator
5007a	Legal/Judicial Secretary
5007b	Senior Legal/Judicial Secretary
5008	Supervising Secretary
5009a	Payroll Technician
5009c	Payroll Supervisor
5010a	Data Entry Operator
5010b	Senior Data Entry Operator
5010c	Data Entry Supervisor
5011	Public Information Officer
5999	Administrative Support Staff (temporary, part-time, intern or student worker)
6001a	Support Services Assistant

Fund	Fund Description
1970101	Juvenile Justice Crime Prevention
1970111	COPS Program
1970121	SF MOJC General Fund
1970131	Student Outreach & Education - SDJF
1970141	MIOCR Grant
1970151	Behavioral Health Court
1970161	Stopping Hate & Delinquency by Empowering Students
1970171	Family Law Workshops for Self Represented Litigants
1970181	Dispute Resolution Program Administration Grant
1970191	Lucille Packard Foundation
1970201	First Five
1970211	Comprehensive Drug Court - DDTTC
1970221	State Justice Institute
1970231	RID Grant
1970241	VCMRF

PECT	PECT Description
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Model Class	Model Class Description	Fund	Fund Description	PECT	PECT Description
6001b	Senior Support Services Assistant				
6001c	Support Services Supervisor				
6002a	Maintenance Worker				
6002b	Senior Maintenance Worker				
6002c	Supervising Maintenance Worker				
6003a	Custodian				
6003b	Senior Custodian				
6003c	Supervising Custodian				
6004a	Materials Services Assistant				
6004b	Senior Materials Services Assistant				
6004c	Materials Services Supervisor				
6005	Skilled Trades Worker				
6006a	Purchasing Agent				
6006c	Purchasing Supervisor				
6007	Purchasing Technician				
6008	Facilities Coordinator				
6009	Graphic Arts Specialist				
6010a	Deputy Marshal				
6010b	Marshal				
6011	Child Services Provider				
6012a	Printing/Production Equipment Operator				





