

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

**REQUEST FOR PROPOSAL NUMBER:
OCR-2023-25-LV**

TITLE: Resource Assessment Study

- Q.1 Can you define what you mean by “staff” in terms of measuring staff workload?
- A. "Staff" in the context of measuring staff workload refers to the individuals who are directly involved in handling and processing cases (case processing staff). They are the ones who perform the day-to-day tasks that contribute to the completion of cases (from filing to disposition and post disposition activities). Examples of such staff include clerks, judicial assistants, and legal research attorneys. These individuals have an internal designation within the judicial branch (program 10 staff).
- Q.2 What is the expected timeframe to have this study completed by?
- A. The time study itself is expected to be conducted by the end of summer 2024. This will be followed by data validation, analysis, and refinement, with the final deliverables received by April 30, 2025.
- Q.3 Do you expect all staff to participate in a time study, or are you expecting to use sampling?
- A. We will use a sample of courts, but for the sampled courts, all case-processing staff will participate in the study. For the larger courts in the study, it is possible to instead draw a sample that is representative of that county. This has been done in past studies.
- Q.4 Would you be amenable to conducting a time and motion study vs “random moment?”
- A. We are open to alternative methodologies, including a time and motion study.