

ACTIVITY REPORTING AND PROPOSAL FORM


JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	1/29/2013
PREPARED BY	Mary M. Roberts
OFFICE NAME	<u>Legal Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	108
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7 -72(b) and direct the Administrative Director of the Courts to direct implementation of fundamental management practices to address underperformance of staff members and provide better supervision and allocation of work.
SEC RECOMMENDATION	<p>The Legal Services Office's current level of approximately 75 positions, including more than 50 attorney positions, should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(b) Despite the large number of management positions, management systems and processes are particularly lacking in the Legal Services Office. Implementing fundamental management practices to address the underperformance of staff members and provide better supervision and allocation of work should produce efficiencies that can result in reductions.</p>
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input checked="" type="checkbox"/> Other:	
The Legal Services Office is improving upon past management practices and implementing new management practices for supervising staff and allocating work in light of this directive and the fact that the Legal Services Office staffing levels have been reduced over the past year from a total of 69 employees (including 50 attorneys) to a total of 50 employees (including 38 attorneys) through transfers, retirements (including a recent retirement of the Transactions and Business Operations Managing Attorney), resignations, and the Voluntary Separation Initiative Program. The number of	

employees referenced here excludes the 5 employees in the Secretariat Unit, who were part of the LSO in February 2012, but who have since formed a new office, Judicial Council Support Services.

To address resource constraints office-wide and ensure appropriate supervision and allocation of work, the LSO has developed a matter tracking system (see attached Matter Log), which was implemented on February 1, for a 90-day trial and evaluation period. The system is intended to replace unit-based tracking forms so that the LSO will have a single method to track legal services office-wide. The matter tracking system will track matters from assignment to completion date, assign a level of complexity for each matter, and provide a uniform tickler system for review of open matters. LSO will track the results of the 90-day trial and evaluation period and will provide further information about the use of the matter tracking system in an update to this directive at the June 2013 council meeting.

In addition, the LSO has collaborated with the Center for Judiciary Education and Research and the Human Resources Service Office to design a six-part management training program for AOC management and supervisors that was launched in January 2013. All LSO managers and supervisors will be attending the six courses, which provide a framework for all AOC management teams to ensure consistent management practices across the organization on topics such as dealing with conflict and performance issues, providing tools to support staff, and performance management and evaluation.





Attachment to Response to
JC Directive 108 (2).pdf
Adobe Acrobat Document
539 KB

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> SAVINGS	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> COST	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>

	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<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="2/7/2013"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="2/14/2013"/>

MATTER LOG FOR: #: Assigned by database

Open date: End date:

Requestor:

- Supreme Court
- 1 DCA (SF)
- 2 DCA (LA)
- 3 DCA (Sac)
- 4 DCA (SD)
- 5 DCA (Fresno)
- 6 DCA (SJ)

Superior Court of California, County of:

- | | | | | | |
|------------------------------------|-----------------------------------|---------------------------------|---------------------------------------|-------------------------------------|--------------------------------|
| <input type="radio"/> Alameda | <input type="radio"/> Glenn | <input type="radio"/> Marin | <input type="radio"/> Placer | <input type="radio"/> San Mateo | <input type="radio"/> Sutter |
| <input type="radio"/> Alpine | <input type="radio"/> Humboldt | <input type="radio"/> Mariposa | <input type="radio"/> Plumas | <input type="radio"/> Santa Barbara | <input type="radio"/> Tehama |
| <input type="radio"/> Amador | <input type="radio"/> Imperial | <input type="radio"/> Mendocino | <input type="radio"/> Riverside | <input type="radio"/> Santa Clara | <input type="radio"/> Trinity |
| <input type="radio"/> Butte | <input type="radio"/> Inyo | <input type="radio"/> Merced | <input type="radio"/> Sacramento | <input type="radio"/> Santa Cruz | <input type="radio"/> Tulare |
| <input type="radio"/> Calaveras | <input type="radio"/> Kern | <input type="radio"/> Modoc | <input type="radio"/> San Benito | <input type="radio"/> Shasta | <input type="radio"/> Tuolumne |
| <input type="radio"/> Colusa | <input type="radio"/> Kings | <input type="radio"/> Mono | <input type="radio"/> San Bernardino | <input type="radio"/> Sierra | <input type="radio"/> Ventura |
| <input type="radio"/> Contra Costa | <input type="radio"/> Lake | <input type="radio"/> Monterey | <input type="radio"/> San Diego | <input type="radio"/> Siskiyou | <input type="radio"/> Yolo |
| <input type="radio"/> Del Norte | <input type="radio"/> Lassen | <input type="radio"/> Napa | <input type="radio"/> San Francisco | <input type="radio"/> Solano | <input type="radio"/> Yuba |
| <input type="radio"/> El Dorado | <input type="radio"/> Los Angeles | <input type="radio"/> Nevada | <input type="radio"/> San Joaquin | <input type="radio"/> Sonoma | |
| <input type="radio"/> Fresno | <input type="radio"/> Madera | <input type="radio"/> Orange | <input type="radio"/> San Luis Obispo | <input type="radio"/> Stanislaus | |
- Judicial Council AOC: CFCC CJCS COSS EDUC FSO HR ITSO JCSS LSO
 OAS OC OGA OJBCP OREFM OS SPO TCAS TCLO

Other Public Entity:

Person making request (name):

- APJ
- ACA
- Attorney
- PJ/Asst. PJ
- CEO
- Public
- Judicial Officer
- Other court staff
- Other:

Request (brief description):

Response and/or product (brief description): Type of advice: Reference #(LOU, LEU etc.):

Level of effort:

- | | | | |
|--|--|--|--|
| <p>CLASS I:
Minimum effort; quickly addressed; initial response sufficient; no follow-up expected; up to 1 hr</p> <input type="radio"/> | <p>CLASS II:
Medium effort; initial response and some research/follow-up; 1-8 hrs</p> <input type="radio"/> | <p>CLASS III:
Substantial effort; major research/follow-up; complex; 8-40 hrs</p> <input type="radio"/> | <p>CLASS IV:
Time intensive or long-term project; 40+ hrs</p> <input type="radio"/> |
|--|--|--|--|

Any other AOC, including LSO, staff involved:

Any other notes: