

Attachment 15 - San Luis Obispo Court Information

San Luis Obispo Court Specs							
County	City	Population	Judgeship positions as of 6/30/2010	FTEs	Case Filing	Size	# of Locations
San Luis Obispo	San Luis Obispo	273,231	15	161	72,778	M	8
Infrastructure Count							
<u>Items</u>				<u>Count</u>			
• Workstations				• 236			
• Servers				• 13 physical 25 virtual			
• Switches/Routers				• 38 / 15			
• Wireless Networking Equipment				• 28			
• Different Images				• 3			

Business Locations

Captured below are the San Luis Obispo Superior Court case categories that are supported by location:

		San Luis Obispo					Paso Robles	Grover Beach
		1035 Palm Street	1120 Mill Street	1065 Kansas Avenue	1070 Palm Street	Vet's Hall Court, 801 Grand Avenue	Kimball	901 Park
Court	Civil	X					X	X
	Criminal	X				X	X	X

	Family	X					X	
	Juvenile	X		X				
	Probate	X						
	Small Claims				X		X	
	Traffic				X		X	X
Business Offices	Civil	X			X		X	X
	Criminal	X					X	X
	Traffic	X	X			X	X	X
	Delinquency			X				
	Dependency	X						
	Family Law/Family Court Services	X	X				X	X
Others	Administrative Services	X						
	Appeals	X					X	X
	Court Records	X	X	X		X	X	X
	Court Reporting Services	X		X			X	
	Family Law Facilitators	X	X				X	
	Fiscal	X	X				X	X
	Human Resources		X					
	Jury Services	X					X	X
	Legal Services				X			
	Probate Examiners				X			

Staffing

The current state staffing metrics have been captured and are documented by the business units in San Luis Obispo County:

- Administration
- Civil Operations
- Courtroom Operations
- Criminal Operations
- Fiscal, Information Technology and Human Resources Services

****Please Note.** All information contained in this document is based on 2010 Court Assessment Data

Project Title: San Luis Obispo Case Management System Replacement
 RFP#: ISD – 06192012 - SLO

- California Court Assistance Program
- Staffing Vacancy

Administration

Position	Total Number of Employees
Assistant Court Executive Officer	1
Attorney	3
Court Executive Officer	1
Facilities Coordinator	1
Executive Secretary	1
Librarian	.5
Assistant Librarian	.75

Civil Operations

Position	Total Number of Employees
San Luis Obispo	
ADR Coordinator	.5
Department Manager	1
Director of Civil Operations	1
Family Court Services Manager	1
Family Court Services Mediator I or II	3
Family Law Facilitator	1
Legal Process Clerks T, I, II	16.25
Legal Process Clerks III	1

****Please Note.** All information contained in this document is based on 2010 Court Assessment Data

Position	Total Number of Employees
Legal Process Supervisor	2
Probate Investigator	1.0
Probate Examiner	1
Paso Robles	
Branch Manager	0
Courtroom Clerk I/II	2
Legal Process Clerk I, II	5
Legal Process Clerk III	1
Courtroom Operations Supervisor	1
Senior Account Clerk	1
Family Court Services Mediator I/II	1
Probate Investigator	1

Courtroom Operations

Position	Total Number of Employees
San Luis Obispo	
Judicial Officer	15 ¹
Court Clerk I/ II	16
Court Clerk III	0
Court Interpreter	2.5
Court Reporter	10
Courtroom Operations Supervisor	2
Department Manager	1
Director of Courtroom Operations	0

¹ This includes: Civil/ Probate, Family, Juvenile, and Criminal at all locations

Position	Total Number of Employees
Deputy Jury Commissioner	1
Legal Process Clerk T, I or II	2
Supervising Court Reporter	1
Secretary I, II	3

Criminal Operations

Position	Total Number of Employees
San Luis Obispo	
Department Manager	1
Director of Criminal Operations	1
Courtroom Operations Supervisor	0
Legal Process Clerk T, I, II	17
Legal Process Clerk III	3
Legal Process Supervisor	1
Senior Account Clerk	1
Grover Beach	
Court Clerk I, II	2
Court Clerk III	1
Branch Manager	0
Legal Process Clerk T, I, II	3
Legal Process III	1
Senior Account Clerk	1

Fiscal, Information Technology and Human Resources Services

Position	Total Number of Employees
Fiscal Services	

Position	Total Number of Employees
Director of Fiscal Services	1
Accountant II	1
Accounting Technician	1
Senior Account Clerk	2
Supervising Accounting Technician	1
Information Technology Services	
Director of IT Services	1
IT Manager	0
Automation Analyst I, II, III	2
Automation Specialist I, II, III	1
Infrastructure Analyst	1
Network Administrator	1
Traffic Processes	
Legal Process Clerk T I, II	3
Legal Process Clerk III	1
Legal Process Supervisor	1
Human Resources	
Director of Human Resources	1
HR Analyst	1
HR Technician	1

California Court Assistance Program

Position	Total Number of Employees
California Traffic Safety Institute	
Criminal	3
Traffic	2

Staffing Vacancy

Position	Number of Employees	Number of Vacancies
Civil Operations		
San Luis Obispo		
Legal Process Clerks III	1	1
Paso Robles		
Branch Manager	0	1
Courtroom Clerk I/II	2	1
Legal Process Clerk I/II	5	1
Courtroom Operations		
San Luis Obispo		
Court Clerk III	0	1
Director of Courtroom Operations	0	1
Criminal Operations		
San Luis Obispo		
Courtroom Operations Supervisor	0	1
Legal Process Clerk T, I, II	17	7
Grover Beach		
Branch Manager	0	1

Fiscal, Information Technology and Human Resources Services Position		
Fiscal Services		
Senior Account Clerk	2	1
Information Technology Services		
IT Manager	0	1
Automation Analyst I/II	2	1
Automation Specialist I, II, III	1	1
Traffic Processes		
Legal Process Clerk T I, II	3	1