

ACTIVITY STATUS FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	3/6/2014
PREPARED BY	Emma Diaz
OFFICE NAME	Human Resources Services Office
JUDICIAL COUNCIL DIRECTIVE NUMBER	14
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to conduct a comprehensive review of the AOC position classification system as soon as possible. The focus of the review must be on identifying and correcting misallocated positions, particularly in managerial classes, and on achieving efficiencies by consolidating and reducing the number of classifications.
SEC RECOMMENDATION	The Executive Leadership Team must direct that a comprehensive review of the AOC position classification system begin as soon as possible. The focus of the review should be on identifying and correcting misallocated positions, particularly in managerial classes, and on achieving efficiencies by consolidating and reducing the number of classifications. The Chief Administrative Officer should be given lead responsibility for implementing this recommendation.
JC DIRECTIVE TIMELINE	After completion of the Classification and Compensation Study in November 2014, the Administrative Director will meet with the Executive and Planning Committee in December 2014 to schedule completion dates for implementation of the classification and compensation-related directives.
STATUS SYNOPSIS (provide brief synopsis of status that will be included in the Status Report provided to the Judicial Council)	
<p>On September 9, 2013, the Executive and Planning Committee (E&P) reviewed the methodology, criteria, and process used to score the Request for Proposal (RFP) bids, reviewed the final bid scoring and findings, and approved the awarding of the contract to the highest-scored bidder.</p> <p>In October 2013, E&P provided an update to the Judicial Council notifying them that the highest-scored bidder was selected to conduct the classification and compensation study.</p> <p>In November 2013, Fox Lawson & Associates was awarded the contract to conduct the AOC classification and compensation study. Four meetings were held with Fox Lawson & Associates, members of the HRSO staff and the Executive Office to establish the specifics of the study, including methodology, timeline, and a review of the current classification and compensation system at the AOC.</p> <p>In December 2013, communications were sent to all AOC staff informing them of the beginning of the study and outlining the requirements, including completing employee Position Description Questionnaires (PDQ), which are due in February 2014.</p> <p>In January the AOC conducted information sessions at each AOC office to answer employees' questions regarding the study.</p>	

Fox Lawson is currently interviewing office leaders prior to the scheduling of occupational panels, which will begin mid-April.

STATUS DETAIL
(check applicable boxes and provide detail regarding status)

☐ This directive has been completed, implemented, or closed:

 File Attachment

☒ This directive is pending:

Occupational panels will assist in gathering information by convening a representative pool of employees, in related job families, to discuss the essential duties performed. Employees will be selected from classifications around the AOC for participation as subject matter experts in these facilitated and informal discussions about the essential duties of the positions within their job family.

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC REVIEW

Administrative Director of the Courts Review Date: