



Budget Change Request

Change request information

Title District Court Administrator Reclassification
Number B-07-03 Department 07 - District Court
Requester Frankie Peters
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Change Type Policy Change

Board outcome *(to be entered by budget after Board action)*

Board Decision
Board Changes

Funds affected

Fund 0010 - General Fund
General Fund Affected? Yes More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 3 Strategic Plan Responsive Law,

Does this request include federal, state, or private grants?

Grant Funded?
Grantor and timeframe

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Changes Classification
Current position numbers affected 0177-07-R-

What do you need and why? Include any unexpected and external requirements.

Statement of Need

District Court requests to: (1) Set the salary range of the District Court Administrator from \$8,823-\$11,764 to \$11,015-\$14,685 of the At-Will Pay Plan. (2) Adopt the class specification changes provided (attached) and retitle the District Court Administrator to Court Executive Officer.

The 'District Court Administrator' classification is specific to District Court, and is not held in other courts, offices, or departments of Thurston County.

The current classification (title, description, and salary) represents a position inferior to that of a department director. The Court Executive Officer is a leader for the entire District Court, overseeing multiple departments and divisions within the judicial branch. To promote equality and Constitutional representation between the branches of government, the Court Administrator/Court Executive Officer is akin to the Thurston County Assistant/County Manager. The job description of Court Administrators/Court Executive Officers has not been updated in twenty years, last adopted by the Board for Judicial Administration (BJA) in April of 2003. This job description has been recently updated (March of 2022) by the BJA. The current Thurston County job description and salary of this position is far outdated and does not align with the added requirements, responsibilities, liabilities, and high-impact role of this position.

The Court Executive Officer operates as the professional court-wide leader dedicated to the efficient administration of justice. Courts require skilled court executive officers to ensure an open, fair, and efficient justice system.

GR 29 (f)(5)(c) establishes the appointment of the Court Executive Officer, identifying the model job description for the position shall be established by the Board for Judicial Administration (BJA). The model job description provides guidance in modifying current job duties/responsibilities and for the hiring of court executive officers.

The Model Court Job Description is designed for use in all Washington courts, applying uniquely to trial courts.

ARLJ 14 – Mandatory Continuing Court Education. Unique to the Courts of Limited Jurisdiction, standards and requirements for ongoing training and education have been established by the Supreme Court. This rule established those minimum requirements, identifying the importance and need for this professional court executive level position.

How will this change the performance of your office or department?

Statement of Need

Reclassifying this position and adopting the proposal presented allows for the appropriate designation of the Court Executive Officer position that is currently under-represented and provides an opportunity for District Court to be represented as an equal and independent branch of government, acknowledging the roles and responsibilities within the judicial branch to serving our communities. The courts and judicial branch of government are a loosely coupled organization, as are local government structures, hospitals, etc. To effectively and efficiently operate and represent an organization, loosely coupled organizations have established structures to include: Chief Executive Officer, Chief Operations Officer, Chief Financial Officer, Directors, etc. By approving the proposal, District Court will have the ability to perform a needed re-structure of our organization to represent District Court as the judicial branch of government, acknowledging the importance of equality with the other branches of government, and establishing a true structure that supports the judicial branch efforts to supporting the public.

The Court Executive Officer (CEO) is distinguished by the following:

The CEO works under the direction of the Presiding Judge in accordance with GR29 and all applicable state laws and court rules, providing leadership and strategic vision including but not limited to developing short and long-term goals for effective court services. The position assumes full responsibility for the planning, directing, implementation, and management of all non-judicial operations of the court, including court services for contracting cities. The CEO develops and implements policies and procedures, court budget, oversees personnel management and development, accounting, caseload management, oversight of projects, grants, contracts, establishes and maintains the court's continuity of operations, and other responsibilities as required. This role maintains high standards of professional ethics, upholding and promoting the independence, integrity, and impartiality of the judiciary and avoiding impropriety and the appearance of impropriety that might impugn the dignity of the court. The CEO collaborates with the presiding judge to develop short and long-range strategic plans, best practices and projects, and directs and oversees the implementation of plans to ensure adherence to Washington State's judicial standards, regulations, statutes, and court rules. This position develops organizational changes for improving the operation of the court.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0107A750	510000	SALARIES		27,529	28,355.00
0107A750	521000	SOCIAL SECURITY		2,106	2,169.00
0107A750	522000	RETIREMENT		2,585	2,663.00
0107A750	525000	UNEMPLOYMENT COMPENSATION		83	85.00
0107A750	527000	LONG TERM DISABILITY		13	13.00
			Total:	32,316.00	33,285.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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