

## Change request information

| Title  | District Court A                          | dministrator Recl   | assification                                    |                                      |
|--|---|---|---|--------------------------------------|
| Number   | B-07-03                                   |   | Department                                      | 07 - District Court                  |
| Requester  | Frankie Peters                            |   |   |                                      |
| Published by   | Jennifer Smith                            |   | Publish Date                                    | 2023-08-22                           |
| Change Type  | Policy Change                             |   |   |                                      |
| Board outcome  | (to be entered l                          | by budget after   | Board action)                                   |                                      |
| Board Decision   |   |   | -   |                                      |
| Board Changes  |   |   |   |                                      |
|  |   |   |   |                                      |
| Funds affected   |   |   |   |                                      |
| Fund   | 0010 - Ge                                 | eneral Fund   |   |                                      |
|  |   |   |   |                                      |
| General Fund Affe  | ected? Yes                                |   | More Than One                                   | Fund Affected? No                    |
| General Fund Affe  |   | nection to the s  |   | Fund Affected? No                    |
|  |   | nection to the s  |   | Fund Affected? No<br>Responsive Law, |
| Policy request p<br>Priority #   | riority and conr<br>3                     |   | <b>trategic plan</b><br>Strategic Plan          |                                      |
| Policy request p   | riority and conr<br>3                     |   | <b>trategic plan</b><br>Strategic Plan          |                                      |
| Policy request p<br>Priority #<br>Does this reques   | riority and conr<br>3<br>st include feder |   | <b>trategic plan</b><br>Strategic Plan          |                                      |
| Policy request p<br>Priority #<br>Does this reques<br>Grant Funded?  | riority and conr<br>3<br>st include feder |   | <b>trategic plan</b><br>Strategic Plan          |                                      |
| Policy request p<br>Priority #<br>Does this reques<br>Grant Funded?  | st include feder                          | al, state, or priv  | trategic plan<br>Strategic Plan<br>vate grants? | Responsive Law,                      |
| Policy request p<br>Priority #<br>Does this reques<br>Grant Funded?<br>Grantor and time                      | st include feder                          | al, state, or priv  | trategic plan<br>Strategic Plan<br>vate grants? | Responsive Law,                      |
| Policy request p<br>Priority #<br>Does this reques<br>Grant Funded?<br>Grantor and timef<br>Does this reques | st include feder                          | r <b>al, state, or priv</b><br><b>t positions or p</b><br>Yes | trategic plan<br>Strategic Plan<br>vate grants? | Responsive Law,                      |

## 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, caseflow 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, 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

The salary proposal takes into consideration the Board and County's request to limit General Fund requests. The classification salary for this position meets the current salary placements for Assistant County Manager positions within the County structure. This would more appropriately reflect the roles and responsibilities of this position, as well as presenting equality among the branches of government.

Other Information: 11 courts of limited jurisdiction were reviewed, identifying the following: case filings, number of judges, number of staff, and salary ranges. The following are the averages for these 11 courts: Entry Salary: \$140,940 - Cases filed: 16,959 - Judges: 2 - Staff: 22

Thurston County District Court (current): Entry Salary: \$105,876 - Cases filed: 23,254 - Judges: 4 - Staff: 30

Requested Range: \$132,180 - \$176,220

ARLJ 14, GR 29, and the Model Job Description adopted by the Board of Judicial Administration and Supreme Court establishes additional supporting need for reclassification of this position.

#### Current Budget Level

510000 - \$118,872 521000 - \$9,094 522000 - \$12,184 523000 - \$23,676 524000 - \$336 525000 - \$357 526000 - \$175 527000 - \$678 TOTAL = \$165,373

## What happens if this isn't funded? Are there other options?

#### Impacts and Alternatives

This position will continue to be misrepresented and the organizational structure will not represent equality with the other branches of government. This role does not reflect the necessary responsibilities or experience, knowledge and high standard required of this position. Without the reclassifications, District Court's organizational structure will not represent the judicial branch of government in equality with the other branches of government, and the current position will not represent the role and responsibilities required for an effective and efficient judicial system.

### How does this request affect other offices and departments?

Impact to Other Departments

Which Other Departments are Affected?

Operating Transfer Needed? No

Operating Transfer Coding and Amount

### **Personnel Information**

| FTE  | Number                 | Name                    | Start Date | End Date |
|------|------------------------|-------------------------|------------|----------|
| 1.00 | @ Court Exec Officer-2 | COURT EXECUTIVE OFFICER | 2024-01-01 |          |
| 1.00 | < Total                |                         |            |          |

### **Operating Revenue Line Items**

| Org Code | Object Code | Object Description | Project Code | 2024 | 2025 |
|----------|-------------|--------------------|--------------|------|------|
|----------|-------------|--------------------|--------------|------|------|

## Capital Revenue Line Items

|  | Org Code | Object Code | Object Description | Project Code | 2024 | 2025 |
|--|----------|-------------|--------------------|--------------|------|------|
|--|----------|-------------|--------------------|--------------|------|------|

# **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<br>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 |
|----------|-------------|--------------------|--------------|------|------|
|          |             |                    |              |      |      |