



Budget Change Request

Change request information

Title Administrative Services Manager Reclassification
Number B-07-04 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 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 # 4 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 1360-07-R-

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

Statement of Need

District Court requests to: (1) Reinstate the Assistant Court Administrator position/classification; (2) Adopt the proposed amendments to the Assistant Court Administrator class specification including retitling to Court Operations Officer; (3) Reclassify District Court's Administrative Services Manager position to Court Operations Officer; (4) Reclass the Court Operations Officer from MTP Range 544 to At-Will Range \$8,823-\$11,764.

The current position title of Administrative Services Manager is a county level position focused on the management of staff and adherence to office policies and procedures. This position does not identify nor represent the requirements and support necessary to operate and manage effectively within the judicial branch of government. Reclassification to the Court Operations Officer allows this position to hold the title and duties that appropriately reflect the roles and responsibilities of this position within the court system. The judicial branch and court are unique in the work output and knowledge requirements to meet the needs of the organization. The Court Operations Officer is responsible for managing non-judicial operations within the judicial branch, requiring specific knowledge of judicial process and procedure that allows for identifying and responding to impacts. The experience, knowledge, and responsibilities of this position extend to all aspects of their work, requiring a thorough understanding of judicial processes and the important role of the judicial system as a whole.

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 Operations 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 (CEO), Chief Operations Officer (COO), Chief Financial Officer (CFO), 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 Operations Officer (COO) is distinguished by the following:

The COO works under the direction and supervision of the Court Executive Officer (CEO). This position is responsible for managing non-judicial operations, including direct supervision of court staff for two District Court departments. The COO has experience, knowledge, and understanding of the judicial branch of government, as well as the judicial processes and rules of the justice system. The position is directly involved in executive level planning and development, as well as organizational management of caseload, courtrooms, and customer services. Organizational and operational responsibilities include, but are not limited to: research, interpret, and implement non-judicial operational and procedural changes to administrative process in response to legislative law changes, executive branch orders or directives, and judicial orders and court rules; perform court business process reviews, recommending policy and procedural changes to the CEO; recommending and developing short and long-range goals that support the vision and mission of the court while identifying impacts to other justice partners; representing the court as an equal and independent branch of government. This position may perform the duties of the CEO during their absence, as directed by the CEO or Presiding Judge.

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 other Chief Deputy positions within the County structure, reflecting this position's role as a Chief Deputy position to the CEO.

Current Budget Level

510000	-	\$83,244
521000	-	\$6,368
522000	-	\$8,533
523000	-	\$23,676
524000	-	\$336
525000	-	\$250
526000	-	\$123
527000	-	\$474
	Total =	\$123,003

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

Impacts and Alternatives

This position will continue to be misrepresented as an Administrative Services Manager 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	@ Assistant Court Administrator-2	ASSISTANT COURT ADMINISTRATOR	2024-01-01	
1.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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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		29,196	30,072.00
0107A750	521000	SOCIAL SECURITY		2,233	2,300.00
0107A750	522000	RETIREMENT		2,742	2,824.00
0107A750	525000	UNEMPLOYMENT COMPENSATION		88	90.00
0107A750	526000	PAID FAMILY MEDICAL LEAVE		22	22.00
0107A750	527000	LONG TERM DISABILITY		166	171.00
			Total:	34,447.00	35,479.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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