



MEMORANDUM

From the desk of...
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TO: Patti Tobias

DATE: September 12, 2011

RE: Workforce Planning: Additional Steps

Following distribution of the August 16, 2011 Workforce Planning Recommendations and the broad additional input gathered from the Administrative Office of the Courts, Trial Court Administrators, and Justices, the following memorandum describes the initial plans:

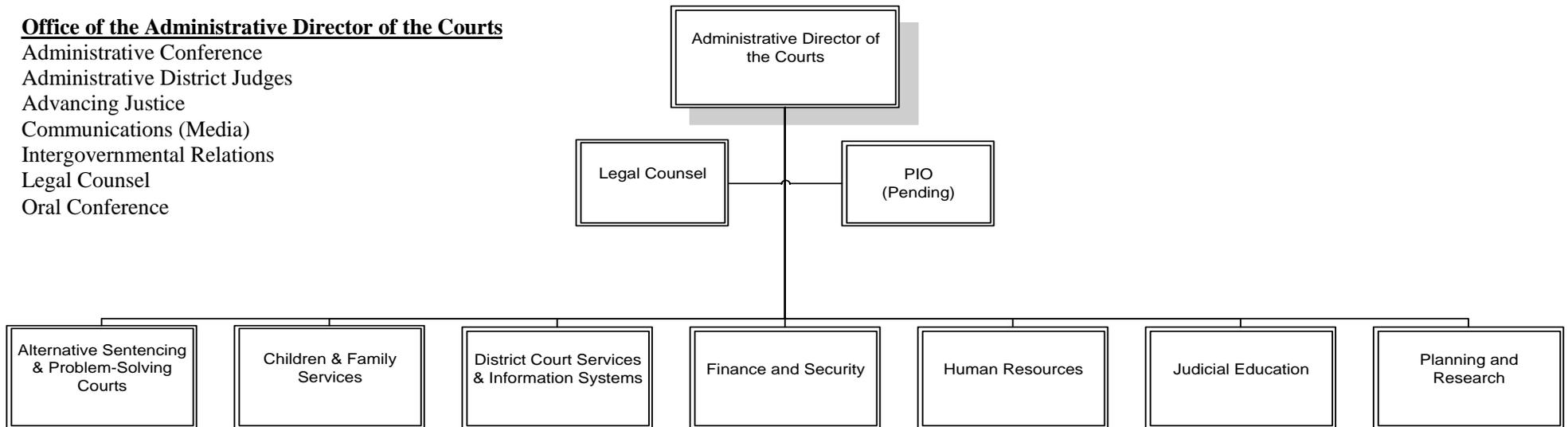
1. Delay filling the Deputy Administrative Director of the Courts position indefinitely to accrue vacancy savings.
2. Delay filling the Director of Problem-Solving Courts and Community Sentencing Alternatives until FY2013 to accrue vacancy savings.
3. Streamline the organization of the Administrative Office of the Courts to promote communication, find efficiencies and strengthen leadership and services to the State trial courts.
 - A revised organizational chart is attached, which reflects changes for Juvenile Justice and Operations.
 - Each department/division will update its respective organizational chart within 30 days, and propose specific division plans and timelines.
4. Recruit for interim positions of Director of Problem-Solving Courts and Community Sentencing Alternatives and Director of Children & Families.
5. Consider recruiting for a Communications Director for the Idaho Courts and/or explore proposals to establish a media and the courts center with the University of Idaho Law School. Report on progress to the Court at its October 31st court conference.
6. Plan recruitment for the statewide court assistance office coordinator position to strengthen services to those not represented by counsel. This position has been vacant since January 1, 2009.

7. Plan and strategize for two positions necessary to administer the now \$4.8 million substance abuse treatment appropriation for problem-solving courts, effective July 1, 2011.
8. Over the next 90 days, gather information, convene experts and consider the necessary leadership, staffing and vision to strengthen guardianship and conservatorship systems in Idaho.
9. Consider recruitment for additional ISTARs position to add capacity for e-projects, including e-filing (previously scheduled for January 1, 2012).
10. Provide for Judge Barry Wood's additional leadership services, particularly during the legislative session, beyond the work in Advancing Justice and mentoring Administrative District Judges.
11. Compile directory and informational resources to promote awareness of points of contact, services offered and resources available to state courts.
12. Adjust weekly, leadership, and planning meetings as appropriate.
13. Engage in structured interviews with personnel within the Administrative Office of the Courts for purposes of succession planning.
14. Review overall compensation schedules as soon as funding conditions permit.
15. Empower the leadership team to plan, organize, and lead court improvement efforts and to deliver court services.
16. Design and deliver on-going leadership and team-building curriculum and other appropriate training programs.
17. Strengthen on-going communication within the building and statewide to ensure effectiveness and responsiveness to inquiries and needs.
18. Strengthen strategic planning and policy development both within and across functional areas.

**ADMINISTRATIVE OFFICE OF THE COURTS
ORGANIZATIONAL CHART
(As of September 12, 2011)**

Office of the Administrative Director of the Courts

Administrative Conference
Administrative District Judges
Advancing Justice
Communications (Media)
Intergovernmental Relations
Legal Counsel
Oral Conference



Alternative Sentencing and Problem-Solving Courts

Drug and Mental Health Courts
Juvenile Justice
Sentencing Alternatives (misdemeanor and felony)

Children and Family Services

Child Protection / Guardian ad Litem
Children and Families Services
Court Assistance Services
Domestic Violence Courts
Guardianship / Conservatorship Services

District Court Services / Information Systems

Building Management and Operations
Counties/Courts Relationships
Court Performance Measures
Data Collection and Reporting
Elected Clerks and Deputy Clerks
Idaho Knowledge Management System (IKMS)
Information Systems
ISTARS
Jury Management / Jury Commissioners
Language Access / Court Interpreter
Record-Making Operations
Technology
Training (trial court personnel)
Trial Court Administrators

Finance

Budget and Allocation
Collections
Fiscal Operations
Grant Management
Revenue Monitoring
Security

Human Resources

Compensation and Classification
Compliance
Recruitment
Retention
Senior Judge Allocations / Judicial Transfers
Wellness

Judicial Education

Electronic Resources / Benchguides
Judicial Education Conferences
Multi-disciplinary Institutes
Webinars

Planning and Research

Budget and Policy Analysis
Court Performance Measures
Court Services Evaluation
Court Statistics
Data Analysis
Judicial Workload Analysis & Resource Allocation

