



**January 2016
The Judiciary
FY 2017 Supplemental Budget**

FY 2016-17 SUPPLEMENTAL BUDGET

Presentation to the Senate Ways and Means/Judiciary and Labor
January 19, 2016

- Judiciary Mission
- Caseload
- Performance Measures
- Revenues, Appropriations, and Expenditures
- Special and Revolving Funds
- Supplemental Budget Requests
 - Operating
 - CIP

MISSION

The Judiciary's mission, as an independent branch of government, is to administer justice in an impartial, efficient, and accessible manner in accordance with the law.

Evolving Judiciary/Access to Justice

- Office of Public Guardian
- Children's Justice Centers
- Specialty Courts
- Purchase of Service Contracts
- Interpreters
- Access to Justice Rooms/Self-Help Centers
- Ho'okele Self-Help Desks
- Programs to Help Indigents
 - Indigent Legal Assistance Special Funds
 - Civil Legal Services Contracts
- Hawaii Appellate Pro Bono Pilot Project

CASELOAD

JUDICIARY CASELOAD

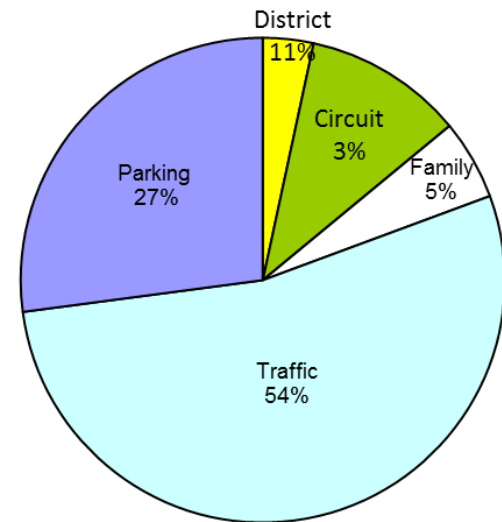
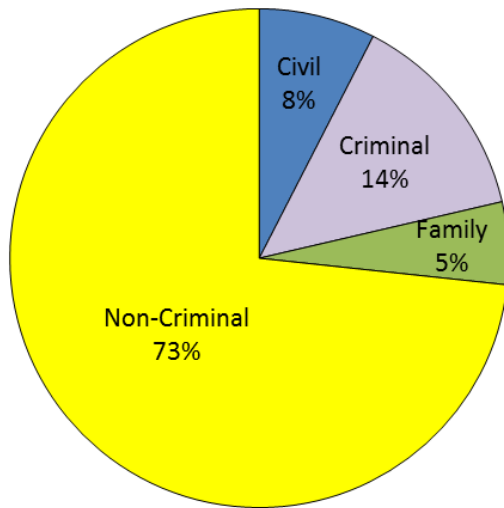
	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
CRIMINAL					
Circuit Courts	17,308	17,264	17,703	18,029	16,504
District Courts	93,427	99,443	96,885	90,644	95,956
Traffic	64,092	60,771	55,127	66,332	70,357
CIVIL					
Circuit Courts	40,272	45,901	48,380	46,582	51,993
District Courts	65,714	68,494	66,317	62,810	64,562
FAMILY					
Proceedings/Cases	55,462	54,928	52,749	53,269	51,399
NON-CRIMINAL					
Traffic (less parking)	323,192	313,241	301,185	291,813	334,505
Parking	225,266	223,944	213,201	227,254	241,103

JUDICIARY FILINGS

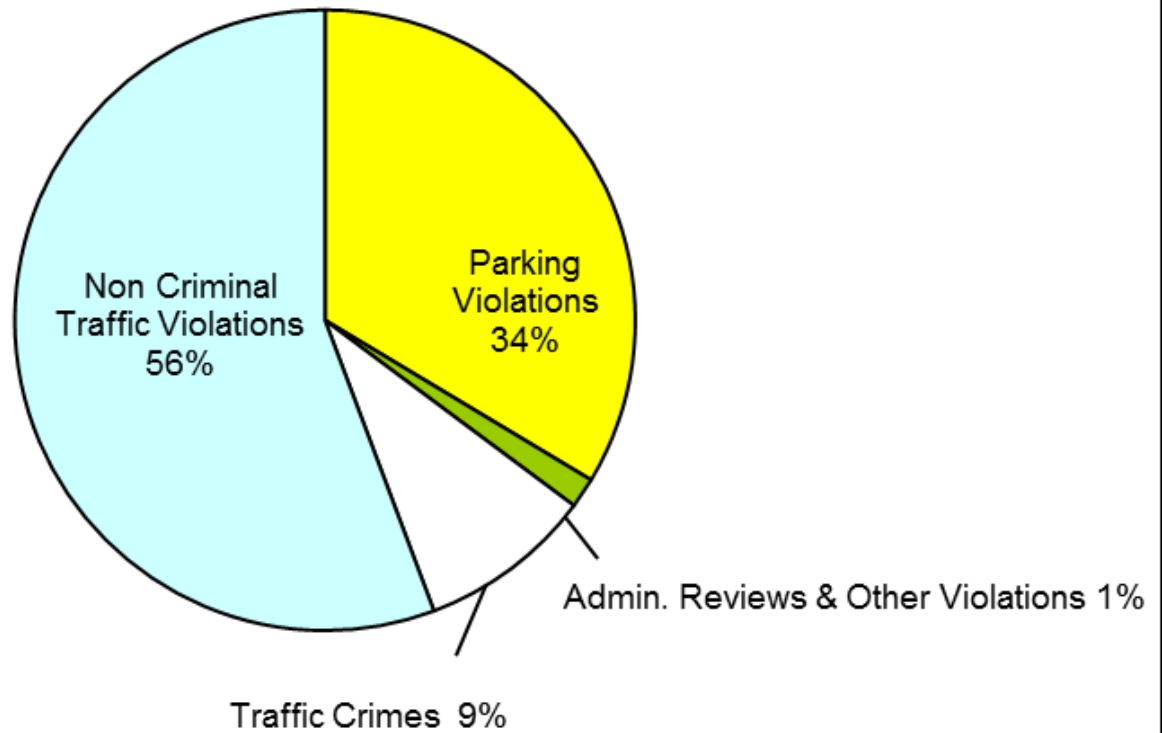
	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
CRIMINAL					
Circuit Courts	4,171	4,361	4,313	4,509	4,425
District Courts	27,680	29,691	23,466	26,738	29,291
Traffic	32,804	31,946	26,306	34,971	38,309
CIVIL					
Circuit Courts	10,944	14,531	13,136	8,986	13,164
District Courts	27,619	27,842	25,429	24,936	26,236
FAMILY					
Proceedings/Cases	30,385	31,487	29,844	29,708	27,893
NON-CRIMINAL					
Traffic (less parking)	228,963	223,399	216,442	201,723	241,035
Parking	141,095	140,717	129,534	134,184	141,332

Judiciary Cases – FY 2015

521,685 New Cases Filed



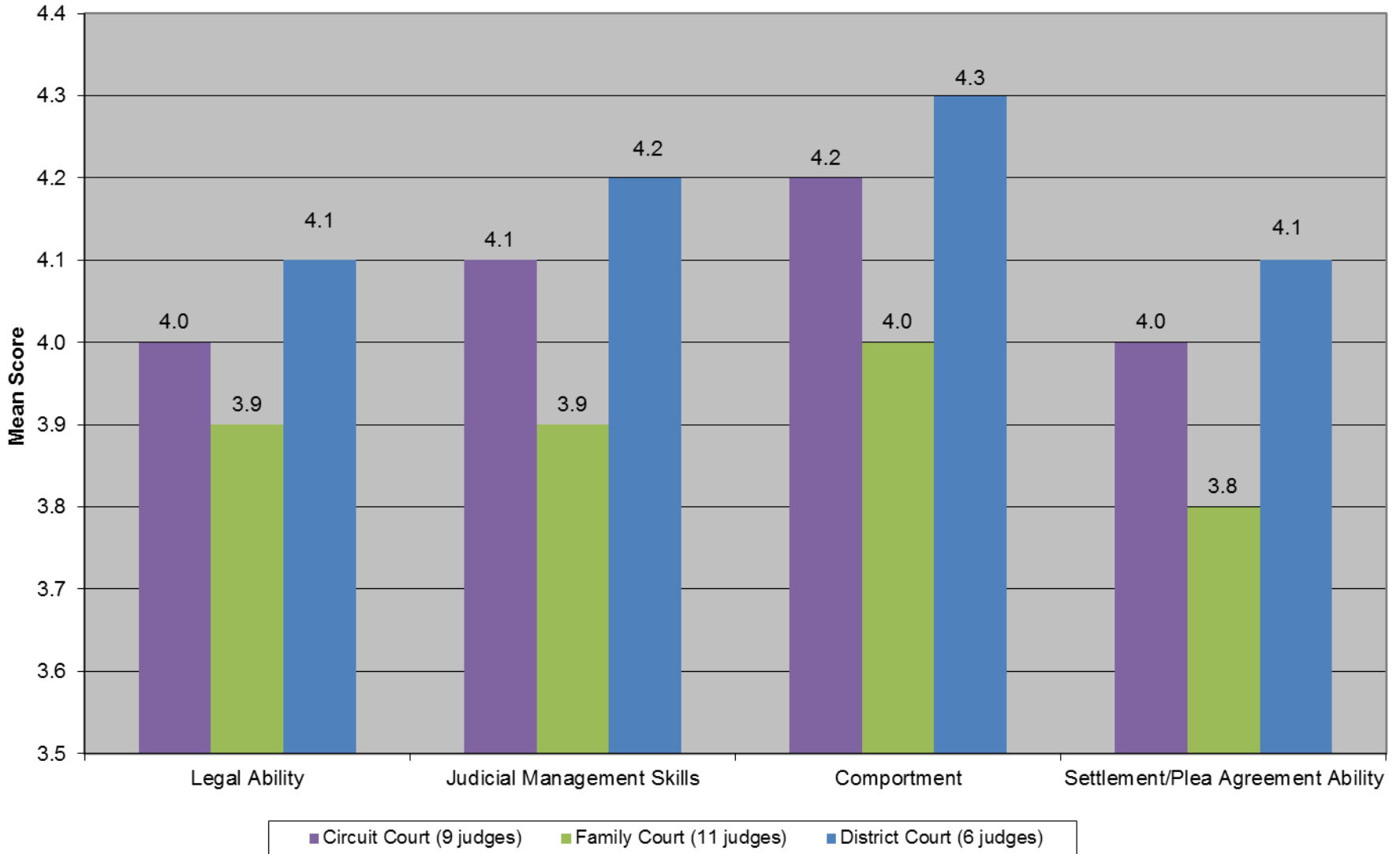
Traffic and Parking Cases - FY 2015
420,676 New Cases Filed
(See Table 27 of the 2015 Statistical Supplement)



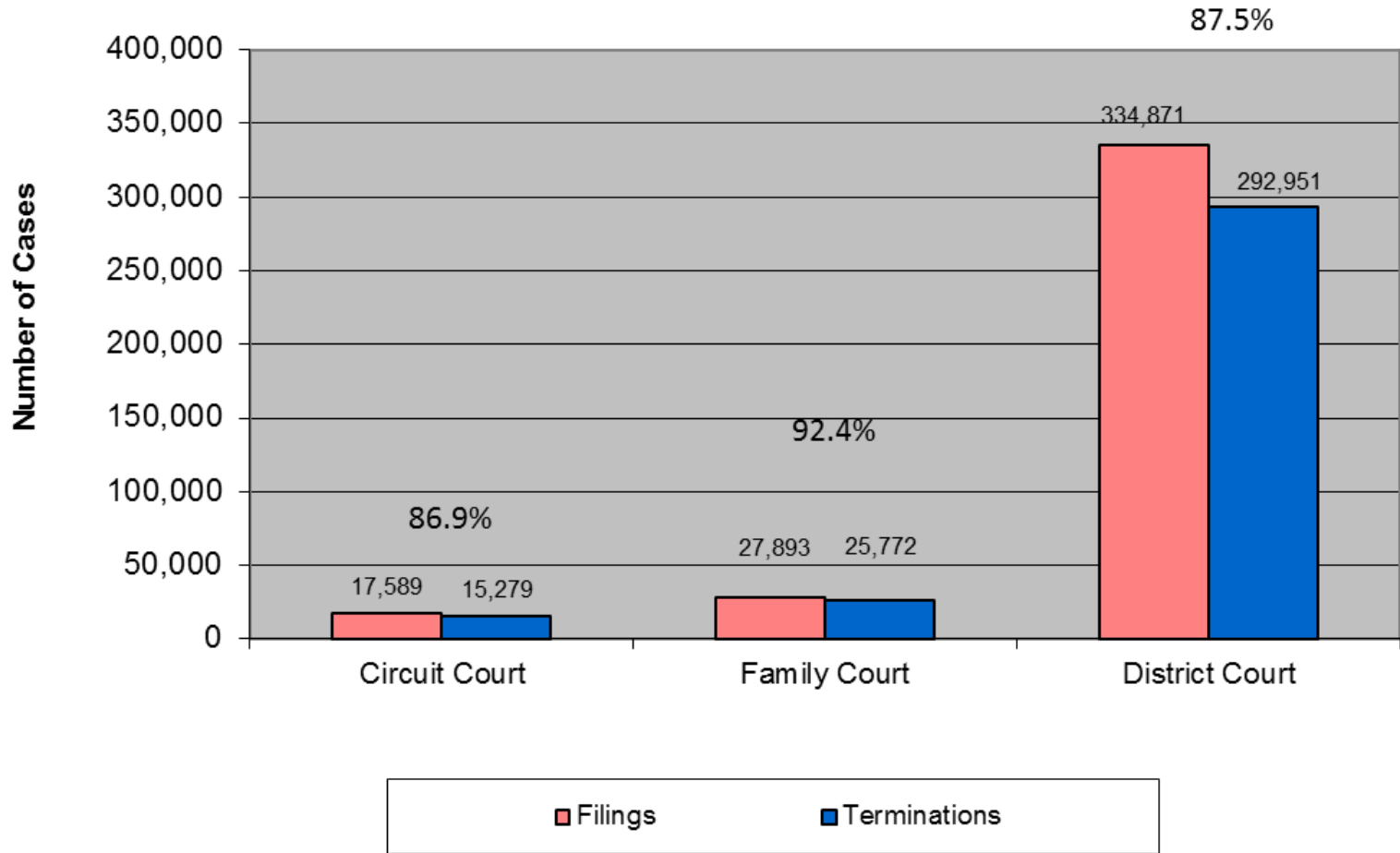
PERFORMANCE MEASURES

Judge Evaluations - Average Score

(Poor: 1.0 - 1.5; Less Than Adequate: 1.5 - 2.5; Adequate: 2.5 - 3.5; Good: 3.5 - 4.5; Excellent: 4.5 - 5.0)



Statewide Judicial Performance FY 2015
Overall Clearance Rate of 87.8%
(Excluding Parking)



Intermediate Court of Appeals ¹

Fiscal Year	Appeals Filed ²	Appeals Disposed					Rate of Disposition	Total Pending Appeals	Average Disposition Rate
		Published	Memo	Summary Dispo Order	Dismissed/Withdrawn	Total			
2007	522	51	47	261	201	560	107%	594	
2008	525	43	41	223	162	469	89%	650	
2009	565	43	43	316	183	585	104%	630	
2010	534	35	56	232	180	503	94%	661	
2011	551	35	54	223	162	474	86%	738	
2012	577	37	53	257	212	559	97%	756	
2013	558	31	93	272	204	600	108%	714	
2014	522	29	107	243	170	549	105%	687	
2015	496	27	73	249	181	530	107%	653	
Total	4,850					4,829			100%

1 - Excludes appeals transferred between appellate courts.

2 - In accordance with Section 82 of Act 202, Session Laws of Hawaii 2004, 284 appeals pending in the Supreme Court on July 1, 2006 were transferred to the Intermediate Court of Appeals and are accordingly included here.

REVENUES, APPROPRIATIONS, AND EXPENDITURES

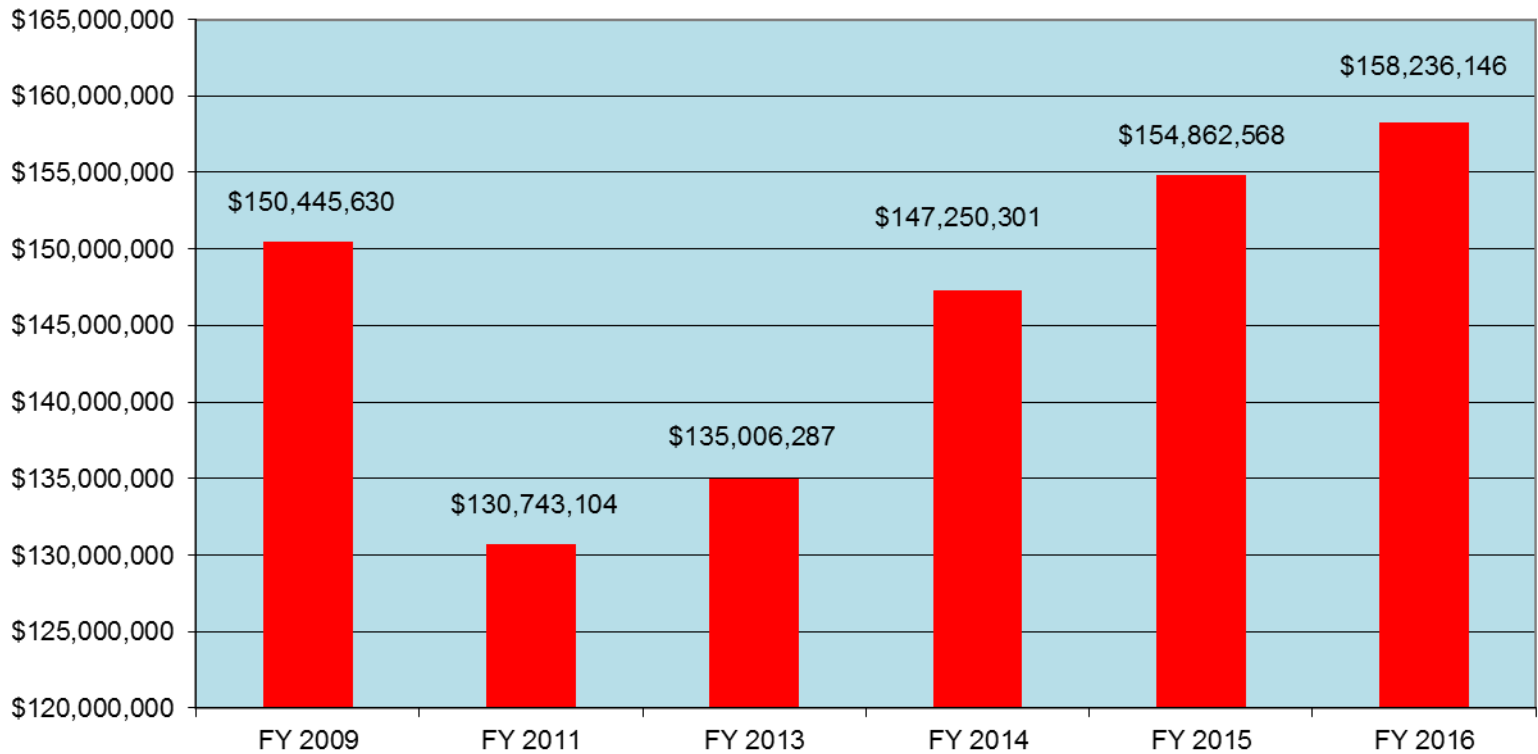
REVENUES BY PROGRAM

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
General Fund					
Courts of Appeal	69,533	82,286	82,655	86,988	82,536
First Circuit	27,828,751	27,225,113	26,868,495	25,709,242	26,483,206
Second Circuit	3,585,363	3,678,058	3,475,619	3,044,209	3,147,975
Third Circuit	4,314,146	4,289,524	3,809,250	4,262,262	3,600,642
Fifth Circuit	1,785,661	1,794,739	1,404,533	1,524,552	1,447,814
Administration	51,450	105,726	18,055	72,110	34,825
Sub-total	37,634,904	37,175,446	35,658,607	34,699,363	34,796,998
Special Fund	<u>11,096,427</u>	<u>10,695,187</u>	<u>11,430,666</u>	<u>11,208,458</u>	<u>12,159,198</u>
TOTAL	<u>48,731,331</u>	<u>47,870,633</u>	<u>47,089,273</u>	<u>45,907,821</u>	<u>46,956,196</u>

REVENUES BY SOURCE - GENERAL FUND

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
Traffic Fines	20,913,649	20,454,044	19,967,222	19,430,672	19,152,556
Fees - Certified Copies/Extracts/Abstracts	4,410,173	4,075,841	4,233,613	4,084,442	4,002,182
Administrative Cost Fees to Process Traffic	4,341,115	4,264,909	4,169,340	3,888,897	4,200,669
Court Costs - District Court	2,248,627	2,150,537	1,979,327	1,934,414	2,064,864
Court Costs - Circuit Court	2,029,795	2,483,979	2,209,628	2,038,672	1,853,573
Criminal Fines - District Court	676,033	649,605	611,393	667,471	646,819
Miscellaneous Income	437,847	406,010	453,055	412,289	406,099
Bail/Bond Forfeitures	1,049,726	1,121,529	623,178	982,725	1,122,035
Other	1,527,939	1,568,992	1,411,851	1,259,781	1,348,201
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	<u>37,634,904</u>	<u>37,175,446</u>	<u>35,658,607</u>	<u>34,699,363</u>	<u>34,796,998</u>

Judiciary General Fund Appropriations (including collective bargaining, specific appropriations, grants-in-aid)

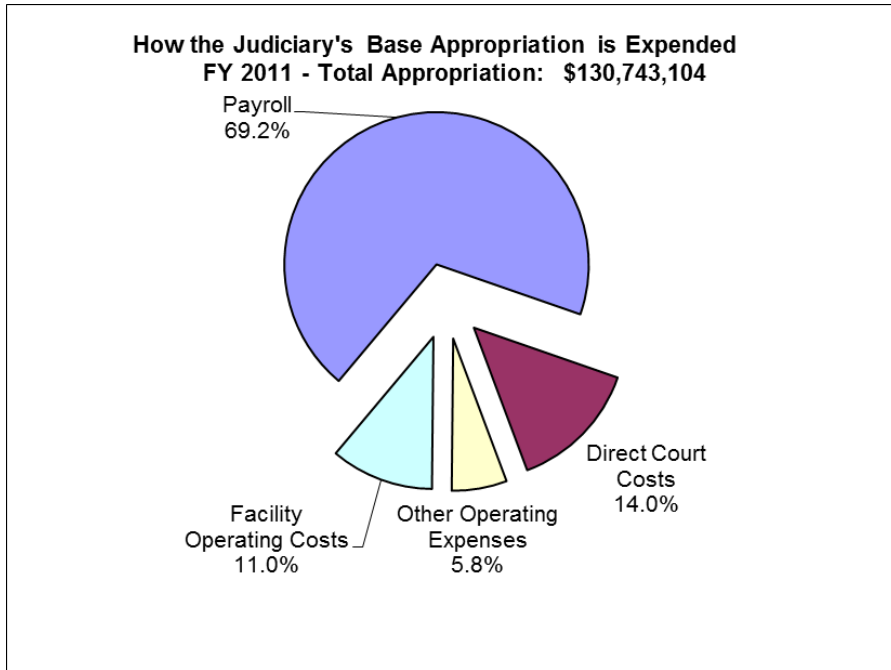


**TOTAL STATE GOVERNMENT APPROPRIATIONS FROM STATE GENERAL FUND
FISCAL YEARS 2009-2010 THROUGH 2015-2016**

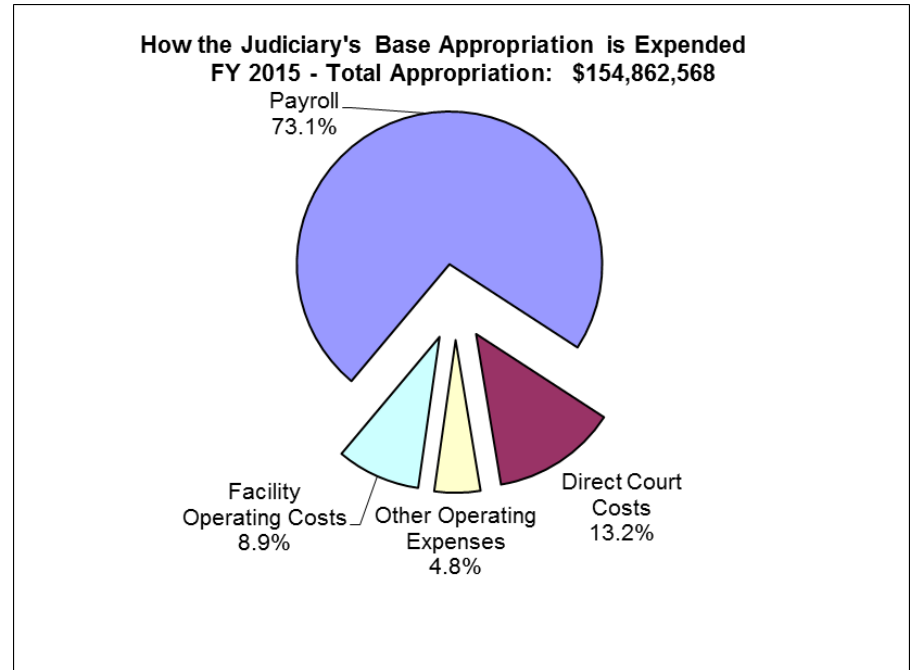
Fiscal Year	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-15	2015-16
<i>Executive Branch</i>	\$5,161,739,139	\$4,943,348,231	\$5,394,243,241	\$5,609,970,158	\$6,242,652,167	\$6,425,005,782	\$6,584,744,854
% of Total Appropriations	96.83%	96.89%	97.11%	97.18%	97.26%	97.20%	97.19%
<i>Judiciary Branch</i>	\$139,012,000	\$130,743,104	\$132,665,657	\$135,006,287	\$147,250,301	\$154,862,568	\$158,236,146
% of Total Appropriations	2.61%	2.56%	2.39%	2.34%	2.29%	2.34%	2.34%
<i>Legislative Branch</i>	\$29,983,503	\$27,816,017	\$28,150,084	\$28,100,084	\$28,565,005	\$30,605,664	\$32,212,373
% of Total Appropriations	0.56%	0.55%	0.50%	0.48%	0.45%	0.46%	0.47%
<i>Total Appropriations</i>	\$5,330,734,642	\$5,101,907,352	\$5,555,058,982	\$5,773,076,529	\$6,418,467,473	\$6,610,474,014	\$6,775,193,373
% of Total Appropriations	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Expenditure of Judiciary's Base Appropriation

FY 2011



FY 2015



Selected Expenditures (in thousands)

	<u>FY 2009</u>	<u>FY 2015</u>	Increase (Decrease) <u>FY 09 - FY 15</u>
Pay	97,433	105,359	8%
Vacation Payout	889	1,201	35%
Per Diem Judges	1,147	1,569	37%
Worker's Compensation	549	796	45%
Office Supplies	1,046	848	(19%)
Dues and Subscriptions	1,259	1,321	5%
Telephone	741	399	(46%)
Transportation	535	451	(16%)
Utilities	3,991	6,608	66%
Repair and Maintenance	4,102	3,772	(8%)
Public Assistance	11,656	9,543	(18%)
Services on a Fee	12,273	12,621	3%
Rental of Land, Building	3,640	2,047	(44%)
Equipment	2,179	2,955	36%

Maximum Value* of Judiciary Contracts (as of November 30, 2015)

	<u>No.of Contracts</u>	<u>Amount</u>
Purchase of Service	134	23,637,278
Technology	109	8,858,516
Leases (Office Space)	21	8,015,221
Personal Services	71	6,801,958
Security	46	5,398,917
Miscellaneous	75	4,326,574
Facility/Equipment Maintenance	52	3,424,558
Office Equipment (including copiers)	<u>164</u>	<u>3,112,368</u>
Totals	<u>672</u>	<u>63,575,390</u>

* Maximum value means total cost of contract over contract period.

For example, a three year contract at \$50,000 per year would be valued at \$150,000.

**JUDICIARY BUDGET
SPECIAL and REVOLVING FUNDS
FB 2015-2017**

<u>PROGRAM</u>	<u>FY 2015 Revenues</u>	<u>FY 2015 Expenditures</u>	<u>Cash Balance July 1, 2015</u>	<u>Ceiling FY 2016</u>
First Circuit				
Probation Services	386,075	456,146	740,757	467,256
Parent Education	124,308	155,683	254,014	157,574
Spouse and Child Abuse	494,542	528,062	611,994	600,000
Drivers' Education	<u>2,396,841</u>	<u>2,235,207</u>	<u>1,949,375</u>	<u>3,000,738</u>
	3,401,766	3,375,098	3,556,140	4,225,568
Administration				
Indigent Legal Assistance	1,413,947	1,546,486	473,957	1,550,000
Law Library Revolving	8,626	8,631	10,016	243,261
Computer System	5,625,811	6,124,408	2,829,235	6,428,495
Court Interpreting Services Revolving	<u>20,765</u>	<u>15,516</u>	<u>48,608</u>	<u>100,000</u>
Sub-Total	7,069,149	7,695,041	3,361,816	8,321,756
	<u>10,470,915</u>	<u>11,070,139</u>	<u>6,917,956</u>	<u>12,547,324</u>
Total	<u>10,470,915</u>	<u>11,070,139</u>	<u>6,917,956</u>	<u>12,547,324</u>

**FY 2017
SUPPLEMENTAL BUDGET REQUESTS**

FY 2016-17 SUPPLEMENTAL BUDGET REQUESTS
JUDICIARY SUMMARY
GENERAL FUNDS

JUDICIARY PROGRAM	REQUEST FY 2017		SUPPLEMENTAL TOTALS	
	POS CT	AMOUNT	POS CT	AMOUNT
Courts of Appeal	2.00	151,803	73.00	6,865,007
First Circuit	8.00	864,415	1,085.50	83,042,991
Second Circuit	4.00	578,916	211.00	16,993,640
Third Circuit	3.00	77,866	231.00	19,505,740
Fifth Circuit	4.00	317,906	103.00	7,831,057
Judicial Selection Commission	0.00	0	1.00	93,418
Administration	3.00	236,243	230.00	26,078,021
JUDICIARY TOTAL	24.00	2,227,149	1,934.50	160,409,874

REQUESTS RECOMMENDED FOR INCLUSION IN SUPPLEMENTAL BUDGET

Overall, 14 requests for 24 permanent positions and funding of \$2.2 million.

- Essential Staffing: Court Operations (\$1,148K)
 - Staff Attorney (1), Appellate Court Clerk (1) – Courts of Appeal
 - Funding for Family Court Judge and Staff– First Circuit
 - Clerk, Family Court Domestic Division (1) – First Circuit
 - District Court Judge and Staff (4) – Second Circuit
 - Family Court Judge and Staff (4) – Fifth Circuit
- Specialty Courts/Programs (\$516K)
 - DWI Court (2) – First Circuit
 - Zero to Three Court (2) – First Circuit
 - Mental Health Unit (3) – First Circuit
- Security (\$162K)
 - Contract Security Guards – Second Circuit
 - Bailiffs (2) – Third Circuit

REQUESTS RECOMMENDED FOR INCLUSION IN SUPPLEMENTAL BUDGET (CONT'D)

- Client Services (\$339K)
 - Positions for OPG (3) – Admin
 - Legal Counsel Services – Second Circuit
- Other (\$62K)
 - Conversion of Fiscal Account Clerk (1) – Third Circuit
 - Judicial Conference

JUDICIARY SUMMARY CIP REQUESTS FOR FY 2017

Circuit	Description	FY 2017
1st	Kaahumanu Hale Fire Alarm/Elevator Ugrades/Modernization (Construction)	5,905,000
Admin	Lump Sum CIP	3,000,000
1st	Kaahumanu Hale Basement Leak Repairs (Design & Construction)	3,419,000
1st	Fire Suppression System, Main Data Ctr, District Court (Construction)	560,000
5th	Kauai Judiciary Complex, Repair Bldg Leaks and Damages (Construction)	600,000
1st	Kaahumanu Sheriff Security Station Redesign (Construction)	200,000
Total		<u>13,684,000</u>

JUDICIARY OVERVIEW

MISSION: The mission of the Judiciary, as an independent branch of government, is to administer justice in an impartial, efficient, and accessible manner in accordance with the law. As the third branch of Hawaii's State Government, it is invested by Article VI of the State Constitution with powers coequal to those of the Legislative and Executive Branches.

Within the Judiciary, the major program categories are court operations and support services. The programs in the court operations category serve to safeguard the rights and interests of persons by assuring an equitable and expeditious judicial process. These include the Courts of Appeal (JUD 101); and the First, Second, Third, and Fifth Circuits (JUD 310, 320, 330, and 350, respectively). Programs in the support services category enhance the effectiveness and efficiency of the judicial system by providing the various courts with administrative services such as fiscal control and direction of operations and personnel, and fall under the title of Administration (JUD 601). Within Administration are the Offices of the Administrative and Deputy Administrative Director of the Courts, and five departments – Intergovernmental and Community Relations, Policy and Planning, Information Technology and Systems, Financial Services, and Human Resources. Further details on the functions and activities of the programs in each of the categories can be found in Table 1.

ECONOMIC IMPACT: The Judiciary recognizes that the economy in Hawai'i is relatively stable, the overall economic outlook is decent, and tourism has been strong and is expected to continue at a steady but modest growth rate. Nevertheless, in spite of the resultant increase in State General Fund revenues, we are also aware that State government personnel have expressed concerns regarding having sufficient funds to meet expenditure requirements, mandated commitments, and newly emerging needs. Further, the economic and revenue conditions that occurred during the recession in FYs 2009 through 2011, and the actions taken as a result of those conditions during the subsequent fiscal years, have had severe effects on the Judiciary – that is, on its funding situation, on its employees, and on its ability to provide complete, timely services to its clientele and to the public. Specifically, between FY 2009 and FY 2013, the Legislature reduced the Judiciary's budget base by 10.3%, or \$15.4 million; and eliminated 79 vacant positions, or 4% of the Judiciary's authorized permanent staffing, although it did provide 22 new positions in FY 2010 for Kapolei and 15 positions in FY 2013, mainly for security at the Detention Home and for staffing the Community Service Sentencing Programs on the neighbor islands.

Between FYs 2014 and 2016, about \$20 million and 20 new positions (two for a juvenile weekend and restitution program, nine for the Juvenile Detention Home, two for Mental Health Court, and one for Veteran's Treatment Court in First Circuit; four for the neighbor island Children's Justice Centers; one program attorney for the Third Circuit; and one special assistant for the Administrative Director's Office) were added to the Judiciary's budget base. While the Judiciary's budget base is now about \$7.8 million more than it was in FY 2009, most of the funds added to the Judiciary's budget since its low point in FY 2011 have related to pay restoration and collective bargaining increases so that payroll is now more than 73% of the Judiciary's budget as compared to 68% in FY 2009. This equates to a loss of some \$6 million in non-payroll operating funding which, in turn, continues to impact the Judiciary in its ability to cover and restore funding in areas where it took cuts and where costs continue to increase – utilities, per diem judges, purchase of services (POS) contracts, technology requirements, repair and maintenance, security needs, and forms/supplies/printing to name a few. Further, the effect of the some 22 fewer positions relative to FY 2009 continues to be felt as many of the 79 vacant positions eliminated were in the process of recruitment and important to the affected programs.

As mentioned above, the impact of the budget and personnel reductions that occurred is still being felt throughout the Judiciary, especially considering that the Judiciary has no control over its workload and has had to accommodate that workload with less people and less non-payroll operating financial resources. This has resulted in (1) cases and hearings sometimes took longer to get scheduled, heard, and resolved; and (2) the elimination or reduction of important services being provided by or through the Judiciary. These conditions continue to linger to a certain extent, as positions and non-payroll operating funding have not been restored and as the caseload and the time it takes to resolve cases continues to increase. For example, the number of pending civil actions (i.e., non-criminal actions) at the end of FY 2015, as compared to the end of FY 2008, increased by 139% in the District Courts and 71% in the Circuit Courts. For criminal actions, the number of cases pending at the end of FY 2015 increased by 18% for District Courts and fell by 7% for Circuit Courts relative to FY 2008. For Family Courts statewide, including criminal, children's referrals, marital actions, parental proceedings, and all other types of Family Court cases, the number of cases pending at FY 2015 year end increased by 20% compared to FY 2008.

As noted previously, the budget situation resulted in the Judiciary reducing funding for POS contracts; actual POS contract expenditures decreased by more than \$3 million between FY 2009 and FY 2013. These types of contracts involve the purchase of assessment and/or treatment services for substance abuse, child sex abuse, and mental health, as well as domestic violence emergency shelter services, juvenile client and family services, victim impact classes, individual/group counseling, and more. Portions of some of these programs/services were eliminated while others were significantly reduced. Cuts impacted treatment courts and resulted in fewer services being available, fewer clients being served, and longer waits to access services resulting in less adherence to program goals and a slow-down in admittance. The Judiciary is very appreciative that the Legislature recognized this situation and generously provided more than \$900,000 in funding in FYs 2014 and 2015 to restore some of the POS funding cuts. Along with this funding and other actions taken by the Judiciary, POS contract costs are now projected at \$10.5 million for FY 2016, some \$1.8 million less than they were in FY 2009.

No grant-in-aid funding was provided to the Judiciary for FY 2016, as compared to more than \$1.3 million in FY 2015 and \$1.2 million in FY 2014. While this does not directly affect the Judiciary as the Judiciary is more of a pass through agent for grants-in-aid, the absence of grant funding does affect those organizations that partly rely on such funds to operate and provide needed services to their target population.

It should be noted that in spite of the reduction in funding and the limited additional general fund resources available, the Judiciary has continued to press forward in providing the public with greater access to its civil and criminal justice systems. In fact, the National Center for Access to Justice in late 2014 ranked Hawai'i number four overall of all the states in the country for best practices in ensuring access to civil and criminal justice systems. In two of the four categories, Hawai'i ranked number one; that is, for providing support for self-represented litigants and for providing support for people with disabilities. Also, the Judiciary was recognized by an Assistant Attorney General of the U. S. Department of Justice in March 2015 for its progress in the language assistance area: "I commend the Hawai'i Judiciary for its proactive efforts to provide all communities with equal access to justice regardless of the language they speak. The results in Hawai'i are a testament to what collaboration and cooperation can achieve." In fact, the Judiciary has interpreters for more than 40 languages/dialects, and provided interpreter services for more than 9,500 proceedings in FY 2014.

PERFORMANCE MEASUREMENT: In comparing the median age for disposition for circuit court cases in FY 2015 with FY 2009 (before the budget and personnel reductions) and FY 2011 (budget reductions,

personnel reductions, and furloughs in full effect), it is noted that while the median age has varied by circuit for criminal cases, it has significantly increased for civil cases in each circuit, primarily due to the effect of the increase in foreclosure filings during the recession, especially in FYs 2011, 2012, and 2013, and the time necessary to dispose of these cases. Specifically, for First Circuit, the median time went from 265 to 302 to 315 days for the three fiscal years for criminal cases, and from 393 to 421 to 561 days for civil cases. For Second Circuit, the median time was 231 to 297 to 269 days for criminal cases and 294 to 307 to 561 days for civil cases. For Third Circuit, the median time for criminal cases went from 301 to 321 to 504 days and civil cases went from 298 to 346 to 520 days. Lastly, for Fifth Circuit, criminal cases went from 307 to 273 to 353 days and civil cases from 400 to 300 to 460 days. The clearance rate/disposition rate (number of cases terminated or disposed divided by number of new filings) is another performance measure that can be looked at. The Intermediate Court of Appeals had a disposition rate of 107% in FY 2015 as compared to 86% in FY 2011, and the clearance rate for Circuit, Family, and District Court cases (excluding parking cases) in FY 2015 was 86.9%, 92.4%, and 87.5% as compared to 81.2%, 97.3%, and 98.1%, respectively, in FY 2011. The FY 2015 clearance rates for Circuit and Family Court increased by more than 4% and 2%, respectively, as compared to FY 2014.

FEDERAL FUNDS: The Judiciary is unaware of and has not identified any programs that are at risk for losing federal funds. However, two Federal grants, one for the Driving While Impaired (DWI) Court and one for the Hawai'i Zero to Three Court, are expiring in September 2016 and July 2016, respectively.

BUDGET REQUEST: In late July each year, the Budget Office prepares and distributes a Budget Instruction package to its programs, requesting them to provide their budget requests and associated write-ups to the Budget Office by early September. The Chief Justice and Administrative Director of the Courts are also asked to provide information as to any specific items or other guidance that the Budget Office might want to focus on or consider. Once the budget support packages are received from the programs, the Budget Office reviews them, requests further information from the programs as necessary, and then makes a preliminary determination as to which requests are supportable, justified, and the Judiciary should go forward with. These requests, along with those not recommended, are reviewed with the Administrative Director and the Chief Justice and a final decision is made as to which items should be part of the Judiciary's budget request. The programs prioritize their requests when they submit them to the Budget Office. However, once the final decision is made as to which budget request items to submit to the Legislature, the Budget Office, in conjunction with the Administrative Director of the Courts and the Chief Justice, prioritizes the requests Judiciary-wide.

With regard to our budget requests for the supplemental year, we are well aware that in keeping with the biennium budget concept, supplemental budget resources will be requested largely to address unforeseen developments, inadvertent oversights, and other special circumstances which may cause hardship on those we serve. In addition, we are quite mindful of the many competing demands for the limited resources available and the State overall budget situation. Accordingly, the Judiciary has tried to be very prudent in its supplemental budget request and has focused on only its most pressing needs in the areas of essential staffing for court and related administrative operations, client services, specialty courts and programs, and security.

Overall, the Judiciary is requesting 24 new permanent positions and additional funding of just over \$2.2 million for FY 2017. The need for additional essential staffing for both court and related administrative type operations is a major concern for the Judiciary, especially as workload continues to increase and becomes more detailed and complex, as the number of pro se (i.e., self-represented) litigants continues to increase and require the attention and time of judges and staff, and as additional requirements and

demands are placed on judges and Judiciary staff. This concern is expressed in our requests for three new judgeships – funding for a District Family Court judge and staff in the First Circuit for which we already have positions, and funding and positions for a District Court judge and staff in Second Circuit and a District Family Court judge and staff in Fifth Circuit. This concern also relates to our Courts of Appeal which is requesting additional Staff Attorney and Appellate Court Clerk positions to deal with its appeals caseload which has almost doubled since 2006 and its motions caseload which has increased more than ten times since then.

A number of our requests focus on specialty courts and programs, and the need to ensure their continuation and permanency as they serve some of our clients who are most vulnerable or require special attention. These include requests for positions and funding to sustain the Driving While Impaired Court and the Hawai'i Zero to Three Court as grant funding comes to an end in September and July 2016, respectively; and to establish a Mental Health Unit in First Circuit that would encompass and provide services to not only Mental Health Court clients, but to court ordered conditional release clients with persistent and severe mental illness and to others in the general population that are dual diagnosed with drug addiction and mental health issues. This also coincides with Judiciaries across the nation moving away from simply adjudicating cases and administering justice, to treating the individual and the “cause” of the problem and placing these individuals in various diversion programs, whether it be for treatment or rehabilitation.

Resources are also being requested in the areas of client services and security. For client services, additional funding is needed in Second Circuit to cover significant cost increases for legal counsel funding to ensure the rights of parents in child protective proceedings, and for the Office of Public Guardian for additional social worker positions to more effectively service the 715 incapacitated clients statewide as court-appointed guardians. With security being a continuing point of concern, two additional security guards are needed for Second Circuit locations, and two additional bailiff positions for Kohala/Hamakua and Hilo Family Courts in Third Circuit, as bailiffs provide, among other things, some additional security within courtrooms.

Capital Improvement Project (CIP) requirements remain a major item of concern as the Judiciary's infrastructure continues to age and deteriorate, and as the population served and corresponding demand for services provided by the Judiciary keep increasing. To that end, CIP funding is being requested to begin elevator replacement, necessary fire alarm system upgrades, basement leak repairs, and security station redesign at the Circuit Court Building in Honolulu; replace an outdated fire suppression system at the Judiciary data center in the District Court Building in Honolulu; and roof and exterior wall repairs at the Lihue Courthouse.

In sum, the Judiciary recognizes the State still has important fiscal concerns even as the economy and revenues continue to improve. We also recognize that balancing the desire to continue to provide adequate public services to Hawaii's citizens against competing initiatives with available general fund resources creates difficult allocation decisions. We believe that the additional amount being requested of just over \$2.2 million for FY 2017 is a relatively modest amount to enhance court and client services; ensure the protection of the public, employees, and clients alike; and continue our emphasis on access to justice.

This concludes the overview section of our testimony. It should be noted that the 26 tables and the organizational charts requested by the December 1, 2015 Budget Briefing Instructions follow this overview section.

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
Appeals Courts			JUD 101	Article VI of the
1	Supreme Court			Hawaii
	The Supreme Court is the State of Hawaii's court of last resort, and hears appeals on transfer from the Intermediate Court of Appeals or on writ of certiorari to the Intermediate Court of Appeals. It licenses and disciplines attorneys, disciplines judges, and exercises ultimate rule-making power for all courts in the State.	The Supreme Court hears and makes determinations on appeals and original proceedings that are properly brought before the court, including cases heard upon applications for writs of certiorari; cases transferred from the Intermediate Court of Appeals; reserved questions of law from the Circuit Courts, the Land Court, and the Tax Appeal Court; certified questions of law from federal courts; applications for writs directed to judges and other public officers; and complaints regarding elections.		State Constitution HRS Section 602
2	Intermediate Court of Appeals			
	The Intermediate Court of Appeals reviews, in the first instance, appeals from trial courts and from some agencies. It is also authorized to entertain cases submitted without suit when there is a question of law that could be the subject of a civil suit in the Circuit Court of the Tax Appeal Court, and the parties agree upon the facts upon which the controversy depends.	The Intermediate Court of Appeals provides timely disposition of appeals from trial courts and state agencies, including the resolution of the particular dispute and explication of the law for the benefit of the litigants, the bar, and the public.		

Judiciary
Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
Lower Court Programs*				
1	Adjudication		JUD 310 JUD 320	Article VI of the Hawaii State Constitution HRS Section 603 HRS Section 604
	Adjudication provides the First, Second, Third, and Fifth Circuits with judges and staff to operate the Circuit, Family, and District Courts.	Central to the operation of the lower court programs of the Judiciary are the Circuit Courts, Family Courts (a division of the Circuit Court), and District Courts.	JUD 330 JUD 350	
2	Central Administration			
	The primary objectives of the programs in each circuit include providing for effective and efficient planning, direction, administration, coordination, and evaluation of all administrative business and support functions, operations, and activities required to support judicial proceedings and judgements in the Circuit, District, and Family Courts.	Circuit Courts are trial courts of general jurisdiction. Circuit Courts have jurisdiction in most felony cases, and concurrent jurisdiction with the Family Courts for certain felonies related to domestic abuse, such as violations of temporary restraining orders involving family and household members. Circuit Courts also have exclusive jurisdiction in probate, trust, and conservatorship (formerly "guardian of the property") proceedings, and concurrent jurisdiction with the Family Courts over adult guardianship (formerly "guardian of the person") proceedings. Circuit Courts have exclusive jurisdiction in civil cases involving amounts greater than \$40,000, and concurrent jurisdiction with District Courts in civil cases involving amounts between \$10,000 and \$40,000. Jury trials are conducted exclusively by Circuit Court		

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		judges. A party to a civil case triable by jury may demand a jury trial where the amount in controversy exceeds \$5,000. Circuit Courts have exclusive jurisdiction in mechanics lien cases and foreclosure cases, and jurisdiction as provided by law in appeals from other agencies (such as unemployment compensation appeals).		
3	Client Services			
	The primary objective is to provide direct services to adult and juvenile clients of courts within the First, Second, Third, and Fifth Circuits. Activities include making recommendations to the courts, enforcing compliance with court orders, maintaining client classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.	Circuit Court programs include alternatives to traditional dispute resolution methods. The Circuit Court Drug Court Programs aim to divert nonviolent defendants from the traditional criminal justice path and incarceration, placing them in treatment programs under judicial supervision, rewarding good behavior, and imposing immediate sanctions for relapse into drug use. The Circuit Court's Court Annexed Arbitration Program is designed to reduce the cost and delay of protracted civil litigation, requiring tort actions with a probable jury award value under \$150,000 to be submitted to the program and be subject to a determination of arbitrability and to arbitration under program rules.		

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
4	<p>Court Services</p> <p>Court Services are responsible for providing courtroom clerical, court reporting, and other support and ancillary services to the courts of the First, Second, Third, and Fifth Circuits. Programs are designed to aid in the timely disposition of cases of general and limited jurisdiction for civil, criminal felonies, misdemeanors, petty misdemeanors, family proceedings, and traffic (decriminalized and regular traffic criminal) in each circuit.</p>	<p>The Family Courts, divisions of the Circuit Courts, are specialized courts of record designed to deal with family conflict and juvenile offenders. The Family Court complements its strictly adjudicatory functions by providing a number of counseling, guidance, detention, mediation, education, and supervisory programs for children and adults. The Family Courts retain jurisdiction over children who, while under the age of 18, violate any law or ordinance, are neglected or abandoned, are beyond the control of their parents or other custodians, live in an environment injurious to their welfare, or behave in a manner injurious to their own or others' welfare. Activities are geared toward facilitating the determination of the court for appropriate and timely dispositions; preparing cases for detention, adjudicatory, and dispositional hearings; conducting social study investigations; and supervising and treating juveniles under legal status with the court. Family Court activities also include Foster Home placement and providing guardians ad-litem.</p>		

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		<p>The Family Court's jurisdiction also encompasses adults involved in offenses against other family members; dissolution of marriages; disputed child custody and visitation issues; resolution of paternity issues; adoptions; and adults who are incapacitated and/or are in need of protection. The Family Courts provide services which include temporary restraining orders for protection; treatment of parties involved in domestic violence; supervision and monitoring of defendants in domestic abuse cases; and education programs for separating parents and children.</p>		
		<p>The District Courts are the courts with which the citizens of Hawai'i most frequently come into contact. In the First Circuit, courthouses in the four rural judicial districts of Ewa/Pearl City, Waianae, Wahiawa, and Kaneohe provide residents with the option of conveniently staying within their respective communities to transact many types of court business. The District Courts, in civil matters, exercise jurisdiction where the amount in controversy does not exceed \$40,000. If the amount in controversy</p>		

Judiciary
Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		exceeds \$5,000, the parties may demand a jury trial, in which case the matter is committed to the Circuit Courts. The District Courts also have exclusive jurisdiction in all landlord-tenant cases and all small claims actions (suits in which the amount in controversy does not exceed \$5,000). The civil divisions of the District Courts also handle temporary restraining orders and injunctions against harassment for non-household members.		
*all functions are an integral part of the Judiciary operation and are dependent on one another.				
Overall Judiciary Administration*				
1	Office of the Administrative Director of the Courts		JUD 601 JUD 501	Article VI of the Hawaii State Constitution
	The Office of the Administrative Director primarily assists the Chief Justice in directing the administration of the Judiciary and in examining the administrative methods of the courts to determine and make recommendations to the Chief Justice for their improvement. It also administers statewide programs and activities relating to personnel management; planning and budget; fiscal; compilation and analysis of statistical data and reports; information and data processing; public information and dissemination; and facilities planning and maintenance. Relative to these programs and activities, the Office of the	The Office of the Administrative Director of the Courts serves as the administrative arm of the Judiciary. It is headed by an Administrative Director who is appointed by the Chief Justice with the approval of the Supreme Court. The Administrative Director is assisted by a Deputy Administrative Director of the Courts in fulfilling the duties and responsibilities assigned to the office. The Director's Office is composed of a number of staff and specific programs.		HRS Section 601 HRS Section 6F HRS Section 551A HRS Section 588 HRS Section 613

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
	<p>Administrative Director provides direction to the respective Chief Court Administrators, Administrative Department Heads, and other managers. It also has direct oversight over the Administration Fiscal Office.</p>			
		<p>The Intergovernmental and Community Relations Department provides legal services, public relations, and information services for the Judiciary; coordinates citizen volunteer services and investigative processes in cases of intrafamilial and extrafamilial child sex abuse; researches, plans, and develops alternate dispute resolution procedures and programs; and provides educational programs using a variety of interpretive media that promote understanding and appreciation of the history of Hawaii's Judiciary. This Department is also concerned with providing public guardianship for mentally incapacitated adults; promoting equality and accessibility in the State's justice system, conducting equal employment opportunity (EEO) training and discrimination investigations; and providing legal reference resources and services to the courts, the legal community, and the public.</p>		

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		<p>The planning, program evaluation, budgeting, capital improvement, audit, and legislative coordination functions are carried out by the Policy and Planning Department. The financial, purchasing, and administrative drivers license revocation branches are managed by the Financial Services Department. The data processing, reprographics, statistics, telecommunications, and records management functions are performed within the Information Technology (IT) and Systems Department. The Human Resources Department manages centralized programs of recruitment, compensation, record keeping, employee and labor relations, employee benefits, and continuing education.</p>		
		<p>The Commission on Judicial Conduct, which is attached to the Judiciary for administrative purposes only, is responsible for investigating allegations of judicial misconduct and disability. Rules of the court require that three licensed attorneys and four citizens who are not attorneys be appointed to this Commission. An additional function allows the Commission to issue advisory opinions</p>		

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		to aid judges in the interpretation of the Code of Judicial Conduct.		
		The Judicial Selection Commission, which is attached to the Judiciary for administrative purposes only, is responsible for reviewing applicants for judgeships in Hawai'i courts and submitting a list of six nominees to the appointing authority for each vacancy. The Governor, with the consent of the Senate, appoints justices to the Supreme Court and judges to the Intermediate Court of Appeals and Circuit Court. The Chief Justice appoints and the Senate confirms District Court and District Family Court judges. The Commission has sole authority to act on reappointments to judicial office.		
2	Office of the Deputy Administrative Director of the Courts			
	The Office of the Deputy Administrative Director of the Courts assists the Administrative Director of the Courts in the administration of the Judiciary through subordinate administrators/managers.			
3	Intergovernmental and Community Relations			
	The Intergovernmental and Community Relations Department plans, directs, and coordinates the			

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
	<p>operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: staff attorneys, public information, alternative dispute resolution, volunteers in public service, equality and access to the courts, children's justice advocacy, public guardian, Judiciary History Center, EEO/affirmative action, and the law library.</p>			
4	<p>Policy and Planning</p>			
	<p>The Policy and Planning Department plans, directs, and coordinates the operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: budget, capital improvements, planning and program evaluation, internal audit, and legislative coordination / special projects.</p>			
5	<p>Financial Services</p>			
	<p>The Financial Services Department plans, directs, and coordinates the operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: financial and support services (including contracts and purchasing), and the administrative drivers license revocation office.</p>			

Judiciary
 Prioritized List of Functions

Table 1

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
6	<p>IT and Systems</p> <p>The IT and Systems Department plans, directs, and coordinates the operations and activities of the various programs with the department through subordinate program managers, and supervisors. Programs in this unit include: Information Technology and Communications Division, Judiciary Information Management Systems Office, Reporting and Statistics Office, Reprographics Center, and Records Management Office.</p>			
7	<p>Human Resources</p> <p>Human Resources Department plans, directs, and coordinates the operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: administrative services, labor relations, compensation management, staffing services, disability claims management, employee services, and judicial / employee training and development.</p>			
<p>*all functions are an integral part of the Judiciary operation, and are dependent upon one another.</p>				

Judiciary
Department-Wide Totals

Table 2

Fiscal Year 2016				
Act 138/15 Appropriation	Restriction	Emergency Appropriations	Total FY16	MOF
			\$ -	
\$ 156,067,039.00			\$ 156,067,039.00	A
\$ 12,120,992.00			\$ 12,120,992.00	B
\$ 343,261.00			\$ 343,261.00	W
			\$ -	
			\$ -	
\$ 168,531,292.00	\$ -	\$ -	\$ 168,531,292.00	Total
Fiscal Year 2017				
Act 138/15 Appropriation	Reductions	Additions	Total FY17	MOF
			\$ -	
\$ 158,182,725.00		\$ 2,227,149.00	\$ 160,409,874.00	A
\$ 12,140,162.00		\$ -	\$ 12,140,162.00	B
\$ 343,261.00		\$ -	\$ 343,261.00	W
			\$ -	
			\$ -	
\$ 170,666,148.00	\$ -	\$ 2,227,149.00	\$ 172,893,297.00	Total

Judiciary
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 138/15 (FY16)			Judiciary's Submittal (FY17)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
JUD 101	Courts of Appeal	A	71.00	1.00	\$ 6,563,752	73.00	1.00	\$ 6,865,007	4.59%
JUD 310	First Circuit	A	1,077.50	38.00	\$ 80,710,960	1,085.50	38.00	\$ 83,042,991	2.89%
		B	41.00	-	\$ 4,144,799	41.00	-	\$ 4,150,321	0.13%
JUD 320	Second Circuit	A	207.00	-	\$ 16,145,386	211.00	-	\$ 16,993,640	5.25%
JUD 330	Third Circuit	A	228.00	2.00	\$ 19,145,986	231.00	2.00	\$ 19,505,740	1.88%
JUD 350	Fifth Circuit	A	99.00	-	\$ 7,379,519	103.00	-	\$ 7,831,057	6.12%
JUD 501	Judicial Selection Commission	A	1.00	-	\$ 93,418	1.00	-	\$ 93,418	0.00%
JUD 601	Administration	A	227.00	7.00	\$ 26,028,018	230.00	7.00	\$ 26,078,021	0.19%
		B	1.00	10.00	\$ 7,976,193	1.00	10.00	\$ 7,989,841	0.17%
		W	-	-	\$ 343,261	-	-	\$ 343,261	0.00%
		A	1,910.50	48.00	\$ 156,067,039	1,934.50	48.00	\$ 160,409,874	2.78%
		B	42.00	10.00	\$ 12,120,992	42.00	10.00	\$ 12,140,162	0.16%
		W	-	-	\$ 343,261	-	-	\$ 343,261	0.00%

Judiciary
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
Not Applicable to the Judiciary												

Judiciary
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY17			FY16 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$	
None								

Judiciary
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY17		
								Pos (P)	Pos (T)	\$\$\$
JUD 310		AR		1	Establish a Permanent DWI Court with Coordinator and Social Worker IV positions - First Circuit	With federal grant expiring 9/30/16 and no further extensions allowed, state funded resources are needed to continue program and attain long term goal of reducing recidivism, reducing court caseload, and improving public roadway safety.	A	2.00	-	193,712
JUD 310		AR		2	Funding for District Family Court Judge and staff - First Circuit	Legislature provided FC Judge, 3 support staff in 2007. Request is to fund these positions to address heavy Family Court workload, backlog issues, and the continual increase and complexities of familial cases heard by the court which impact public safety and access to justice.	A	-	-	312,106
JUD 320		AR		3	Increase Legal Counsel Funding - Second Circuit	During the last four years, Legal counsel expenditures have been increasing and have consistently exceeded its related budget allocation by an average of \$165,000. Additional funding will help ensure compliance with all laws by fulfilling its obligation to ensure the rights of parents in child protective proceedings.	A	-	-	165,000
JUD 350		AR		4	One Family Court Judge and Staff - Fifth Circuit	Additional Judge and staff needed to address workload issues including complexity of cases and time to schedule/hear cases.	A	4.00	-	317,906
JUD 601		AR		5	Three Social Worker Positions-Office of the Public Guardian (OPG)	Request for one Social Worker V and two Social Worker IV positions to more effectively service existing clients and establish an intake unit for new clients. Currently services 715 incapacitated clients statewide. Social Worker V would supervise intake unit and two new Social Workers would reduce caseload ratios and allow more client visits/support.	A	3.00	-	174,131

Judiciary
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
JUD 320		AR		6	Two Contract Security Attendants- Second Circuit	One additional guard for Hoapili Hale elevator and one for Adult Client Services Branch, located in a separate leased space with 32 employees. In 2013, the NCSC conducted a comprehensive security assessment of Second Circuit Court facilities and found safety issues and the need for security at entry locations.	A		-	84,420
JUD 310		AR		7	Permanent Coordinator and Clerk Positions for Hawaii Zero to Three Court/Program (HZTT) - First Circuit	With federal grant expiring in July 2016, state funded resources are needed to continue program; currently 14 active cases.	A	2.00	-	83,118
JUD 330		AR		8	Two Court Bailiff Positions - Third Circuit	Currently no bailiff for one of two Family Court judges and for the Kohala/Hamakua area (position lost due to economic downturn). Positions are necessary for security and to help maintain order in the courts, among other duties.	A	2.00	-	77,866
JUD 320		AR		9	District Judge and Staff - Second Circuit	Request additional District Judge and 3 support staff to handle increased workload. Criminal filings have increased 50% since 2011. New judge would also help address the needs of its growing rural communities (Hana, Molokai, Lanai) that are currently underserved.	A	4.00	-	329,496
JUD 310		AR		10	Establish a Mental Health Unit (MHU) with three new Social Worker IV Positions; Additional Mental Health Assessment and Client Services Funds - First Circuit	Establishing a Mental Health Unit with three new Social Worker positions in the Adult Client Services Branch would bring more stability to our partnership with other agencies involved with this population; increase client referrals/population served; reduce recidivism and increase public safety; and improve operations and efficiency of the Mental Health Court.	A	3.00	-	238,639

Judiciary
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
JUD 101		AR		11	Staff Attorney and Appellate Court Clerk - Intermediate Court of Appeals (ICA)	Positions are needed to cover the increased workload for ICA resulting from 2006 change to Appellate Court System in that almost all appeals and related motions are filed with and resolved by ICA rather than Supreme Court. ICA now responsible for 90% of appeals and 94% of motions resolved each year. Positions will increase ability to manage caseload and provide sufficient support to meet additional responsibilities under the restructured system.	A	2.00	-	151,803
JUD 330		AR		12	Convert Temporary Fiscal Clerk to Permanent - Kona District Court	Conversion of temporary clerk position to permanent status will help to retain staff and provide stability to the Kona fiscal section.	A	1.00	-	-
JUD 601		AR		13	Training for Judges	Funding for Judges' training will help the judges to keep up on new/revised laws, amended court rules, sentencing/treatment options, trends in criminal/civil/family law, Federal and State court decisions, and innovative courtroom practices.	A	-	-	62,112
JUD 310		AR		14	Establish Judicial Clerk Position for Family Court Domestic Division Calendar Section - Kapolei	Position needed to provide enough staff to assist other clerks with significant workload and improve efficiency/timely document processing for domestic cases, including court calendars, case files, public/staff inquiries.	A	1.00	-	36,840
							A	24.00	-	2,227,149

Judiciary
FY16 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
None							

Judiciary
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
None						

Judiciary

Expenditures Exceeding Appropriation Ceilings in FY15 and FY16

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
FY 2015									
JUD 101	A		\$ 6,470,180						
JUD 310	A		\$ 80,603,129						
JUD 320	A		\$ 15,992,986						
JUD 330	A		\$ 19,127,344						
JUD 350	A		\$ 7,405,714						
JUD 501	A		\$ 93,418						
JUD 601	A		\$ 25,169,797						
Total	A		\$ 154,862,568	\$ 586,746	0.4%	Collective bargaining augmentation results in the Judiciary's total general fund appropriations exceeding the appropriation ceiling.	HRS 37-92	N	N
FY 2016									
Not applicable.									

Judiciary
Intradepartmental Transfers in FY15 and FY16

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
7/1/2014	A			\$ 105,406	JUD 601	0.42%	JUD 350	1.44%	To place GIA funding for Hale Opio Kauai (Kauai Teen Court) in the appropriate Program ID.	N
11/21/2014	A			\$ 142,323	JUD 601	0.57%	JUD 310	0.18%	To reallocate funds budgeted to Administration to the respective circuits for expanded court interpreter services.	N
			\$ 7,746	0.03%		JUD 320	0.05%			
			\$ 15,084	0.06%		JUD 330	0.08%			
			\$ 8,130	0.03%		JUD 350	0.11%			
3/23/2015	A			\$ 30,000	JUD 601	0.12%	JUD 501	32.10%	To reallocate funds budgeted in Administration to the Judicial Selection Commission to cover vacation payout.	N
11/17/2015	A			\$ 142,323	JUD 601	0.54%	JUD 310	0.17%	To reallocate funds budgeted to Administration to the respective circuits for expanded court interpreter services.	N
			\$ 7,746	0.03%		JUD 320	0.05%			
			\$ 15,084	0.06%		JUD 330	0.08%			
			\$ 8,130	0.03%		JUD 350	0.11%			

Judiciary

Active Federal Awards as of December 1, 2015

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
J (JUD)	JUD 310	G-1501HISCIP	93.586	State Court Improvement-Basic Program FY 2015	U.S. Department of Health and Human Services (DHHS), Administration for Children & Families (ACF)	\$109,056	\$109,056	S-16-276-J	\$36,352	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov
J (JUD)	JUD 310	G-1501HISCIT	93.586	State Court Improvement-Training Program FY 2015	DHHS, ACF	\$104,790	\$104,790	S-16-277-J	\$34,990	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov
J (JUD)	JUD 310	G-1501HISCID	93.586	State Court Improvement-Data Program FY 2015	DHHS, ACF	\$104,790	\$104,790	S-16-278-J	\$34,990	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov
J (JUD)	JUD 310	G-1601HISCIP	93.586	State Court Improvement-Basic Program FY 2016	DHHS, ACF	\$100,571	\$100,571	Pending	\$33,524	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov
J (JUD)	JUD 310	G-1601HISCIT	93.586	State Court Improvement-Training Program FY 2016	DHHS, ACF	\$97,341	\$97,341	Pending	\$32,447	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov
J (JUD)	JUD 310	G-1601HISCID	93.586	State Court Improvement-Data Program FY 2016	DHHS, ACF	\$97,341	\$97,341	Pending	\$32,447	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov

Judiciary

Active Federal Awards as of December 1, 2015

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
J (JUD)	JUD 310	1501HISAV P	93.597	State Access and Visitation Program FY 2015	DHHS, ACF	\$100,000	\$100,000	S-15-274-J	\$59,000	Maureen N. Kiehm	808-539- 4406	Maureen.N.Kiehm@courts.hawaii.gov
J (JUD)	JUD 310	1601HISAV P	93.597	State Access and Visitation Program FY 2016	DHHS, ACF	\$100,000	\$100,000	Pending	\$56,000	Maureen N. Kiehm	808-539- 4406	Maureen.N.Kiehm@courts.hawaii.gov
J (JUD)	JUD 310	5H79TI0250 73-03	93.243	Grants to Expand Substance Abuse Treatment Capacity In Adult, Juvenile, and Family Drug Courts	DHHS, Substance Abuse and Mental Health Services Adminstrati on (SAMHSA)	\$324,786	\$324,786	S-16-275-J		Roland Lee	808-534- 6604	Roland.L.Lee@courts.hawaii.gov

Judiciary
Table 11 Instructions

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. Format: XXX###
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: https://www.cfda.gov/index?s=program&tab=list&mode=list Format: ##.###.
E	Award Description	Award title and description with purpose of funding action.
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drop-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency.
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300.
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. Format: X-YY-###-X
J	State Fund Match (If Any)	The amount of state funds necessary to match the award.
K	Contact Name	Name of the individual at the program level responsible for performance of the award.
L	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
M	Contact Email	Email of the individual at the program level responsible for performance of the award.
	LEGEND:	
	<u>State Expending Agency</u>	
A (AGR)	Department of Agriculture	
B (BED)	Department of Business, Economic Dev & Tourism	
C (LNR)	Department of Land and Natural Resources	
D (TRN)	Department of Transportation	
E (EDN)	Department of Education	
F (UOH)	University of Hawaii	
G (DEF)	Department of Defense	

Judiciary
Table 11 Instructions

Table 11

H (HTH)	Department of Health	
I (HHL)	Department of Hawaiian Home Lands	
J (JUD)	Judiciary	
K (HMS)	Department of Human Services	
L (LBR)	Department of Labor and Industrial Relations	
M (AGS)	Department of Accounting and General Services	
N (ATG)	Department of Attorney General	
O (BUF)	Department of Budget and Finance	
P (HRD)	Department of Human Resources Development	
Q (GOV)	Office of the Governor	
R (CCA)	Department of Commerce and Consumer Affairs	
S (LTG)	Office of the Lieutenant Governor	
T (TAX)	Department of Taxation	
V1 (PSD)	Department of Public Safety	
Z1 (OHA)	Office of Hawaiian Affairs	
	Federal Agency	
	Dept.of Agriculture	
	Dept. of Commerce	
	Dept. of Defense	
	Dept. of Education	
	Dept. of Energy	
	Dept. of Health and Human Services	
	Dept. of Homeland Security	
	Dept. of Housing and Urban Development	
	Dept. of Justice	
	Dept. of Labor	
	Dept. of State	
	Dept. of the Interior	
	Dept. of the Treasury	
	Dept. of Transportation	
	Dept. of Veterans Affairs	
	Corporation for National & Community Svc	
	Environmental Protection Agency	
	General Services Administration	
	NASA	
	National Science Foundation	
	Nuclear Regulatory Commission	
	Office of Personnel Management	
	Small Business Administration	
	Social Security Administration	
	U.S. Agency for International Development	

Judiciary
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs*</u>
Parent Education Special Fund	Programs supported by the fund are intended to educate parents on the impact their separation will have on their children and to help separating parties avoid future litigious disputes. All divorcing parents and their children attend programs on each island.	607-5.6, HRS	B	\$ 254,014	\$ 124,000	\$ 157,574	\$ -	\$ 220,440	None
Driver Education and Training Special Fund	To coordinate and administer a comprehensive traffic safety education and training program as a preventative and rehabilitative effort for both adult and juvenile traffic offenders.	286G-2, HRS	B	\$ 1,949,375	\$ 2,390,000	\$ 3,000,738	\$ -	\$ 1,338,637	None
Probation Services Special Fund	The proceeds of the account shall be used to monitor, enforce, and collect fees, fines, restitution and other monetary obligations owed by defendants.	706-649, HRS	B	\$ 740,757	\$ 380,000	\$ 467,256	\$ -	\$ 653,501	None
Spouse and Child Abuse Special Account	The proceeds of the account shall be used for staff programs, and grants or purchases of service that support or provide spouse or child abuse intervention or prevention activities.	601-3.6, HRS	B	\$ 611,995	\$ 494,000	\$ 600,000	\$ -	\$ 505,995	None
Judiciary Computer System Special Fund	For consulting and other related fees and expenses in selection, implementation, programming, and subsequent upgrades for a statewide computer system; and for purchase of hardware/software related to the system.	Act 203/96, Act 299/99, Act 216/03, Act 230/04, Act 231/04	B	\$ 2,829,235	\$ 5,625,811	\$ 6,428,495		\$ 2,026,551	None
Indigent Legal Assistance Fund	To provide civil legal services for indigents.	Act 121/98, Act 131/01	B	\$ 473,957	\$ 1,413,947	\$ 1,550,000		\$ 337,904	None
Law Library Revolving Fund	To replace or repair lost, damaged, stolen, unreturned, or outdated books, serials, periodicals, and other library materials, or to support and improve library services.	601-3.5, HRS	W	\$ 10,016	\$ 8,626	\$ 10,000		\$ 8,642	None

Judiciary
Non-General Funds

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs*</u>
Court Interpreting Services Revolving Fund	To support Court Interpreting Services program's educational services and activities relating to training, screening, testing, and certification of court interpreters.	607-1.5, HRS	W	\$ 48,608	\$ 20,765	\$ 25,000		\$ 44,373	None

*At this time there are no Judiciary special or revolving funds with balances in excess of program needs. Judiciary funds are self-sustaining and require year-end cash carryover balances to ensure long-term fund solvency. Each year, fund revenues collected are added to prior year cash carryover balances to provide the operating resources which support the planned program operations of each Judiciary fund. Therefore, although cash carryover balances may appear to be in "excess" of program needs, this is not the case. In some years annual fund operating requirements have exceeded annual fund revenues meaning that funds were only able to carry out planned program activities and remain solvent by accessing carryover cash balances.

Judiciary
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
General Fund Positions																		
JUD 310		5/23/2015	1/31/2016	59096	Law Clerk	Y	SR20	73	P	1.0	A	52,434	55,488	Y	N	0		1
JUD 310		9/29/2014	3/1/2016	4701	Circuit Court Clerk II	N	SR20	3	P	1.0	A	42,169	56,172	Y	N	0		2
JUD 601		7/20/2015	2/29/2016	58738	CIP Coordinator	N	SR26	13	P	1.0	A	33,945	36,468	Y	N	0		3
JUD 601		11/30/2013	1/18/2016	59273	IT Specialist VI	N	SR26	13	P	1.0	A	57,750	85,416	Y	N	0		4
JUD 330		10/31/2015	3/30/2016	14531	Court Reporter II	N	SR25	3	P	1.0	A	63,448	65,736	Y	N	0		5
JUD 350		11/7/2015	2/1/2016	57878	Social Worker III	N	SR20	13	P	1.0	A	43,654	43,812	Y	N	0		6
JUD 310		5/14/2015	2/28/2016	58173	Judicial Clerk II	N	SR12	3	P	1.0	A	30,903	42,684	Y	N	0		7
JUD 310		9/2/2014	3/1/2016	15673	Judicial Clerk III	N	SR14	3	P	1.0	A	33,313	44,388	Y	N	0		8
JUD 310		9/1/2015	2/16/2016	500045	Circuit Court Clerk I	N	SR17	3	P	1.0	A	37,522	41,064	Y	N	0		9
JUD 310		3/31/2015	1/31/2016	59484	Social Worker V	N	SR24	23	P	1.0	A	54,718	53,364	Y	N	0		10
JUD 310		12/31/2014	3/1/2016	25244	District Court Clerk II	N	SR17	3	P	1.0	A	53,361	54,012	Y	N	0		11
JUD 310		9/2/2014	3/1/2016	25246	District Court Clerk II	N	SR17	3	P	1.0	A	37,522	44,388	Y	N	0		12
JUD 330		8/4/2015	3/15/2016	58544	Social Worker IV	N	SR22	13	P	1.0	A	47,790	49,308	Y	N	0		13
JUD 330		10/6/2015	2/15/2016	57098	Court Bailiff I	N	SR13	3	P	1.0	A	33,496	35,112	Y	N	0		14
JUD 310		7/1/2015	1/31/2016	57953	Janitor III	N	WS02	1	P	1.0	A	37,314	38,472	Y	N	0		15
JUD 310		11/2/2015	2/28/2016	57635	Judicial Clerk II	N	SR12	3	P	1.0	A	37,575	39,492	Y	N	0		16
JUD 310		9/4/2015	2/12/2016	4773	Social Worker IV	N	SR22	13	P	1.0	A	61,535	60,012	Y	N	0		17
JUD 310		1/22/2015	3/1/2016	57880	District Court Clerk II	N	SR17	3	P	1.0	A	39,016	39,492	Y	N	0		18
JUD 320		10/31/2015	12/28/2015	21813	Judicial Clerk III	N	SR14	3	P	1.0	A	29,975	32,460	Y	N	0		19
JUD 310		10/1/2015	3/1/2016	23940	District Court Clerk II	N	SR17	3	P	1.0	A	39,016	42,684	Y	N	0		20
JUD 310		8/18/2015	1/28/2016	58902	Social Worker IV	N	SR22	13	P	1.0	A	48,603	49,308	Y	N	0		21
JUD 310		9/10/2015	3/1/2016	23082	District Court Clerk II	N	SR17	3	P	1.0	A	45,631	48,024	Y	N	0		22
JUD 330		8/8/2015	1/15/2016	500111	Social Worker IV	N	SR22	13	P	1.0	A	55,943	57,720	Y	N	0		23
JUD 330		9/16/2015	1/15/2016	58917	Judicial Clerk I	N	SR10	3	P	1.0	A	32,604	31,236	Y	N	0		24
JUD 601		5/1/2014	3/30/2016	16872	Print Shop Supervisor	N	F208	2	P	1.0	A	48,421	55,212	Y	N	0		25
JUD 310		6/29/2015	2/29/2016	4815	Juvenile Counselor IV	N	SR22	13	P	1.0	A	48,603	47,400	Y	N	0		26
JUD 310		10/19/2015	3/1/2016	58147	District Court Clerk I	N	SR15	3	P	1.0	A	34,689	39,492	Y	N	0		27
JUD 310		9/17/2015	2/1/2016	59723	Social Worker IV	N	SR22	13	P	1.0	A	48,603	49,308	Y	N	0		28
JUD 310		10/16/2015	3/1/2016	59532	District Court Clerk I	N	SR15	3	P	1.0	A	49,365	35,112	Y	N	0		29
JUD 310		9/15/2015	3/7/2016	500681	Social Worker IV	N	SR22	13	P	1.0	A	24,114	47,400	Y	N	0		30
JUD 310		4/13/2015	3/1/2016	59533	District Court Clerk I	N	SR15	3	P	1.0	A	43,853	44,388	Y	N	0		31
JUD 320		11/17/2015	1/4/2016	58557	Judicial Clerk II	N	SR12	3	P	1.0	A	38,716	32,460	Y	N	0		32
JUD 330		8/24/2015	1/29/2016	500381	Janitor II	N	BC02	1	P	1.0	A	34,221	35,964	Y	N	0		33
JUD 330		11/19/2015	1/31/2016	58530	Clerk III	N	SR08	3	P	1.0	A	26,819	26,700	Y	N	0		34
JUD 310		10/1/2015	3/1/2016	4709	Supervising Ct Reporter II	N	SR27	4	P	1.0	A	85,465	89,964	Y	N	0		35
JUD 310		9/16/2015	2/29/2016	58984	Juvenile Counselor I	N	SR16	13	P	1.0	A	38,415	37,464	Y	N	0		36
JUD 310		11/1/2014	3/1/2016	57714	Court Reporter II	N	SR25	3	P	1.0	A	51,298	80,016	Y	N	0		37
JUD 310		11/1/2015	3/15/2016	12393	Juvenile Detention Officer	N	CO07	10	P	1.0	A	58,717	57,552	Y	N	0		38
JUD 310		11/9/2015	2/29/2016	500687	Juvenile Detention Wrkr II	N	CO05	10	P	1.0	A	0	48,816	Y	N	0		39
JUD 310		11/9/2015	2/29/2016	500688	Juvenile Detention Wrkr II	N	CO05	10	P	1.0	A	0	48,816	Y	N	0		40
JUD 310		11/9/2015	2/29/2016	500689	Juvenile Detention Wrkr II	N	CO05	10	P	1.0	A	0	48,816	Y	N	0		41
JUD 310		11/9/2015	2/29/2016	500690	Juvenile Detention Wrkr II	N	CO05	10	P	1.0	A	0	48,816	Y	N	0		42
JUD 601		7/1/2015	3/31/2016	59404	Research Analyst	Y	SR24	13	P	1.0	A	32,070	32,070	Y	N	0		43
JUD 310		8/20/2015	2/16/2016	57436	Court Bailiff II	N	SR15	3	P	1.0	A	36,028	39,492	Y	N	0		44
JUD 310		6/1/2015	2/16/2016	14472	Judicial Clerk III	N	SR14	3	P	1.0	A	34,689	35,112	Y	N	0		45
JUD 310		8/26/2015	2/1/2016	19232	Judicial Clerk V	N	SR18	4	P	1.0	A	37,522	44,388	Y	N	0		46
JUD 310		6/13/2015	3/1/2016	57855	Court Reporter II	N	SR25	3	P	1.0	A	51,298	51,924	Y	N	0		47
JUD 310		9/1/2015	2/1/2016	59058	Court Documents Clerk III	N	SR19	3	P	1.0	A	60,047	63,168	Y	N	0		48

Judiciary
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
JUD 310		8/8/2015	2/16/2016	14528	Court Reporter II	N	SR25	3	P	1.0	A	51,298	54,012	Y	N	0		49
JUD 310		2/12/2015	2/16/2016	23112	Judicial Clerk II	N	SR12	3	P	1.0	A	32,069	32,460	Y	N	0		50
JUD 310		11/30/2015	2/1/2016	57250	Judicial Clerk I	N	SR10	3	P	1.0	A	32,069	28,872	Y	N	0		51
JUD 310		4/7/2015	2/16/2016	58745	Clerk IV	N	SR10	3	P	1.0	A	34,689	35,112	Y	N	0		52
JUD 601		8/4/2015	3/31/2016	59141	Secy, Ctr For ADR	Y	SR14	3	P	1.0	A	42,684	44,388	Y	N	0		53
JUD 601		11/18/2015	3/31/2016	58824	Clerk IV	N	SR10	3	P	1.0	A	38,011	28,872	Y	N	0		54
JUD 310		10/28/2015	2/28/2016	57968	Groundskeeper I	N	BC02	1	P	1.0	A	34,880	36,684	Y	N	0		55
JUD 310		5/15/2015	3/21/2016	14572	Account Clerk II	N	SR08	3	P	1.0	A	27,472	26,700	Y	N	0		56
JUD 310		9/19/2015	1/31/2016	19197	Secretary II	N	SR14	3	P	1.0	A	34,576	36,468	Y	N	0		57
JUD 310		5/1/2015	1/20/2016	59486	Social Service Assistant IV	N	SR11	3	P	1.0	A	29,605	27,768	Y	N	0		58
JUD 310		8/4/2015	2/5/2016	57798	Clerk III	N	SR08	3	P	1.0	A	27,377	26,700	Y	N	0		59
JUD 310		6/5/2015	2/16/2016	4722	Clerk III	N	SR08	3	P	1.0	A	26,378	26,700	Y	N	0		60
JUD 310		9/1/2015	1/29/2016	19290	Clerk III	N	SR08	3	P	1.0	A	36,028	37,980	Y	N	0		61
JUD 601		7/1/2014	4/29/2016	500464	Clerk III	N	SR08	3	T	1.0	A	26,700	26,700	Y	N	0		62
JUD 310		8/5/2015	2/1/2016	500288	Social Worker IV	N	SR22	13	T	1.0	A	51,300	51,300	Y	N	0		63
JUD 310		7/1/2015	2/1/2016	500289	Social Worker IV	N	SR22	13	T	1.0	A	37,464	37,464	Y	N	0		64
JUD 310		8/18/2014	2/29/2016	500578	Juvenile Counselor I	N	SR16	73	T	1.0	A	0	37,464	Y	N	0		65
JUD 310		5/14/2015	2/28/2016	500157	Account Clerk IV	N	SR13	3	T	1.0	A	0	46,188	Y	N	0		66
JUD 310		7/1/2015	2/29/2016	500522	Juvenile Detention Wrkr I	N	CO03	70	T	1.0	A	0	43,430	Y	N	0		67
JUD 310		7/1/2015	2/29/2016	500526	Juvenile Detention Wrkr I	N	CO03	70	T	1.0	A	0	43,430	Y	N	0		68
JUD 310		7/1/2015	2/29/2016	500531	Juvenile Detention Wrkr I	N	CO03	70	T	1.0	A	0	43,430	Y	N	0		69
Non-General Fund Positions																		
JUD 310		11/23/2015	2/15/2016	26944	Clerk IV	N	SR10	3	P	1.0	B	31,668	36,468	Y	N	0		1
JUD 310		9/11/2015	n/a	500210	Social Service Assistant IV	N	SR11	3	P	1.0	B	31,716	33,720	Y	N	0		2
JUD 310		6/26/2012	7/1/2016	57941	Clerk III	N	SR08	3	P	1.0	B	24,081	26,700	Y	N	0		3
JUD 310		10/22/2013	7/1/2016	58158	Clerk III	N	SR08	3	P	1.0	B	24,081	27,756	Y	N	0		4
JUD 310		10/16/2012	7/1/2016	57016	Clerk III	N	SR08	3	P	1.0	B	24,081	27,756	Y	N	0		5
JUD 310		12/30/2006	7/1/2016	26900	Illustrator II	N	SR17	3	P	1.0	B	34,254	56,160	Y	N	0		6
JUD 310		10/19/1999	1/1/2017	19272	Driver Educ Asst I	N	SR15	3	P	1.0	B	27,046	35,112	Y	N	0		7
JUD 310		12/14/1998	1/1/2017	57783	Driver Educ Asst I	N	SR15	3	P	1.0	B	31,668	35,112	Y	N	0		8
JUD 310		6/2/2015	5/31/2016	500593	Foreclosure Leg Researcher	Y	SR20	13	T	1.0	T	0	53,364	Y	N	0		9

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 101		8/20/2014	00019606	Special Asst/Attorney	Y	EM03	35	P	A	1.00	70,966	1.00	70,296
JUD 101		8/23/2014	00057722	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		8/30/2014	00008538	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		8/30/2014	00012256	Judicial Assistant II	Y	SR23	63	P	A	1.00	54,527	1.00	54,012
JUD 101		8/30/2014	00012892	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		8/30/2014	00057262	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		8/30/2014	00057720	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		8/30/2014	00057721	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		8/30/2014	00058758	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		8/30/2014	00500066	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		8/30/2014	00500068	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		8/30/2014	00500069	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		9/2/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		9/2/2014	00027461	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		9/6/2014	00057946	Judicial Clerk II	N	SR12	03	P	A	1.00	34,042	1.00	32,424
JUD 101		10/4/2014	00027462	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		10/23/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		10/23/2014	00059187	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		11/1/2014	00019606	Special Asst/Attorney	Y	EM03	35	P	A	1.00	70,966	1.00	70,296
JUD 101		11/1/2014	00500664	Law Clerk	Y	SR20	73	T	A	0.00	0	1.00	57,720
JUD 101		11/3/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		4/1/2015	00012257	Judicial Assistant II	Y	SR23	63	P	A	1.00	77,666	1.00	76,932
JUD 101		4/1/2015	00012281	Law Clerk	Y	SR20	73	P	A	1.00	60,584	1.00	60,012
JUD 101		4/1/2015	00027463	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		4/1/2015	00057261	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		7/1/2015	00500672	Appellate Court Clerk	N	SR20	03	T	A	0.00	0	0.48	20,274
JUD 101		8/1/2015	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		8/1/2015	00057260	Judicial Assistant II	Y	SR23	63	P	A	1.00	65,500	1.00	65,736
JUD 101		8/28/2015	00027465	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		9/1/2015	00027461	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		9/1/2015	00057262	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		9/1/2015	00057720	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		9/1/2015	00057721	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		9/1/2015	00057722	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		9/1/2015	00059187	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		9/1/2015	00500067	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		9/1/2015	00500068	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 101		9/1/2015	00500069	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720
JUD 101		9/5/2015	00008538	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		9/9/2015	00027462	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 101		10/31/2015	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.00	70,966	1.00	70,296
JUD 101		11/4/2015	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720
JUD 310		7/1/2014	00014602	District Court Clerk III	N	SR19	04	P	A	1.00	57,711	1.00	56,172
JUD 310		7/1/2014	00023102	Clerk IV	N	SR10	03	P	A	1.00	28,524	1.00	27,756
JUD 310		7/1/2014	00059088	Juvenile Counselor I	N	SR16	13	T	A	1.00	37,464	1.00	37,464
JUD 310		7/1/2014	00059562	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	34,560
JUD 310		7/1/2014	00500527	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	41,558
JUD 310		7/1/2014	00500579	Juvenile Counselor I	N	SR16	13	T	A	0.00	0	1.00	37,464
JUD 310		7/1/2014	00500648	Juvenile Counselor I	N	SR16	13	T	A	0.00	0	1.00	37,464
JUD 310		7/4/2014	00021198	Secretary II	N	SR14	03	P	A	1.00	33,313	1.00	33,720
JUD 310		7/7/2014	00015614	Social Worker VI	N	SR26	23	P	A	1.00	87,583	1.00	85,416
JUD 310		7/9/2014	00500051	Social Worker III	N	SR20	13	P	A	1.00	54,718	1.00	45,576
JUD 310		7/14/2014	00025248	District Court Clerk II	N	SR17	03	P	A	1.00	37,522	1.00	54,012
JUD 310		7/14/2014	00059363	Judicial Clerk II	N	SR12	03	P	A	1.00	28,524	1.00	31,236
JUD 310		7/17/2014	00057037	Judicial Clerk III	N	SR14	03	P	A	1.00	28,524	1.00	42,684
JUD 310		7/18/2014	00058992	Juvenile Counselor I	N	SR16	13	P	A	1.00	38,415	1.00	37,464
JUD 310		7/18/2014	00059000	Account Clerk V	N	SR15	03	P	A	1.00	34,738	1.00	39,492
JUD 310		7/19/2014	00058358	Judicial Clerk II	N	SR12	03	P	A	1.00	30,903	1.00	31,236
JUD 310		7/19/2014	00059399	Circuit Court Clerk II	N	SR20	03	P	A	1.00	49,365	1.00	58,416
JUD 310		7/26/2014	00500426	Social Service Aid III	N	SR09	03	T	A	1.00	27,768	1.00	28,872
JUD 310		8/1/2014	00008928	Juvenile Detention Worker II	N	CO05	10	P	A	1.00	47,877	1.00	52,692
JUD 310		8/1/2014	00025739	Driver Education Assistant I	N	SR15	03	P	B	1.00	31,668	1.00	36,468
JUD 310		8/1/2014	00058146	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	35,112
JUD 310		8/1/2014	00058821	Social Worker II	N	SR18	13	P	A	1.00	43,238	1.00	57,720
JUD 310		8/1/2014	00059305	Judicial Assistant I	Y	SR21	03	P	A	1.00	45,381	1.00	60,780
JUD 310		8/1/2014	00059639	Circuit Court Clerk II	N	SR20	03	P	A	1.00	55,495	1.00	56,172
JUD 310		8/1/2014	00059640	Circuit Court Clerk II	N	SR20	03	P	A	1.00	47,445	1.00	42,684
JUD 310		8/2/2014	00023857	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,836
JUD 310		8/6/2014	00023507	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/6/2014	00058224	District Court Clerk I	N	SR15	03	P	A	1.00	34,689	1.00	36,468
JUD 310		8/8/2014	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.00	42,169	1.00	35,112
JUD 310		8/9/2014	00500168	Social Worker III	N	SR20	13	P	B	1.00	44,485	1.00	49,308
JUD 310		8/11/2014	00058196	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	31,236
JUD 310		8/13/2014	00057844	Account Clerk IV	N	SR13	03	P	A	1.00	32,114	1.00	33,720

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 310		8/14/2014	00058866	Clerk III	N	SR08	03	P	A	1.00	34,689	1.00	27,768
JUD 310		8/18/2014	00500578	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,464
JUD 310		8/19/2014	00019266	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	35,112
JUD 310		8/19/2014	00027005	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/19/2014	00059568	Social Service Assistant IV	N	SR11	03	P	A	1.00	30,749	1.00	29,988
JUD 310		8/22/2014	00058583	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/23/2014	00014890	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/23/2014	00057967	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	34,560
JUD 310		8/23/2014	00059357	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/23/2014	00500476	Social Service Assistant IV	N	SR11	03	T	A	0.00	0	1.00	29,988
JUD 310		8/25/2014	00500525	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,222
JUD 310		8/26/2014	00500584	Juvenile Detention Worker I	N	CO03	10	T	A	0.00	0	1.00	43,224
JUD 310		8/27/2014	00014470	Judicial Clerk III	N	SR14	03	P	A	1.00	30,859	1.00	33,720
JUD 310		8/28/2014	00059398	Attorney (PROGRAM) I	N	SR24	73	P	A	1.00	52,795	1.00	53,364
JUD 310		8/29/2014	00022197	Law Clerk	Y	SR20	73	P	A	1.00	59,691	1.00	55,488
JUD 310		8/29/2014	00026894	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/29/2014	00057251	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/30/2014	00057268	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/30/2014	00057804	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	33,720
JUD 310		8/30/2014	00057877	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/30/2014	00058008	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/2/2014	00015673	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	44,388
JUD 310		9/2/2014	00025246	District Court Clerk II	N	SR17	03	P	A	1.00	37,522	1.00	44,388
JUD 310		9/2/2014	00500502	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	34,560
JUD 310		9/3/2014	00025311	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/3/2014	00058869	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/3/2014	00059228	Law Clerk	Y	SR20	73	P	A	1.00	56,709	1.00	55,488
JUD 310		9/5/2014	00057267	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/6/2014	00057996	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	41,064
JUD 310		9/6/2014	00500156	Clerk III	N	SR08	03	T	A	1.00	26,700	1.00	27,768
JUD 310		9/17/2014	00007723	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	51,300
JUD 310		9/29/2014	00004701	Circuit Court Clerk II	N	SR20	03	P	A	1.00	42,169	1.00	56,172
JUD 310		10/1/2014	00057021	Clerk IV	N	SR10	03	P	A	1.00	28,524	1.00	39,492
JUD 310		10/1/2014	00057025	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	39,492
JUD 310		10/1/2014	00057399	Social Worker II	N	SR18	13	P	A	1.00	41,577	1.00	40,548
JUD 310		10/1/2014	00057960	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,256
JUD 310		10/1/2014	00058194	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	37,980

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 310		10/1/2014	00500491	Groundskeeper I	N	BC02	01	P	A	1.00	34,880	1.00	35,256
JUD 310		10/9/2014	00058166	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	51,300
JUD 310		10/13/2014	00005883	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	55,488
JUD 310		10/18/2014	00500595	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364
JUD 310		10/20/2014	00004748	Social Worker V	N	SR24	23	P	A	1.00	54,718	1.00	78,996
JUD 310		10/22/2014	00057319	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	53,364
JUD 310		10/23/2014	00058886	Court Bailiff II	N	SR15	03	P	A	1.00	34,689	1.00	44,388
JUD 310		11/1/2014	00004783	Judicial Clerk V	N	SR18	04	P	A	1.00	35,367	1.00	56,172
JUD 310		11/1/2014	00010329	District Judge	Y	JG06	00	P	A	1.00	178,536	1.00	178,536
JUD 310		11/1/2014	00057714	Court Reporter II	N	SR25	03	P	A	1.00	51,298	1.00	80,016
JUD 310		11/2/2014	00500576	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461
JUD 310		11/2/2014	00500583	Juvenile Detention Worker I	N	CO03	T	10	A	0.00	0	1.00	43,224
JUD 310		11/3/2014	00057749	Clerk IV	N	SR10	03	P	A	1.00	28,524	1.00	39,492
JUD 310		11/3/2014	00058027	Social Worker II	N	SR18	13	P	A	1.00	46,732	1.00	40,548
JUD 310		11/8/2014	00058323	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		11/14/2014	00019216	Social Worker IV	N	SR22	13	P	A	1.00	56,896	1.00	55,488
JUD 310		11/14/2014	00058060	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,872
JUD 310		11/15/2014	00057250	Judicial Clerk II	N	SR12	03	P	A	1.00	32,069	1.00	32,460
JUD 310		11/17/2014	00025252	Judicial Clerk III	N	SR14	03	P	A	1.00	34,689	1.00	35,112
JUD 310		11/17/2014	00057940	Clerk III	N	SR08	03	P	B	1.00	32,890	1.00	26,700
JUD 310		11/17/2014	00058937	Clerk III	N	SR08	03	P	A	1.00	29,626	1.00	27,768
JUD 310		11/22/2014	00027810	Judicial Clerk I	N	SR10	03	P	A	1.00	29,605	1.00	28,872
JUD 310		11/25/2014	00057412	District Judge	Y	JG06	00	P	A	1.00	178,532	1.00	178,536
JUD 310		11/26/2014	00014905	Circuit Court Clerk II	N	SR20	03	P	A	1.00	60,047	1.00	60,780
JUD 310		11/26/2014	00025218	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		11/26/2014	00057876	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		11/26/2014	00058003	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		11/29/2014	00014890	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		11/29/2014	00057249	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	33,720
JUD 310		11/29/2014	00058591	Court Documents Clerk III	N	SR19	03	P	A	1.00	57,711	1.00	58,416
JUD 310		11/29/2014	00059323	Judicial Clerk II	N	SR12	03	P	A	1.00	43,767	1.00	42,684
JUD 310		11/29/2014	00500652	Social Worker IV	N	SR22	13	T	N	0.00	0	1.00	47,400
JUD 310		12/1/2014	00014491	District Court Clerk I	N	SR15	03	P	A	1.00	40,569	1.00	41,064
JUD 310		12/1/2014	00025265	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,872
JUD 310		12/1/2014	00028324	Driver Education Assistant II	N	SR17	03	P	B	1.00	41,657	1.00	49,968
JUD 310		12/1/2014	00059386	Judicial Clerk V	N	SR18	04	P	A	1.00	49,365	1.00	49,968
JUD 310		12/1/2014	00500647	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,464

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 310		12/3/2014	00057400	Clerk IV	N	SR10	03	P	A	1.00	29,605	1.00	28,872
JUD 310		12/3/2014	00059610	Clerk IV	N	SR10	03	T	A	1.00	28,872	1.00	28,872
JUD 310		12/4/2014	00500649	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461
JUD 310		12/5/2014	00057896	Law Clerk	N	SR20	73	T	A	1.00	49,308	1.00	49,308
JUD 310		12/6/2014	00057561	Social Worker V	N	SR24	23	P	A	1.00	66,567	1.00	64,920
JUD 310		12/15/2014	00010350	Judicial Clerk II	N	SR12	03	P	A	1.00	33,361	1.00	33,720
JUD 310		12/16/2014	00500587	Juvenile Detention Worker I	N	CO03	10	T	A	0.00	0	1.00	43,224
JUD 310		12/18/2014	00024039	Judicial Clerk III	N	SR14	03	P	A	1.00	51,298	1.00	33,720
JUD 310		12/19/2014	00058280	Judicial Assistant I	Y	SR21	03	P	A	1.00	56,691	1.00	63,168
JUD 310		12/22/2014	00014418	Social Worker IV	N	SR22	13	P	A	1.00	64,008	1.00	62,424
JUD 310		12/23/2014	00058579	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		12/30/2014	00008244	Social Worker IV	N	SR22	13	P	A	1.00	54,718	1.00	53,364
JUD 310		12/30/2014	00058757	Juvenile Counselor III	N	SR20	13	P	A	1.00	52,602	1.00	51,300
JUD 310		12/31/2014	00014538	Judicial Clerk III	N	SR14	03	P	A	1.00	45,631	1.00	46,188
JUD 310		12/31/2014	00021714	Ct Optns Spclt V	N	SR24	13	P	A	1.00	78,154	1.00	78,996
JUD 310		12/31/2014	00025244	District Court Clerk II	N	SR17	03	P	A	1.00	53,361	1.00	54,012
JUD 310		12/31/2014	00026300	Ct Optns Spclt VI	N	SR26	23	P	A	1.00	75,150	1.00	75,960
JUD 310		12/31/2014	00027891	District Court Clerk I	N	SR15	03	P	A	1.00	55,495	1.00	56,172
JUD 310		12/31/2014	00057102	Judicial Clerk II	N	SR14	03	P	A	1.00	32,069	1.00	32,460
JUD 310		12/31/2014	00057106	Judicial Assistant I	Y	SR21	03	P	A	1.00	59,691	1.00	63,168
JUD 310		12/31/2014	00057455	Judicial Clerk III	N	SR14	03	P	A	1.00	42,169	1.00	42,684
JUD 310		12/31/2014	00057821	Social Worker IV	N	SR22	13	P	A	1.00	71,969	1.00	70,188
JUD 310		12/31/2014	00058645	Social Worker IV	N	SR22	13	P	A	1.00	52,602	1.00	51,300
JUD 310		12/31/2014	00058863	Judicial Clerk II	N	SR12	03	P	A	1.00	32,069	1.00	32,460
JUD 310		12/31/2014	00059125	Judicial Clerk III	N	SR14	03	P	A	1.00	47,445	1.00	48,024
JUD 310		1/1/2015	00058021	Court Documents Clerk I	N	SR15	03	P	A	1.00	34,689	1.00	35,112
JUD 310		1/2/2015	00005890	Clerk IV	N	SR10	03	P	A	1.00	43,767	1.00	42,684
JUD 310		1/2/2015	00014530	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	31,236
JUD 310		1/6/2015	00059532	District Court Clerk II	N	SR17	03	P	A	1.00	49,365	1.00	49,968
JUD 310		1/9/2015	00057398	Clerk III	N	SR08	03	P	A	1.00	28,473	1.00	27,768
JUD 310		1/10/2015	00057294	Court Bailiff I	N	SR13	03	P	A	1.00	33,313	1.00	33,720
JUD 310		1/10/2015	00500283	Social Service Assistant IV	N	SR11	03	T	A	1.00	31,236	1.00	29,988
JUD 310		1/11/2015	00500650	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,464
JUD 310		1/12/2015	00025442	Clerk IV	N	SR10	03	P	A	1.00	29,668	1.00	29,988
JUD 310		1/16/2015	00017676	Judicial Clerk II	N	SR12	03	P	A	1.00	32,069	1.00	32,460
JUD 310		1/16/2015	00500041	Account Clerk III	N	SR11	03	P	A	1.00	33,361	1.00	33,720
JUD 310		1/21/2015	00014557	Circuit Court Clerk I	N	SR17	03	P	A	1.00	37,522	1.00	37,980

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 310		1/22/2015	00057880	District Court Clerk II	N	SR17	03	P	A	1.00	39,016	1.00	39,492
JUD 310		1/23/2015	00057115	Court Documents Clerk III	N	SR19	03	P	A	1.00	42,169	1.00	42,684
JUD 310		1/28/2015	00500424	Social Worker IV	N	SR22	13	T	A	1.00	55,488	1.00	55,488
JUD 310		1/31/2015	00057567	Clerk III	N	SR08	03	P	A	1.00	33,284	1.00	32,460
JUD 310		2/2/2015	00058196	Judicial Clerk I	N	SR10	03	P	A	1.00	2,824	1.00	29,988
JUD 310		2/3/2015	00026152	District Court Clerk II	N	SR17	03	P	A	1.00	49,365	1.00	49,968
JUD 310		2/9/2015	00057883	Judicial Clerk II	N	SR12	03	P	A	1.00	32,069	1.00	32,460
JUD 310		2/12/2015	00023112	Judicial Clerk II	N	SR12	03	P	A	1.00	32,069	1.00	32,460
JUD 310		2/12/2015	00057811	Account Clerk III	N	SR11	03	P	A	1.00	30,903	1.00	31,236
JUD 310		2/13/2015	00016987	Social Worker IV	N	SR22	13	P	A	1.00	66,567	1.00	64,920
JUD 310		2/13/2015	00026301	Judicial Clerk II	N	SR12	03	P	A	1.00	38,944	1.00	37,980
JUD 310		2/13/2015	00059432	Law Clerk	Y	SR20	73	T	A	1.00	55,488	1.00	55,488
JUD 310		2/18/2015	00500014	Social Worker IV	N	SR22	13	T	A	1.00	53,364	1.00	53,364
JUD 310		2/20/2015	00500287	Social Worker III	N	SR20	13	T	A	1.00	43,812	1.00	43,812
JUD 310		2/28/2015	00500485	Groundskeeper II	N	WS02	01	P	A	1.00	37,314	1.00	37,716
JUD 310		3/2/2015	00014525	Clerk III	N	SR08	03	P	A	1.00	26,378	1.00	26,700
JUD 310		3/3/2015	00011937	Social Worker IV	N	SR22	13	P	A	1.00	50,559	1.00	49,308
JUD 310		3/4/2015	00057910	Clerk III	N	SR08	03	P	A	1.00	27,377	1.00	26,700
JUD 310		3/11/2015	00058278	Ct Optns Spclt V	N	SR24	13	P	A	1.00	75,150	1.00	75,960
JUD 310		3/12/2015	00057803	Judicial Clerk III	N	SR14	03	P	A	1.00	37,522	1.00	37,980
JUD 310		3/17/2015	00023387	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	31,236
JUD 310		3/18/2015	00059644	Judicial Clerk II	N	SR10	03	P	A	1.00	29,605	1.00	28,872
JUD 310		3/20/2015	00057867	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	32,460
JUD 310		3/25/2015	00500216	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	32,460
JUD 310		3/31/2015	00059484	Social Worker V	N	SR24	23	P	A	1.00	54,718	1.00	53,364
JUD 310		4/1/2015	00014476	Judicial Clerk IV	N	SR16	03	P	A	1.00	40,569	1.00	41,064
JUD 310		4/1/2015	00057975	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,256
JUD 310		4/6/2015	00015375	Clerk III	N	SR08	03	P	A	1.00	26,378	1.00	26,700
JUD 310		4/7/2015	00057419	Circuit Court Clerk II	N	SR20	03	P	A	1.00	60,047	1.00	60,780
JUD 310		4/7/2015	00058745	Clerk IV	N	SR10	03	P	A	1.00	34,689	1.00	35,112
JUD 310		4/9/2015	00057564	Social Worker IV	N	SR22	13	P	A	1.00	64,008	1.00	62,424
JUD 310		4/9/2015	00057798	Clerk III	N	SR08	03	P	A	1.00	27,377	1.00	26,700
JUD 310		4/9/2015	00058185	Judicial Clerk V	N	SR18	04	P	A	1.00	40,494	1.00	39,492
JUD 310		4/11/2015	00500462	Social Worker IV	N	SR22	13	T	A	0.00	0	1.00	49,308
JUD 310		4/13/2015	00059533	District Court Clerk I	N	SR15	03	P	A	1.00	43,853	1.00	44,388
JUD 310		4/13/2015	00500617	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,430
JUD 310		4/14/2015	00058092	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,964

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 310		4/15/2015	00500476	Social Service Assistant IV	N	SR11	03	T	A	0.00	0	1.00	29,988
JUD 310		4/22/2015	00004097	Circuit Judge	Y	JG05	00	P	A	1.00	189,456	1.00	189,456
JUD 310		4/27/2015	00059088	Juvenile Counselor I	N	SR16	13	T	A	1.00	37,464	1.00	37,464
JUD 310		4/29/2015	00058940	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	32,460
JUD 310		5/1/2015	00014491	District Court Clerk II	N	SR17	03	P	A	1.00	40,569	1.00	37,980
JUD 310		5/1/2015	00025211	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	31,236
JUD 310		5/1/2015	00026894	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		5/1/2015	00059486	Social Service Aid III	N	SR09	03	P	A	1.00	29,605	1.00	27,768
JUD 310		5/9/2015	00500596	Speciality Court Coordinator	N	SR24	13	P	A	1.00	40,959	1.00	53,364
JUD 310		5/14/2015	00058695	Judicial Clerk I	N	SR10	03	P	A	1.00	29,626	1.00	29,988
JUD 310		5/14/2015	00500157	Account Clerk V	N	SR13	03	T	A	0.00	0	1.00	46,188
JUD 310		5/15/2015	00014572	Account Clerk II	N	SR08	03	P	A	1.00	27,472	1.00	26,700
JUD 310		5/18/2015	00057809	Judicial Clerk I	N	SR10	03	P	A	1.00	29,626	1.00	29,988
JUD 310		5/19/2015	00500156	Clerk III	N	SR12	03	T	A	1.00	26,700	1.00	26,700
JUD 310		5/19/2015	00500167	Social Service Assistant IV	N	SR11	03	P	B	1.00	31,716	1.00	31,236
JUD 310		5/21/2015	00057568	Clerk IV	N	SR10	03	P	A	1.00	32,029	1.00	31,236
JUD 310		5/21/2015	00059474	Law Clerk	Y	SR20	73	T	A	1.00	55,488	1.00	55,488
JUD 310		5/23/2015	00024039	Judicial Clerk II	N	SR12	03	P	A	1.00	51,298	1.00	31,236
JUD 310		5/23/2015	00059096	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		5/27/2015	00057567	Clerk III	N	SR08	03	P	A	1.00	33,284	1.00	26,700
JUD 310		5/30/2015	00001265	District Judge	Y	JG06	00	P	A	1.00	178,536	1.00	178,536
JUD 310		5/30/2015	00004786	Clerk III	N	SR08	03	P	A	1.00	28,524	1.00	28,872
JUD 310		5/30/2015	00014557	Circuit Court Clerk I	N	SR17	03	P	A	1.00	37,522	0.48	18,041
JUD 310		5/30/2015	00026636	Judicial Clerk V	N	SR18	04	P	A	1.00	45,631	1.00	46,188
JUD 310		5/30/2015	00057251	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		5/30/2015	00058222	Judicial Clerk III	N	SR14	03	P	A	1.00	34,689	1.00	35,112
JUD 310		5/30/2015	00058881	Social Worker IV	N	SR22	13	P	A	1.00	56,896	1.00	47,400
JUD 310		6/1/2015	00014472	Judicial Clerk III	N	SR14	03	P	A	1.00	34,689	1.00	35,112
JUD 310		6/2/2015	00059673	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		6/3/2015	00057563	Social Worker IV	N	SR22	13	P	A	1.00	54,718	1.00	53,364
JUD 310		6/5/2015	00004722	Clerk III	N	SR08	03	P	A	1.00	26,378	1.00	26,700
JUD 310		6/8/2015	00058093	Groundskeeper II	N	WS02	01	P	A	1.00	37,314	1.00	38,472
JUD 310		6/8/2015	00059363	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,872
JUD 310		6/13/2015	00004771	Social Worker IV	N	SR22	13	P	A	1.00	50,559	1.00	49,308
JUD 310		6/13/2015	00057855	Court Reporter II	N	SR25	03	P	A	1.00	51,298	1.00	51,924
JUD 310		6/13/2015	00500298	Research Aide	Y	SR10	03	T	A	0.48	13,714	0.48	13,714
JUD 310		6/15/2015	00500595	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 310		6/16/2015	00004785	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	32,460
JUD 310		6/18/2015	00500582	Juvenile Detention Worker I	N	CO03	10	T	A	0.00	0	1.00	43,440
JUD 310		6/19/2015	00058519	Clerk IV	N	SR10	03	P	A	1.00	30,749	1.00	29,988
JUD 310		6/22/2015	00500577	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	38,958
JUD 310		6/23/2015	00057227	Judicial Clerk II	N	SR12	03	P	A	1.00	37,522	1.00	37,980
JUD 310		6/24/2015	00011935	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	47,400
JUD 310		6/27/2015	00015613	Social Worker III	N	SR20	13	P	A	1.00	44,924	1.00	43,812
JUD 310		6/29/2015	00004815	Juvenile Counselor IV	N	SR22	13	P	A	1.00	48,603	1.00	47,400
JUD 310		6/29/2015	00500678	Clerk III	N	SR08	03	T	A	0.00	0	1.00	36,468
JUD 310		7/1/2015	00004715	Court Documents Clerk III	N	SR19	03	P	A	1.00	57,711	1.00	58,416
JUD 310		7/1/2015	00004768	Social Worker IV	N	SR22	13	P	A	1.00	54,718	1.00	53,364
JUD 310		7/1/2015	00004802	Juvenile Detention Supervisor	N	CO09	20	P	A	1.00	63,749	1.00	62,484
JUD 310		7/1/2015	00008923	Social Worker III	N	SR20	13	P	A	1.00	48,603	1.00	43,812
JUD 310		7/1/2015	00015382	Judicial Clerk IV	N	SR16	03	P	A	1.00	37,522	1.00	41,064
JUD 310		7/1/2015	00057782	Clerk III	N	SR08	03	P	B	1.00	29,276	1.00	26,700
JUD 310		7/1/2015	00057953	Janitor III	N	WS02	01	P	A	1.00	37,314	1.00	38,472
JUD 310		7/1/2015	00500289	Social Worker I	N	SR16	13	T	A	1.00	37,484	1.00	37,464
JUD 310		7/1/2015	00500519	Kitchen Helper	N	BC02	01	T	A	0.00	0	1.00	35,964
JUD 310		7/1/2015	00500521	Juvenile Detention Worker I	N	CO03	10	T	A	0.00	0	1.00	43,440
JUD 310		7/1/2015	00500522	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,430
JUD 310		7/1/2015	00500526	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,430
JUD 310		7/1/2015	00500529	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,430
JUD 310		7/1/2015	00500531	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,430
JUD 310		7/1/2015	00500586	Juvenile Detention Worker I	N	CO03	10	T	A	0.00	0	1.00	43,440
JUD 310		7/1/2015	00500646	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461
JUD 310		7/1/2015	00500662	Clerk IV	N	SR10	03	T	A	1.00	28,872	1.00	33,720
JUD 310		7/7/2015	00058067	Social Worker III	N	SR20	13	P	A	1.00	46,732	1.00	45,576
JUD 310		7/8/2015	00059610	Clerk IV	N	SR10	03	T	A	1.00	28,872	1.00	28,872
JUD 310		7/11/2015	00014890	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		7/13/2015	00014480	Judicial Clerk I	N	SR10	03	P	A	1.00	29,626	1.00	32,460
JUD 310		7/15/2015	00014560	Judicial Clerk IV	N	SR16	03	P	A	1.00	40,626	1.00	42,684
JUD 310		7/16/2015	00057021	Clerk IV	N	SR10	03	P	A	1.00	28,524	1.00	28,872
JUD 310		7/16/2015	00059000	Account Clerk V	N	SR15	03	P	A	1.00	34,738	1.00	36,468
JUD 310		7/21/2015	00058882	Social Worker IV	N	SR22	13	P	A	1.00	69,225	1.00	67,512
JUD 310		7/23/2015	00058937	Clerk III	N	SR08	03	P	A	1.00	29,626	1.00	28,872
JUD 310		7/25/2015	00026943	Clerk III	N	SR08	03	P	B	1.00	25,044	1.00	26,700
JUD 310		7/29/2015	00057598	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	33,720

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 310		8/1/2015	00005758	Judicial Assistant I	Y	SR21	03	P	A	1.00	59,691	1.00	65,736
JUD 310		8/1/2015	00008114	Circuit Court Clerk II	N	SR20	03	P	A	1.00	67,587	1.00	68,412
JUD 310		8/1/2015	00026933	Driver Educ Asst II	N	SR17	03	P	B	1.00	46,830	1.00	54,012
JUD 310		8/1/2015	00057797	Clerk IV	N	SR10	03	P	A	1.00	40,494	1.00	41,064
JUD 310		8/1/2015	00058554	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	49,308
JUD 310		8/3/2015	00059070	Groundskeeper I	N	BC02	01	P	A	1.00	34,880	1.00	35,964
JUD 310		8/4/2015	00057798	Clerk III	N	SR08	03	P	A	1.00	27,377	1.00	26,700
JUD 310		8/5/2015	00500288	Social Worker IV	N	SR22	13	T	A	1.00	51,300	1.00	51,300
JUD 310		8/6/2015	00057782	Clerk III	N	SR08	03	P	B	1.00	29,276	1.00	31,236
JUD 310		8/7/2015	00025247	Judicial Clerk III	N	SR14	03	P	A	1.00	45,631	1.00	46,188
JUD 310		8/8/2015	00014528	Court Reporter II	N	SR25	03	P	A	1.00	51,298	1.00	54,012
JUD 310		8/10/2015	00058521	Judicial Clerk I	N	SR10	03	P	A	1.00	29,605	1.00	29,988
JUD 310		8/15/2015	00017720	Social Worker IV	N	SR22	13	P	A	1.00	54,718	1.00	53,364
JUD 310		8/18/2015	00023507	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/18/2015	00058902	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	49,308
JUD 310		8/20/2015	00057436	Court Bailiff II	N	SR15	03	P	A	1.00	36,028	1.00	39,492
JUD 310		8/21/2015	00057267	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		8/26/2015	00019232	Judicial Clerk V	N	SR18	04	P	A	1.00	37,522	1.00	44,388
JUD 310		8/29/2015	00022197	Law Clerk	Y	SR20	73	P	A	1.00	59,691	1.00	55,488
JUD 310		8/31/2015	00010350	Judicial Clerk II	N	SR12	03	P	A	1.00	33,361	1.00	31,236
JUD 310		9/1/2015	00014556	Judicial Clerk V	N	SR18	04	P	A	1.00	53,361	1.00	56,172
JUD 310		9/1/2015	00019290	Clerk III	N	SR08	03	P	A	1.00	36,028	1.00	37,980
JUD 310		9/1/2015	00027005	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/1/2015	00057268	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/1/2015	00057877	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/1/2015	00058008	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/1/2015	00058579	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/1/2015	00058583	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/1/2015	00059058	Court Documents Clerk III	N	SR19	03	P	A	1.00	60,047	1.00	63,168
JUD 310		9/1/2015	00059228	Law Clerk	Y	SR20	73	P	A	1.00	56,709	1.00	55,488
JUD 310		9/1/2015	00500045	Circuit Court Clerk I	N	SR17	03	P	A	1.00	37,522	1.00	41,064
JUD 310		9/1/2015	00500170	Social Service Assistant IV	N	SR11	03	P	B	1.00	30,449	1.00	31,236
JUD 310		9/4/2015	00004773	Social Worker IV	N	SR22	13	P	A	1.00	61,535	1.00	60,012
JUD 310		9/4/2015	00500395	Social Worker IV	N	SR22	13	T	A	1.00	47,400	1.00	47,400
JUD 310		9/5/2015	00058869	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/8/2015	00015382	Judicial Clerk IV	N	SR16	03	P	A	1.00	37,522	1.00	36,468
JUD 310		9/9/2015	00057621	Social Worker IV	N	SR22	13	P	A	1.00	50,559	1.00	49,308

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 310		9/9/2015	00059105	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/10/2015	00023082	District Court Clerk II	N	SR17	03	P	A	1.00	45,631	1.00	48,024
JUD 310		9/10/2015	00057874	Judicial Assistant I	Y	SR21	03	P	A	1.00	41,945	1.00	48,024
JUD 310		9/10/2015	00057876	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		9/10/2015	00058038	Clerk IV	N	SR10	03	P	A	1.00	32,069	1.00	33,720
JUD 310		9/11/2015	00500210	Social Service Assistant IV	N	SR11	03	P	B	1.00	31,716	1.00	33,720
JUD 310		9/16/2015	00026943	Clerk III	N	SR08	03	P	B	1.00	25,044	0.48	12,686
JUD 310		9/16/2015	00058984	Juvenile Counselor I	N	SR16	13	P	A	1.00	38,415	1.00	37,464
JUD 310		9/17/2015	00059723	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	49,308
JUD 310		9/19/2015	00019197	Secretary II	N	SR14	03	P	A	1.00	34,576	1.00	36,468
JUD 310		9/24/2015	00058003	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	57,720
JUD 310		10/1/2015	00004709	Supervising Court Reporter II	N	SR27	04	P	A	1.00	85,465	1.00	89,964
JUD 310		10/1/2015	00023940	District Court Clerk II	N	SR17	03	P	A	1.00	39,016	1.00	42,684
JUD 310		10/1/2015	00058193	Judicial Clerk II	N	SR12	03	P	A	1.00	28,524	1.00	32,460
JUD 310		10/1/2015	00500083	Law Clerk	N	SR20	73	T	A	1.00	43,812	1.00	45,576
JUD 310		10/5/2015	00057811	Account Clerk III	N	SR11	03	P	A	1.00	30,903	1.00	31,236
JUD 310		10/15/2015	00007727	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	33,720
JUD 310		10/16/2015	00057221	Judicial Clerk I	N	SR10	03	P	A	1.00	26,738	1.00	29,988
JUD 310		10/16/2015	00059532	District Court Clerk I	N	SR15	03	P	A	1.00	49,365	1.00	35,112
JUD 310		10/19/2015	00058147	District Court Clerk I	N	SR15	03	P	A	1.00	34,689	1.00	39,492
JUD 310		10/23/2015	00026979	Judicial Clerk II	N	SR12	03	P	A	1.00	32,069	1.00	33,720
JUD 310		10/24/2015	00026943	Clerk III	N	SR08	03	P	B	1.00	25,044	0.48	12,686
JUD 310		10/28/2015	00026073	Social Worker IV	N	SR22	13	P	A	1.00	52,602	1.00	51,300
JUD 310		10/28/2015	00057968	Groundskeeper I	N	BC02	01	P	A	1.00	34,880	1.00	36,684
JUD 310		10/29/2015	00004802	Juvenile Detention Supervisor	N	CO09	20	P	A	1.00	63,749	1.00	65,196
JUD 310		10/29/2015	00058068	Social Worker III	N	SR20	13	P	A	1.00	56,896	1.00	55,488
JUD 310		11/1/2015	00012393	Juvenile Detention Officer	N	CO07	10	P	A	1.00	58,717	1.00	57,552
JUD 310		11/2/2015	00057635	Judicial Clerk II	N	SR12	03	P	A	1.00	37,575	1.00	39,492
JUD 310		11/2/2015	00500475	Social Service Assistant IV	N	SR11	03	P	A	0.00	0	1.00	32,460
JUD 310		11/7/2015	00023424	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488
JUD 310		11/7/2015	00057797	Clerk IV	N	SR10	03	P	A	1.00	40,494	1.00	28,872
JUD 310		11/16/2015	00057397	Clerk IV	N	SR10	03	P	A	1.00	32,069	1.00	33,720
JUD 310		11/23/2015	00026944	Clerk IV	N	SR10	03	P	B	1.00	31,668	1.00	36,468
JUD 310		11/24/2015	00015613	Social Worker III	N	SR20	13	P	A	1.00	44,924	1.00	43,812
JUD 310		11/30/2015	00057250	Judicial Clerk I	N	SR10	03	P	A	1.00	32,069	1.00	28,872
JUD 320		7/16/2014	00058792	Judicial Clerk I	N	SR10	03	P	A	1.00	28,860	1.00	29,988
JUD 320		7/19/2014	00500015	Social Worker VI	N	SR26	23	P	A	1.00	58,832	1.00	57,720

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 320		7/21/2014	00014544	District Court Clerk II	N	SR17	03	P	A	1.00	37,964	1.00	51,924
JUD 320		7/22/2014	00012046	Social Worker II	N	SR18	13	P	A	1.00	42,951	1.00	42,168
JUD 320		7/25/2014	00004813	Janitor III	N	WS02	01	P	A	1.00	38,071	1.00	36,972
JUD 320		8/1/2014	00057772	Law Clerk	N	SR20	73	P	A	1.00	56,393	1.00	55,488
JUD 320		8/4/2014	00057371	Judicial Clerk II	N	SR12	03	P	A	1.00	31,223	1.00	31,236
JUD 320		8/6/2014	00027881	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488
JUD 320		8/15/2014	00023704	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488
JUD 320		8/15/2014	00500589	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364
JUD 320		9/2/2014	00022466	Court Fiscal Officer II	N	SR26	23	P	A	1.00	58,263	1.00	73,032
JUD 320		9/6/2014	00026328	Judicial Clerk II	N	SR12	03	P	A	1.00	32,765	1.00	32,460
JUD 320		9/8/2014	00057370	Judicial Clerk II	N	SR12	03	P	A	1.00	28,860	1.00	36,468
JUD 320		11/18/2014	00059328	District Court Clerk III	N	SR19	04	P	A	1.00	56,148	1.00	56,172
JUD 320		11/19/2014	00058557	Social Service Assistant V	N	SR13	P	03	A	1.00	38,716	1.00	39,492
JUD 320		11/29/2014	00058140	Court Documents Clerk I	N	SR15	03	P	A	1.00	48,004	1.00	48,024
JUD 320		12/6/2014	00500564	Social Service Assistant IV	N	SR11	03	P	A	1.00	30,617	1.00	31,236
JUD 320		12/16/2014	00059257	Social Worker IV	N	SR22	13	P	A	1.00	54,397	1.00	55,488
JUD 320		12/31/2014	00004816	Deputy Chief Court Admr I	N	EM05	35	P	A	1.00	98,623	1.00	97,704
JUD 320		1/2/2015	00057129	Judicial Clerk III	N	SR14	03	P	A	1.00	39,475	1.00	39,492
JUD 320		1/16/2015	00004817	Social Worker VI	N	SR26	23	P	A	1.00	80,525	1.00	82,140
JUD 320		2/14/2015	00058141	Judicial Clerk II	N	SR12	03	P	A	1.00	31,223	1.00	31,236
JUD 320		3/4/2015	00059262	Social Worker IV	N	SR22	13	P	A	1.00	52,315	1.00	53,364
JUD 320		3/9/2015	00057758	Judicial Clerk II	N	SR12	03	P	A	1.00	32,446	1.00	32,460
JUD 320		3/23/2015	00004819	Social Worker V	N	SR24	23	P	A	1.00	63,644	1.00	64,920
JUD 320		3/28/2015	00012047	Social Worker IV	N	SR22	13	P	A	1.00	46,468	1.00	47,400
JUD 320		4/1/2015	00059337	Social Worker IV	N	SR22	13	P	A	1.00	56,585	1.00	57,720
JUD 320		5/26/2015	00057727	Judicial Clerk II	N	SR12	03	P	A	1.00	32,446	1.00	32,460
JUD 320		5/30/2015	00004813	Janitor III	N	WS02	01	P	A	1.00	38,071	1.00	38,472
JUD 320		6/15/2015	00059184	Social Worker IV	N	SR22	13	P	A	1.00	50,291	1.00	51,300
JUD 320		6/24/2015	00027881	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488
JUD 320		6/25/2015	00058330	Clerk III	N	SR08	03	P	A	1.00	31,223	1.00	26,700
JUD 320		7/2/2015	00058214	Janitor II	N	BC02	01	P	A	1.00	34,885	1.00	35,964
JUD 320		7/7/2015	00057773	Court Reporter II	N	SR25	03	P	A	1.00	53,989	1.00	56,172
JUD 320		7/8/2015	00058793	Judicial Clerk II	N	SR12	03	P	A	1.00	42,666	1.00	44,388
JUD 320		8/1/2015	00500104	Judicial Clerk II	N	SR12	03	P	A	1.00	38,716	1.00	39,492
JUD 320		8/4/2015	00057850	Social Worker IV	N	SR22	13	P	A	1.00	50,291	1.00	51,300
JUD 320		8/14/2015	00023704	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488
JUD 320		8/14/2015	00500589	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 320		8/21/2015	00500107	Law Clerk	Y	SR20	73	P	A	1.00	56,395	1.00	55,488
JUD 320		10/3/2015	00009201	Social Worker II	N	SR18	13	P	A	1.00	46,468	1.00	40,548
JUD 320		10/31/2015	00021813	Judicial Clerk I	N	SR10	03	P	A	1.00	29,975	1.00	32,460
JUD 320		11/2/2015	00057994	IT Support Technician III	N	SR17	03	P	A	1.00	52,412	1.00	54,012
JUD 320		11/17/2015	00027881	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488
JUD 320		11/17/2015	00058557	Judicial Clerk II	N	SR12	03	P	A	1.00	38,716	1.00	32,460
JUD 330		7/1/2014	00001277	District Judge	Y	JG06	00	P	A	1.00	178,536	1.00	178,536
JUD 330		7/1/2014	00057098	Court Bailiff I	N	SR13	03	P	A	1.00	33,496	1.00	31,212
JUD 330		7/1/2014	00500592	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364
JUD 330		7/7/2014	00059311	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	62,424
JUD 330		8/18/2014	00057627	Account Clerk II	N	SR08	03	P	A	1.00	27,498	1.00	26,700
JUD 330		8/21/2014	00500271	IT Support Technician III	N	SR17	03	P	A	1.00	39,115	1.00	41,040
JUD 330		8/23/2014	00057200	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488
JUD 330		8/25/2014	00059520	Judicial Clerk II	N	SR12	03	P	A	1.00	31,375	1.00	31,236
JUD 330		8/26/2014	00058657	Social Worker II	N	SR18	13	P	A	1.00	39,299	1.00	40,548
JUD 330		8/27/2014	00057122	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488
JUD 330		9/3/2014	00026477	Account Clerk V	N	SR15	03	P	A	1.00	47,568	1.00	46,188
JUD 330		9/18/2014	00057939	Account Clerk IV	N	SR13	03	P	A	1.00	34,344	1.00	37,980
JUD 330		12/16/2014	00058036	Account Clerk III	N	SR11	03	P	A	1.00	36,161	1.00	35,112
JUD 330		12/20/2014	00500254	Clerk III	N	SR08	03	T	A	1.00	25,668	1.00	26,700
JUD 330		12/31/2014	00014539	Court Admr II	N	SR26	23	P	A	1.00	62,701	1.00	62,424
JUD 330		12/31/2014	00014551	Deputy Chief Court Admr I	N	EM05	35	P	A	1.00	110,856	1.00	107,640
JUD 330		12/31/2014	00057765	Judicial Clerk II	N	SR12	03	P	A	1.00	45,585	1.00	44,388
JUD 330		12/31/2014	00058814	Accountant III	N	SR20	13	P	A	1.00	64,289	1.00	62,424
JUD 330		1/16/2015	00058923	Account Clerk IV	N	SR13	03	P	A	1.00	5,714	1.00	44,388
JUD 330		2/19/2015	00004830	Judicial Assistant I	Y	SR21	03	P	A	1.00	51,192	1.00	49,968
JUD 330		3/31/2015	00057379	Judicial Assistant I	Y	SR21	03	P	A	1.00	51,192	1.00	49,968
JUD 330		3/31/2015	00500137	Circuit Judge	Y	JG05	00	P	A	1.00	189,456	1.00	189,456
JUD 330		4/1/2015	00057381	Court Reporter II	N	SR25	03	P	A	1.00	63,448	1.00	63,168
JUD 330		4/1/2015	00500148	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488
JUD 330		4/3/2015	00059608	Judicial Clerk III	N	SR14	03	P	A	1.00	39,667	1.00	39,492
JUD 330		4/11/2015	00057627	Account Clerk III	N	SR11	03	P	A	1.00	27,498	1.00	29,988
JUD 330		4/16/2015	00057006	Judicial Clerk II	N	SR12	03	P	A	1.00	31,375	1.00	31,236
JUD 330		4/21/2015	00004825	Court Documents Supervisor	N	SR21	04	P	A	1.00	61,050	1.00	60,780
JUD 330		5/1/2015	00004826	Court Reporter II	N	SR25	03	P	A	1.00	66,028	1.00	65,736
JUD 330		5/1/2015	00058119	Judicial Clerk II	N	SR12	03	P	A	1.00	44,585	1.00	44,388
JUD 330		5/2/2015	00058530	Clerk III	N	SR08	03	P	A	1.00	26,819	1.00	26,700

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 330		5/2/2015	00058917	Judicial Clerk II	N	SR12	03	P	A	1.00	32,604	1.00	32,460
JUD 330		5/26/2015	00007736	Judicial Clerk I	N	SR10	03	P	A	1.00	29,065	1.00	29,988
JUD 330		6/18/2015	00059311	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	47,400
JUD 330		6/27/2015	00059241	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	47,400
JUD 330		6/30/2015	00500271	IT Support Technician III	N	SR17	03	P	A	1.00	39,115	1.00	37,980
JUD 330		7/1/2015	0058247	Clerk III	N	SR08	03	P	A	1.00	25,878	1.00	27,768
JUD 330		7/1/2015	00058526	Court Documents Clerk III	N	SR19	03	P	A	1.00	56,421	1.00	56,172
JUD 330		7/16/2015	00004833	Estate & Guardianship Specialist	N	SR19	03	P	A	1.00	41,246	1.00	42,684
JUD 330		7/20/2015	00058920	Judicial Clerk I	N	SR10	03	P	A	1.00	26,819	1.00	29,988
JUD 330		8/4/2015	00058544	Social Worker IV	N	SR22	13	P	A	1.00	47,790	1.00	49,308
JUD 330		8/8/2015	00500111	Social Worker IV	N	SR22	13	P	A	1.00	55,943	1.00	57,720
JUD 330		8/24/2015	00500252	Clerk III	N	SR08	03	P	A	1.00	27,498	1.00	26,700
JUD 330		8/24/2015	00500381	Janitor II	N	BC02	01	P	A	1.00	34,221	1.00	35,964
JUD 330		8/29/2015	00057200	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488
JUD 330		8/31/2015	00500592	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364
JUD 330		9/1/2015	00058531	Judicial Clerk II	N	SR12	03	P	A	1.00	46,393	1.00	48,024
JUD 330		9/4/2015	00057122	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488
JUD 330		9/16/2015	00058917	Judicial Clerk I	N	SR10	03	P	A	1.00	32,604	1.00	31,236
JUD 330		10/6/2015	00057098	Court Bailiff I	N	SR13	03	P	A	1.00	33,496	1.00	35,112
JUD 330		10/19/2015	00058109	Judicial Clerk I	N	SR10	03	P	A	1.00	29,000	1.00	29,988
JUD 330		10/31/2015	00014531	Court Reporter II	N	SR25	03	P	A	1.00	63,448	1.00	65,736
JUD 330		11/14/2015	00059733	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	47,400
JUD 330		11/19/2015	00058530	Clerk III	N	SR08	03	P	A	1.00	26,819	1.00	26,700
JUD 350		8/1/2014	00057676	Social Worker III	N	SR20	13	P	A	1.00	49,130	1.00	45,576
JUD 350		9/8/2014	00059119	Social Worker III	N	SR20	13	P	A	1.00	37,329	1.00	45,576
JUD 350		9/20/2014	00058861	Judicial Clerk I	N	SR10	03	P	A	1.00	29,172	1.00	29,988
JUD 350		9/27/2014	00057878	Social Worker III	N	SR20	13	P	A	1.00	43,654	1.00	43,812
JUD 350		10/1/2014	00057846	Court Bailiff II	N	SR15	03	P	A	1.00	43,204	1.00	46,188
JUD 350		10/1/2014	00059117	Social Worker IV	N	SR22	13	P	A	1.00	37,329	1.00	49,308
JUD 350		10/4/2014	00057279	Social Worker III	N	SR20	13	P	A	1.00	43,654	1.00	47,400
JUD 350		11/18/2014	00500161	Janitor III	N	WS02	01	P	A	1.00	36,652	1.00	37,716
JUD 350		11/24/2014	00019193	Judicial Clerk III	N	SR14	03	P	A	1.00	39,947	1.00	41,064
JUD 350		12/16/2014	00058855	Law Clerk	Y	SR20	73	P	A	1.00	53,055	1.00	55,488
JUD 350		1/6/2015	00500199	Social Worker IV	N	SR22	13	P	A	1.00	55,287	0.50	55,488
JUD 350		1/28/2015	00057869	Judicial Clerk II	N	SR12	03	P	A	1.00	36,336	1.00	36,468
JUD 350		1/30/2015	00059433	Court Bailiff II	N	SR15	03	P	A	1.00	35,476	1.00	36,468
JUD 350		3/6/2015	00058860	Clerk III	N	SR08	03	P	A	1.00	25,974	1.00	26,700

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
JUD 350		3/20/2015	00059312	Social Worker I	N	SR16	13	P	A	1.00	37,329	1.00	37,464
JUD 350		4/1/2015	00027613	Social Worker III	N	SR20	13	P	A	1.00	43,654	1.00	43,812
JUD 350		4/1/2015	00059393	Social Worker IV	N	SR22	13	P	A	1.00	53,171	1.00	53,364
JUD 350		4/7/2015	00059750	Judicial Clerk III	N	SR12	03	P	A	1.00	37,843	1.00	37,980
JUD 350		5/1/2015	00059248	Judicial Clerk II	N	SR12	03	P	A	1.00	34,985	1.00	35,112
JUD 350		5/12/2015	00500033	Drug Ct Subst Abuse Cnslr IV	N	SR22	13	P	A	1.00	47,229	1.00	47,400
JUD 350		6/2/2015	00500593	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364
JUD 350		8/1/2015	00058861	Judicial Clerk II	N	SR12	03	P	A	1.00	29,172	1.00	35,112
JUD 350		9/1/2015	00059669	Law Clerk	Y	SR20	73	P	A	1.00	53,055	1.00	55,488
JUD 350		9/14/2015	00058860	Judicial Clerk II	N	SR12	03	T	A	1.00	25,974	1.00	31,236
JUD 350		9/17/2015	00059248	Clerk III	N	SR08	03	P	A	1.00	34,985	1.00	26,700
JUD 350		10/1/2015	00500097	Human Resources Technician VI	N	SR15	63	P	A	1.00	40,709	1.00	42,684
JUD 350		10/1/2015	00500680	Judicial Clerk II	N	SR12	03	T	A	0.00	0	1.00	31,242
JUD 350		10/28/2015	00059668	Judicial Assistant I	Y	SR21	03	P	A	1.00	45,919	1.00	49,968
JUD 350		10/28/2015	00500679	Judicial Assistant I	Y	SR21	03	T	A	0.00	0	1.00	48,024
JUD 350		11/7/2015	00057878	Social Worker III	N	SR20	13	P	A	1.00	43,654	1.00	43,812
JUD 501		12/31/2014	00058945	Admin Assistant (JUD) II	N	SR21	03	P	A	1.00	73,076	1.00	65,736
JUD 501		12/31/2014	00500663	Admin Assistant (JUD) II	N	SR21	03	T	A	0.00	0	1.00	63,168
JUD 601		7/1/2014	00059678	DUI Review Tech/Acct Clk	Y	SR15	03	P	A	1.00	33,872	1.00	42,684
JUD 601		7/1/2014	00059171	DUI Review Technician	Y	SR15	03	P	A	1.00	42,821	1.00	33,756
JUD 601		7/1/2014	00059175	DUI Clerk	Y	SR10	03	T	A	1.00	28,872	1.00	28,836
JUD 601		7/1/2014	00500464	Clerk III	N	SR08	03	T	A	1.00	26,700	1.00	26,700
JUD 601		7/14/2014	00057124	Clerk IV	N	SR10	03	P	A	1.00	27,913	1.00	29,988
JUD 601		8/30/2014	00058934	Social Worker IV	N	SR22	13	P	A	1.00	48,774	1.00	67,512
JUD 601		9/2/2014	00059336	Research Statistician IV	N	SR22	13	P	A	1.00	47,425	1.00	64,920
JUD 601		10/1/2014	00057790	Human Resources Spclt V	N	SR24	73	P	A	1.00	73,786	1.00	73,032
JUD 601		10/1/2014	00058062	Accountant VI	N	SR26	23	P	A	1.00	87,515	1.00	85,416
JUD 601		11/1/2014	00057125	Clerk III	N	SR08	03	P	A	1.00	29,075	1.00	31,236
JUD 601		11/1/2014	00057169	Human Resources Manager II	N	EM05	35	P	A	1.00	108,752	1.00	107,640
JUD 601		11/3/2014	00022121	Human Resources Specialist V	N	SR24	73	P	A	1.00	73,786	1.00	73,032
JUD 601		11/5/2014	00058310	CJC Program Specialist	N	SR26	13	P	A	1.00	85,070	1.00	85,416
JUD 601		11/29/2014	00058144	IT Specialist V	N	SR24	13	P	A	1.00	79,037	1.00	78,996
JUD 601		12/2/2014	00058627	Accountant IV	N	SR22	13	P	A	1.00	50,520	1.00	49,308
JUD 601		12/6/2014	00021730	Research Statistician IV	N	SR22	13	P	A	1.00	61,231	1.00	53,364
JUD 601		12/31/2014	00057219	Purch & Specs Spclt V	N	SR24	13	P	A	1.00	80,937	1.00	78,996
JUD 601		12/31/2014	00057865	Program Evaluation Analyst V	N	SR24	13	P	A	1.00	77,238	1.00	75,960
JUD 601		12/31/2014	00058189	Purch & Specs Spclt V	N	SR24	13	P	A	1.00	80,937	1.00	78,996

Judiciary

Personnel Separations from July 1, 2014 to November 30, 2015

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
JUD 601		12/31/2014	00058738	Clerk III	N	SR08	03	P	A	1.00	33,945	1.00	36,468
JUD 601		12/31/2014	00058784	CJC Program Specialist	N	SR26	13	P	A	1.00	81,807	1.00	82,140
JUD 601		12/31/2014	00059418	DUI Adjudicator	Y	SR26	13	P	A	1.00	79,240	1.00	82,140
JUD 601		12/31/2014	00500317	Social Worker IV	N	SR22	13	P	A	0.50	28,548	0.50	27,744
JUD 601		1/6/2015	00500331	Clerk IV	N	SR10	03	P	A	1.00	31,261	1.00	28,872
JUD 601		1/13/2015	00059173	DUI Clerk	Y	SR10	03	P	A	1.00	27,852	1.00	28,872
JUD 601		1/22/2015	00500651	Social Worker IV	N	SR22	13	T	A	0.00	0	1.00	47,400
JUD 601		2/18/2015	00024360	Public Information Prog Spclt	N	SR24	13	P	A	1.00	76,021	1.00	75,960
JUD 601		2/20/2015	00014471	Human Resources Spclt IV	N	SR22	73	P	A	1.00	49,818	1.00	49,308
JUD 601		2/28/2015	00057057	Pre Audit Clerk III	N	SR15	03	P	A	1.00	49,204	1.00	48,024
JUD 601		4/16/2015	00059517	Account Clerk V	N	SR15	03	P	A	1.00	50,484	1.00	49,968
JUD 601		5/2/2015	00058841	ADR Director	Y	EM03	35	P	A	1.00	78,000	1.00	78,000
JUD 601		5/30/2015	00500644	Forensic Interview Specialist	N	SR22	13	P	A	1.00	47,208	1.00	47,400
JUD 601		6/1/2015	00059112	Private Secretary I	Y	SR22	63	P	A	1.00	76,895	1.00	73,956
JUD 601		6/1/2015	00059259	Private Secretary II	Y	SR24	63	P	A	1.00	60,737	1.00	58,416
JUD 601		6/1/2015	00500676	Private Secretary I	Y	SR22	63	T	A	0.00	0	1.00	58,416
JUD 601		6/16/2015	00058915	IT Specialist V	N	SR24	13	P	A	1.00	62,457	1.00	62,424
JUD 601		7/1/2015	00058824	Clerk IV	N	SR10	03	P	A	1.00	38,011	1.00	37,980
JUD 601		7/1/2015	00059154	Chief DUI Adjudicator	Y	EM05	35	P	A	1.00	101,443	1.00	105,156
JUD 601		7/1/2015	00059404	Research Analyst	Y	SR24	13	P	A	0.48	32,070	0.48	32,070
JUD 601		7/18/2015	00058784	CJC Program Specialist	N	SR26	13	P	A	1.00	81,807	1.00	57,720
JUD 601		7/22/2015	00500331	Clerk IV	N	SR10	03	P	A	1.00	31,261	1.00	28,872
JUD 601		7/31/2015	00500641	Forensic Interview Specialist	N	SR22	13	P	A	1.00	47,208	1.00	47,400
JUD 601		8/4/2015	00059141	Secy, Ctr For ADR	Y	SR14	03	P	A	1.00	42,684	1.00	44,388
JUD 601		8/21/2015	00015366	Library Technician VI	N	SR14	03	P	A	1.00	36,895	1.00	35,112
JUD 601		8/26/2015	00012872	Library Technician VI	N	SR14	03	P	A	1.00	38,418	1.00	37,980
JUD 601		9/1/2015	00500404	DUI Clerk	Y	SR10	03	T	A	1.00	29,988	1.00	32,460
JUD 601		9/9/2015	00058062	Accountant VI	N	SR26	23	P	A	1.00	87,515	1.00	57,720
JUD 601		10/1/2015	00058826	Social Worker IV	N	SR22	13	P	A	1.00	69,468	1.00	67,512
JUD 601		11/18/2015	00058824	Clerk IV	N	SR10	03	P	A	1.00	38,011	1.00	28,872
Non-general fund positions are noted in red.													

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Effective Date</u> <u>Position Filled</u>	<u>Position</u> <u>Number</u>	<u>Position Title</u>	<u>Exempt</u> <u>(Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Actual</u> <u>FTE</u>	<u>Actual</u> <u>Salary</u>	<u>Occupied</u> <u>by 89 Day</u> <u>Hire (Y/N)</u>
JUD 101		9/2/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/2/2014	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.00	70,966	1.00	70,296	N
JUD 101		9/4/2014	00008538	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/4/2014	00012256	Judicial Assistant II	Y	SR23	63	P	A	1.00	54,527	1.00	54,012	N
JUD 101		9/4/2014	00012892	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/4/2014	00027461	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/4/2014	00057721	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/4/2014	00057722	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/4/2014	00058758	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/4/2014	00500066	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/4/2014	00500068	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/4/2014	00500069	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/15/2014	00057262	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/15/2014	00500664	Law Clerk	Y	SR20	73	T	A	0.00	0	1.00	57,720	N
JUD 101		9/18/2014	00057720	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		10/8/2014	00027462	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		10/27/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		10/27/2014	00059187	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		11/3/2014	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.00	70,966	1.00	70,296	N
JUD 101		11/5/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		12/15/2014	00057946	Judicial Clerk II	N	SR12	03	P	A	1.00	34,042	1.00	33,720	N
JUD 101		4/1/2015	00012257	Judicial Assistant II	Y	SR23	63	P	A	1.00	77,666	1.00	63,168	N
JUD 101		4/1/2015	00057261	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		4/6/2015	00012281	Law Clerk	Y	SR20	73	P	A	1.00	60,584	1.00	57,720	N
JUD 101		4/6/2015	00027463	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		5/1/2015	00500672	Appellate Court Clerk	N	SR20	03	T	A	0.00	0	0.48	20,274	N
JUD 101		8/4/2015	00057260	Judicial Assistant II	Y	SR23	63	P	A	1.00	65,500	1.00	51,924	N
JUD 101		8/10/2015	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/1/2015	00027465	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/1/2015	00057721	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/3/2015	00027461	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/3/2015	00057720	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/3/2015	00057722	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/3/2015	00059187	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/3/2015	00500067	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/3/2015	00500068	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/3/2015	00500069	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N
JUD 101		9/10/2015	00008538	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/11/2015	00027462	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		9/21/2015	00057262	Law Clerk	Y	SR20	73	P	A	1.00	59,851	1.00	57,720	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Effective Date</u> <u>Position Filled</u>	<u>Position</u> <u>Number</u>	<u>Position Title</u>	<u>Exempt</u> <u>(Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Actual</u> <u>FTE</u>	<u>Actual</u> <u>Salary</u>	<u>Occupied</u> <u>by 89 Day</u> <u>Hire (Y/N)</u>
JUD 101		11/4/2015	00011315	Law Clerk	Y	SR20	73	P	A	1.00	58,270	1.00	57,720	N
JUD 101		11/4/2015	00019606	Administrative Law Clerk	N	SR22	73	P	A	1.00	70,966	1.00	60,012	N
JUD 310		7/2/2014	00500659	IT Specialist IV	N	SR22	13	T	A	0.00	0	0.48	22,517	N
JUD 310		7/7/2014	00057491	Social Worker IV	N	SR22	13	P	A	1.00	64,008	1.00	62,424	N
JUD 310		7/7/2014	00004746	Social Services Manager	N	EM05	35	P	A	1.00	96,344	1.00	93,960	N
JUD 310		7/14/2014	00057541	Court Bailiff I	N	SR13	03	P	A	1.00	32,069	1.00	32,460	N
JUD 310		7/14/2014	00014470	Judicial Clerk III	N	SR14	03	P	A	1.00	30,859	1.00	33,720	N
JUD 310		7/14/2014	00014480	Judicial Clerk I	N	SR10	03	P	A	1.00	29,626	1.00	29,988	N
JUD 310		7/14/2014	00014602	District Court Clerk III	N	SR19	04	P	A	1.00	57,711	1.00	58,416	N
JUD 310		7/15/2014	00057813	Clerk III	N	SR08	03	P	A	1.00	27,433	1.00	27,768	N
JUD 310		7/22/2014	00500081	Law Clerk	N	SR20	73	T	A	1.00	45,576	1.00	45,576	N
JUD 310		8/1/2014	00058019	Social Worker I	N	SR16	13	P	A	1.00	38,415	1.00	37,464	N
JUD 310		8/1/2014	00059305	Judicial Assistant I	Y	SR21	03	P	A	1.00	45,381	1.00	48,024	N
JUD 310		8/6/2014	00023811	Court Bailiff II	N	SR15	03	P	A	1.00	36,028	1.00	36,468	N
JUD 310		8/8/2014	00057895	Judicial Clerk I	N	SR10	03	P	A	1.00	30,749	1.00	29,988	N
JUD 310		8/11/2014	00023507	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/11/2014	00059153	Judicial Clerk III	N	SR14	03	P	A	1.00	34,689	1.00	35,112	N
JUD 310		8/11/2014	00014477	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	33,720	N
JUD 310		8/11/2014	00058085	Data Entry Operator I	N	SR08	03	P	A	1.00	26,378	1.00	26,700	N
JUD 310		8/12/2014	00500287	Social Worker III	N	SR20	13	T	A	1.00	43,812	1.00	43,812	N
JUD 310		8/14/2014	00012074	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	31,236	N
JUD 310		8/18/2014	00058982	Juvenile Counselor I	N	SR16	13	P	A	1.00	38,415	1.00	37,464	N
JUD 310		8/18/2014	00500030	IT Support Technician I	N	SR13	03	T	A	1.00	32,460	1.00	32,460	N
JUD 310		8/19/2014	00025252	Judicial Clerk III	N	SR14	03	P	A	1.00	34,689	1.00	35,112	N
JUD 310		8/19/2014	00027005	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/22/2014	00058583	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/25/2014	00004796	Juvenile Detention Worker I	N	CO03	10	P	A	1.00	44,321	1.00	43,224	N
JUD 310		8/25/2014	00058195	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	31,236	N
JUD 310		8/25/2014	00014890	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/25/2014	00024359	Social Worker V	N	SR24	23	P	A	1.00	54,718	1.00	53,364	N
JUD 310		8/25/2014	00059357	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/26/2014	00500344	Juvenile Detention Worker I	N	CO03	10	P	A	1.00	44,321	1.00	43,224	N
JUD 310		8/28/2014	00004711	Court Admr II	N	SR26	23	P	A	1.00	69,341	1.00	70,188	N
JUD 310		8/28/2014	00057249	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	33,720	N
JUD 310		8/29/2014	00026894	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/29/2014	00022197	Law Clerk	Y	SR20	73	P	A	1.00	59,691	1.00	55,488	N
JUD 310		8/29/2014	00057251	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/29/2014	00059073	Building Maintenance Wkr I	N	BC09	01	P	A	1.00	46,764	1.00	46,344	N
JUD 310		9/2/2014	00023102	Clerk IV	N	SR10	03	P	A	1.00	28,524	1.00	28,872	N
JUD 310		9/2/2014	00057812	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	44,388	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Effective Date</u> <u>Position Filled</u>	<u>Position</u> <u>Number</u>	<u>Position Title</u>	<u>Exempt</u> <u>(Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Actual</u> <u>FTE</u>	<u>Actual</u> <u>Salary</u>	<u>Occupied</u> <u>by 89 Day</u> <u>Hire (Y/N)</u>
JUD 310		9/2/2014	00057877	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/2/2014	00058008	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/2/2014	00059399	Circuit Court Clerk II	N	SR20	03	P	A	1.00	49,365	1.00	49,968	N
JUD 310		9/2/2014	00059562	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	34,560	N
JUD 310		9/2/2014	00057268	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/2/2014	00057374	IT Specialist V	N	SR24	13	P	A	1.00	75,150	1.00	73,032	N
JUD 310		9/3/2014	00025311	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/3/2014	00058869	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/3/2014	00059228	Law Clerk	Y	SR20	73	P	A	1.00	56,709	1.00	55,488	N
JUD 310		9/5/2014	00057267	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/11/2014	00058242	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	47,400	N
JUD 310		9/15/2014	00059363	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,872	N
JUD 310		9/16/2014	00011936	Social Worker III	N	SR20	13	P	A	1.00	48,603	1.00	45,576	N
JUD 310		9/16/2014	00023387	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	31,236	N
JUD 310		9/16/2014	00500520	Juvenile Detention Worker I	N	CO03	10	T	A	0.00	0	1.00	43,224	N
JUD 310		9/16/2014	00500189	Ct Optns Spclt V	N	SR24	13	P	A	1.00	52,795	1.00	53,364	N
JUD 310		9/17/2014	00500051	Social Worker IV	N	SR22	13	P	A	1.00	54,718	1.00	51,300	N
JUD 310		9/26/2014	00057524	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,872	N
JUD 310		9/29/2014	00059639	Circuit Court Clerk II	N	SR20	03	P	A	1.00	55,495	1.00	56,172	N
JUD 310		10/1/2014	00057393	Judicial Clerk I	N	SR10	03	P	A	1.00	36,028	1.00	36,468	N
JUD 310		10/1/2014	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.00	42,169	1.00	42,684	N
JUD 310		10/1/2014	00058308	Social Worker III	N	SR20	13	P	A	1.00	46,732	1.00	43,812	N
JUD 310		10/1/2014	00014484	Ct Optns Spclt V	N	SR24	13	P	A	1.00	72,151	1.00	73,032	N
JUD 310		10/1/2014	00057967	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,256	N
JUD 310		10/1/2014	00500502	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,256	N
JUD 310		10/6/2014	00500576	Juvenile Counselor I	N	SR16	13	T	A	0.00	0	1.00	37,461	N
JUD 310		10/6/2014	00500649	Juvenile Counselor I	N	SR16	13	T	A	0.00	0	1.00	37,461	N
JUD 310		10/8/2014	00027810	Judicial Clerk I	N	SR10	03	P	A	1.00	29,605	1.00	28,872	N
JUD 310		10/13/2014	00014470	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	31,236	N
JUD 310		10/13/2014	00058881	Social Worker IV	N	SR22	13	P	A	1.00	56,896	1.00	55,488	N
JUD 310		10/20/2014	00015614	Social Worker VI	N	SR26	23	P	A	1.00	87,583	1.00	85,416	N
JUD 310		10/20/2014	00059644	Judicial Clerk I	N	SR10	03	P	A	1.00	29,605	1.00	28,872	N
JUD 310		10/20/2014	00500190	Social Worker III	N	SR20	13	P	A	1.00	43,812	1.00	43,812	N
JUD 310		10/22/2014	00014222	Social Worker IV	N	SR22	13	P	A	1.00	59,184	1.00	57,720	N
JUD 310		10/23/2014	00059640	Circuit Court Clerk I	N	SR17	03	P	A	1.00	47,445	1.00	48,024	N
JUD 310		10/27/2014	00500476	Social Service Assistant IV	N	SR11	03	T	A	0.00	0	1.00	29,988	N
JUD 310		11/2/2014	00059088	Juvenile Counselor I	N	SR16	13	T	A	1.00	37,464	1.00	37,464	N
JUD 310		11/3/2014	00057996	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	31,236	N
JUD 310		11/3/2014	00058866	Clerk III	N	SR08	03	P	A	1.00	36,028	1.00	36,468	N
JUD 310		11/3/2014	00500168	Social Worker III	N	SR20	13	P	B	1.00	44,485	1.00	43,812	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 310		11/5/2014	00004765	Social Worker VI	N	SR26	23	P	A	1.00	59,184	1.00	85,416	N
JUD 310		11/10/2014	00500013	Social Worker IV	N	SR22	13	T	A	1.00	47,400	1.00	47,400	N
JUD 310		11/10/2014	00011956	Juvenile Detention Worker I	N	CO03	10	P	A	1.00	47,877	1.00	43,224	N
JUD 310		11/14/2014	00058027	Social Worker IV	N	SR22	13	P	A	1.00	46,732	1.00	55,488	N
JUD 310		11/17/2014	00057804	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	35,112	N
JUD 310		11/17/2014	00058196	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	29,988	N
JUD 310		11/17/2014	00059719	Social Worker III	N	SR20	13	P	A	1.00	44,924	1.00	43,812	N
JUD 310		11/17/2014	00025739	Driver Educ Asst I	N	SR15	03	P	B	1.00	31,668	1.00	35,112	N
JUD 310		11/18/2014	00058902	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	47,400	N
JUD 310		11/25/2014	00000216	Circuit Judge	Y	JG05	00	P	A	1.00	189,456	1.00	189,456	N
JUD 310		11/25/2014	00057872	Circuit Judge	Y	JG05	00	P	A	1.00	189,456	1.00	189,456	N
JUD 310		11/25/2014	00500595	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364	N
JUD 310		11/26/2014	00004700	Judicial Assistant I	Y	SR21	03	P	A	1.00	41,945	1.00	63,168	N
JUD 310		11/26/2014	00025218	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		11/26/2014	00057876	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		11/26/2014	00058003	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		12/1/2014	00004717	Court Documents Supervisor	N	SR21	04	P	A	1.00	43,853	1.00	56,172	N
JUD 310		12/1/2014	00008923	Social Worker III	N	SR20	13	P	A	1.00	48,603	1.00	43,812	N
JUD 310		12/1/2014	00014890	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		12/1/2014	00019229	District Court Clerk I	N	SR15	03	P	A	1.00	37,522	1.00	46,188	N
JUD 310		12/1/2014	00025248	District Court Clerk I	N	SR15	03	P	A	1.00	37,522	1.00	41,064	N
JUD 310		12/1/2014	00058224	District Court Clerk I	N	SR15	03	P	A	1.00	34,689	1.00	35,112	N
JUD 310		12/1/2014	00058992	Juvenile Counselor I	N	SR16	13	P	A	1.00	38,415	1.00	37,464	N
JUD 310		12/1/2014	00059610	Clerk IV	N	SR10	03	T	A	1.00	28,872	1.00	28,872	N
JUD 310		12/1/2014	00500662	Clerk IV	N	SR10	03	T	A	1.00	28,872	1.00	33,720	N
JUD 310		12/3/2014	00057399	Social Worker I	N	SR16	13	P	A	1.00	41,577	1.00	37,464	N
JUD 310		12/5/2014	00057874	Judicial Assistant I	Y	SR21	03	P	A	1.00	41,945	1.00	48,024	N
JUD 310		12/11/2014	00058191	Judicial Clerk II	N	SR12	03	P	A	1.00	30,903	1.00	31,236	N
JUD 310		12/15/2014	00500156	Clerk III	N	SR08	03	T	A	1.00	26,700	1.00	26,700	N
JUD 310		12/15/2014	00500426	Social Service Aid III	N	SR09	03	T	A	1.00	27,768	1.00	27,768	N
JUD 310		12/16/2014	00008928	Juvenile Detention Worker I	N	CO03	10	P	A	1.00	47,877	1.00	43,224	N
JUD 310		12/16/2014	00057960	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,256	N
JUD 310		12/16/2014	00500617	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,222	N
JUD 310		12/22/2014	00004748	Social Worker V	N	SR24	23	P	A	1.00	54,718	1.00	70,188	N
JUD 310		12/29/2014	00057037	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,872	N
JUD 310		12/30/2014	00058166	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	53,364	N
JUD 310		12/31/2014	00014538	Judicial Clerk III	N	SR14	03	P	A	1.00	45,631	1.00	35,112	N
JUD 310		12/31/2014	00027891	District Court Clerk I	N	SR15	03	P	A	1.00	55,495	1.00	44,388	N
JUD 310		1/2/2015	00007723	Social Worker III	N	SR20	13	P	A	1.00	48,603	1.00	43,812	N
JUD 310		1/2/2015	00057106	Judicial Assistant I	Y	SR21	03	P	A	1.00	59,691	1.00	48,024	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 310		1/2/2015	00059125	Judicial Clerk III	N	SR14	03	P	A	1.00	47,445	1.00	33,720	N
JUD 310		1/5/2015	00059079	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		1/6/2015	00016873	Social Worker III	N	SR20	13	P	A	1.00	44,924	1.00	49,308	N
JUD 310		1/6/2015	00058280	Judicial Assistant I	Y	SR21	03	P	A	1.00	56,691	1.00	56,172	N
JUD 310		1/6/2015	00059000	Account Clerk V	N	SR15	03	P	A	1.00	34,738	1.00	35,112	N
JUD 310		1/12/2015	00057855	Court Reporter II	N	SR25	03	P	A	1.00	51,298	1.00	51,924	N
JUD 310		1/12/2015	00058060	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	29,988	N
JUD 310		1/12/2015	00058579	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		1/16/2015	00021198	Secretary II	N	SR14	03	P	A	1.00	33,313	1.00	33,720	N
JUD 310		1/16/2015	00023857	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	29,988	N
JUD 310		1/16/2015	00057844	Account Clerk IV	N	SR13	03	P	A	1.00	32,114	1.00	36,468	N
JUD 310		1/22/2015	00014905	Circuit Court Clerk II	N	SR20	03	P	A	1.00	60,047	1.00	44,388	N
JUD 310		1/22/2015	00025442	Clerk IV	N	SR10	03	P	A	0.48	29,668	0.48	13,713	N
JUD 310		1/23/2015	00013365	Court Documents Supervisor	N	SR21	04	P	A	1.00	43,853	1.00	46,188	N
JUD 310		1/28/2015	00057821	Social Worker IV	N	SR22	13	P	A	1.00	71,969	1.00	55,488	N
JUD 310		1/30/2015	00027890	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,872	N
JUD 310		2/2/2015	00058937	Clerk III	N	SR08	03	P	A	1.00	29,626	1.00	27,768	N
JUD 310		2/2/2015	00059398	Attorney (PROGRAM) I	N	SR24	73	P	A	1.00	52,795	1.00	53,364	N
JUD 310		2/2/2015	00057940	Clerk III	N	SR08	03	P	B	1.00	32,890	1.00	26,700	N
JUD 310		2/3/2015	00057749	Clerk IV	N	SR10	03	P	A	1.00	28,524	1.00	28,872	N
JUD 310		2/3/2015	00059386	Judicial Clerk V	N	SR18	04	P	A	1.00	49,365	1.00	51,924	N
JUD 310		2/9/2015	00025252	Judicial Clerk III	N	SR14	03	P	A	1.00	34,689	1.00	35,112	N
JUD 310		2/9/2015	00058821	Social Worker I	N	SR16	13	P	A	1.00	43,238	1.00	37,464	N
JUD 310		2/9/2015	00057782	Clerk III	N	SR08	03	P	B	1.00	29,276	1.00	26,700	N
JUD 310		2/12/2015	00057102	Judicial Clerk I	N	SR10	03	P	A	1.00	32,069	1.00	29,988	N
JUD 310		2/12/2015	00058591	Court Documents Clerk III	N	SR19	03	P	A	1.00	57,711	1.00	41,064	N
JUD 310		2/13/2015	00004783	Judicial Clerk V	N	SR18	04	P	A	1.00	35,367	1.00	42,684	N
JUD 310		2/18/2015	00058645	Social Worker IV	N	SR22	13	P	A	1.00	52,602	1.00	53,364	N
JUD 310		2/19/2015	00058358	Judicial Clerk II	N	SR12	03	P	A	1.00	30,903	1.00	41,064	N
JUD 310		2/20/2015	00057319	Social Worker III	N	SR20	13	P	A	1.00	48,603	1.00	43,812	N
JUD 310		2/23/2015	00014557	Circuit Court Clerk I	N	SR17	03	P	A	0.48	37,522	0.48	18,041	N
JUD 310		2/25/2015	00058881	Social Worker IV	N	SR22	13	P	A	1.00	56,896	1.00	47,400	N
JUD 310		3/2/2015	00014530	Judicial Clerk I	N	SR10	03	P	A	1.00	30,859	1.00	28,872	N
JUD 310		3/2/2015	00057250	Judicial Clerk I	N	SR10	03	P	A	1.00	32,069	1.00	28,872	N
JUD 310		3/2/2015	00057398	Clerk III	N	SR08	03	P	A	1.00	28,473	1.00	26,700	N
JUD 310		3/2/2015	00500584	Juvenile Detention Worker I	N	CO03	10	T	A	0.00	0	1.00	43,440	N
JUD 310		3/2/2015	00500618	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,430	N
JUD 310		3/3/2015	00008244	Social Worker IV	N	SR22	13	P	A	1.00	54,718	1.00	49,308	N
JUD 310		3/3/2015	00016023	District Court Clerk III	N	SR19	04	P	A	1.00	40,569	1.00	54,012	N
JUD 310		3/4/2015	00057400	Clerk IV	N	SR10	03	P	A	1.00	29,605	1.00	28,872	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

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JUD 310		3/11/2015	00026300	Ct Optns Spclt VI	N	SR26	23	P	A	1.00	75,150	1.00	82,140	N
JUD 310		3/12/2015	00057455	Judicial Clerk III	N	SR14	03	P	A	1.00	42,169	1.00	37,980	N
JUD 310		3/18/2015	00024039	Judicial Clerk II	N	SR12	03	P	A	1.00	33,313	1.00	31,236	N
JUD 310		3/20/2015	00004789	Secretary III	N	SR16	03	P	A	1.00	32,029	1.00	36,468	N
JUD 310		3/23/2015	00010350	Judicial Clerk II	N	SR12	03	P	A	1.00	33,361	1.00	31,236	N
JUD 310		3/23/2015	00014491	District Court Clerk II	N	SR17	03	P	A	1.00	40,569	1.00	37,980	N
JUD 310		3/30/2015	00057896	Law Clerk	N	SR20	73	T	A	1.00	49,308	1.00	43,812	N
JUD 310		4/1/2015	00058184	Court Documents Clerk III	N	SR19	03	P	A	1.00	40,569	1.00	46,188	N
JUD 310		4/1/2015	00059610	Clerk IV	N	SR10	03	T	A	1.00	28,872	1.00	28,872	N
JUD 310		4/6/2015	00028324	Driver Educ Asst I	N	SR15	03	P	B	1.00	41,657	1.00	35,112	N
JUD 310		4/8/2015	00059323	Judicial Clerk II	N	SR12	03	P	A	1.00	43,767	1.00	35,112	N
JUD 310		4/9/2015	00005890	Clerk IV	N	SR10	03	P	A	1.00	43,767	1.00	28,872	N
JUD 310		4/9/2015	00057561	Social Worker V	N	SR24	23	P	A	1.00	66,567	1.00	70,188	N
JUD 310		4/13/2015	00058666	District Court Clerk I	N	SR15	03	P	A	1.00	33,313	1.00	44,388	N
JUD 310		4/13/2015	00059532	District Court Clerk I	N	SR15	03	P	A	1.00	49,635	1.00	35,112	N
JUD 310		4/13/2015	00500547	Registered Prof Nurse	N	SR22	79	T	A	0.00	0	1.00	88,899	N
JUD 310		4/21/2015	00500657	Social Worker III	N	SR20	13	P	A	1.00	47,400	1.00	43,812	N
JUD 310		4/22/2015	00019273	Driver Educ Asst III	N	SR19	04	P	B	1.00	37,036	1.00	46,188	N
JUD 310		4/27/2015	00014525	Clerk III	N	SR08	03	P	A	1.00	26,378	1.00	26,700	N
JUD 310		4/27/2015	00058757	Juvenile Counselor I	N	SR16	13	P	A	1.00	52,602	1.00	37,464	N
JUD 310		4/29/2015	00057803	Judicial Clerk III	N	SR14	03	P	A	1.00	37,522	1.00	35,112	N
JUD 310		5/1/2015	00017676	Judicial Clerk II	N	SR12	03	P	A	1.00	32,069	1.00	31,236	N
JUD 310		5/1/2015	00019266	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	33,720	N
JUD 310		5/1/2015	00026894	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		5/1/2015	00500424	Social Worker IV	N	SR22	13	T	A	1.00	55,488	1.00	55,488	N
JUD 310		5/4/2015	00500614	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,430	N
JUD 310		5/11/2015	00500491	Groundskeeper I	N	BC02	01	P	A	1.00	34,880	1.00	35,964	N
JUD 310		5/11/2015	00500652	Social Worker IV	N	SR22	13	T	N	0.00	0	1.00	47,400	N
JUD 310		5/12/2015	00057021	Clerk IV	N	SR10	03	P	A	1.00	28,524	1.00	28,872	N
JUD 310		5/12/2015	00500041	Account Clerk III	N	SR11	03	P	A	1.00	33,361	1.00	29,988	N
JUD 310		5/13/2015	00057567	Clerk III	N	SR08	03	P	A	1.00	33,284	1.00	26,700	N
JUD 310		5/14/2015	00058021	Court Documents Clerk I	N	SR15	03	P	A	1.00	34,689	1.00	49,968	N
JUD 310		5/14/2015	00058194	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	32,460	N
JUD 310		5/15/2015	00057811	Account Clerk III	N	SR11	03	P	A	1.00	30,903	1.00	29,988	N
JUD 310		5/18/2015	00010329	District Judge	Y	JG06	00	P	A	1.00	178,536	1.00	178,536	N
JUD 310		5/18/2015	00023387	Judicial Clerk II	N	SR12	03	P	A	1.00	30,859	1.00	32,460	N
JUD 310		5/18/2015	00059185	District Court Clerk I	N	SR15	03	P	A	1.00	37,522	1.00	35,112	N
JUD 310		5/18/2015	00500527	Juvenile Detention Worker I	N	CO03	70	T	A	0.00	0	1.00	43,430	N
JUD 310		5/19/2015	00057867	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	31,236	N
JUD 310		5/21/2015	00026301	Judicial Clerk II	N	SR12	03	P	A	1.00	38,944	1.00	33,720	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 310		5/26/2015	00057883	Judicial Clerk II	N	SR12	03	P	A	1.00	32,069	1.00	32,460	N
JUD 310		5/27/2015	00057798	Clerk III	N	SR08	03	P	A	1.00	27,377	1.00	26,700	N
JUD 310		6/1/2015	00014476	Judicial Clerk IV	N	SR16	03	P	A	1.00	40,569	1.00	37,980	N
JUD 310		6/1/2015	00014557	Circuit Court Clerk I	N	SR17	03	P	A	1.00	37,522	1.00	37,980	N
JUD 310		6/1/2015	00021198	Secretary II	N	SR14	03	P	A	1.00	33,313	1.00	41,064	N
JUD 310		6/1/2015	00057251	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		6/1/2015	00059474	Law Clerk	Y	SR20	73	T	A	1.00	55,488	1.00	55,488	N
JUD 310		6/3/2015	00016987	Social Worker IV	N	SR22	13	P	A	1.00	66,567	1.00	53,364	N
JUD 310		6/5/2015	00057192	Judicial Clerk I	N	SR10	03	P	A	1.00	30,859	1.00	28,872	N
JUD 310		6/8/2015	00058222	Judicial Clerk II	N	SR12	03	P	A	1.00	34,689	1.00	31,236	N
JUD 310		6/8/2015	00059644	Judicial Clerk I	N	SR10	03	P	A	1.00	29,605	1.00	28,872	N
JUD 310		6/8/2015	00500485	Groundskeeper II	N	WS02	01	P	A	1.00	37,314	1.00	38,472	N
JUD 310		6/9/2015	00500525	Juvenile Detention Worker I	N	CO03	10	T	A	0.00	0	1.00	43,430	N
JUD 310		6/10/2015	00057910	Clerk III	N	SR08	03	P	A	1.00	27,377	1.00	26,700	N
JUD 310		6/15/2015	00058323	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		6/15/2015	00500595	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364	N
JUD 310		6/16/2015	00014491	District Court Clerk I	N	SR15	03	P	A	1.00	40,569	1.00	36,468	N
JUD 310		6/16/2015	00015375	Clerk III	N	SR08	03	P	A	1.00	26,378	1.00	26,700	N
JUD 310		6/19/2015	00057249	Judicial Clerk II	N	SR12	03	P	A	1.00	33,313	1.00	32,460	N
JUD 310		6/19/2015	00500287	Social Worker III	N	SR20	13	T	A	1.00	43,812	1.00	43,812	N
JUD 310		6/22/2015	00059088	Juvenile Counselor I	N	SR16	13	T	A	1.00	37,464	1.00	38,952	N
JUD 310		6/23/2015	00500298	Research Aide	Y	SR10	03	T	A	0.48	13,714	0.48	13,713	N
JUD 310		6/29/2015	00004786	Clerk III	N	SR08	03	P	A	1.00	28,524	1.00	36,468	N
JUD 310		7/1/2015	00004802	Juvenile Detention Supervisor	N	CO09	20	P	A	1.00	63,749	1.00	62,484	N
JUD 310		7/1/2015	00011954	Juvenile Detention Worker II	N	CO05	10	P	A	1.00	47,877	1.00	46,920	N
JUD 310		7/1/2015	00057564	Social Worker IV	N	SR22	13	P	A	1.00	64,008	1.00	53,364	N
JUD 310		7/1/2015	00058147	District Court Clerk I	N	SR15	03	P	A	1.00	34,689	1.00	39,492	N
JUD 310		7/1/2015	00057782	Clerk III	N	SR08	03	P	B	1.00	29,276	1.00	31,236	N
JUD 310		7/8/2015	00500392	Cook II	N	BC08	01	T	A	1.00	43,272	1.00	45,024	N
JUD 310		7/10/2015	00057412	District Judge	Y	JG06	00	P	A	1.00	178,532	1.00	182,112	N
JUD 310		7/13/2015	00024039	Judicial Clerk III	N	SR14	03	P	A	1.00	33,313	1.00	36,468	N
JUD 310		7/20/2015	00057294	Court Bailiff I	N	SR13	03	P	A	1.00	33,313	1.00	32,460	N
JUD 310		7/20/2015	00500579	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461	N
JUD 310		7/20/2015	00500649	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461	N
JUD 310		7/20/2015	00500650	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461	N
JUD 310		7/22/2015	00500677	Program Specialist I	N	SR22	13	T	A	0.00	0	1.00	47,400	N
JUD 310		7/23/2015	00004785	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	32,460	N
JUD 310		7/27/2015	00015382	Judicial Clerk IV	N	SR16	03	P	A	1.00	37,522	1.00	36,468	N
JUD 310		7/27/2015	00026943	Clerk III	N	SR08	03	P	B	1.00	25,044	0.48	12,686	N
JUD 310		7/28/2015	00058092	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,964	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 310		7/28/2015	00059363	Judicial Clerk I	N	SR10	03	P	A	1.00	28,524	1.00	28,872	N
JUD 310		8/3/2015	00014890	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/3/2015	00057975	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,964	N
JUD 310		8/3/2015	00058093	Groundskeeper II	N	WS02	01	P	A	1.00	37,314	1.00	38,472	N
JUD 310		8/3/2015	00058278	Ct Optns Spclt V	N	SR24	13	P	A	1.00	75,150	0.48	25,352	N
JUD 310		8/3/2015	00500576	Juvenile Counselor I	N	SR16	73	P	A	0.00	0	1.00	37,461	N
JUD 310		8/4/2015	00057568	Clerk IV	N	SR10	03	P	A	1.00	32,029	1.00	28,872	N
JUD 310		8/5/2015	00059481	Social Worker III	N	SR20	13	P	A	1.00	48,603	1.00	43,812	N
JUD 310		8/5/2015	00500014	Social Worker IV	N	SR22	13	T	A	1.00	53,364	1.00	51,300	N
JUD 310		8/7/2015	00057915	Social Worker I	N	SR16	13	P	A	1.00	52,602	1.00	37,464	N
JUD 310		8/10/2015	00057567	Clerk III	N	SR08	03	P	A	1.00	33,284	1.00	26,700	N
JUD 310		8/10/2015	00500216	Judicial Clerk II	N	SR12	03	P	A	1.00	33,284	1.00	32,460	N
JUD 310		8/10/2015	00500476	Social Service Assistant IV	N	SR11	03	P	A	0.00	0	1.00	29,988	N
JUD 310		8/10/2015	00500167	Social Service Assistant IV	N	SR11	03	P	B	0.00	0	1.00	29,988	N
JUD 310		8/11/2015	00058886	Court Bailiff II	N	SR15	03	P	A	1.00	34,689	1.00	39,492	N
JUD 310		8/17/2015	00059673	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/17/2015	00059432	Law Clerk	Y	SR20	73	T	A	1.00	55,488	1.00	55,488	N
JUD 310		8/18/2015	00015613	Social Worker III	N	SR20	13	P	A	1.00	44,924	1.00	43,812	N
JUD 310		8/18/2015	00023507	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/24/2015	00005758	Judicial Assistant I	Y	SR21	03	P	A	1.00	59,691	0.48	22,813	N
JUD 310		8/24/2015	00057267	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		8/24/2015	00500645	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461	N
JUD 310		8/26/2015	00014480	Judicial Clerk III	N	SR14	03	P	A	1.00	29,626	1.00	39,492	N
JUD 310		8/31/2015	00022197	Law Clerk	Y	SR20	73	P	A	1.00	59,691	1.00	55,488	N
JUD 310		8/31/2015	00057115	Court Documents Clerk III	N	SR19	03	P	A	1.00	42,169	1.00	41,064	N
JUD 310		8/31/2015	00500283	Social Service Assistant IV	N	SR11	03	T	A	1.00	31,236	1.00	29,988	N
JUD 310		9/1/2015	00027005	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/1/2015	00057025	Clerk III	N	SR08	03	P	A	1.00	30,859	1.00	26,700	N
JUD 310		9/1/2015	00057268	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/1/2015	00057419	Circuit Court Clerk II	N	SR20	03	P	A	1.00	60,047	1.00	46,188	N
JUD 310		9/1/2015	00057877	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/1/2015	00058008	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/1/2015	00058583	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/1/2015	00058863	Clerk III	N	SR08	03	P	A	1.00	32,069	1.00	26,700	N
JUD 310		9/1/2015	00059228	Law Clerk	Y	SR20	73	P	A	1.00	56,709	1.00	55,488	N
JUD 310		9/1/2015	00500662	Clerk IV	N	SR10	03	T	A	1.00	28,872	1.00	28,872	N
JUD 310		9/4/2015	00057563	Social Worker IV	N	SR22	13	P	A	1.00	54,718	1.00	60,012	N
JUD 310		9/8/2015	00019268	District Court Clerk II	N	SR17	03	P	A	1.00	49,365	1.00	37,980	N
JUD 310		9/8/2015	00058869	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/9/2015	00057797	Clerk IV	N	SR10	03	P	A	1.00	40,494	1.00	28,872	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 310		9/9/2015	00058519	Clerk IV	N	SR10	03	P	A	1.00	30,749	1.00	28,872	N
JUD 310		9/10/2015	00026636	Judicial Clerk V	N	SR18	04	P	A	1.00	45,631	1.00	39,492	N
JUD 310		9/10/2015	00057874	Judicial Assistant I	Y	SR21	03	P	A	1.00	41,945	1.00	54,012	N
JUD 310		9/10/2015	00057876	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		9/16/2015	00500462	Social Worker IV	N	SR22	13	T	A	0.00	0	1.00	47,400	N
JUD 310		9/17/2015	00058881	Social Worker IV	N	SR22	13	P	A	1.00	56,896	1.00	49,308	N
JUD 310		9/23/2015	00500501	Janitor II	N	BC02	01	P	A	1.00	34,880	1.00	35,964	N
JUD 310		9/24/2015	00059105	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	57,720	N
JUD 310		9/28/2015	00011935	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	47,400	N
JUD 310		9/28/2015	00058937	Clerk III	N	SR08	03	P	A	1.00	29,626	1.00	26,700	N
JUD 310		9/30/2015	00059568	Social Service Aid III	N	SR09	03	P	A	1.00	30,749	1.00	27,768	N
JUD 310		10/1/2015	00008114	Circuit Court Clerk II	N	SR20	03	P	A	1.00	67,587	1.00	48,024	N
JUD 310		10/1/2015	00014418	Social Worker IV	N	SR22	13	P	A	1.00	64,008	1.00	67,512	N
JUD 310		10/1/2015	00058003	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		10/5/2015	00058579	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		10/5/2015	00059000	Account Clerk V	N	SR15	03	P	A	1.00	34,738	1.00	35,112	N
JUD 310		10/5/2015	00500648	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461	N
JUD 310		10/16/2015	00011937	Social Worker IV	N	SR22	13	P	A	1.00	50,559	1.00	47,400	N
JUD 310		10/16/2015	00057598	Clerk III	N	SR08	03	P	A	1.00	33,284	1.00	26,700	N
JUD 310		10/16/2015	00058146	Judicial Clerk I	N	SR10	03	P	A	1.00	33,313	1.00	29,988	N
JUD 310		10/16/2015	00058695	Clerk III	N	SR08	03	P	A	1.00	29,626	1.00	26,700	N
JUD 310		10/16/2015	00059610	Clerk IV	N	SR10	03	T	A	1.00	28,872	1.00	28,872	N
JUD 310		10/19/2015	00014556	Judicial Clerk V	N	SR18	04	P	A	1.00	53,361	1.00	44,388	N
JUD 310		10/20/2015	00059475	Drug Ct Subst Abuse Cnslr II	N	18SR	13	P	A	1.00	44,924	1.00	40,548	N
JUD 310		10/23/2015	00025265	Judicial Clerk III	N	SR14	03	P	A	1.00	28,524	1.00	36,468	N
JUD 310		10/28/2015	00004768	Social Worker IV	N	SR22	13	P	A	1.00	54,718	1.00	51,300	N
JUD 310		10/28/2015	00059070	Groundskeeper I	N	BC02	01	P	A	1.00	34,880	1.00	36,684	N
JUD 310		10/30/2015	00058067	Social Worker I	N	SR16	13	P	A	1.00	46,732	1.00	37,464	N
JUD 310		11/2/2015	00017720	Social Worker III	N	SR20	13	P	A	1.00	54,718	1.00	43,812	N
JUD 310		11/2/2015	00027810	Judicial Clerk II	N	SR12	03	P	A	1.00	29,605	1.00	39,492	N
JUD 310		11/2/2015	00500647	Juvenile Counselor I	N	SR16	73	T	A	0.00	0	1.00	37,461	N
JUD 310		11/4/2015	00500684	Judicial Clerk I	N	SR10	03	T	A	1.00	28,872	1.00	28,872	N
JUD 310		11/9/2015	00023424	Law Clerk	Y	SR20	73	P	A	1.00	52,434	1.00	55,488	N
JUD 310		11/16/2015	00010350	Judicial Clerk II	N	SR12	03	P	A	1.00	33,361	1.00	36,468	N
JUD 310		11/16/2015	00058533	Social Worker II	N	SR18	13	P	A	1.00	61,535	1.00	40,548	N
JUD 310		11/16/2015	00058554	Social Worker IV	N	SR22	13	P	A	1.00	48,603	1.00	47,400	N
JUD 310		11/16/2015	00026943	Clerk III	N	SR08	03	P	B	1.00	25,044	1.00	26,700	N
JUD 310		11/17/2015	00057782	Clerk III	N	SR08	03	P	B	1.00	29,276	1.00	26,700	N
JUD 310		11/23/2015	00057809	Clerk III	N	SR08	03	P	A	1.00	29,626	1.00	26,700	N
JUD 310		11/25/2015	00026933	Driver Educ Asst I	N	SR15	03	P	B	1.00	46,830	1.00	35,112	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 310		11/30/2015	00023055	District Court Clerk I	N	SR15	03	P	A	1.00	37,522	1.00	35,112	N
JUD 320		7/1/2014	00057770	Judicial Assistant I	Y	SR21	03	P	A	1.00	48,807	1.00	48,024	N
JUD 320		7/16/2014	00059078	Judicial Clerk I	N	SR10	03	P	A	1.00	28,860	1.00	29,988	N
JUD 320		7/21/2014	00059046	Circuit Court Clerk II	N	SR20	03	P	A	1.00	42,666	1.00	58,416	N
JUD 320		7/22/2014	00500371	Social Worker III	N	SR20	13	P	A	1.00	46,468	1.00	45,576	N
JUD 320		8/1/2014	00057772	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488	N
JUD 320		8/4/2014	00004824	Secretary III	N	SR16	03	P	A	1.00	36,811	1.00	36,468	N
JUD 320		8/4/2014	00500107	Law Clerk	Y	SR20	73	P	A	1.00	56,395	1.00	55,488	N
JUD 320		8/6/2014	00027881	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488	N
JUD 320		8/18/2014	00009201	Social Worker I	N	SR16	13	P	A	1.00	46,468	1.00	37,464	N
JUD 320		8/18/2014	00023704	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488	N
JUD 320		8/18/2014	00059151	Judicial Clerk II	N	SR12	03	P	A	1.00	30,622	1.00	31,236	N
JUD 320		8/18/2014	00500589	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364	N
JUD 320		9/2/2014	00058157	Social Worker I	N	SR20	13	P	A	1.00	46,468	1.00	37,464	N
JUD 320		9/2/2014	00058563	Social Worker I	N	SR16	13	P	A	1.00	46,468	1.00	37,464	N
JUD 320		9/8/2014	00500015	Social Worker VI	N	SR26	23	P	A	1.00	58,832	1.00	70,188	N
JUD 320		9/16/2014	00027880	Court Reporter II	N	SR25	03	P	A	1.00	51,902	1.00	51,924	N
JUD 320		9/22/2014	00012046	Social Worker III	N	SR20	13	P	A	1.00	42,951	1.00	43,812	N
JUD 320		10/20/2014	00026328	Judicial Clerk I	N	SR10	03	P	A	1.00	32,765	1.00	28,872	N
JUD 320		11/13/2014	00022466	Court Fiscal Officer II	N	SR26	23	P	A	1.00	58,263	1.00	62,424	N
JUD 320		11/18/2014	00014544	District Court Clerk III	N	SR19	04	P	A	1.00	37,964	1.00	56,172	N
JUD 320		12/10/2014	00058331	Clerk III	N	SR08	03	P	A	1.00	31,223	1.00	26,700	N
JUD 320		12/22/2014	00058330	Clerk III	N	SR08	03	P	A	1.00	31,223	1.00	26,700	N
JUD 320		1/2/2015	00059328	District Court Clerk I	N	SR15	03	P	A	1.00	56,148	1.00	41,064	N
JUD 320		1/5/2015	00058792	Clerk III	N	SR08	03	P	A	1.00	28,860	1.00	26,700	N
JUD 320		1/16/2015	00004816	Deputy Chief Court Admr I	N	EM05	35	P	A	1.00	98,623	1.00	90,360	N
JUD 320		1/26/2015	00057370	Clerk III	N	SR08	03	P	A	1.00	28,860	1.00	26,700	N
JUD 320		2/17/2015	00004813	Janitor III	N	WS02	01	P	A	1.00	38,071	1.00	37,716	N
JUD 320		3/4/2015	00059257	Social Worker IV	N	SR22	13	P	A	1.00	54,397	1.00	53,364	N
JUD 320		3/9/2015	00057129	Judicial Clerk III	N	SR14	03	P	A	1.00	39,475	1.00	35,112	N
JUD 320		3/23/2015	00004817	Social Worker VI	N	SR26	23	P	A	1.00	80,525	1.00	70,188	N
JUD 320		4/1/2015	00057371	Clerk III	N	SR08	03	P	A	1.00	31,223	1.00	26,700	N
JUD 320		4/16/2015	00058557	Judicial Clerk II	N	SR12	03	P	A	1.00	38,716	1.00	31,236	N
JUD 320		5/26/2015	00057758	Judicial Clerk II	N	SR12	03	P	A	1.00	32,446	1.00	32,460	N
JUD 320		6/15/2015	00004819	Social Worker V	N	SR24	23	P	A	1.00	63,644	1.00	57,720	N
JUD 320		6/24/2015	00027881	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488	N
JUD 320		6/25/2015	00059262	Social Worker II	N	SR18	13	P	A	1.00	52,315	1.00	40,548	N
JUD 320		7/1/2015	00500564	Social Service Assistant V	N	SR13	03	P	A	1.00	30,617	1.00	32,460	N
JUD 320		7/8/2015	00058140	Court Documents Clerk I	N	SR15	03	P	A	1.00	48,004	1.00	49,968	N
JUD 320		8/4/2015	00059184	Social Worker IV	N	SR22	13	P	A	1.00	50,291	1.00	51,300	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 320		8/14/2015	00023704	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488	N
JUD 320		8/14/2015	00500589	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364	N
JUD 320		8/20/2015	00059337	Social Worker II	N	SR18	13	P	A	1.00	56,585	1.00	40,548	N
JUD 320		8/24/2015	00500107	Law Clerk	Y	SR20	73	P	A	1.00	56,395	1.00	55,488	N
JUD 320		9/1/2015	00004813	Janitor III	N	WS02	01	P	A	1.00	38,071	1.00	38,472	N
JUD 320		9/1/2015	00012047	Social Worker II	N	SR18	13	P	A	1.00	46,468	1.00	40,548	N
JUD 320		9/1/2015	00058141	Judicial Clerk I	N	SR10	03	P	A	1.00	31,223	1.00	28,872	N
JUD 320		9/28/2015	00058214	Janitor II	N	BC02	01	P	A	1.00	34,885	1.00	35,964	N
JUD 320		11/2/2015	00057850	IT Support Technician IV	N	SR19	03	P	A	1.00	50,291	1.00	58,416	N
JUD 320		11/2/2015	00500104	Judicial Clerk I	N	SR10	03	P	A	1.00	38,716	1.00	28,872	N
JUD 320		11/17/2015	00027881	Law Clerk	Y	SR20	73	P	A	1.00	56,393	1.00	55,488	N
JUD 330		7/1/2014	00500658	Attorney(PROG)1	Y	SR24	13	P	A	1.00	57,141	1.00	53,364	N
JUD 330		8/1/2014	00500592	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364	N
JUD 330		8/12/2014	00024378	Social Worker IV	N	SR22	13	P	A	1.00	60,502	1.00	62,424	N
JUD 330		8/18/2014	00058572	Account Clerk III	N	SR11	03	P	A	1.00	30,884	1.00	29,988	N
JUD 330		8/25/2014	00057200	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488	N
JUD 330		8/25/2014	00500252	Clerk III	N	SR08	03	P	A	1.00	27,498	1.00	26,700	N
JUD 330		8/27/2014	00057122	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488	N
JUD 330		9/2/2014	00059311	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	47,400	N
JUD 330		9/15/2014	00059733	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	47,400	N
JUD 330		9/18/2014	00026477	Account Clerk V	N	SR15	03	P	A	1.00	47,568	1.00	41,064	N
JUD 330		10/13/2014	00058109	Judicial Clerk I	N	SR10	03	P	A	1.00	29,000	1.00	28,872	N
JUD 330		12/2/2014	00001277	District Judge	Y	JG06	00	P	A	1.00	178,536	1.00	178,536	N
JUD 330		12/9/2014	00058657	Social Worker II	N	SR18	13	P	A	1.00	39,299	1.00	40,548	N
JUD 330		12/16/2014	00057939	Account Clerk IV	N	SR13	03	P	A	1.00	34,344	1.00	37,980	N
JUD 330		12/31/2014	00014551	Deputy Chief Court Admr I	N	EM05	35	P	A	1.00	110,856	1.00	77,496	N
JUD 330		1/5/2015	00059241	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	47,400	N
JUD 330		1/16/2015	00057765	Judicial Clerk II	N	SR12	03	P	A	1.00	44,585	1.00	31,236	N
JUD 330		1/16/2015	00058814	Accountant I	N	SR16	13	P	A	1.00	64,289	1.00	47,400	N
JUD 330		1/20/2015	00057627	Account Clerk III	N	SR11	03	P	A	1.00	27,498	1.00	29,988	N
JUD 330		1/20/2015	00059520	Clerk III	N	SR08	03	P	A	1.00	31,375	1.00	26,700	N
JUD 330		2/2/2015	00059054	Social Worker II	N	SR18	13	P	A	1.00	45,940	1.00	40,548	N
JUD 330		2/10/2015	00500271	IT Support Technician III	N	SR17	03	P	A	1.00	39,115	1.00	37,980	N
JUD 330		2/18/2015	00500670	Social Worker IV	N	SR22	13	T	A	0.00	0	1.00	55,488	N
JUD 330		2/19/2015	00004830	Judicial Assistant I	Y	SR21	03	P	A	1.00	51,192	1.00	48,024	N
JUD 330		3/17/2015	00057098	Court Bailiff I	N	SR13	03	P	A	1.00	33,496	1.00	32,460	N
JUD 330		4/1/2015	00500148	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488	N
JUD 330		4/16/2015	00059608	Judicial Clerk III	N	SR14	03	P	A	1.00	39,667	1.00	33,720	N
JUD 330		4/21/2015	00014539	Assistant Court Admr	N	SR22	23	P	A	1.00	62,701	1.00	60,012	N
JUD 330		5/1/2015	00058923	Account Clerk IV	N	SR13	03	P	A	1.00	45,714	1.00	46,188	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 330		5/6/2015	00057379	Judicial Assistant I	Y	SR21	03	P	A	1.00	51,192	1.00	48,024	N
JUD 330		5/18/2015	00058036	Account Clerk III	N	SR11	03	P	A	1.00	36,161	1.00	29,988	N
JUD 330		7/1/2015	00007736	Judicial Clerk I	N	SR10	03	P	A	1.00	29,065	1.00	29,988	N
JUD 330		7/1/2015	00500254	Clerk III	N	SR08	03	T	A	1.00	25,668	1.00	26,700	N
JUD 330		7/6/2015	00004826	Court Reporter II	N	SR25	03	P	A	1.00	66,028	1.00	51,924	N
JUD 330		7/16/2015	00004825	Court Documents Supervisor	N	SR21	04	P	A	1.00	61,050	1.00	46,188	N
JUD 330		7/20/2015	00058917	Judicial Clerk I	N	SR10	03	P	A	1.00	32,604	1.00	29,988	N
JUD 330		8/4/2015	00059311	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	49,308	N
JUD 330		8/19/2015	00500271	IT Support Technician III	N	SR17	03	P	A	1.00	39,115	1.00	37,980	N
JUD 330		8/20/2015	00057006	Judicial Clerk I	N	SR10	03	P	A	1.00	31,375	1.00	28,872	N
JUD 330		8/24/2015	00058247	Clerk III	N	SR08	03	P	A	1.00	25,878	1.00	37,980	N
JUD 330		8/24/2015	00058920	Judicial Clerk II	N	SR12	03	P	A	1.00	26,819	1.00	31,236	N
JUD 330		8/31/2015	00057200	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488	N
JUD 330		9/4/2015	00057122	Law Clerk	Y	SR20	73	P	A	1.00	56,847	1.00	55,488	N
JUD 330		9/14/2015	00500592	Foreclosure Legal Researcher	Y	SR20	13	T	T	0.00	0	1.00	53,364	N
JUD 330		10/1/2015	00059241	Social Worker IV	N	SR22	13	P	A	1.00	45,940	1.00	47,400	N
JUD 330		10/19/2015	00058526	Court Documents Clerk III	N	SR19	03	P	A	1.00	56,421	1.00	41,064	N
JUD 330		11/16/2015	00058530	Clerk III	N	SR08	03	P	A	1.00	26,819	1.00	26,700	N
JUD 330		11/23/2015	00058531	Judicial Clerk II	N	SR12	03	P	A	1.00	46,393	1.00	39,492	N
JUD 330		11/30/2015	00058119	Judicial Clerk II	N	SR12	03	P	A	1.00	44,585	1.00	31,236	N
JUD 350		7/7/2014	00027613	Social Worker III	N	SR20	13	P	A	1.00	43654	1.00	43,812	N
JUD 350		8/1/2014	00500573	Social Service Assistant IV	N	SR11	03	P	A	1.00	34985	1.00	35,112	N
JUD 350		9/2/2014	00059669	Law Clerk	Y	SR20	73	P	A	1.00	53055	1.00	55,488	N
JUD 350		9/2/2014	00500162	Janitor II	N	BC02	01	P	A	1.00	34951	1.00	34,560	N
JUD 350		9/8/2014	00057983	Judicial Clerk II	N	SR12	03	P	A	1.00	35476	1.00	36,468	N
JUD 350		9/8/2014	00058111	Social Worker III	N	SR20	13	P	A	1.00	45411	1.00	45,576	N
JUD 350		9/9/2014	00026939	District Court Clerk II	N	SR17	03	P	A	1.00	48608	1.00	49,968	N
JUD 350		10/1/2014	00057676	Social Worker IV	N	SR22	13	P	A	1.00	49130	1.00	49,308	N
JUD 350		11/3/2014	00500661	Social Worker IV	N	SR22	13	T	A	0.00	0	1.00	51,300	N
JUD 350		11/24/2014	00059117	Social Worker I	N	SR16	13	P	A	1.00	37329	1.00	43,812	N
JUD 350		11/25/2014	00058861	Judicial Clerk II	N	SR12	03	P	A	1.00	29172	1.00	32,460	N
JUD 350		1/5/2015	00059119	Social Worker I	N	SR16	13	P	A	1.00	37329	1.00	37,464	N
JUD 350		1/28/2015	00019193	Judicial Clerk III	N	SR14	03	P	A	1.00	39947	1.00	39,492	N
JUD 350		1/30/2015	00057846	Court Bailiff II	N	SR15	03	P	A	1.00	43204	1.00	36,468	N
JUD 350		2/11/2015	00057878	Social Worker II	N	SR18	13	P	A	1.00	43654	1.00	40,548	N
JUD 350		3/4/2015	00057279	Social Worker I	N	SR16	13	P	A	1.00	43654	1.00	37,464	N
JUD 350		4/1/2015	00500199	Social Worker IV	N	SR22	13	P	A	1.00	55287	1.00	47,400	N
JUD 350		4/7/2015	00059433	Court Bailiff I	N	SR13	03	P	A	1.00	35476	1.00	39,492	N
JUD 350		5/18/2015	00500161	Janitor III	N	WS02	01	P	A	1.00	36652	1.00	38,472	N
JUD 350		6/1/2015	00058860	Judicial Clerk II	N	SR12	03	P	A	1.00	25974	1.00	31,236	N

Judiciary

Positions Filled from July 1, 2014 to November 30, 2015

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
JUD 350		6/2/2015	00058855	Law Clerk	Y	SR20	73	P	A	1.00	53055	1.00	55,488	N
JUD 350		7/1/2015	00059750	Judicial Clerk I	N	SR10	03	P	A	1.00	37843	1.00	28,872	N
JUD 350		7/13/2015	00057869	Clerk III	N	SR08	03	P	A	1.00	36336	1.00	26,700	N
JUD 350		7/27/2015	00058581	Social Worker I	N	SR16	13	P	A	1.00	51115	1.00	37,464	N
JUD 350		7/27/2015	00059312	Social Worker I	N	SR16	13	P	A	1.00	37329	1.00	37,464	N
JUD 350		7/29/2015	00059393	Social Worker I	N	SR16	13	P	A	1.00	53171	1.00	37,464	N
JUD 350		9/1/2015	00059669	Law Clerk	Y	SR20	73	P	A	1.00	53055	1.00	55,488	N
JUD 350		9/9/2015	00059248	Clerk III	N	SR08	03	P	A	1.00	34985	1.00	26,700	N
JUD 350		9/11/2015	00500679	Judicial Assistant I	Y	SR21	03	T	A	0.00	0	1.00	48,024	N
JUD 350		9/14/2015	00500680	Judicial Clerk II	N	SR12	03	T	A	0.00	0	1.00	31,242	N
JUD 350		10/21/2015	00500097	Human Resources Tech VI	N	SR15	63	P	A	1.00	40709	1.00	35,112	N
JUD 350		10/28/2015	00059668	Judicial Assistant I	Y	SR21	03	P	A	1.00	45919	1.00	48,024	N
JUD 350		11/2/2015	00027613	Social Worker I	N	SR16	13	P	A	1.00	43654	1.00	37,464	N
JUD 350		11/2/2015	00059248	Clerk III	N	SR08	03	P	A	1.00	34985	1.00	26,700	N
JUD 350		11/2/2015	00500033	Drug Ct Subst Abuse Cnslr IV	N	SR22	13	P	A	1.00	47229	1.00	47,400	N
JUD 501		12/19/2014	00500663	Admin Assistant (JUD) II	N	SR21	3	T	A	0.00	0	1.00	63,168	N
JUD 501		12/31/2014	00058945	Admin Assistant (JUD) II	N	SR21	3	P	A	1.00	73,076	1.00	63,168	N
JUD 610		7/1/2014	00059678	DUI Review Tech/Acct Clk	Y	SR15	3	P	A	1.00	33,872	1.00	35,112	N
JUD 610		7/1/2014	00059171	DUI Review Technician	Y	SR15	3	P	A	1.00	42,821	1.00	44,388	N
JUD 610		7/7/2014	00059172	DUI Clerk	Y	SR10	3	P	A	1.00	27,852	1.00	28,872	N
JUD 610		7/7/2014	00059173	DUI Clerk	Y	SR10	3	P	A	1.00	27,852	1.00	28,872	N
JUD 610		7/28/2014	00059175	DUI Clerk	Y	SR10	3	T	A	1.00	28,872	1.00	28,872	N
JUD 610		8/18/2014	00058145	IT Specialist V	N	SR24	13	P	A	1.00	55,517	1.00	53,364	N
JUD 610		9/2/2014	00058071	Program Budget Analyst V	N	SR24	73	P	A	1.00	74,260	1.00	73,032	N
JUD 610		9/29/2014	00500406	JIMS Spclst(Technical Lead)	Y		13	T	B	1.00	80,574	1.00	82,140	N
JUD 610		10/16/2014	00500641	Forensic Interview Specialist	N	SR22	13	P	A	1.00	47,208	1.00	47,400	N
JUD 610		10/27/2014	00058934	Social Worker IV	N	SR22	13	P	A	1.00	48,774	1.00	47,400	N
JUD 610		11/3/2014	00057169	Human Resources Manager II	N	EM05	35	P	A	1.00	108,752	1.00	83,988	N
JUD 601		12/2/2014	00058062	Accountant VI	N	SR26	23	P	A	1.00	87,515	1.00	57,720	N
JUD 601		12/8/2014	00022121	Human Resources Spclt V	N	SR24	73	P	A	1.00	73,786	1.00	60,012	N
JUD 601		12/8/2014	00058628	IT Specialist V	N	SR24	13	P	A	1.00	53,392	1.00	60,012	N
JUD 601		12/16/2014	00500671	DUI Adjudicator	Y	SR26	13	T	A	0.00	0	1.00	57,720	N
JUD 601		1/6/2015	00500317	Social Worker IV	N	SR22	13	P	A	0.50	28,548	0.50	27,744	N
JUD 601		1/20/2015	00058784	CJC Program Specialist	N	SR26	13	P	A	1.00	81,807	1.00	57,720	N
JUD 601		1/21/2015	00059418	DUI Adjudicator	Y	SR26	13	P	A	1.00	79,240	1.00	57,720	N
JUD 601		1/22/2015	00058310	CJC Program Specialist	N	SR26	13	P	A	1.00	85,070	1.00	57,720	N
JUD 601		1/22/2015	00500644	Forensic Interview Specialist	N	SR22	13	P	A	1.00	47,208	1.00	47,400	N
JUD 601		2/17/2015	00058189	Purch & Specs Spclt III	N	SR20	13	P	A	1.00	80,937	1.00	43,812	N
JUD 601		2/20/2015	00057790	Human Resources Spclt V	N	SR24	73	P	A	1.00	73,786	1.00	55,488	N
JUD 601		3/3/2015	00059173	DUI Clerk	Y	SR10	3	P	A	1.00	27,852	1.00	28,872	N

Judiciary
Unauthorized Positions as of November 30, 2015

Table 16

Prog ID	Sub-Org	Date Established	Legal Authority	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	FTE	Annual Salary	Filled (Y/N)	Occupied by 89 Day Hire (Y/N)
General Fund Positions														
JUD 101		12/17/2014	HRS 601-2	00500672	Appellate Court Clerk	N	03SR	63	T	A	0.475	20,273.76	Y	N
JUD 310		6/13/2014	HRS 601-2	00500659	IT Specialist IV	N	13SR	73	T	A	0.475	22,516.52	Y	N
JUD 310		8/27/2009	HRS 601-2	00500475	Soc Svc Aid III	N	03SR	03	T	A	1.0	27,768.00	Y	N
JUD 310		8/27/2009	HRS 601-2	00500476	Soc Svc Asst IV	N	03SR	03	T	A	1.0	29,988.00	Y	N
JUD 310		7/26/2010	HRS 601-2	00500518	Kitchen Helper	N	01BC	01	T	A	1.0	36,684.00	Y	N
JUD 310		7/26/2010	HRS 601-2	00500519	Kitchen Helper	N	01BC	01	T	A	1.0	36,684.00	N	N
JUD 310		7/28/2010	HRS 601-2	00500520	Juvenile Detention Wrk I	N	10CO	10	T	A	1.0	45,156.00	Y	N
JUD 310		10/22/2012	HRS 601-2	00500584	Juvenile Detention Wrk I	N	10CO	10	T	A	1.0	45,156.00	Y	N
JUD 310		10/22/2012	HRS 601-2	00500585	Juvenile Detention Wrk I	N	10CO	10	T	A	1.0	45,156.00	Y	N
JUD 310		5/1/2014	HRS 601-2	00500675	Juvenile Detention Wrk II	N	10CO	10	T	A	1.0	48,816.00	Y	N
JUD 310		11/20/2012	HRS 601-2	00500590	Juvenile Counselor I	N	13SR	13	T	A	1.0	37,464.00	Y	N
JUD 310		8/8/2008	HRS 601-2	00500462	Social Worker IV	N	13SR	13	T	A	1.0	47,400.00	Y	N
JUD 310		6/2/2015	HRS 601-2	00500677	Program Specialist I	N	13SR	13	T	A	1.0	47,400.00	Y	N
JUD 330		11/24/2015	HRS 601-2	00500695	Social Worker IV	N	13SR	13	T	A	1.0	60,012.00	Y	N
JUD 330		11/24/2015	HRS 601-2	00500670	Social Worker IV	N	13SR	13	T	A	1.0	55,488.00	Y	N
JUD 350		8/5/2014	HRS 601-2	00500661	Social Worker IV	N	13SR	13	T	A	1.0	51,300.00	Y	N
JUD 601		11/14/2014	HRS 601-2	00500671	DUI Adjudicator	N	13SR	13	T	A	1.0	57,720.00	Y	N
JUD 601		11/6/2013	HRS 601-2	00500653	IT Specialist V	N	13SR	13	T	A	1.0	57,720.00	Y	N
General Fund Positions (Intermittent)														
JUD 310		7/22/2011	HRS 601-2	00500547	Registered Prof Nurse	N	09SR	79	T	A	1.0	48.09H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500522	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	N	N
JUD 310		7/28/2010	HRS 601-2	00500523	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500524	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500525	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500526	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	N	N
JUD 310		7/28/2010	HRS 601-2	00500527	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500529	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500531	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	N	N
JUD 310		7/15/2013	HRS 601-2	00500614	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	Y	N
JUD 310		7/15/2013	HRS 601-2	00500615	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	Y	N
JUD 310		7/15/2013	HRS 601-2	00500618	Juvenile Detention Wrk I	N	10CO	70	T	A	1.0	21.71H	Y	N
JUD 310		10/22/2012	HRS 601-2	00500576	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	Y	N
JUD 310		10/22/2012	HRS 601-2	00500577	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	Y	N
JUD 310		10/22/2012	HRS 601-2	00500578	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	N	N
JUD 310		10/22/2012	HRS 601-2	00500579	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	Y	N
JUD 310		8/29/2013	HRS 601-2	00500645	Juvenile Counselor I	N	13SR	73	T	A	1.0	37,460.80	Y	N

Judiciary

Unauthorized Positions as of November 30, 2015

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
JUD 310		8/29/2013	HRS 601-2	00500646	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	N	N
JUD 310		8/29/2013	HRS 601-2	00500647	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	Y	N
JUD 310		8/29/2013	HRS 601-2	00500648	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	Y	N
JUD 310		8/29/2013	HRS 601-2	00500649	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	Y	N
JUD 310		8/29/2013	HRS 601-2	00500650	Juvenile Counselor I	N	13SR	73	T	A	1.0	18.01H	Y	N
Non-General Fund Positions														
JUD 310		12/31/2012	HRS 601-2	00500595	Foreclosure Leg Resrchr	Y	13SR	13	T	T	1.0	53,364.000	Y	N
JUD 310		2/10/2012	HRS 601-2	00500555	DWI Ct Coordinator	Y	13SR	13	T	N	1.0	60,012.000	Y	N
JUD 310		9/27/2013	HRS 601-2	00500652	Social Worker IV	N	13SR	13	T	N	1.0	47,400.000	Y	N
JUD 320		11/21/2012	HRS 601-2	00500589	Foreclosure Leg Resrchr	Y	13SR	13	T	T	1.0	0.000	N	N
JUD 330		12/7/2012	HRS 601-2	00500591	Foreclosure Leg Resrchr	Y	13SR	13	T	T	1.0	53,364.000	Y	N
JUD 330		12/7/2012	HRS 601-2	00500592	Foreclosure Leg Resrchr	Y	13SR	13	T	T	1.0	53,364.000	Y	N
JUD 330		12/20/2012	HRS 601-2	00500593	Foreclosure Leg Resrchr	Y	13SR	13	T	T	1.0	0.000	N	N

Judiciary
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY15 (actual)			FY16 (estimated)			FY17 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
JUD 101		Courts of Appeal	A	\$ 6,045,374	\$ -	0.0%	\$ 6,255,698	\$ -	0.0%	\$ 6,545,490	\$ -	0.0%
JUD 310		First Circuit	A	\$ 56,080,579	\$ 1,260,315	2.2%	\$ 60,475,904	\$ 559,546	0.9%	\$ 62,635,788	\$ 559,546	0.9%
			B	\$ 1,279,315	\$ -	0.0%	\$ 1,469,838	\$ -	0.0%	\$ 1,475,360	\$ -	0.0%
JUD 320		Second Circuit	A	\$ 10,949,108	\$ 36,280	0.3%	\$ 11,518,188	\$ 34,600	0.3%	\$ 12,085,252	\$ 34,600	0.3%
JUD 330		Third Circuit	A	\$ 12,104,556	\$ 66,122	0.5%	\$ 12,879,800	\$ 23,477	0.2%	\$ 13,258,144	\$ 23,477	0.2%
JUD 350		Fifth Circuit	A	5,000,851	6,286	0.1%	5,345,720	18,600	0.3%	5,786,558	18,600	0.3%
JUD 501		Jud Selection Commission	A	\$ 66,275	\$ -	0.0%	\$ 73,076	\$ -	0.0%	\$ 73,076		0.0%
JUD 601		Administration	A	\$ 13,554,342	\$ 102,509	0.8%	\$ 14,827,947	\$ 54,643	0.4%	\$ 15,487,737	\$ 54,643	0.4%
			B	\$ 648,002	\$ 2,742	0.4%	\$ 649,017	\$ 3,607	0.6%	\$ 662,665	\$ 3,607	0.5%

Overtime Position List

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
JUD310	004724	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	769.53	14,935	31.8%	212.25	4,788	10.2%	19,723	42.0%
JUD310	004792	23	Y	N	P	A	Dep Detention Facilities Supt	SR 24 6	60,012	396.80	11,447	19.1%	269.25	7,768	12.9%	19,215	32.0%
JUD310	004793	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	31.94	713	1.5%	259.75	5,860	12.5%	6,572	14.0%
JUD310	004794	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 4	65,196	702.56	21,977	33.7%	192.25	6,025	9.2%	28,002	43.0%
JUD310	004796	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	43,440	608.19	12,669	29.2%	36.50	762	1.8%	13,432	30.9%
JUD310	004797	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	109.54	2,452	5.2%	233.25	5,262	11.2%	7,714	16.4%
JUD310	004798	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	920.80	20,650	44.0%	355.00	8,009	17.1%	28,658	61.1%
JUD310	004801	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	182.39	4,073	8.7%	207.75	4,687	10.0%	8,760	18.7%
JUD310	004802	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 4	62,484	381.66	9,131	14.6%	1.00	30	0.0%	9,161	14.7%
JUD310	004803	13	Y	N	P	A	Juvenile Counselor IV	SR 22 12	67,512	556.38	17,731	26.3%	19.00	617	0.9%	18,348	27.2%
JUD310	004804	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	304.91	6,868	14.6%	-	-	0.0%	6,868	14.6%
JUD310	004814	10	Y	N	P	A	Juvenile Detention Officer	CO 07 3	52,956	315.16	7,969	15.0%	33.50	853	1.6%	8,821	16.7%
JUD310	005891	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	2,610.42	58,438	124.5%	158.00	3,564	7.6%	62,003	132.1%
JUD310	005893	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	100.44	2,245	4.8%	637.50	14,382	30.7%	16,627	35.4%
JUD310	007728	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	940.53	18,477	39.4%	105.00	2,369	5.0%	20,846	44.4%
JUD310	007730	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	1,378.79	30,889	65.8%	19.75	446	0.9%	31,335	66.8%
JUD310	008928	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 3	43,440	274.90	5,666	13.0%	251.50	5,251	12.1%	10,917	25.1%
JUD310	010253	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	320.15	7,182	15.3%	349.00	7,873	16.8%	15,055	32.1%
JUD310	010254	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	1,936.34	43,314	92.3%	-	-	0.0%	43,314	92.3%
JUD310	011955	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	659.55	14,834	31.6%	89.00	2,008	4.3%	16,842	35.9%
JUD310	011956	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 3	43,440	231.16	4,827	11.1%	53.00	1,107	2.5%	5,933	13.7%
JUD310	011957	01	Y	N	P	A	Cook II	BC 08 1	45,024	218.50	4,655	10.3%	189.50	4,103	9.1%	8,758	19.5%
JUD310	012718	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 4	65,196	1,078.60	33,505	51.4%	144.25	4,521	6.9%	38,026	58.3%
JUD310	012719	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	315.90	7,066	15.1%	184.00	4,151	8.8%	11,217	23.9%
JUD310	012721	01	Y	N	P	A	Cook II	BC 08 1	45,024	151.00	3,204	7.1%	105.00	2,273	5.0%	5,477	12.2%
JUD310	014469	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	907.03	20,306	43.3%	50.00	1,128	2.4%	21,434	45.7%
JUD310	014558	04	Y	N	P	A	District Court Clerk III	SR 19 8	54,012	250.50	6,506	12.0%	-	-	0.0%	6,506	12.0%
JUD310	015741	13	Y	N	P	A	Asst Court Admr	SR 22 7	55,488	344.25	9,185	16.6%	-	-	0.0%	9,185	16.6%
JUD310	016023	04	Y	N	P	A	District Court Clerk III	SR 19 8	54,012	305.64	7,668	14.2%	-	-	0.0%	7,668	14.2%
JUD310	017611	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	1,051.69	23,534	50.2%	64.00	1,444	3.1%	24,978	53.2%
JUD310	019222	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 4	65,196	934.72	29,085	44.6%	393.00	12,317	18.9%	41,402	63.5%
JUD310	021707	03	Y	N	P	A	District Court Clerk II	SR 17 11	56,172	223.52	6,037	10.7%	-	-	0.0%	6,037	10.7%
JUD310	021708	03	Y	N	P	A	Judicial Clerk I	SR 10 2	29,988	319.89	4,590	15.3%	-	-	0.0%	4,590	15.3%
JUD310	024261	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	578.17	12,978	27.7%	306.00	6,903	14.7%	19,882	42.4%
JUD310	026160	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	531.58	11,908	25.4%	308.00	6,948	14.8%	18,856	40.2%
JUD310	026161	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 4	65,196	720.42	22,439	34.4%	362.00	11,345	17.4%	33,784	51.8%
JUD310	026222	09	Y	N	P	A	Registered Prof Nurse	SR 22 5	100,020	357.64	16,647	16.6%	8.00	385	0.4%	17,032	17.0%
JUD310	057042	09	Y	N	P	A	Registered Prof Nurse	SR 22 13	102,516	299.25	14,701	14.3%	-	-	0.0%	14,701	14.3%
JUD310	057336	03	Y	N	P	A	Judicial Clerk III	SR 14 9	46,188	270.00	5,945	12.9%	-	-	0.0%	5,945	12.9%
JUD601	057394	13	Y	N	P	A	Research Analyst	SR 24 4	55,488	338.88	9,041	16.3%	-	-	0.0%	9,041	16.3%
JUD310	057454	03	Y	N	P	A	Judicial Clerk IV	SR 16 6	44,388	360.00	7,633	17.2%	-	-	0.0%	7,633	17.2%

Overtime Position List

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
JUD310	057494	04	Y	N	P	A	Facilities Manager II	SR 24 2	51,924	468.39	11,677	22.5%	-	-	0.0%	11,677	22.5%
JUD601	057642	13	Y	N	P	A	Architect V	SR 26 5	70,128	326.63	10,921	15.6%	-	-	0.0%	10,921	15.6%
JUD310	057780	04	Y	N	P	A	Circuit Court Clerk III	SR 22 10	65,736	270.00	8,314	12.6%	-	-	0.0%	8,314	12.6%
JUD601	057980	03	Y	N	P	A	Legislature Office Asst I	SR 12 5	36,468	286.50	5,022	13.8%	-	-	0.0%	5,022	13.8%
JUD310	058026	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	322.02	6,946	14.8%	176.00	3,971	8.5%	10,916	23.3%
JUD310	058057	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	506.65	10,643	22.7%	255.00	5,753	12.3%	16,396	34.9%
JUD601	058177	03	Y	N	P	A	IT Support Technician III	SR 17 2	39,492	295.29	5,608	14.2%	-	-	0.0%	5,608	14.2%
JUD310	058245	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	740.19	16,565	35.3%	216.00	4,873	10.4%	21,438	45.7%
JUD310	058246	01	Y	N	P	A	Cook II	BC 08 1	45,024	219.00	4,636	10.3%	-	-	0.0%	4,636	10.3%
JUD310	058257	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 4	65,196	810.57	25,274	38.8%	327.00	10,248	15.7%	35,522	54.5%
JUD320	058540	04	Y	N	P	A	Circuit Court Clerk III	SR 22 12	71,124	339.04	11,481	16.1%	-	-	0.0%	11,481	16.1%
JUD310	058573	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	834.03	17,581	37.5%	89.00	2,008	4.3%	19,589	41.8%
JUD310	058670	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	280.40	6,302	13.4%	131.25	2,961	6.3%	9,263	19.7%
JUD310	058757	13	Y	N	P	A	Juvenile Counselor I	SR 16 3	37,464	251.89	4,537	12.1%	77.75	1,400	3.7%	5,937	15.8%
JUD310	058982	13	Y	N	P	A	Juvenile Counselor II	SR 18 3	37,464	312.28	5,624	15.0%	8.00	144	0.4%	5,768	15.4%
JUD310	058984	13	Y	N	P	A	Juvenile Counselor I	SR 16 3	37,464	340.28	6,128	16.4%	112.25	2,022	5.4%	8,150	21.8%
JUD310	058985	09	Y	N	P	A	Registered Prof Nurse	SR 22 13	102,516	414.76	20,297	19.8%	6.00	296	0.3%	20,592	20.1%
JUD310	058986	13	Y	N	P	A	Juvenile Counselor II	SR 18 4	42,168	365.90	6,881	16.3%	16.00	324	0.8%	7,205	17.1%
JUD310	058988	13	Y	N	P	A	Juvenile Counselor III	SR 20 8	53,364	267.64	6,840	12.8%	30.00	770	1.4%	7,610	14.3%
JUD310	058989	13	Y	N	P	A	Juvenile Counselor II	SR 18 5	43,812	634.15	12,154	27.7%	147.00	3,096	7.1%	15,250	34.8%
JUD310	058990	13	Y	N	P	A	Juvenile Counselor III	SR 20 9	55,488	232.65	6,207	11.2%	138.00	3,682	6.6%	9,889	17.8%
JUD310	058991	23	Y	N	P	A	Dep Detention Facilities Supt	SR 24 4	55,488	290.97	7,142	12.9%	80.50	2,148	3.9%	9,289	16.7%
JUD310	058992	13	Y	N	P	A	Juvenile Counselor II	SR 18 3	37,464	201.51	3,629	9.7%	17.50	315	0.8%	3,944	10.5%
JUD310	058993	13	Y	N	P	A	Juvenile Counselor III	SR 20 4	45,576	386.65	7,745	17.0%	24.00	526	1.2%	8,271	18.1%
JUD310	059075	01	Y	N	P	A	Electrician	BC 10 1	50,052	249.38	5,841	11.7%	-	-	0.0%	5,841	11.7%
JUD310	059194	13	Y	N	P	A	Social Worker IV	SR 22 5	51,300	257.68	6,301	12.3%	-	-	0.0%	6,301	12.3%
JUD350	059237	23	Y	N	P	A	Social Worker V	SR 24 6	60,012	-	-	0.0%	211.13	6,091	10.1%	6,091	10.1%
JUD310	059347	03	Y	N	P	A	Judicial Clerk III	SR 14 6	41,064	219.75	4,305	10.5%	-	-	0.0%	4,305	10.5%
JUD601	059438	13	Y	Y	P	A	Spec Projects Coordinator	No Range	87,072	334.90	14,019	16.1%	-	-	0.0%	14,019	16.1%
JUD310	059606	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	467.77	10,528	22.4%	52.00	1,173	2.5%	11,701	24.9%
JUD310	500342	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	1,028.42	23,007	49.0%	128.75	2,905	6.2%	25,911	55.2%
JUD310	500343	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	248.80	5,570	11.9%	90.75	2,047	4.4%	7,618	16.2%
JUD310	500344	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 3	43,440	871.32	17,963	41.4%	104.75	2,187	5.0%	20,150	46.4%
JUD310	500346	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	270.94	6,070	12.9%	152.50	3,440	7.3%	9,511	20.3%
JUD310	500347	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	312.80	7,025	15.0%	131.25	2,961	6.3%	9,986	21.3%
JUD310	500518	01	Y	N	T	A	Kitchen Helper	BC 02 1	35,964	388.14	6,574	18.3%	59.25	1,024	2.8%	7,599	21.1%
JUD310	500519	01	Y	N	T	A	Kitchen Helper	BC 02 1	35,964	373.50	6,323	17.6%	66.00	1,141	3.2%	7,464	20.8%
JUD310	500520	10	Y	N	T	A	Juvenile Detention Worker I	CO 03 3	43,440	581.02	12,110	27.9%	169.25	3,534	8.1%	15,644	36.0%
JUD310	500521	10	Y	N	T	A	Juvenile Detention Worker I	CO 03 3	43,440	273.02	5,690	13.1%	220.00	4,594	10.6%	10,284	23.7%
JUD310	500558	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	66.89	1,479	3.2%	211.00	4,760	10.1%	6,239	13.3%
JUD310	500560	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 3	46,920	629.65	13,849	29.5%	159.00	3,587	7.6%	17,436	37.2%
JUD310	500561	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 3	43,440	758.28	15,801	36.4%	40.00	835	1.9%	16,637	38.3%
JUD310	500582	10	Y	N	T	A	Juvenile Detention Worker I	CO 03 3	43,440	426.55	8,790	20.2%	-	-	0.0%	8,790	20.2%

Overtime Position List

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
JUD310	500583	10	Y	N	T	A	Juvenile Detention Worker I	CO 03 3	43,224	505.63	10,401	24.1%	16.00	332	0.8%	10,734	24.8%
JUD310	500585	10	Y	N	T	A	Juvenile Detention Worker I	CO 03 3	43,440	677.44	14,030	32.3%	44.00	919	2.1%	14,949	34.4%
JUD310	500586	10	Y	N	T	A	Juvenile Detention Worker I	CO 03 3	43,440	498.18	10,358	23.8%	141.00	2,944	6.8%	13,302	30.6%
JUD310	500590	13	Y	N	T	A	Juvenile Counselor I	SR 16 3	37,464	449.65	8,098	21.6%	41.50	747	2.0%	8,846	23.6%
JUD310	500675	10	Y	N	T	A	Juvenile Detention Worker II	CO 05 3	46,920	234.27	5,285	11.3%	40.00	902	1.9%	6,188	13.2%
GRAND TOTAL									4,516,464	42,810.69	1,020,693	22.6%	9,525.38	227,840	5.0%	1,248,532	27.6%
Totals by MOF						A			4,516,464	42,810.69	1,020,693	22.6%	9,525.38	227,840	5.0%	1,248,532	27.6%
						B			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						C			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						N			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						P			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						R			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						T			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						U			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						W			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						X			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!

Judiciary
Overpayments as of November 30, 2015

Table 19

<u>Name of Employee</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred > 2 Years</u>	<u>Employed Occurred < 2 Years</u>	<u>Not Employed Occurred > 2 Years</u>	<u>Not Employed Occurred < 2 Years</u>		
	7/3/2014	\$ 2,120.83	\$ -	\$ 2,120.83		\$ 2,120.83			LWOP not reported in a timely manner. Employee on LWOP from 06/12/14 (4.00 hours) with unknown return date. Payroll notified by Division-HR on 07/09/14.*	No

Judiciary
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored*	POS Y/N	Category E/L/P/C/G/S
JUD 601	B	36,107.36	A	36,107.36	0.00	3/1/2014	3/1/2015	2/29/2016	ENPOINTE TECH	JAMA S/W MAINT - 30 LICENSES		N	S
JUD 601	B	6,376.96	A	6,376.96	0.00	5/2/2014	5/2/2015	5/2/2016	ENPOINTE TECH	MAINT FOR CONFLUENCE, 500 USERS		N	S
JUD 601	B	Various Rates	M	24,806.69	5,800.00	12/11/2009	7/1/2015	6/30/2016	FIRST DATA GOVT	MAINT - ACCESSNET SYST & INTERACTIVE VOICE RESPONSE		N	S
JUD 601	B	28,000.00	A	28,000.00	0.00	7/1/2012	7/1/2015	6/30/2016	GOVERNMENT JOBS.CO	MAINT FOR NEOGOV - RECRUITMENT SYS		N	S
JUD 601	B	Various Rates	M	127,302.00	47,972.40	9/25/2012	9/26/2015	11/13/2015	IGATE TECHNOLOGIES	TECH CONSULTING SVCS -JIMS SOW10, CR 1		N	S
JUD 601	B	Various Rates	M	498,170.00	243,876.80	9/25/2012	7/1/2015	11/13/2015	IGATE TECHNOLOGIES	TECH CONSULTING SVCS -JIMS SOW11		N	S
JUD 601	B	Various Rates	M	119,000.00	119,000.00	9/25/2012	7/1/2015	11/13/2015	IGATE TECHNOLOGIES	TECH CONSULTING SVCS -JIMS SOW11, CR 1		N	S
JUD 601	B	Various Rates	M	1,164,736.00	1,164,736.00	9/25/2012	11/30/2015	6/30/2016	IGATE TECHNOLOGIES	TECH CONSULTING SVCS -JIMS SOW12		N	S
JUD 601	B	5,416.27	O-Mo to Mo	5,416.27	5,416.27	7/1/2011	10/1/2015	12/31/2015	JP NETWORK	NETWORK CONSULTING SVCS		N	S
JUD 601	B	Various Rates	M	39,000.00	22,490.00	7/1/2015	7/1/2015	6/30/2016	OHANASOFT	ORACLE G/L SOFTWARE TECH SVCS		N	S
JUD 601	B	28,678.28	O-One Time	28,678.28	0.00	7/1/2012	7/1/2015	8/31/2016	PACXA	KOFAX SOFTWARE MAINT, JIMS SCANNIG		N	S
JUD 601	B	Various Rates	M	32,460.72	26,145.48	7/1/2013	7/1/2015	6/30/2016	PACXA	TECH SVCS FOR FILENET & KOFAX		N	S
JUD 601	B	14,531.94	O-One Time	14,531.94	0.00	6/28/2013	6/28/2013	6/27/2017	PACXA	3 ORACLE SUN SERVERS EXTENDED 3 YR WARRANTY		N	S
JUD 601	B	14,102.61	A	14,102.61	0.00	7/14/2014	7/14/2015	7/13/2016	PACXA	MAINT-2 ORACLE SUN DBASE T3-2 SERVERS		N	S
JUD 601	B	2,413.97	A	2,413.97	0.00	7/7/2015	7/7/2015	7/6/2016	PACXA	MAINT - 2 ORACLE SUN SERVERS X4-2 MODEL		N	S
JUD 601	B	2,190.24	A	2,190.24	0.00	3/10/2014	3/11/2015	3/10/2016	SHI INTERNATIONAL	SUBS FOR TENABLE NETWORK SECURITY FEED FOR NESSUS		N	S
JUD 601	B	Various Rates	M	150,600.00	106,780.77	7/1/2011	7/1/2015	6/30/2016	TW TELECOM	WAN INSTALLATION & RECURRING COSTS		N	S
JUD 601	B	Various Rates	M	336,810.00	226,810.00	10/1/2008	10/1/2015	12/31/2015	VERACITY CONSULTING	TECHNICAL CONSULTING SVCS SOW16		N	S
JUD 601	B	Various Rates	M	650.00	432.99	10/1/2012	10/1/2015	9/30/2016	VERIZON WIRELESS	BLACKBERRY PHONE -JIMS		N	S
JUD 601	B	311,971.68	A	311,971.68	0.00	7/1/2014	7/1/2015	6/30/2016	WORLD WIDE TECH	CISCO SMARTNET HARDWARE MAINT		N	S
JUD 601	B	18,301.25	A	18,301.25	0.00	5/1/2014	5/1/2015	4/30/2016	WORLD WIDE TECH	MAINT FOR 2 F5 LOAD BALANCERS		N	S
JUD 601	B	60,280.00	A	60,280.00	0.00	7/1/2002	7/1/2015	6/30/2016	XEROX CORP DBA XEROX GOVT SYS	JURY MODULE MAINT UPGRADE & SUPPORT		N	S
JUD 601	A	3,434.08	A	3,434.08	0.00	8/1/2014	8/1/2014	2/13/2016	PACXA	STORAGE TEK CL 150 MOD TAPE LIBRARY MAINT.		N	S
JUD 601	A	Various Rates	A	14,400.00	0.00	1/15/2008	1/15/2013	1/3/2016	HAWAII INFORMATION CONSORTIUM,	JUD REF# FOR SPO VL 08-13 FOR INTERNET P		N	S
JUD 601	A	4,706.80	O-One Time	4,706.80	0.00	7/1/2015	7/1/2015	6/30/2016	PROGRESSIVE COMMUNICATIONS	MAINT METROPOLIS OFFICE WATCH CALL ACCTG SYSTEM		N	S

* Contract Monitoring is performed by the contract administrator of each contract at the program level. For POS contracts, the contract administrators at the programs monitor the contracts pursuant to HRS 103F.

Judiciary
FY16 Appropriation Status

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act138/15	JUD101	100001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: SUPREME COURT (FY16: 21,216; FY17: 42,852) INTERMEDIATE COURT OF APPEALS (FY16: 23,556; FY17: 47,544)	A		0.00	\$ 44,772.00			18,655	
Act138/15	JUD310	100001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (FY16: 196,746; FY17: 397,354)	A		0.00	\$ 196,746.00			81,978	
Act138/15	JUD310	101001	JUDICIARY REQUEST: ADD (1) POSITION AND FUNDS FOR THE VETERAN'S COURT.	LEGISLATURE DOES NOT CONCUR. REDUCE 24,114 IN FY16. DETAIL OF ADJUSTED JUDICIARY'S REQUEST: (1) SOCIAL WORKER IV SR22 (#916100J; FY16: 24,114; FY17: 49,914) PERSONAL SERVICES COST FOR (1) SOCIAL WORKER V SR24 (#500596; FY16: 40,959; FY17: 56,202) (1) PERSONAL COMPUTER (FY16: 1,400) (1) SOFTWARE PACKAGE (FY16: 850) \$2,250 NON-RECURRING. 6-MONTH DELAY IN HIRE.	A		1.00	\$ 67,323.00		1.00	\$ -	Social Worker IV position has been established. Currently, both Social Worker positions are in the recruitment process.
Act138/15	JUD310	105001	JUDICIARY REQUEST: ADD (8) POSITIONS AND FUNDS FOR THE HALE HOOMALU JUVENILE DETENTION FACILITY.	LEGISLATURE DOES NOT CONCUR. REDUCE 404,496 IN FY16 AND FY17. DETAIL OF ADJUSTED JUDICIARY'S REQUEST: (6) JUVENILE DETENTION WORKER II CO-5 (#916118J, #916119J, #916120J, #916121J, #916122J, #916123J) (2) JUVENILE DETENTION SUPERVISOR CO-9 (#916124J, #916125J)	A		8.00	\$ -		8.00	\$ -	Juvenile Detention Worker (CO-5)-The 6.00 positions have been established and are currently in the recruitment process. Juvenile Detention Supervisor (CO-9)- Class specifications has been amended for these positions. Pending submission of an updated position description to establish these 2.00 positions.
Act138/15	JUD310	106001	JUDICIARY REQUEST: ADD (1) POSITION AND FUNDS FOR THE HALE HOOMALU JUVENILE DETENTION FACILITY.	LEGISLATURE DOES NOT CONCUR. REDUCE 48,084 IN FY16. DETAIL OF ADJUSTED JUDICIARY'S REQUEST: (1) NURSE PRACTITIONER SR24 (#916109J; FY16: 48,084; FY17: 96,168) (1) PERSONAL COMPUTER (FY16: 1,400) (1) SOFTWARE PACKAGE (FY16: 850) (1) STAND ALONE PRINTER (FY16: 600) \$2,850 NON-RECURRING. 6-MONTH DELAY IN HIRE.	A		1.00	\$ 50,934.00		1.00	\$ -	New class specifications and minimum qualifications has been developed for an Advanced Practice Registered Nurse (APRN) and is currently being reviewed by Human Resources and the program.

Judiciary
FY16 Appropriation Status

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act138/15	JUD320	100001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (FY16: 37,576; FY17: 75,891)	A		0.00	\$ 37,576.00			15,657	
Act138/15	JUD330	100001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (FY16: 45,707; FY17: 92,317)	A		0.00	\$ 45,707.00			19,044	
Act138/15	JUD350	100001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (FY16: 16,755; FY17: 33,839)	A		0.00	\$ 16,755.00			6,980	
Act138/15	JUD601	100001	JUDICIARY REQUEST: ADD FUNDS FOR ADMINISTRATOR AND DEPUTY ADMINISTRATOR'S SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (FY16: 5,569; FY17: 11,255)	A		0.00	\$ 5,569.00			2,320	
Act138/15	JUD601	101001	JUDICIARY REQUEST: ADD FUNDS FOR UTILITY COSTS.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: ELECTRICITY (300,000)	A		0.00	\$ 300,000.00			300,000	
Act138/15	JUD601	102001	JUDICIARY REQUEST: ADD FUNDS FOR RISK MANAGEMENT.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: INSURANCE (189,035)	A		0.00	\$ 189,035.00			189,035	
Act138/15	JUD601	3000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR PURCHASE OF SERVICE CONTRACTS FOR CIVIL LEGAL SERVICES.	LEGISLATIVE ADJUSTMENT: PURCHASE OF SERVICE (600,000)	A		0.00	\$ 600,000.00			100,000	
Act138/15	JUD601	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO FRIENDS OF THE CHILDREN'S JUSTICE CENTER OF OAHU.		A		0.00	\$ 90,000.00			22,294	

Judiciary

Capital Improvements Program (CIP) Requests

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY17 \$\$\$</u>
JUD 601	1	1	13	26	Kaahumanu Hale Fire Alarm/Elevator Upgrades/Modernization	C	\$ 5,905
JUD 601	2	2			Lum Sum CIP	C	\$ 3,000
JUD 601	3	3	13	26	Kaahumanu Hale Basement Leak Repairs	C	\$ 3,419
JUD 601	4	4	13	26	Fire Suppression System, Main Data Ctr, District Court	C	\$ 560
JUD 601	5	5	8	15	Kauai Judiciary Complex, Repair Bldg Leaks and Damages	C	\$ 600
JUD 601	6	6	13	26	Kaahumanu Sheriff Security Station Redesign	C	\$ 200
							\$ 13,684

Judiciary
CIP Lapses

Table 23

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount</u> \$\$\$\$	<u>Reason</u>
		(NO LAPSES BEING PROPOSED FOR FY2016-17.)			

Judiciary
Division Resources

Table 24

<u>Division</u>	<u>Associated Program IDs</u>						
Courts of Appeal				JUD 101			
First Circuit				JUD 310			
Second Circuit				JUD 320			
Third Circuit				JUD 330			
Fifth Circuit				JUD 350			
Judicial Selection Commission				JUD 501			
Administration				JUD 601			

Judiciary
Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
Not applicable to the Judiciary			

Judiciary
Organization Changes

<u>Year of Change</u> <u>FY16/FY17</u>	<u>Page Number</u>	<u>Description of Change</u>
FY 16	Ofc of the Admin Director, ICRD, Ofc of the Public Guardian, Page 5	Office of the Administrative Director of the Courts, Intergovernmental/Community Relations Department, Office of the Public Guardian - Restructure the organization to address the span of control and operational changes to be able to more efficiently address the needs of the OPG clients; establish supervisory level on Oahu to provide direct support and problem resolution guidance to Social Worker staff as Oahu has approximately 85% of the total number of cases.
PENDING:		
FY 16	Third Circuit, Office of the Chief Court Administrator, Administrative Services Division, IT Support Office, Page 2; Client Services. Page 3	Third Circuit, Office of the Chief Court Administrator, Administrative Services Division, IT Support Office - Restructure the organization to address the need to expand the IT Support Office's technical support to include professional IT services. A Social Worker position from the Client Services Division, Juvenile Client Services Branch, Kona/Kamuela Section, Kona Unit will be transferred to the IT Support and redescribed.
FY 16	Ofc of the Admin Director, ITSD, Reprographics Center & Records Management Office, Page 1	Office of the Administrative Director, Information Technology and Systems Department (ITSD), Reprographics Center and Records Management Office - Restructure the organization to address operational changes due to technological changes that continue to influence the move to digital media and content and impact the operations of these offices; merge the Reprographics Center and Records Management Office to establish a unified Documents Management Division; create a managerial position to oversee the operations of the division; and establish a full supervisory position in the Reprographics Center.

THE JUDICIARY

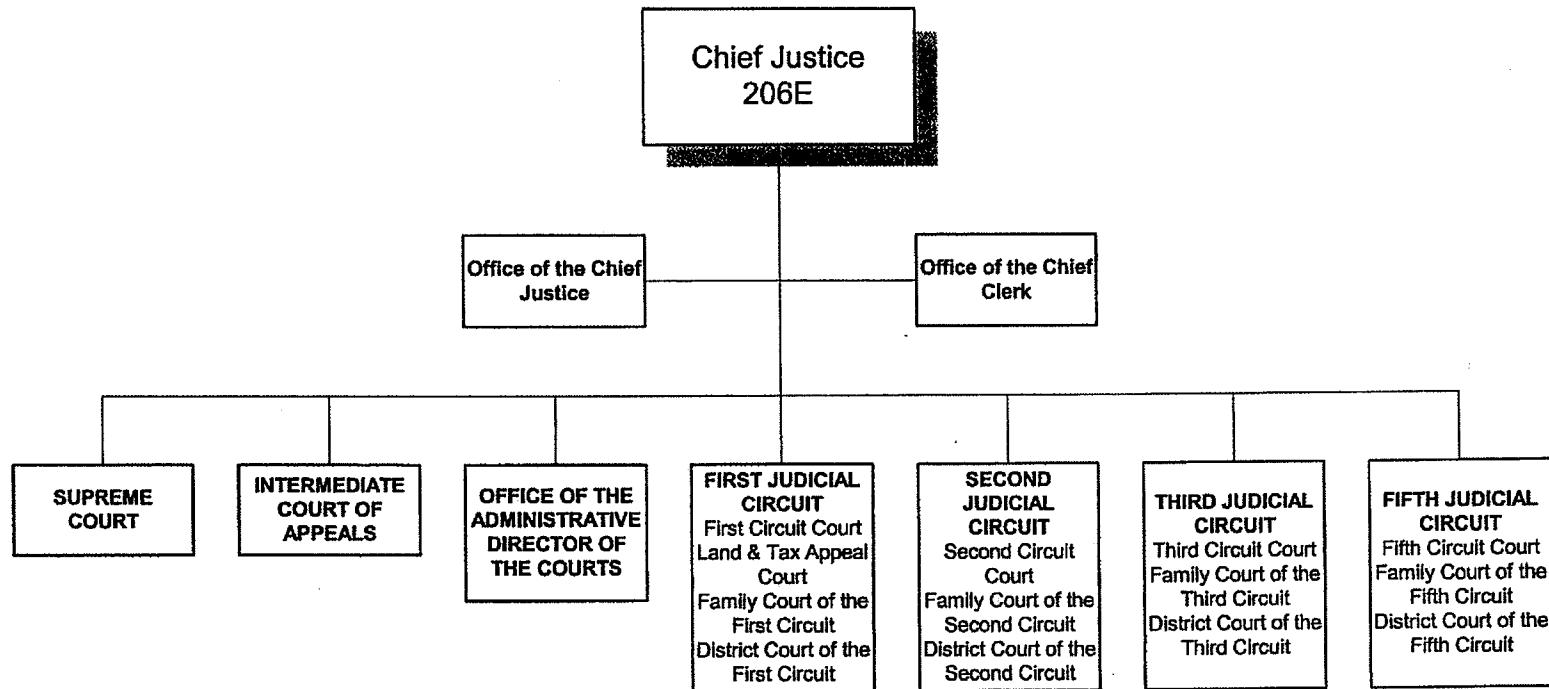
STATE OF HAWAII

APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

1/26/04



THE JUDICIARY

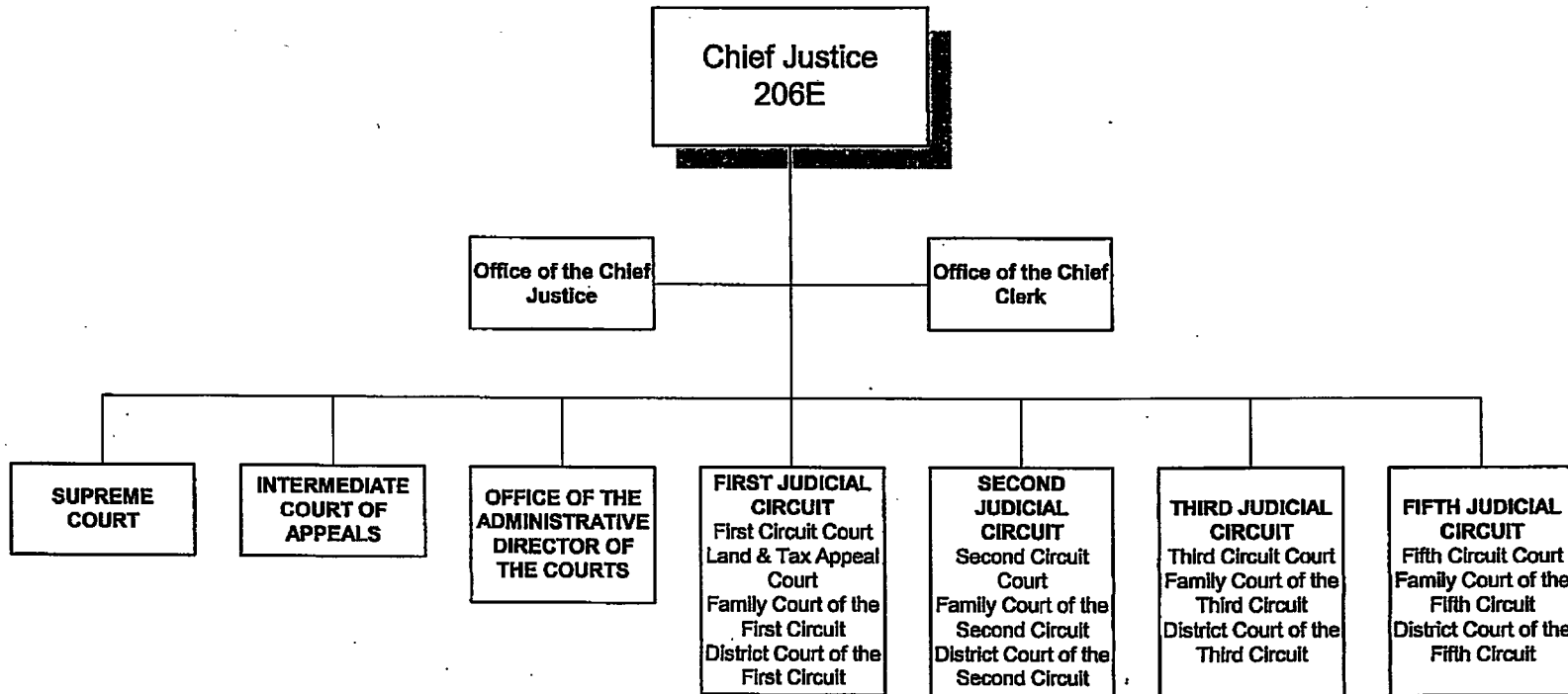
STATE OF HAWAII

APPROVED: _____

Ronald T. Y. Moon
CHIEF JUSTICE

DATE: _____

1/26/04



SUPREME COURT Office of the Chief Justice

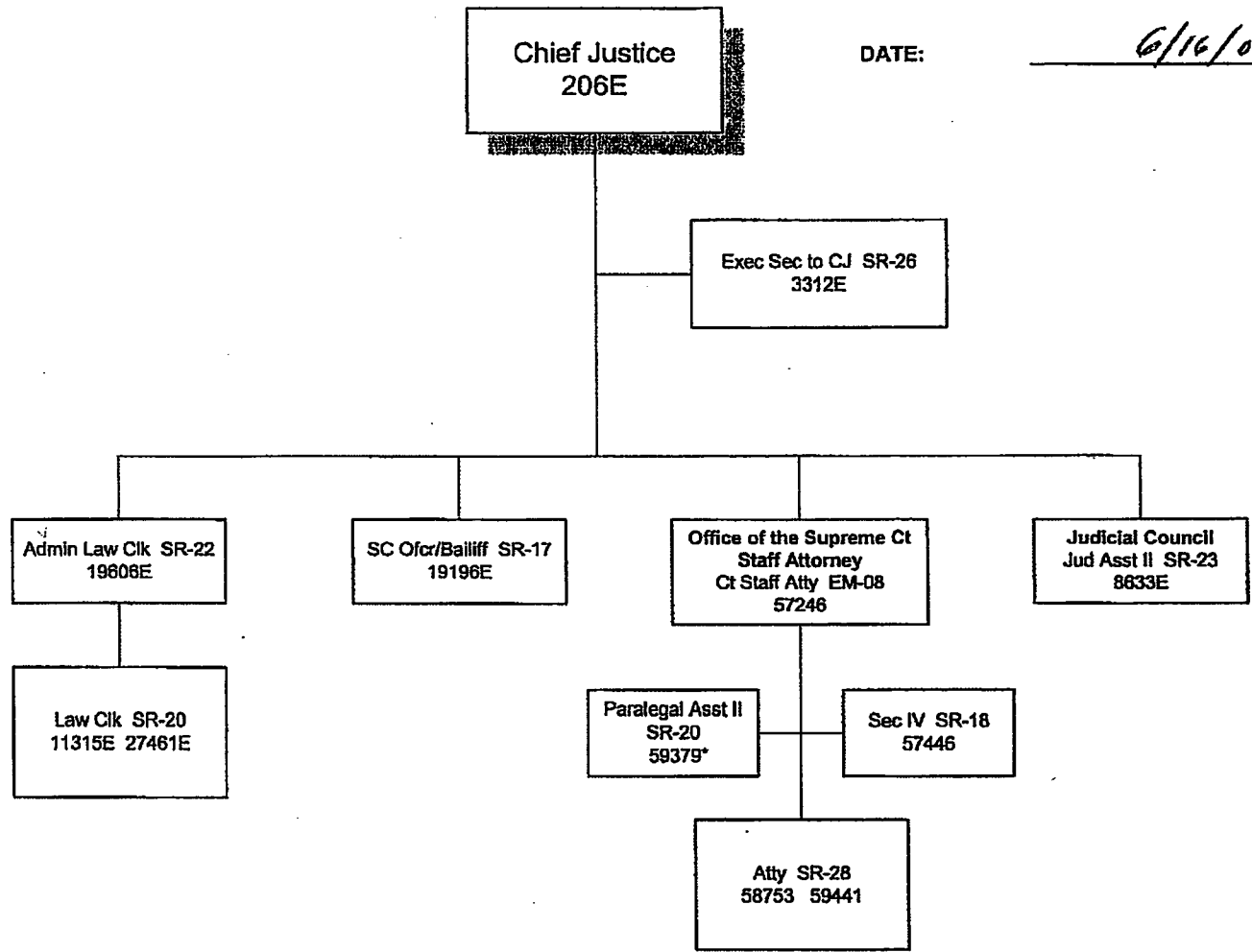
APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

6/16/08

COA - Page 2



*(Vacant) Position redescribed from Appellate Ct Clk, SR-20.

SUPREME COURT

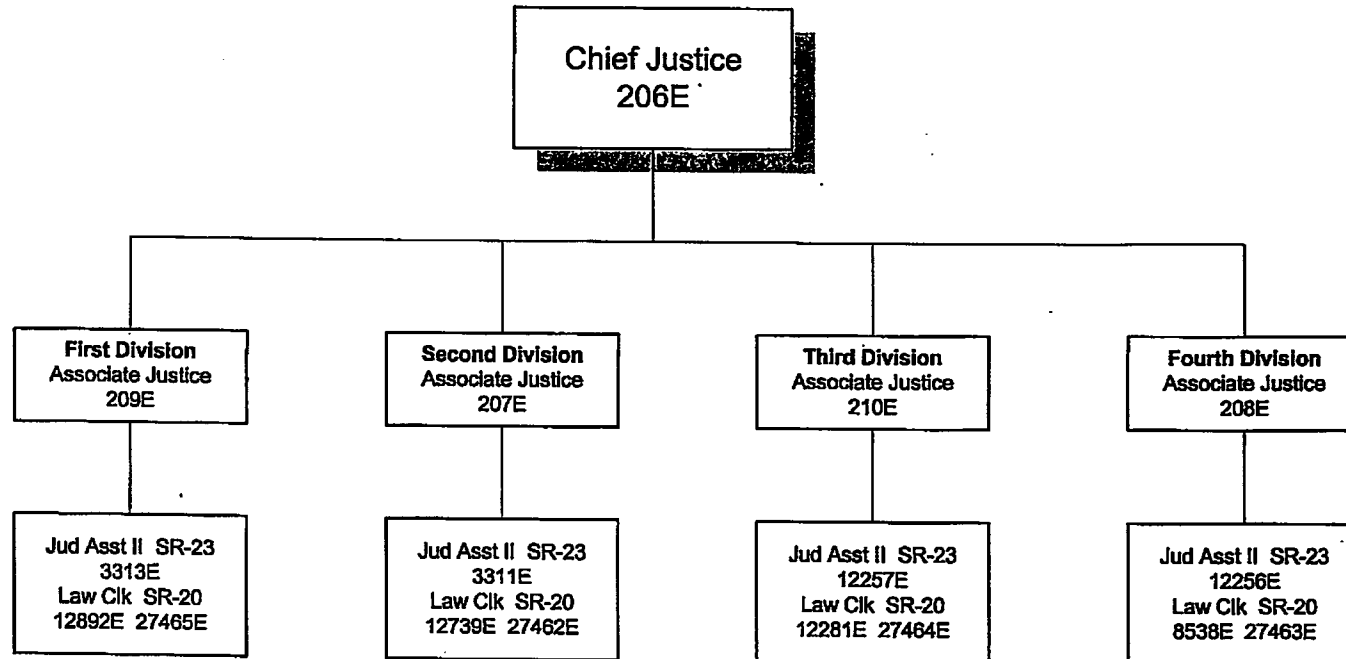
APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

1/26/04

COA - Page 3



INTERMEDIATE COURT OF APPEALS

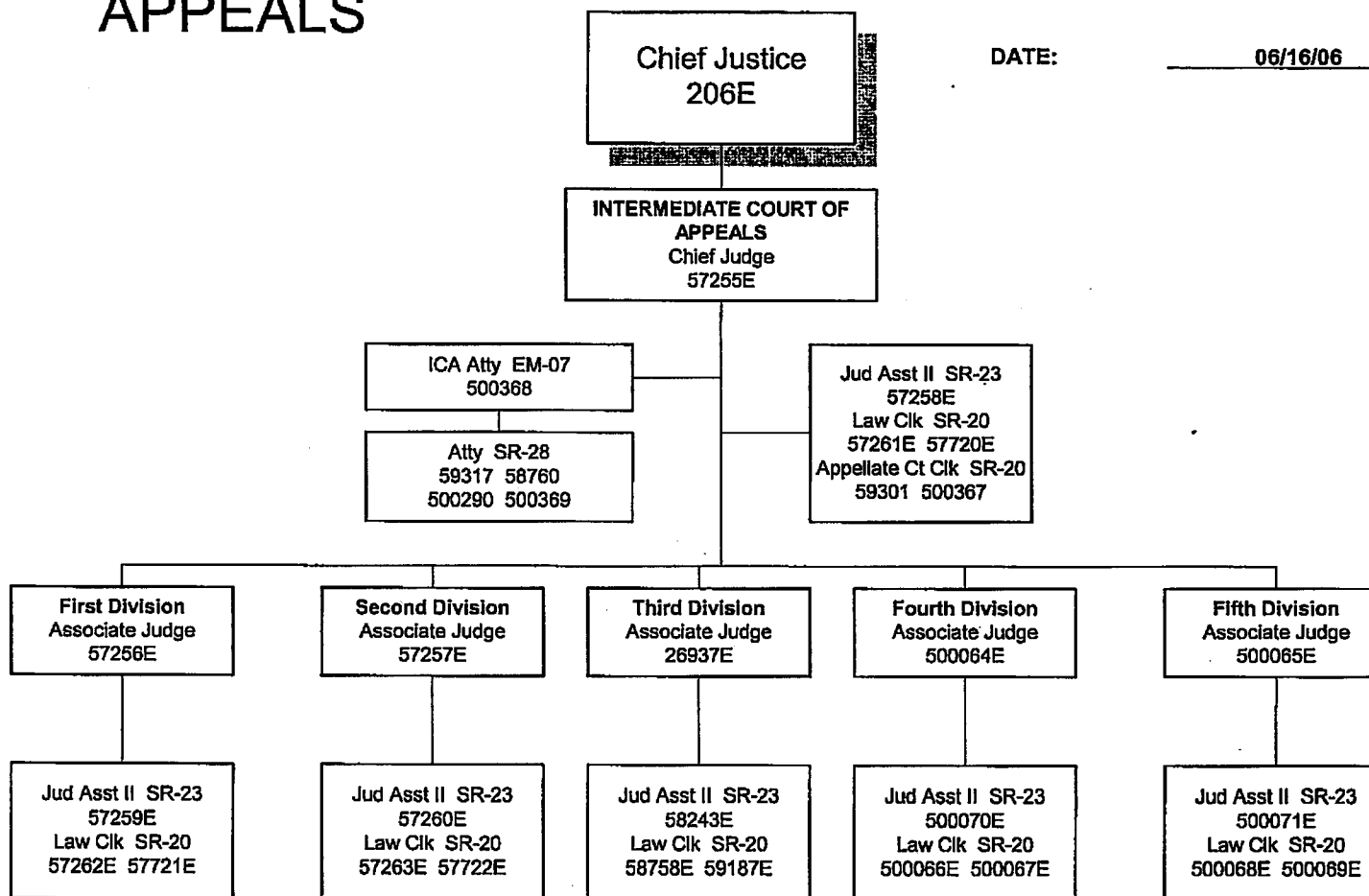
APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

06/16/06 (Rev. 10/07)

CCA - Page 4



Courts of Appeal
Office of the Chief Clerk

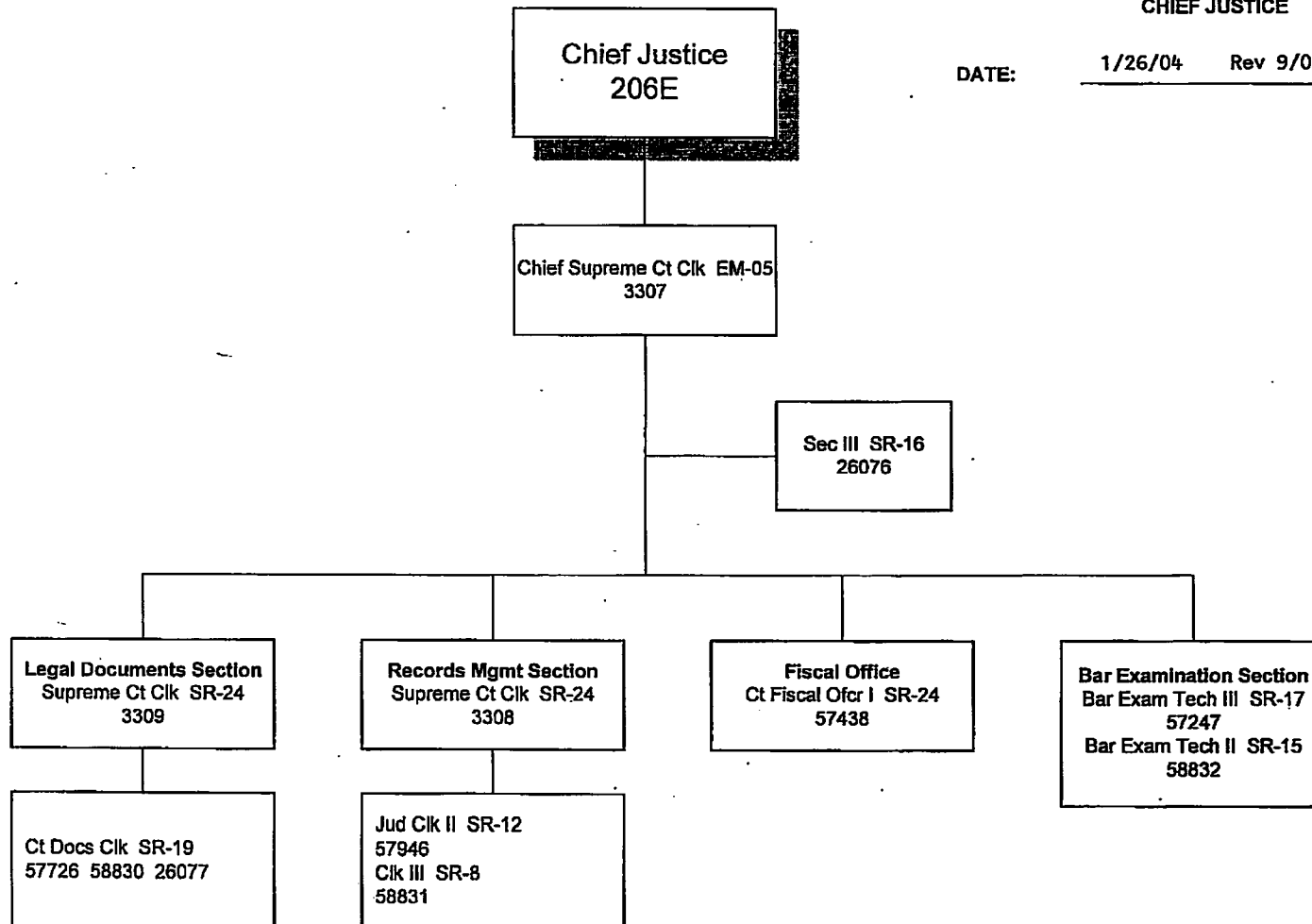
APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

1/26/04 Rev 9/09

COA - Page 5



FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

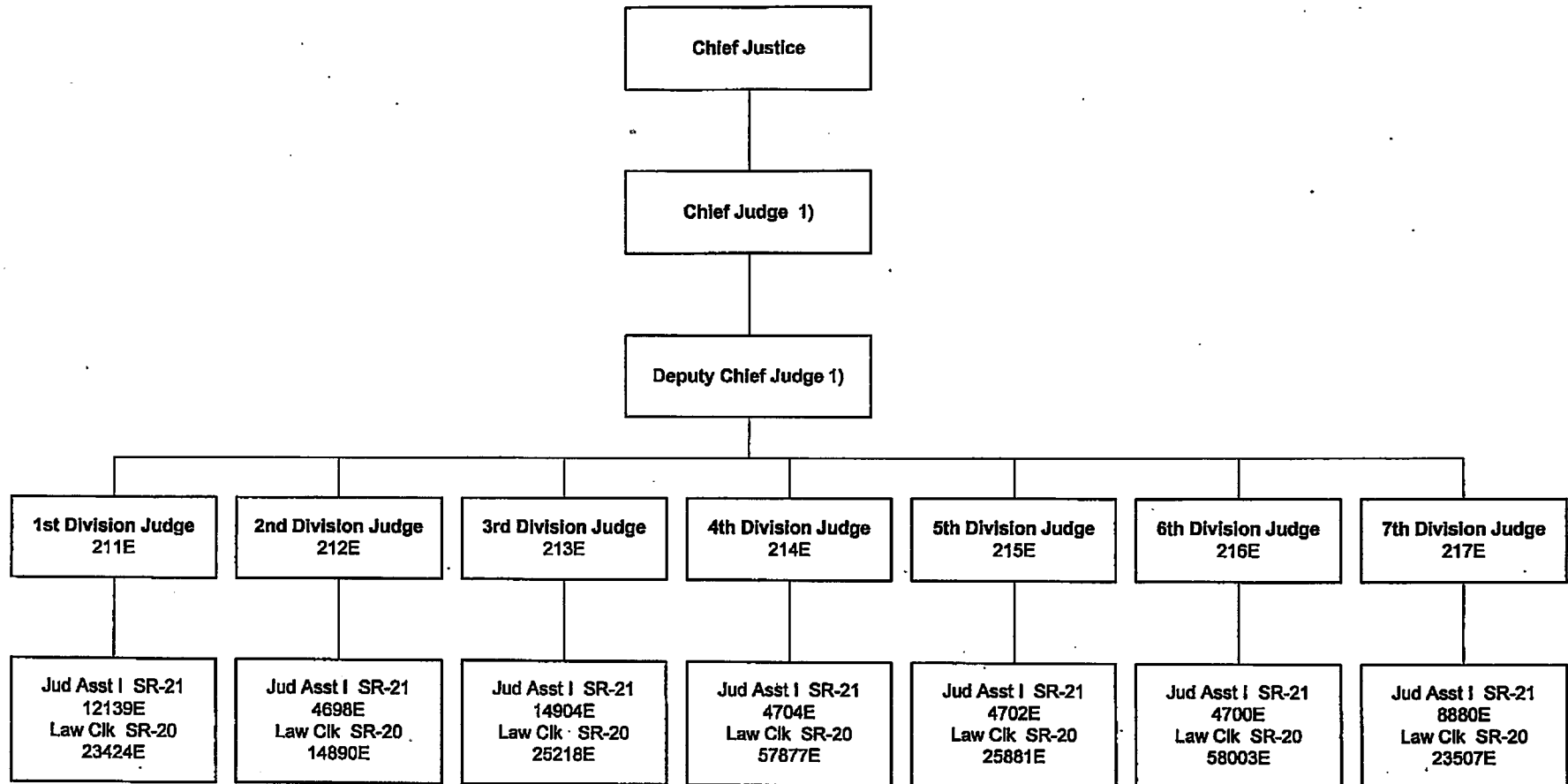
APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 1



1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

APPROVED:

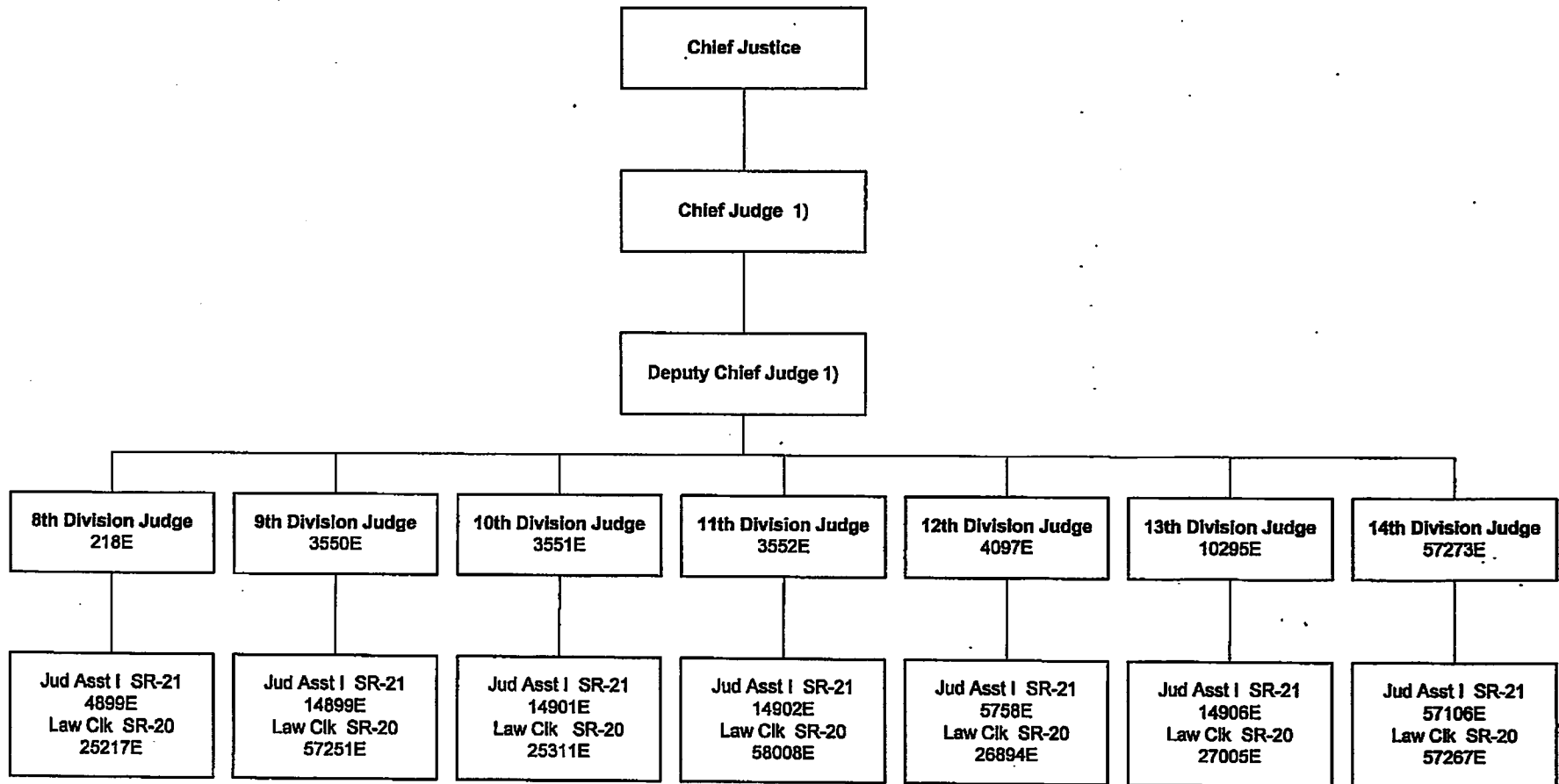


Ronald T. Y Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 2



1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

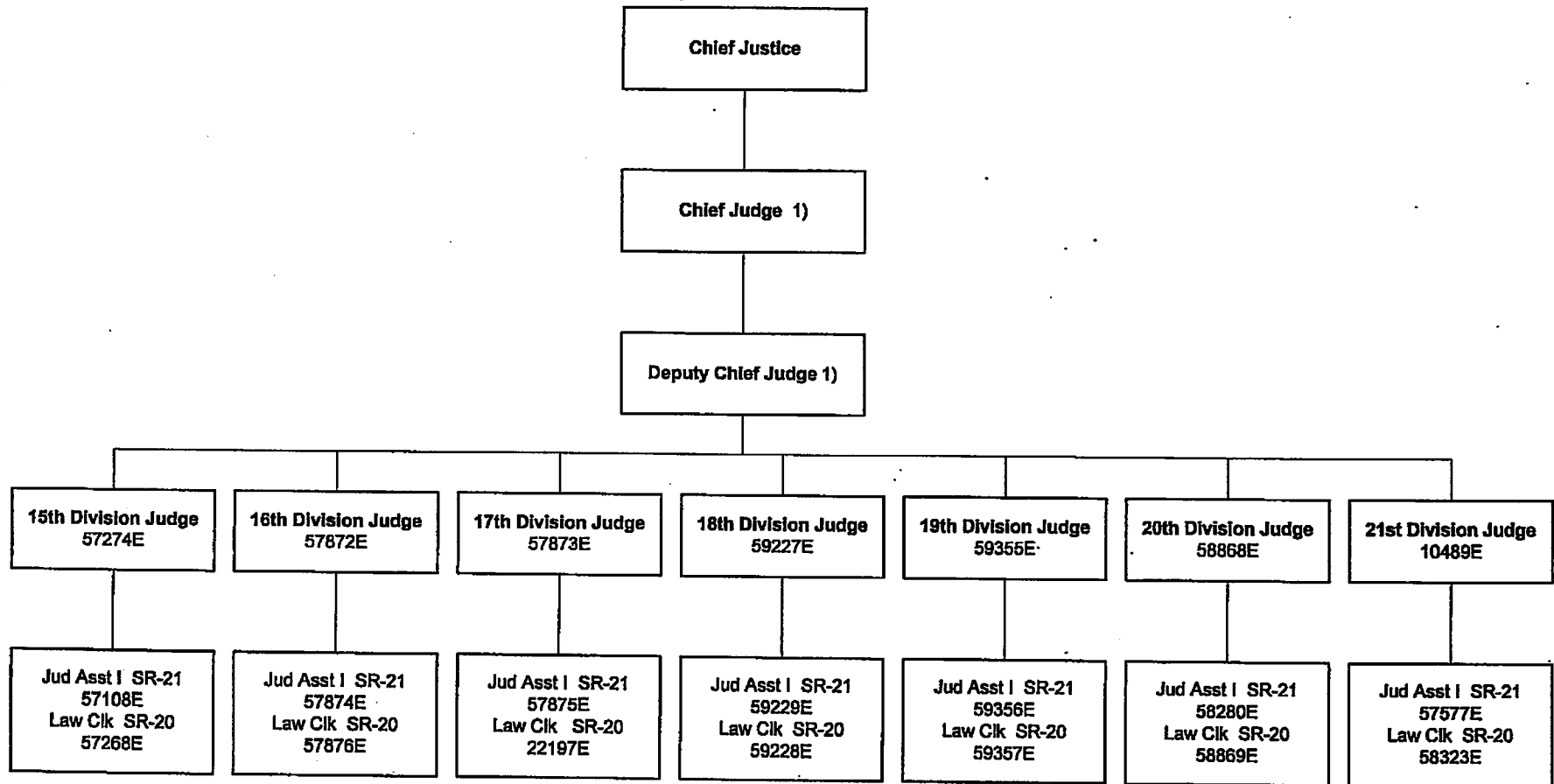
APPROVED:

Ronald T. Y Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 3



1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

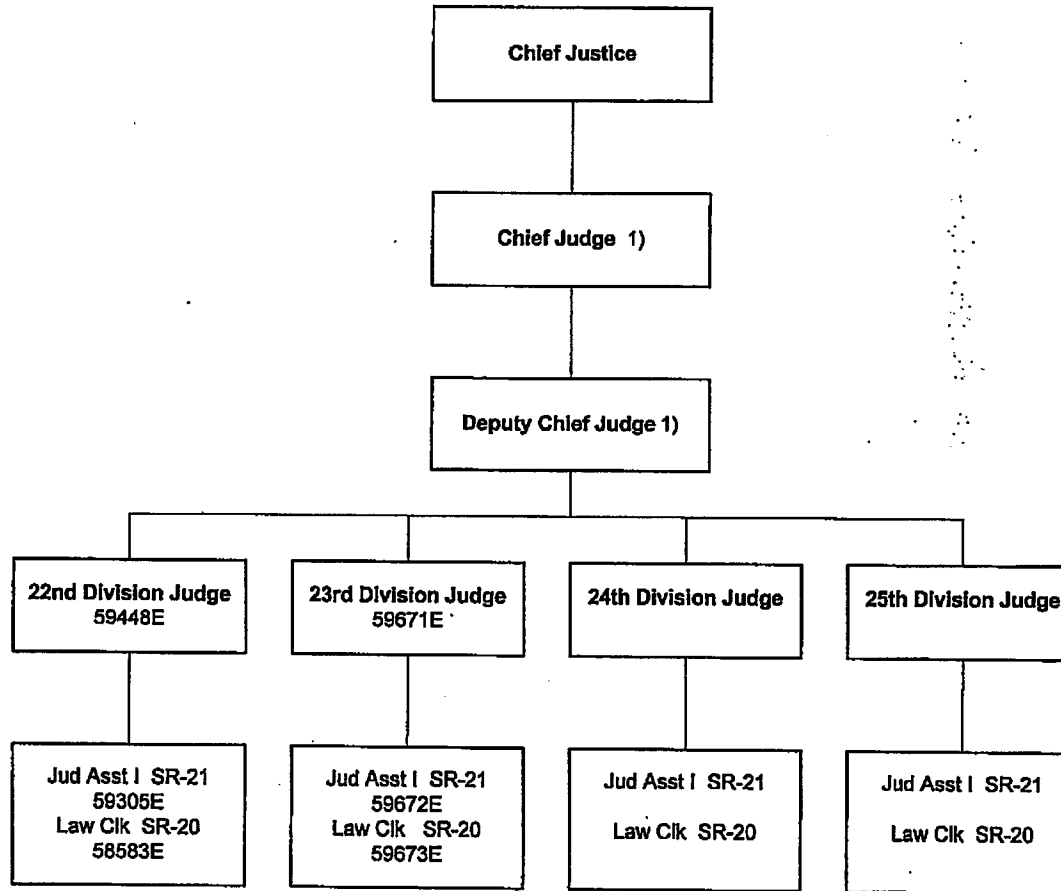
APPROVED:

Ronald T. Y Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 4



1) Per Chief Justice's order of assignment.

FIRST CIRCUIT

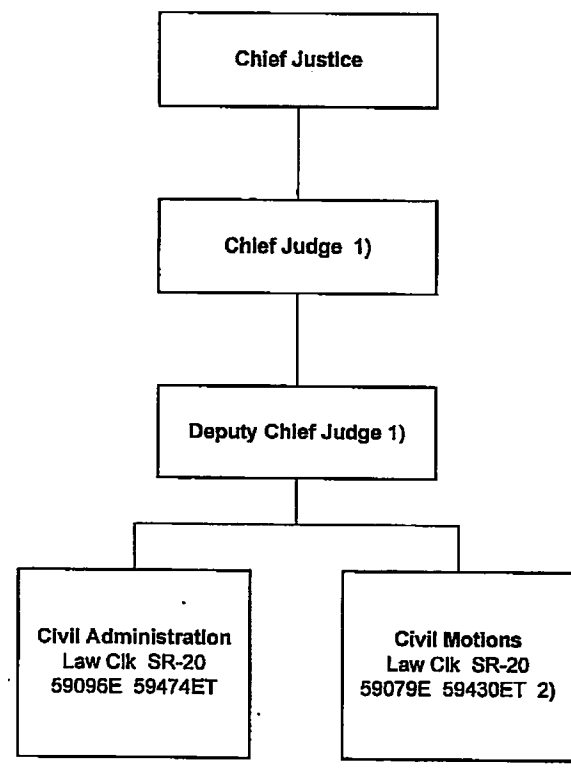
CIVIL ADMINISTRATION

APPROVED: 

Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 8/23/02 Rev 9/09

First Circuit-Judges-Page 5



1) Per Chief Justice's order of assignment.
2) Reports to Civil Motions Judge.

FIRST JUDICIAL CIRCUIT

CRIMINAL ADMINISTRATION

APPROVED:

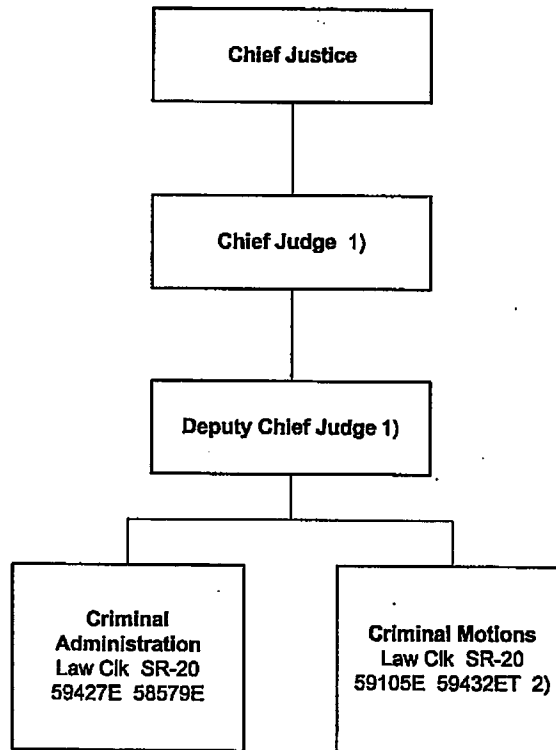


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 6



1) Per Chief Justice's order of assignment.

2) Reports to Criminal Motions Judge.

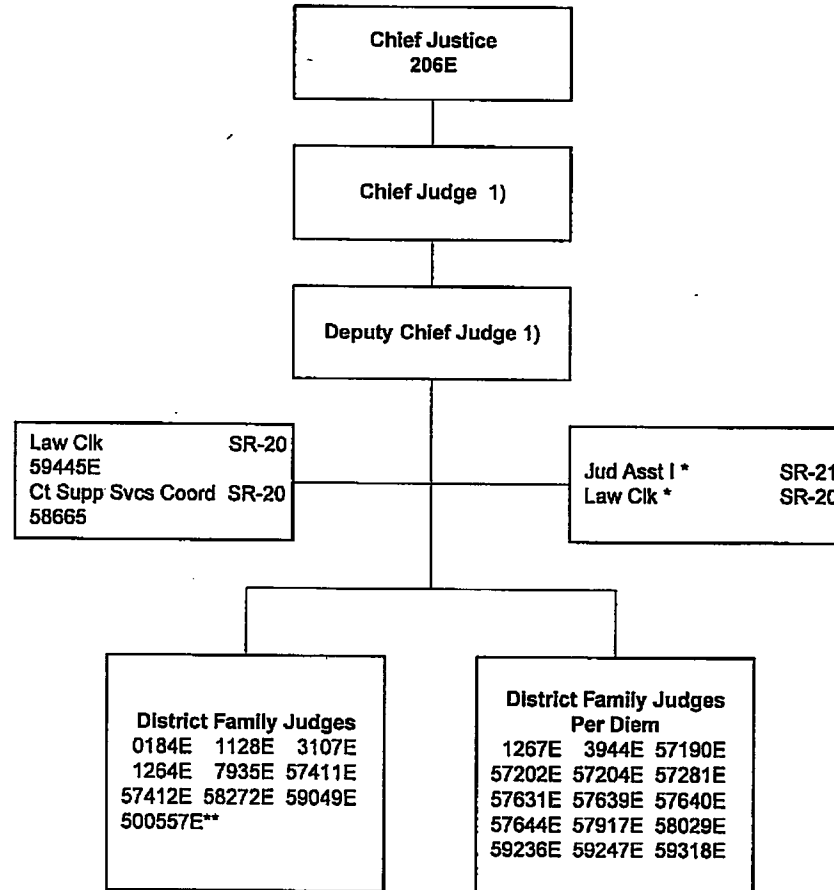
FIRST CIRCUIT

FAMILY JUDGES

APPROVED: [REDACTED]

Mark E. Recktenwald
CHIEF JUSTICE

Original Approved: 11/04/09 Ronald T. Y. Moon
Revised: 11/2012**



1) Per Chief Justice's order of assignment.

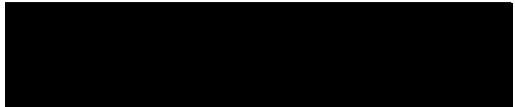
*Designated trial judge's staff.

**New Position-Pseudo #98100J Authorized FY2013

FIRST JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED:

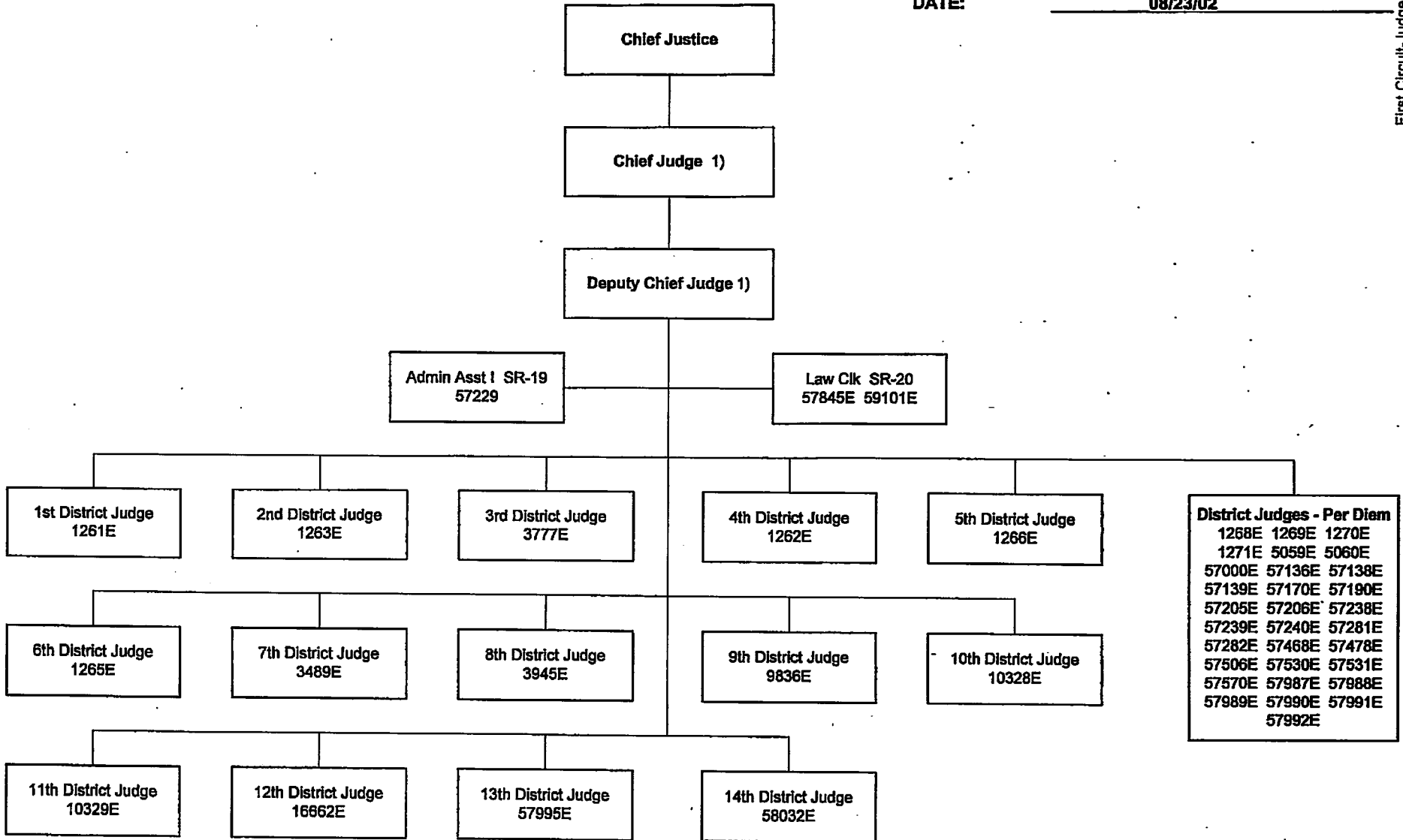


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 8



1) Per Chief Justice's order of assignment.

First Circuit

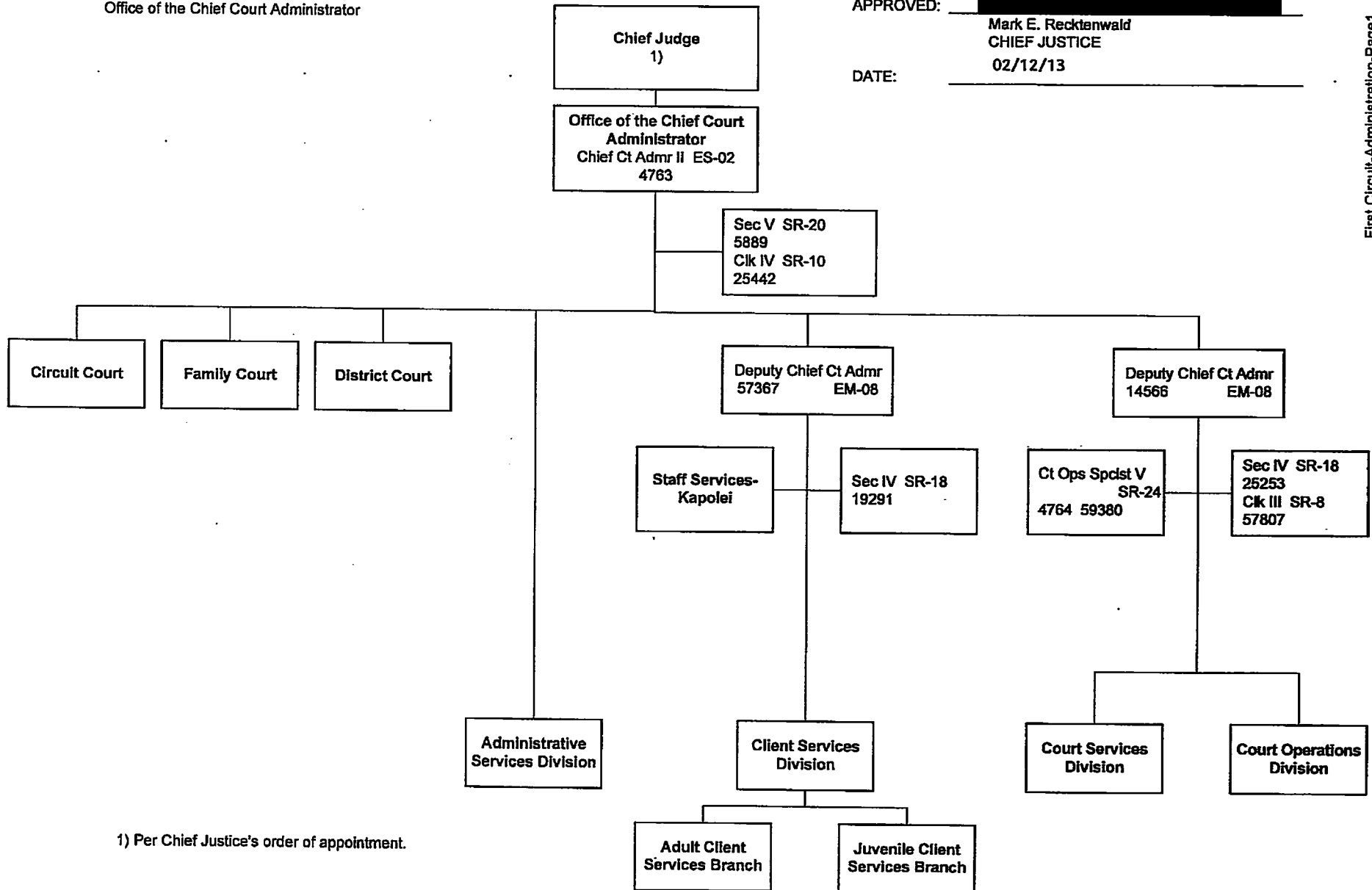
Office of the Chief Court Administrator

APPROVED:

Mark E. Recktenwald
CHIEF JUSTICE

DATE:

02/12/13



1) Per Chief Justice's order of appointment.

First Circuit

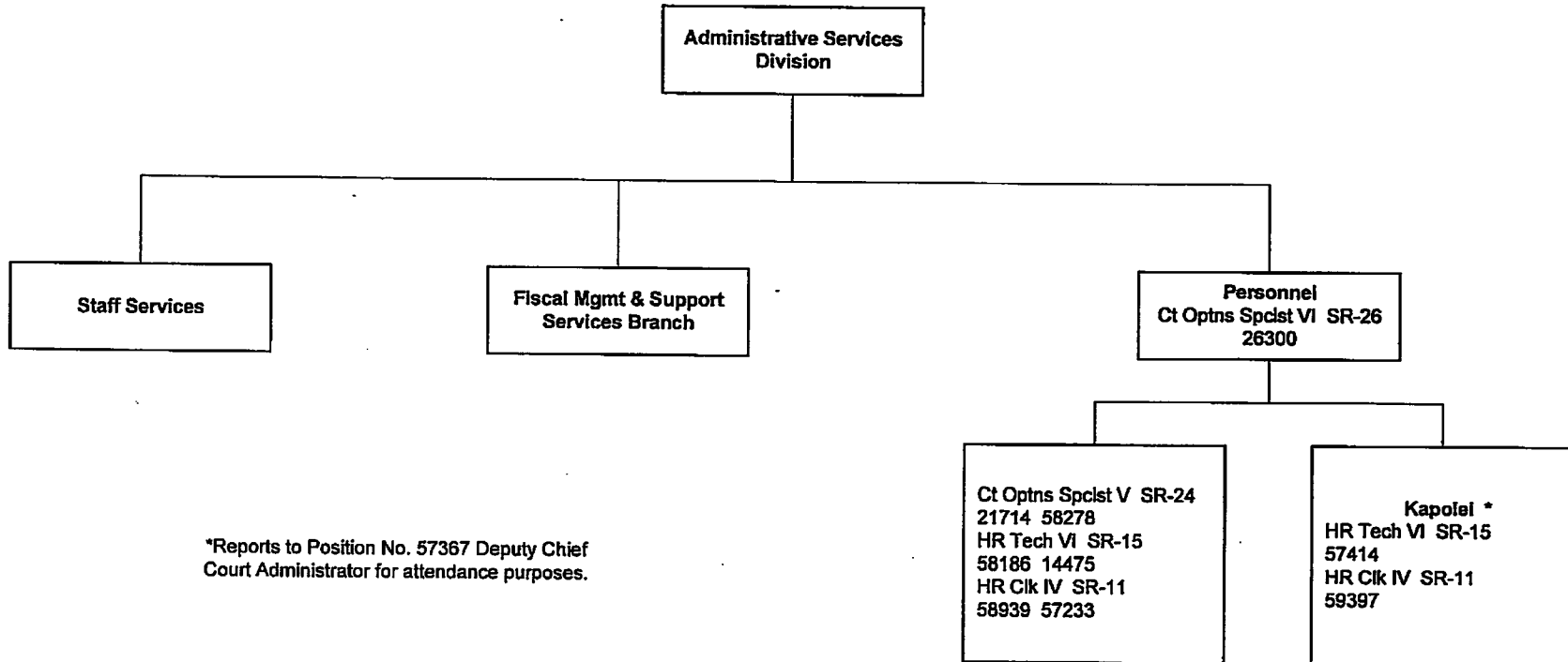
Administrative Services Division

APPROVED: _____

Mark E. Recktenwald
CHIEF JUSTICE

2/11/12

DATE: _____



*Reports to Position No. 57367 Deputy Chief Court Administrator for attendance purposes.

First Circuit

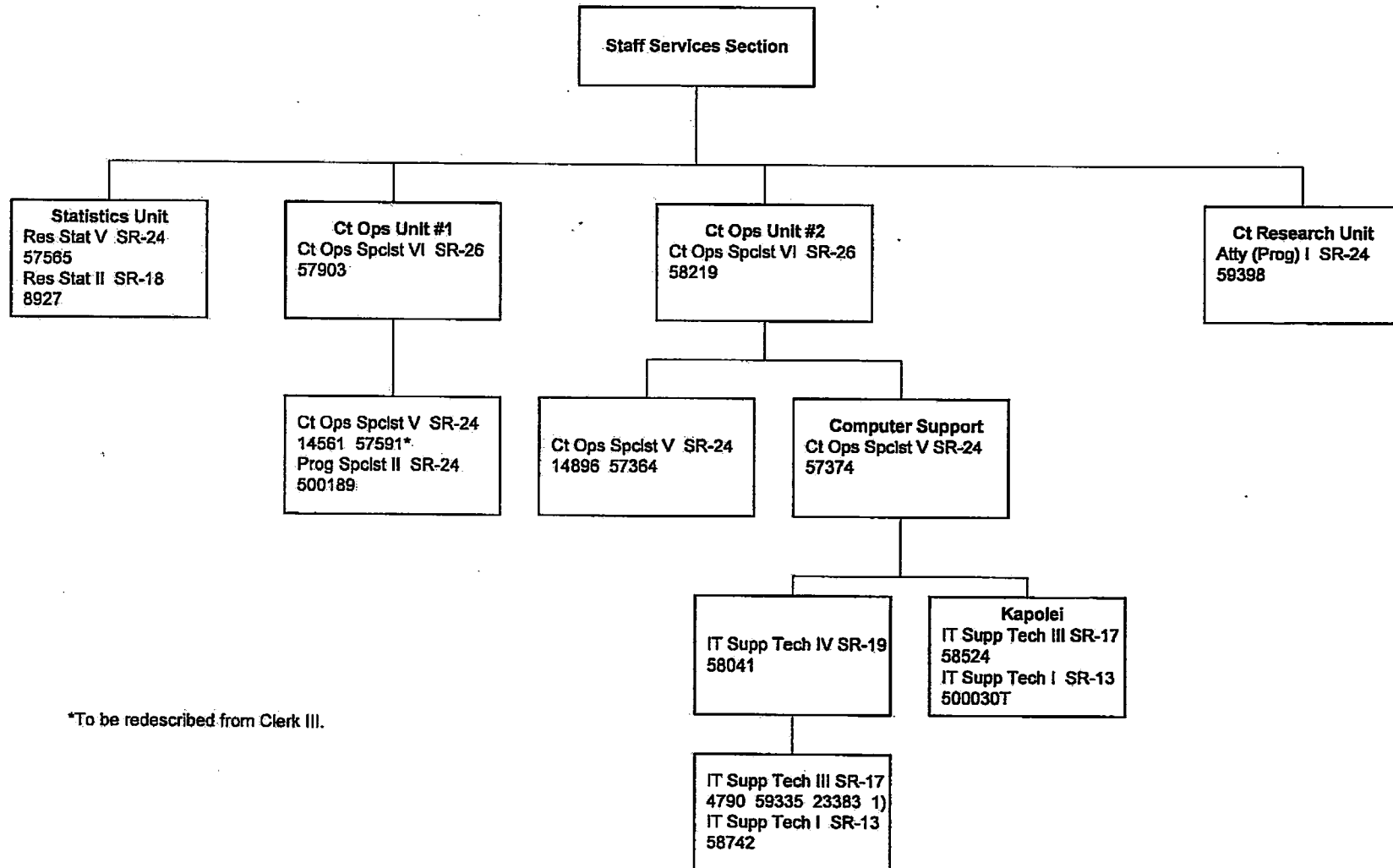
Administrative Services Division
Staff Services Section

APPROVED: _____

Mark E. Recktenwald
CHIEF JUSTICE

DATE: _____

5/22/13



*To be redescribed from Clerk III.

First Circuit

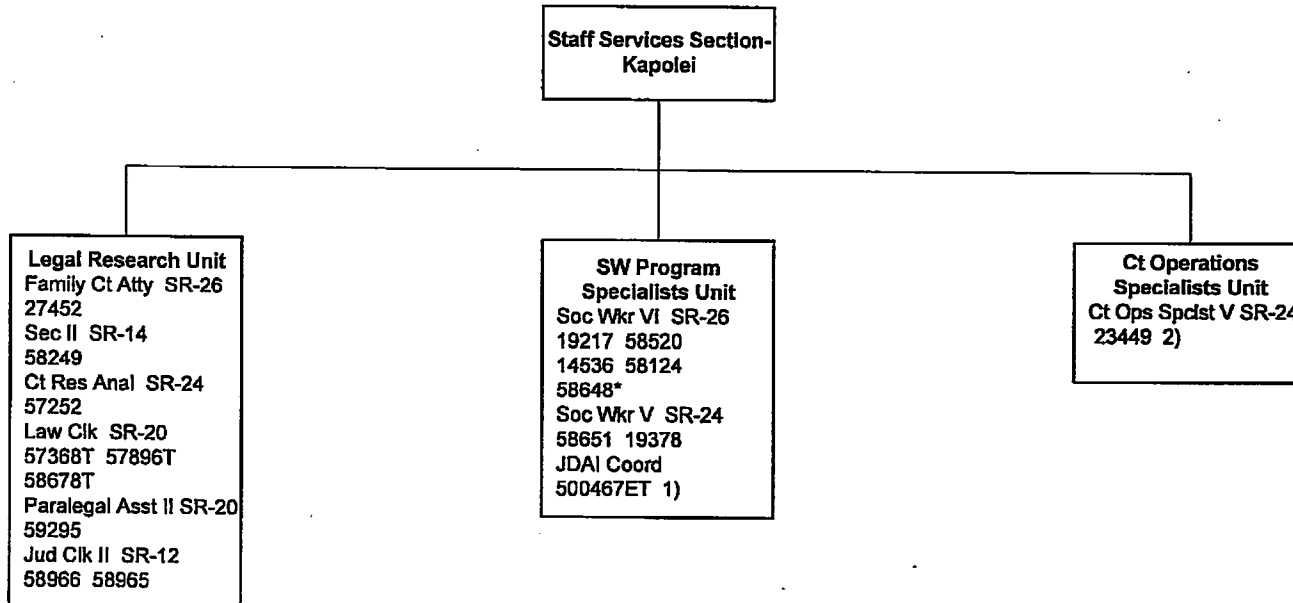
Administrative Services Division

APPROVED: _____

Mark E. Recktenwald
CHIEF JUSTICE

DATE: _____

2/11/12



- 1) Temporary position; federally funded.
- 2) To be redescribed from Jud Clk II.

*Position will report to the Deputy Chief Court Administrator. Position will remain in Honolulu until such time that space becomes available in Kapolei.

First Circuit

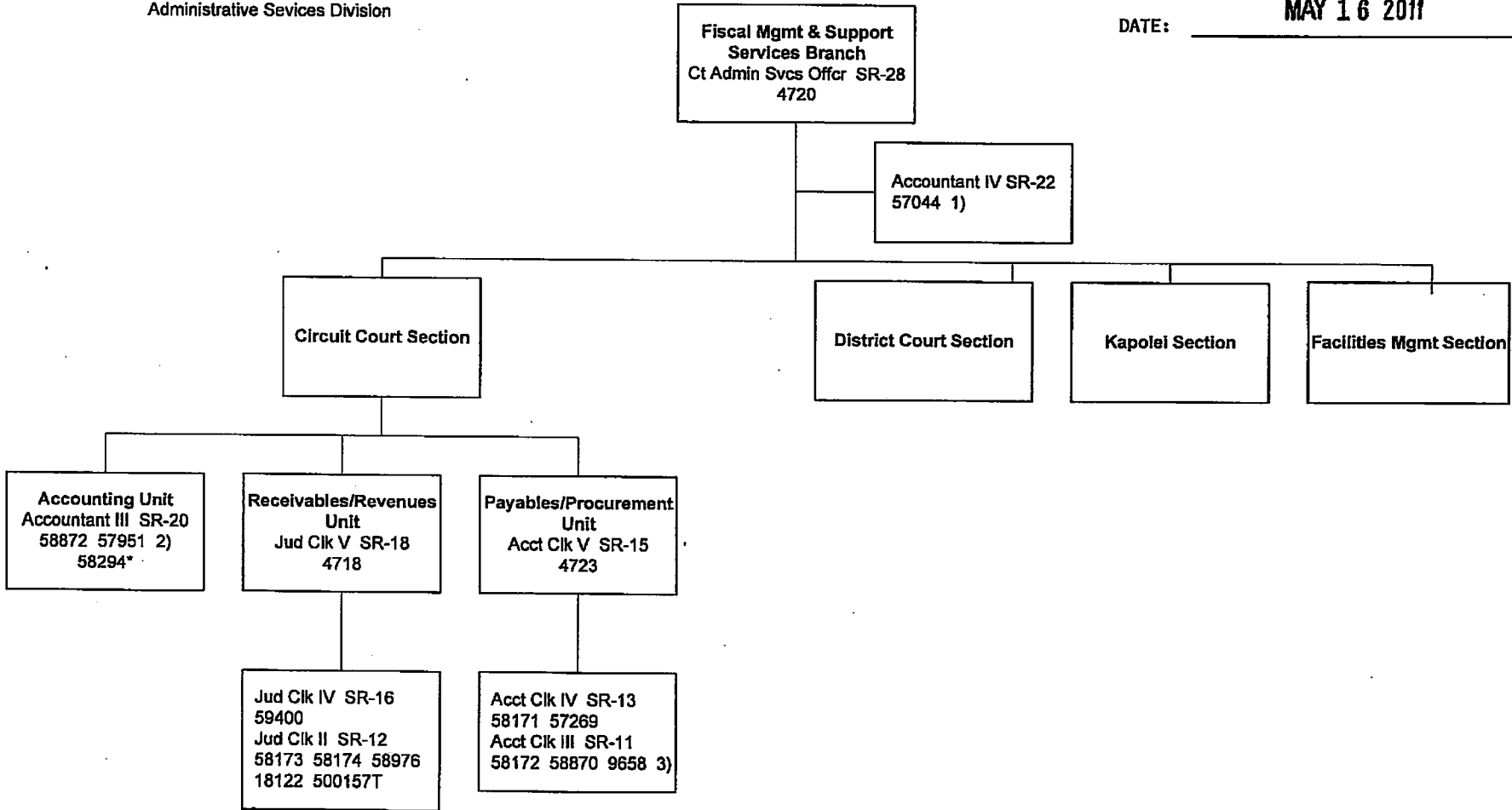
Administrative Services Division

APPROVED: _____

MAY 16 2011

DATE: _____

First Circuit-Administration-Page5



*Provides support to the Land & Tax Appeal Court.

- 1) Vacant Position No. 57044 Accountant IV transferred from District Court Section, Accounting Unit.
- 2) Vacant Position No. 57951 transferred from Facilities Management Section, Circuit Court; and redescribed to Accountant III.
- 3) Vacant Position No. 9658 Acct Clk V to be reallocated to Acct Clk III.

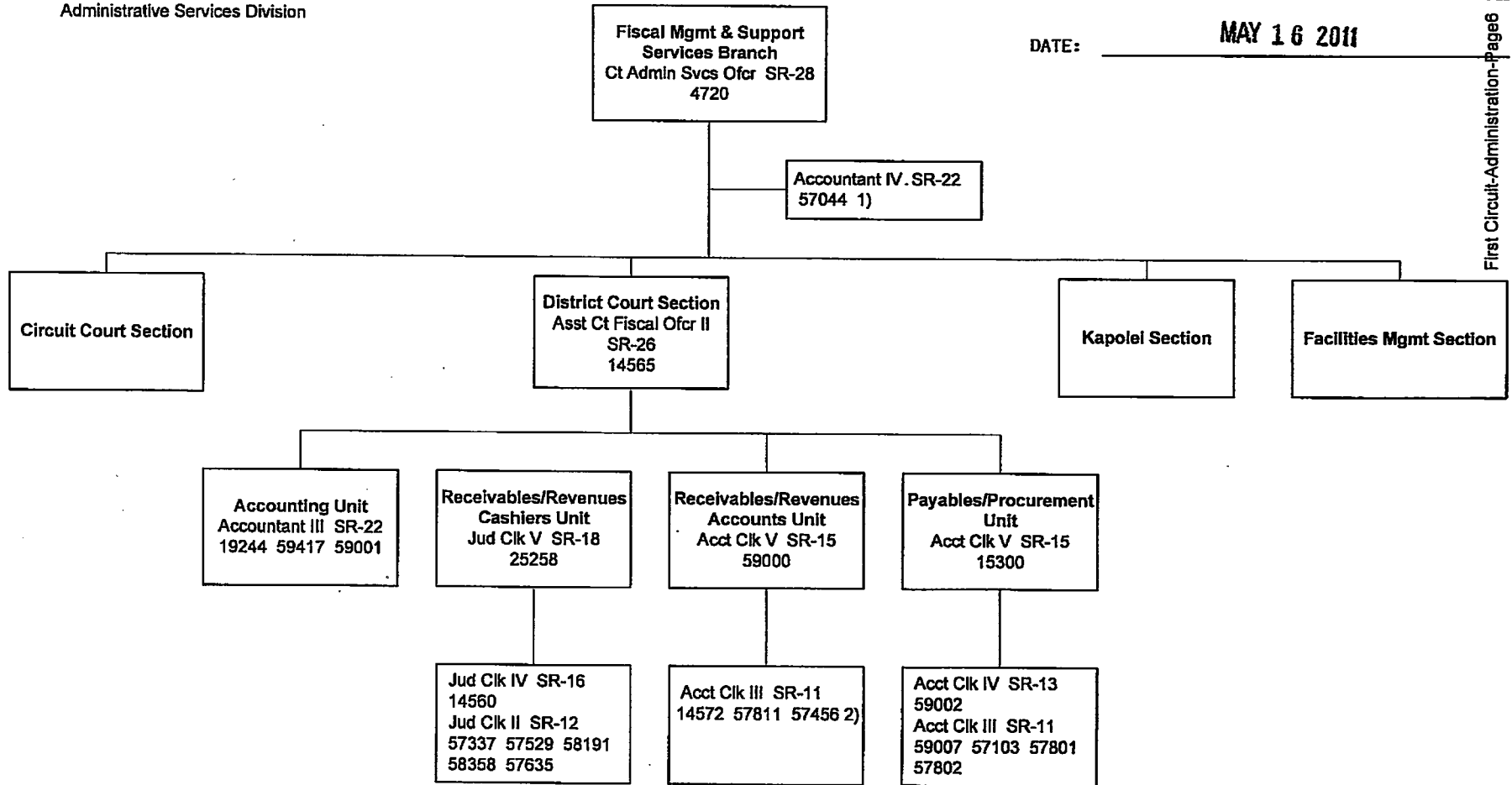
First Circuit

Administrative Services Division

APPROVED: [REDACTED]

DATE: MAY 16 2011

First Circuit-Administration-Page 6



- 1) Vacant Position No. 57044 Accountant IV transferred from District Court Section, Accounting Unit.
- 2) Vacant Position No. 57456 reallocated from Acct Clk IV.

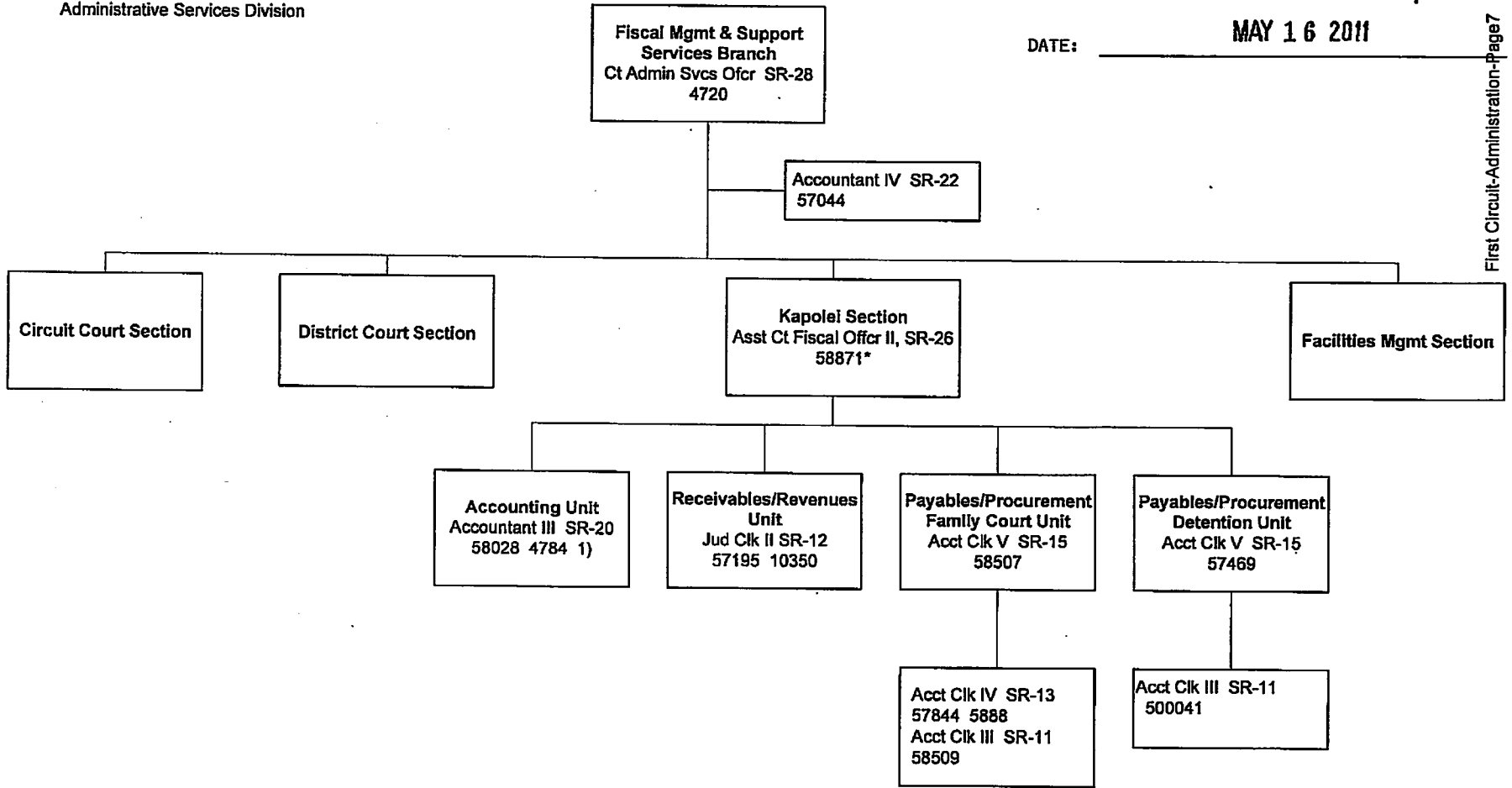
First Circuit

Administrative Services Division

APPROVED: [REDACTED]

DATE: MAY 16 2011

First Circuit-Administration-Page 7



*Reports to Position No. 57367 Deputy Chief Court Administrator for attendance purposes.
1) Vacant Position No. 4784 Court Operations Specialist V, SR-24 to be redescribed to Accountant III, SR-20.

First Circuit

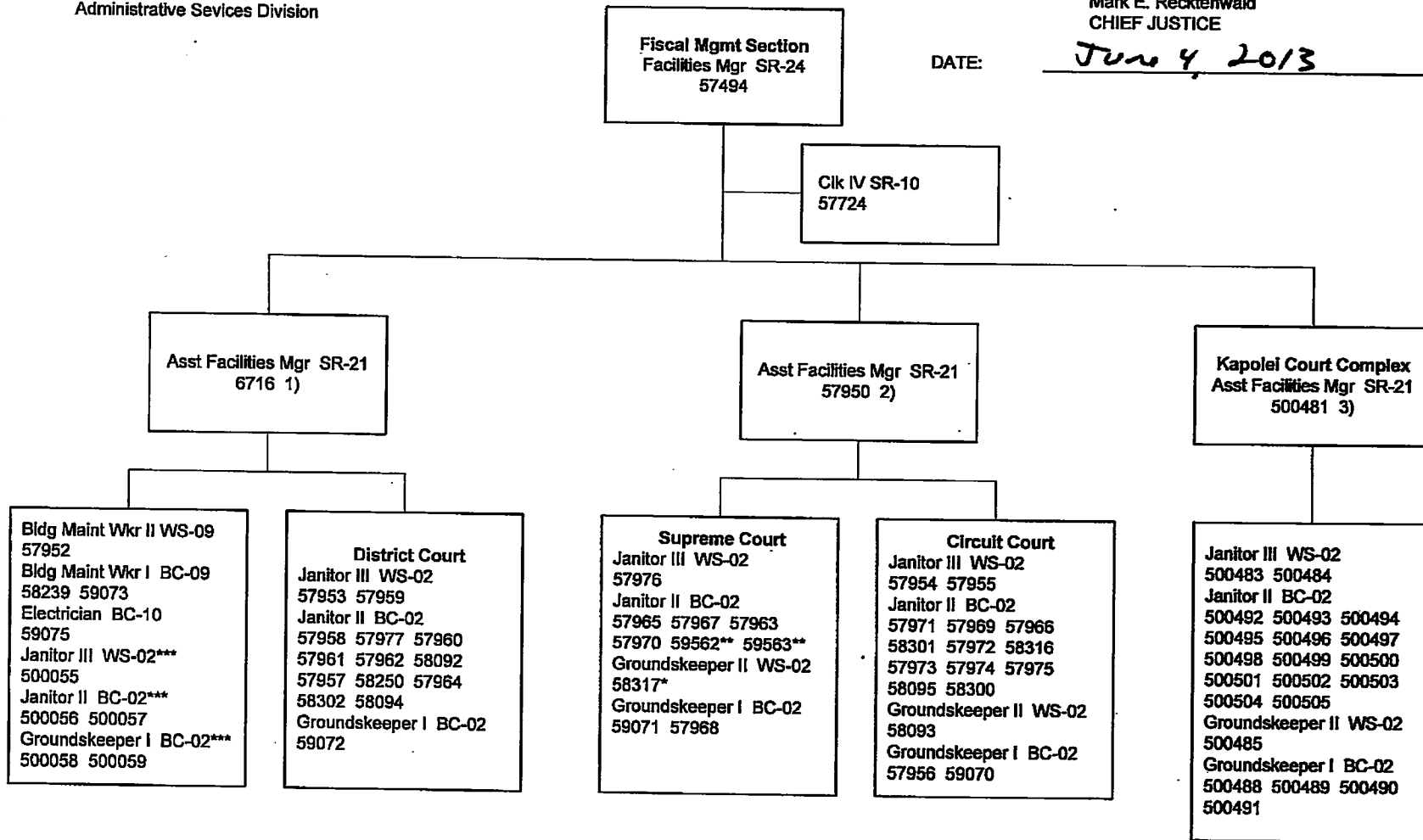
Administrative Services Division

APPROVED:

Mark E. Recktenwald
CHIEF JUSTICE

DATE:

June 4, 2013



*Responsible for DC & SC.

**Assigned to Kapuāiwa Hale (#59562 & 59563).

*** Assigned to Abner Paki Hale-Kaneohe.

1) Also responsible for Kaneohe District Court. Responsible for other buildings in the absence of other Asst Facilities Mgrs.

2) Responsible for other buildings in the absence of other Asst Facilities Mgrs.

3) Reports to Position No. 58871, Asst Court Fiscal Officer II for attendance purposes. Also responsible for Ewa and Wahiawa District Courts.

First Circuit

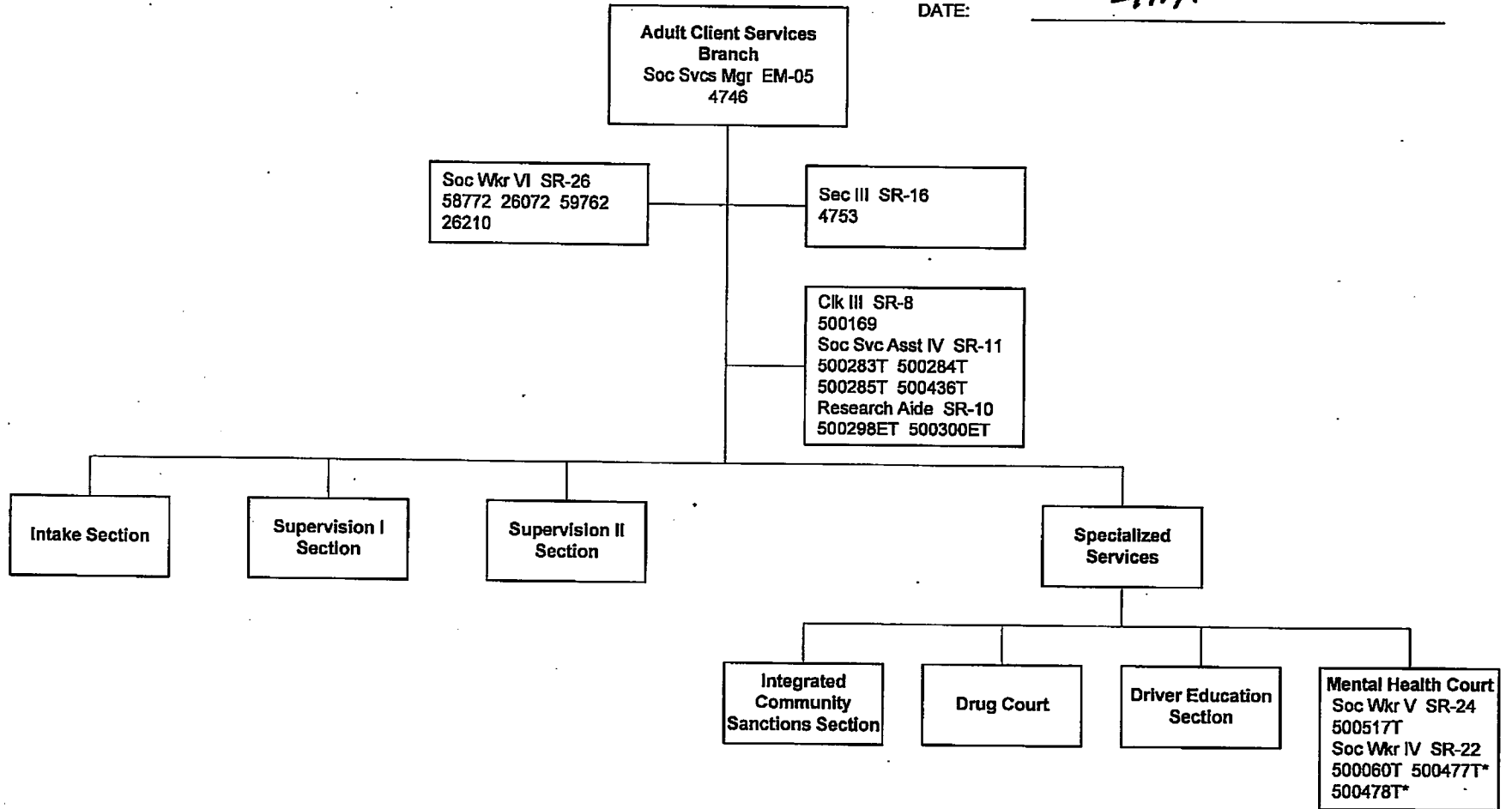
Client Services Division
Adult Client Services Branch

APPROVED: _____

Mark E. Recktenwald
CHIEF JUSTICE

DATE: _____

2/11/12



*Temp Psn funded by Project Success; assigned to MHC for supervision purposes only.

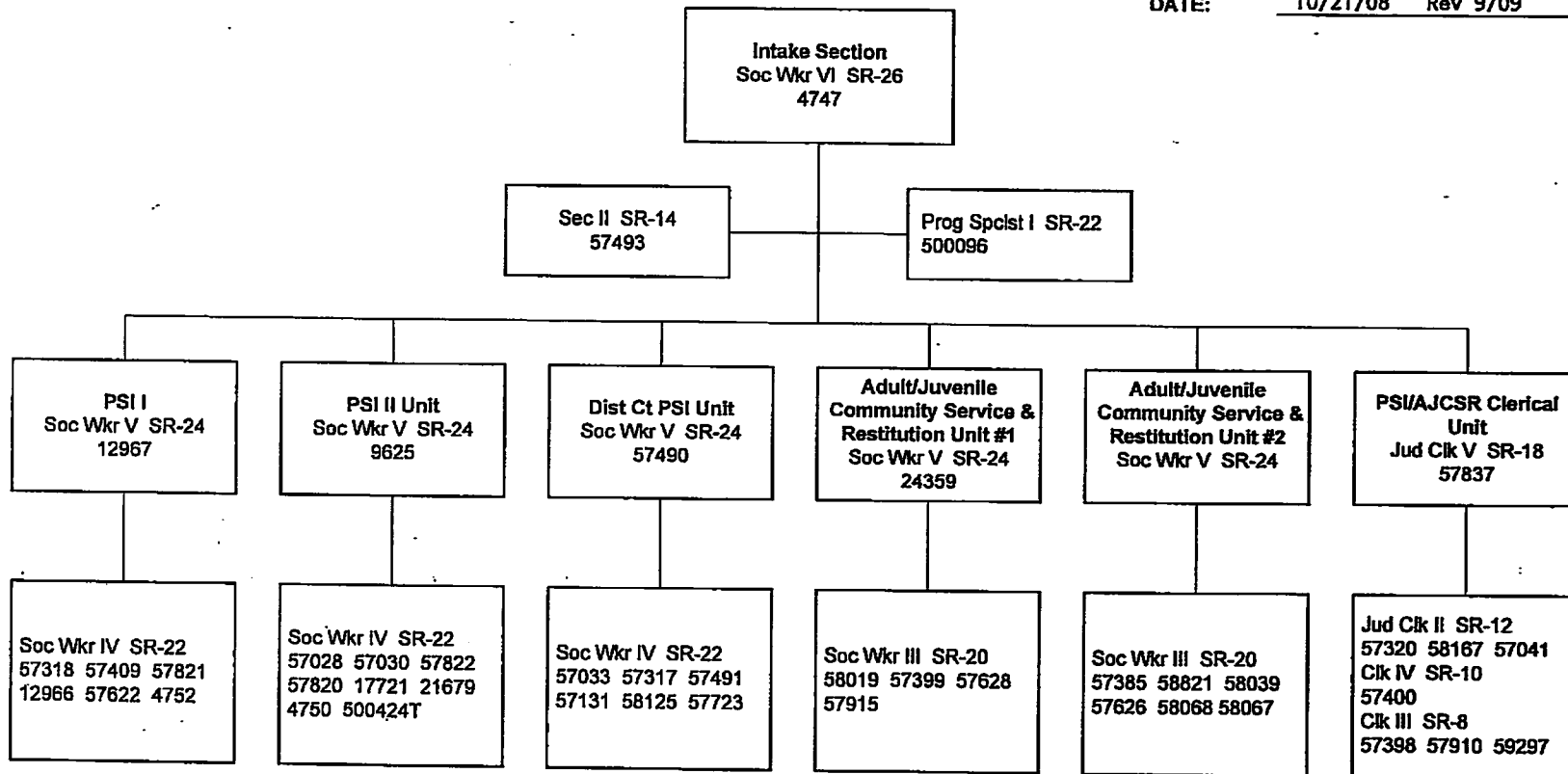
First Circuit

APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 10/21/08 Rev 9/09

First Circuit-Client Svcs-Page 2



First Circuit

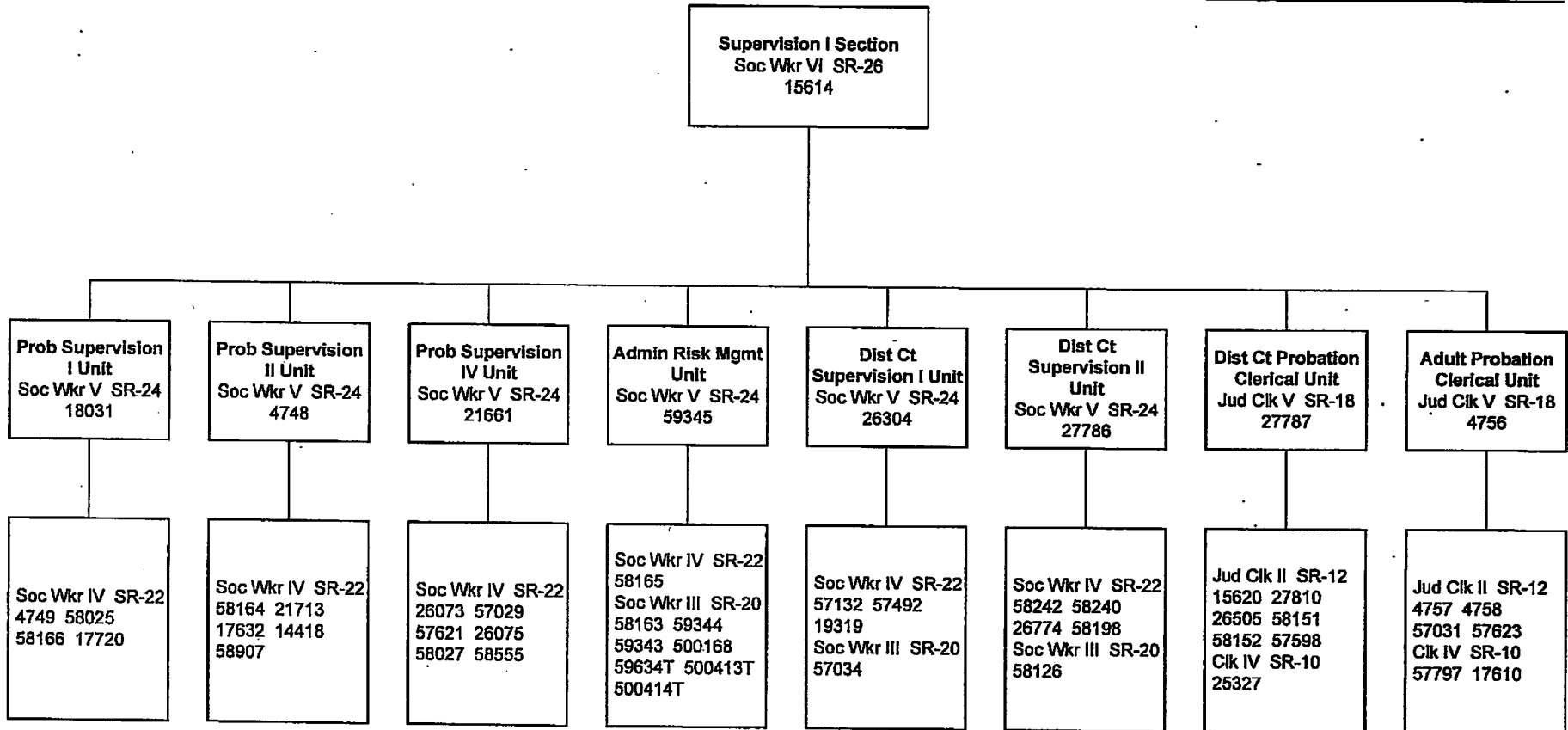
APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

10/21/08 Rev 9/09

First Circuit-Client Svcs-Page 3



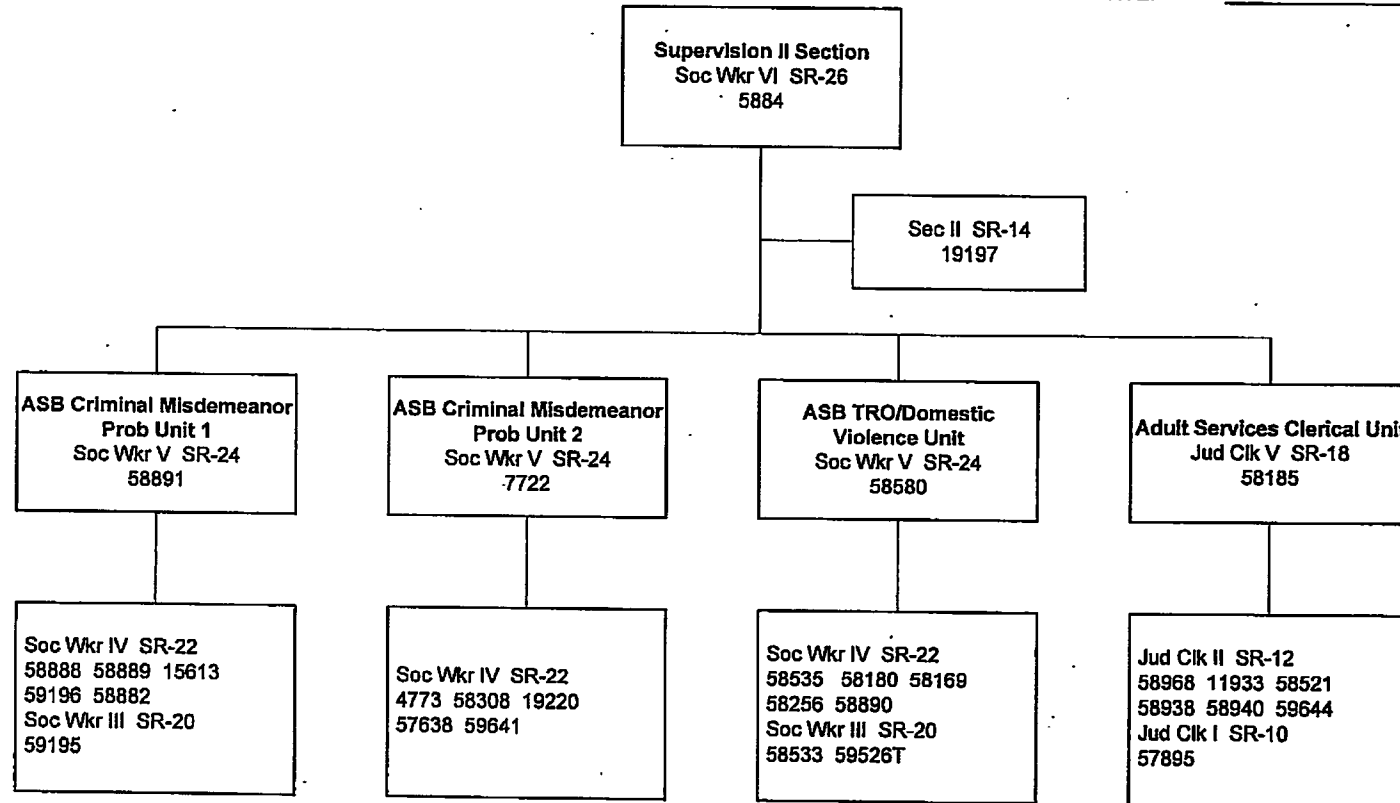
First Circuit

APPROVED: _____

Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 10/21/08 Rev 9/09

First Circuit-Client Svcs-Page 4



First Circuit

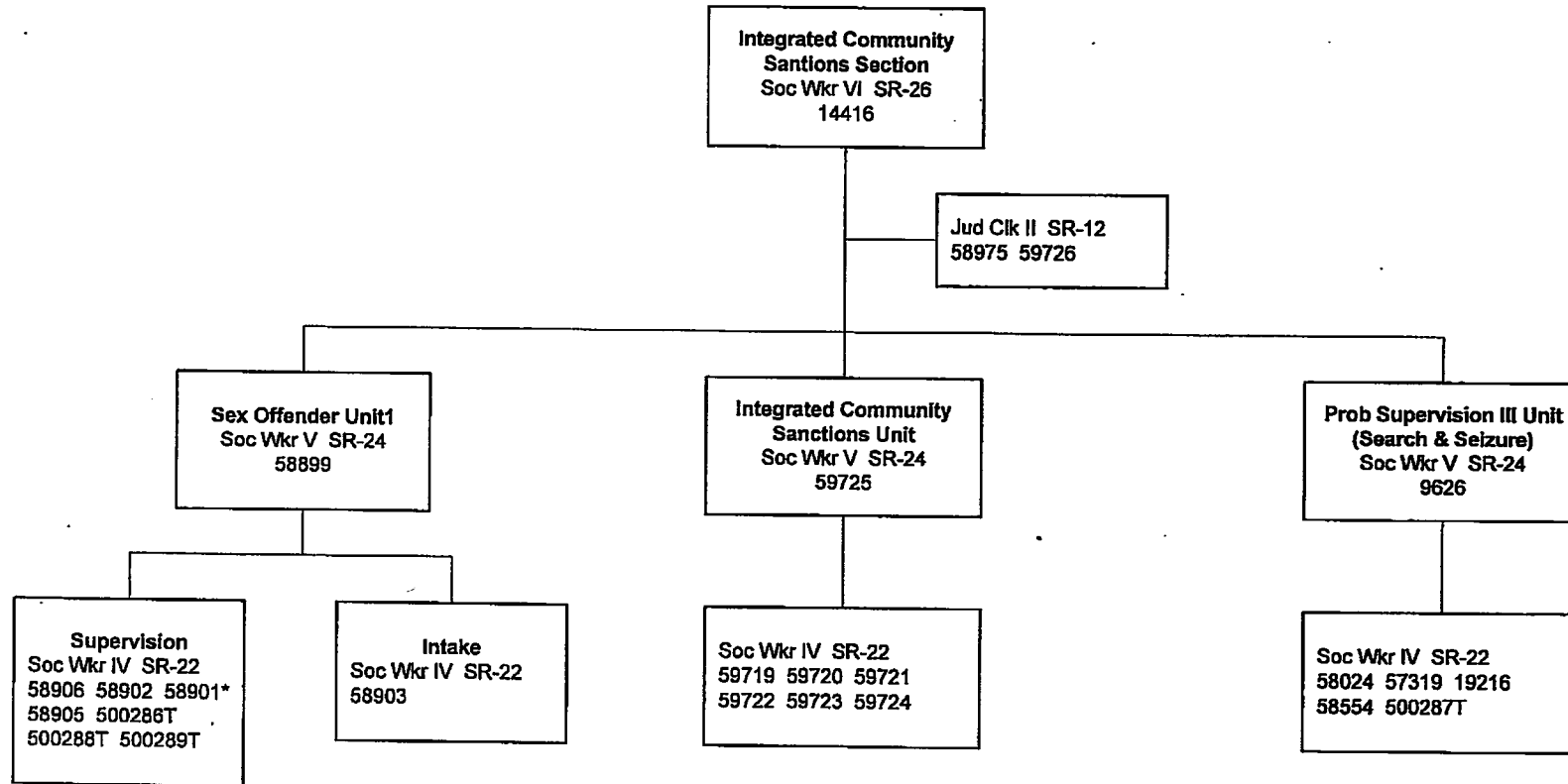
APPROVED:

Ronald T. Y. Moor
CHIEF JUSTICE

DATE:

2/1/02 Rev 9/09

First Circuit-Client Svcs-Page 5



*Authorized level.

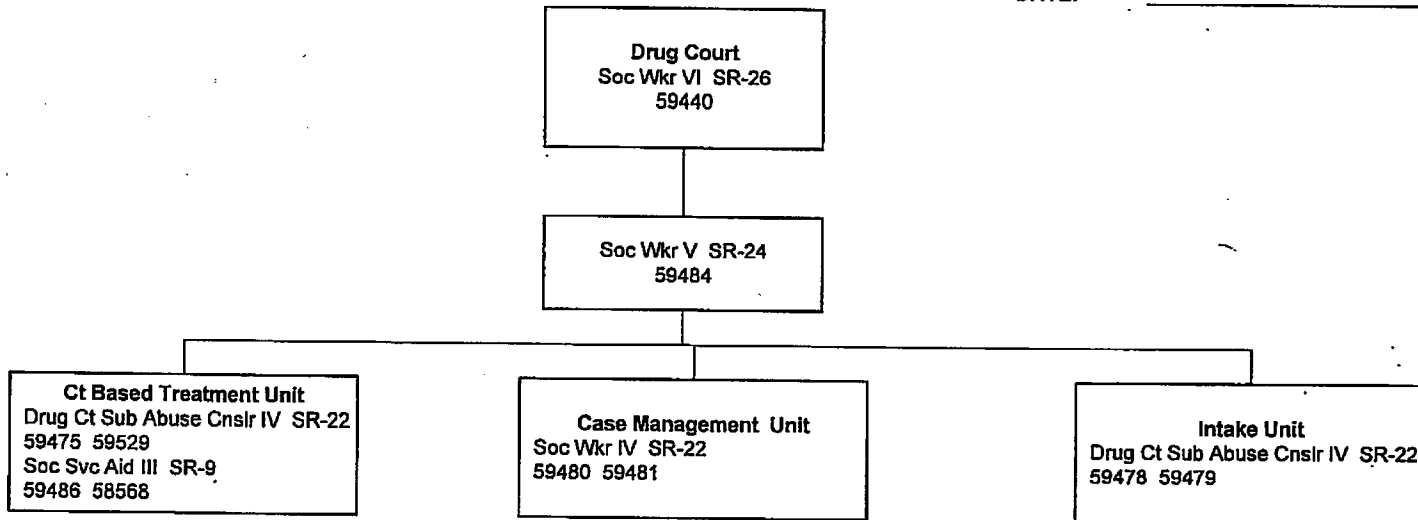
First Circuit

APPROVED:

Ronald T. Y. Moor
CHIEF JUSTICE

DATE:

2/1/02 Rev 9/09



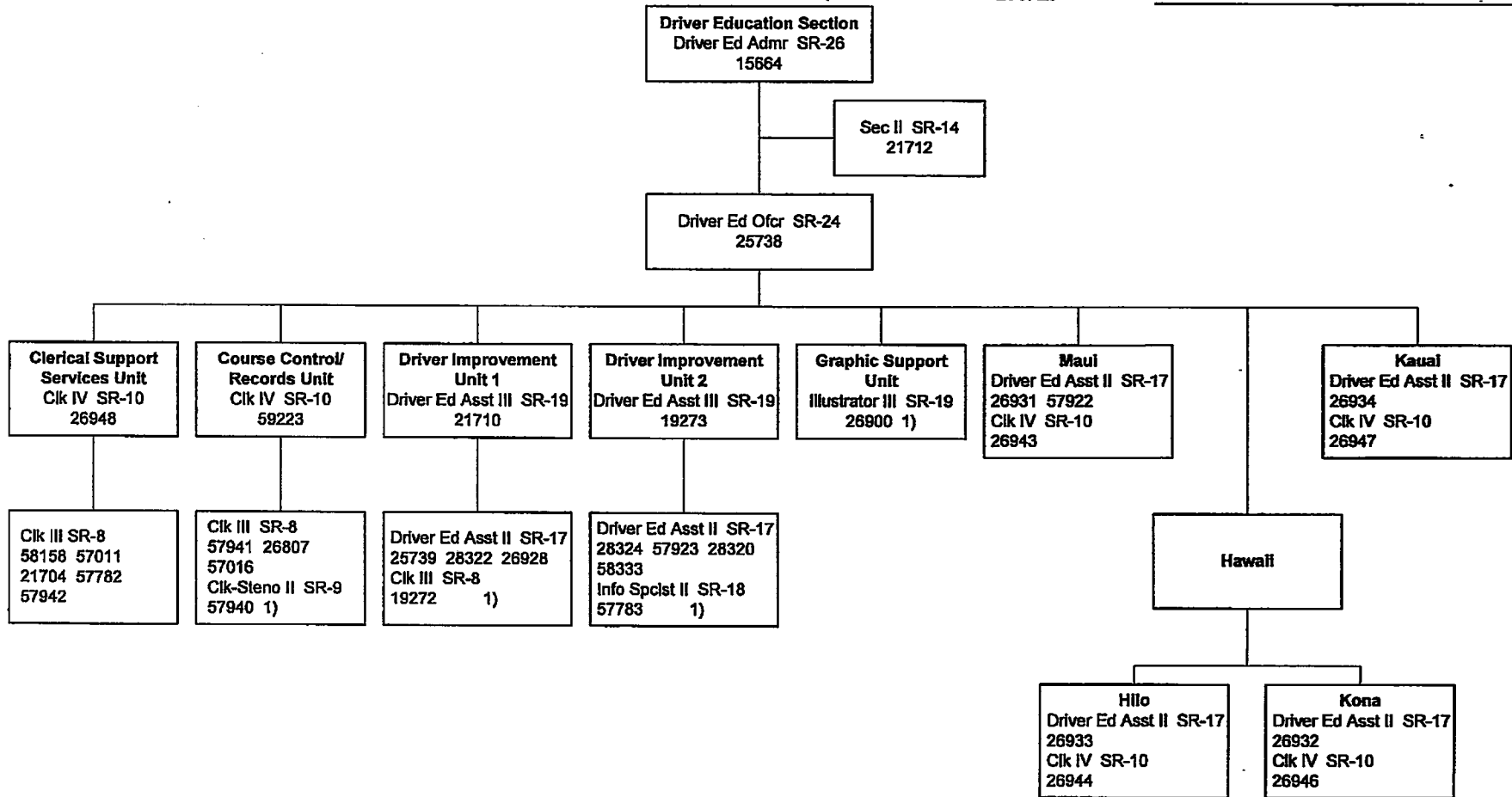
First Circuit

APPROVED: _____

Ronald T. Y. Moon
CHIEF JUSTICE

DATE: _____

November 10, 2009



1) To be redescribed..

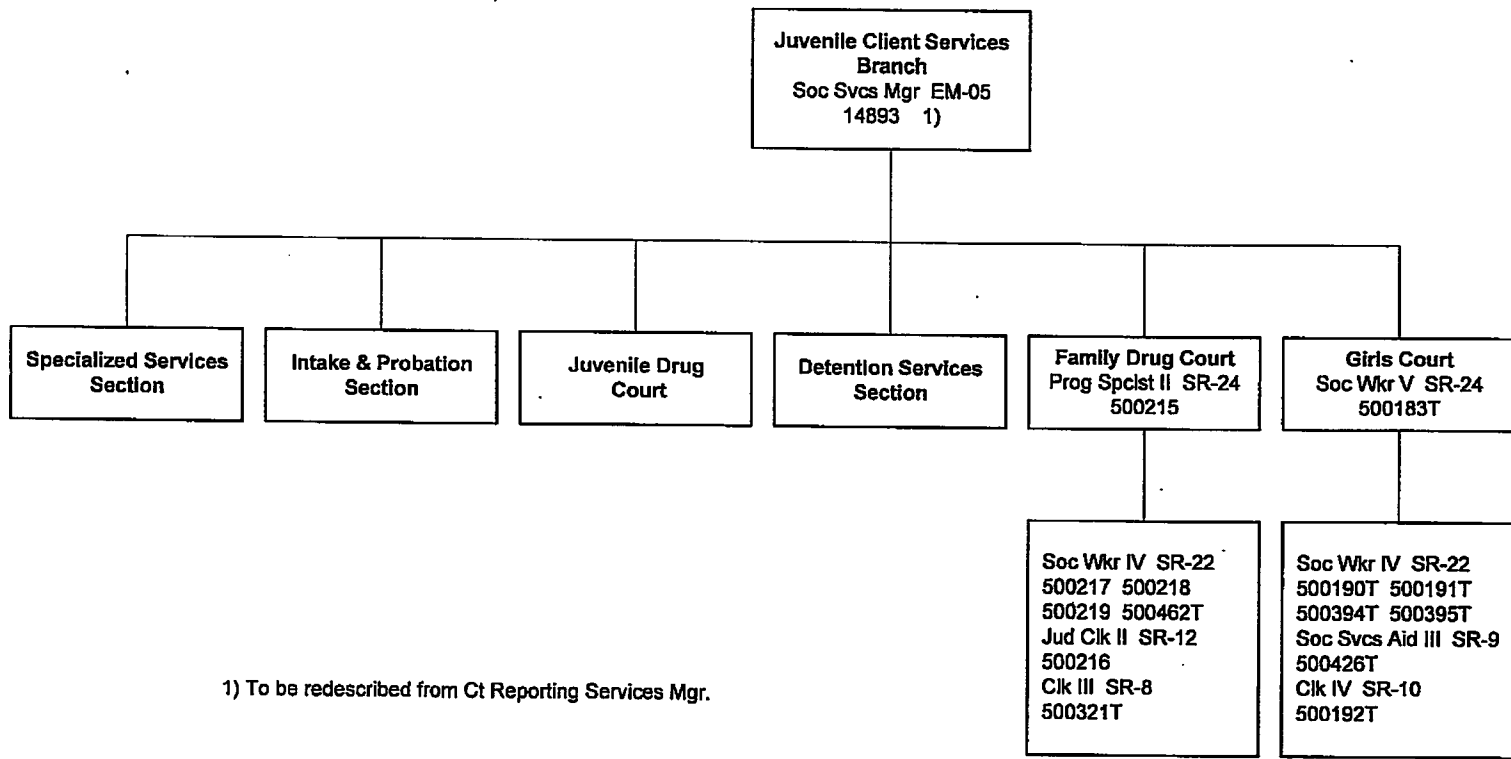
First Circuit

Client Services Division
Juvenile Client Services Branch

APPROVED: [Redacted]

Mark E. Recktenwald
CHIEF JUSTICE

DATE: 2/11/12



1) To be redescribed from Ct Reporting Services Mgr.

First Circuit

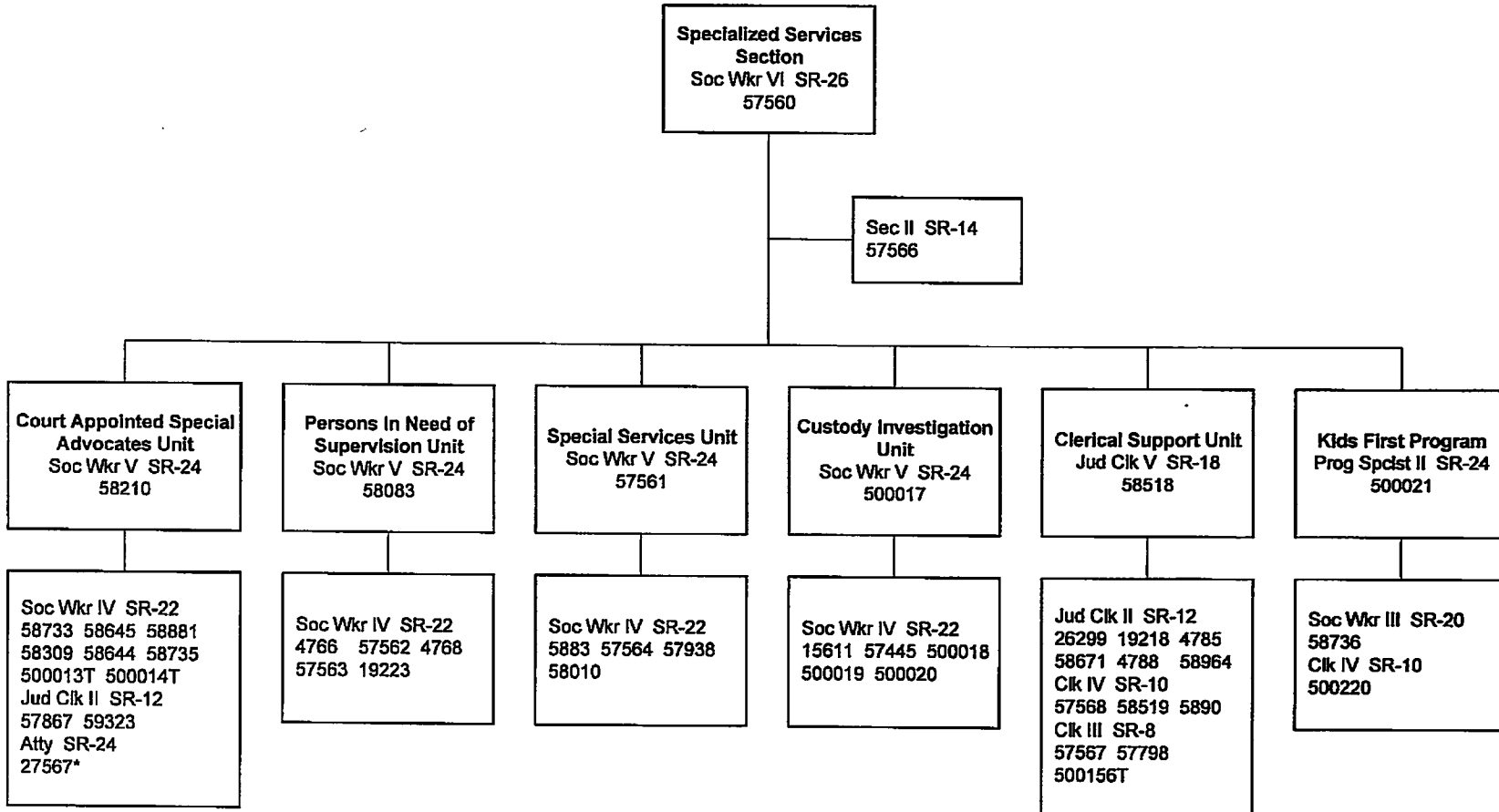
Client Services Division
 Juvenile Client Services Branch

APPROVED: _____

Mark E. Recktenwald
 CHIEF JUSTICE

DATE: _____

2/11/12



*Administrative supervision from Soc Wkr V; receives technical guidance from higher level Attorney positions in First Circuit.

First Circuit

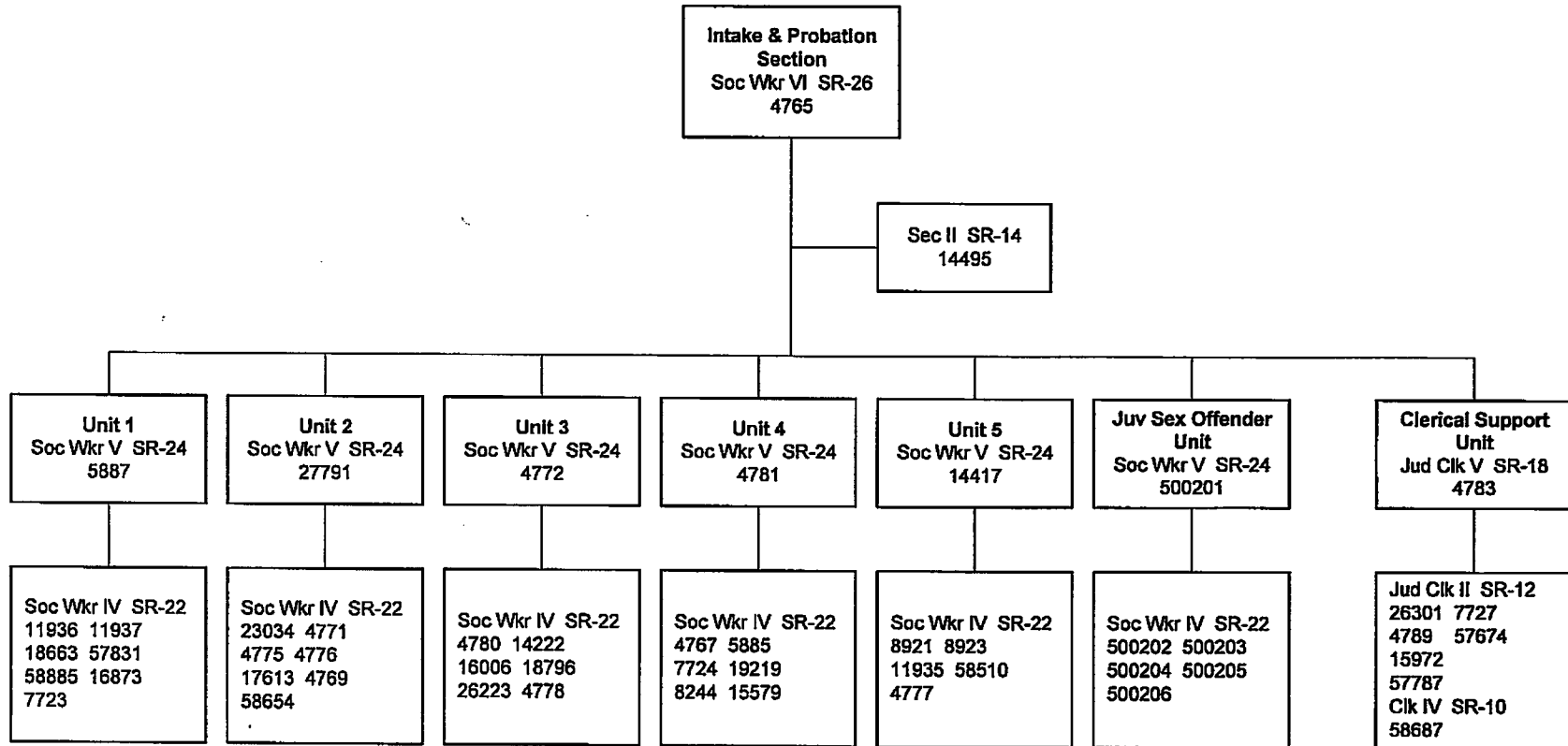
Client Services Division
 Juvenile Client Services Branch

APPROVED: _____

Mark E. Recktenwald
 CHIEF JUSTICE

DATE: _____

February 11, 2012



First Circuit

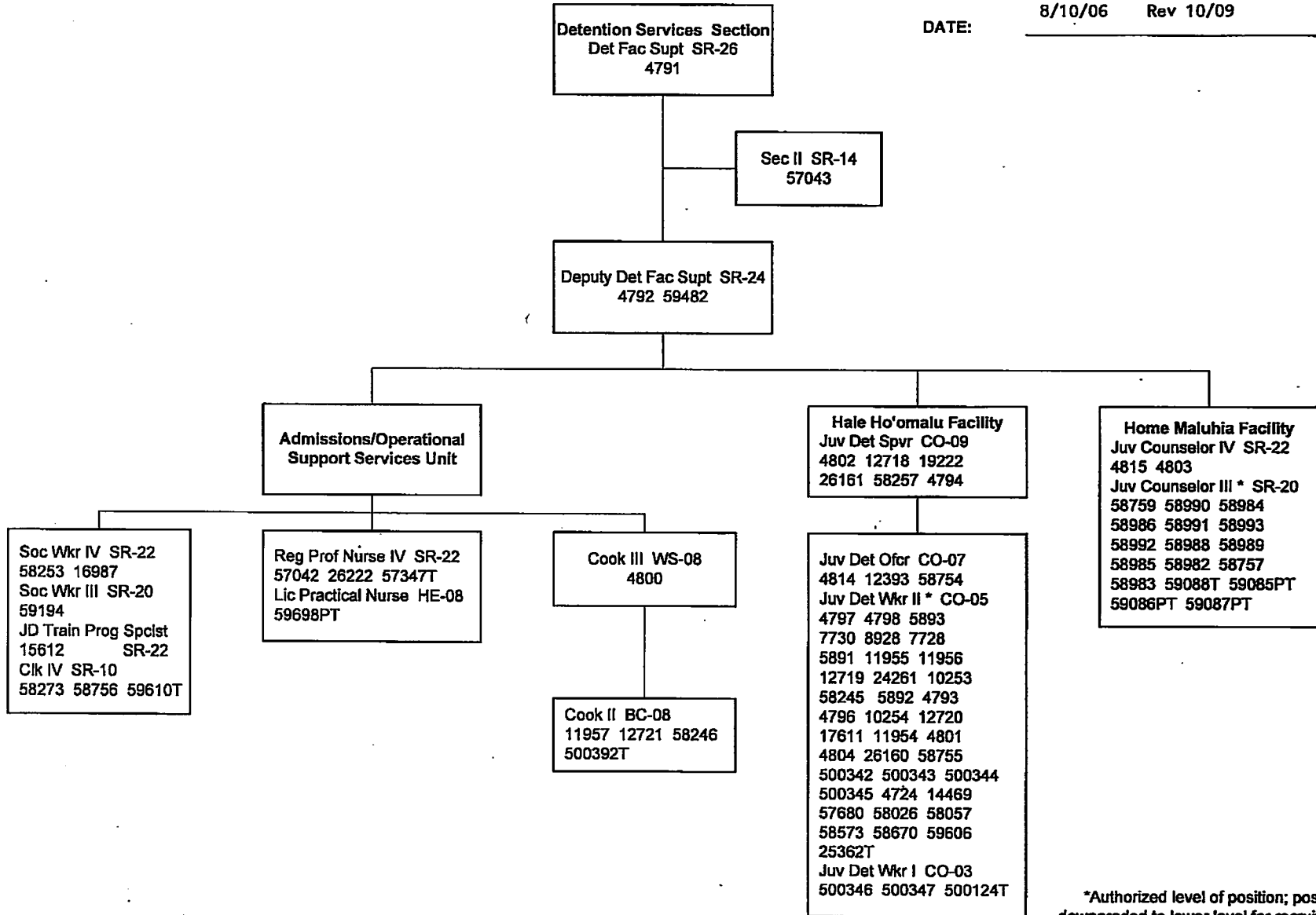
APPROVED

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

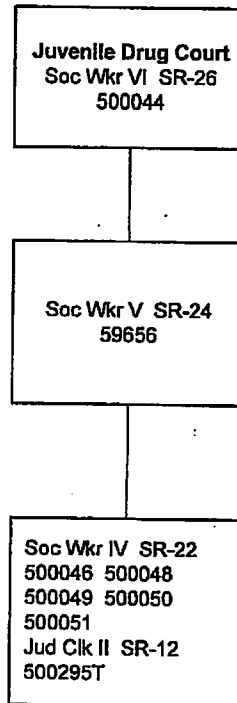
8/10/06 Rev 10/09

First Circuit-Client Svcs-Page 1

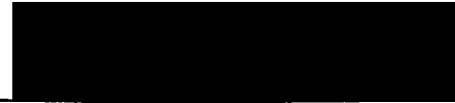


*Authorized level of position; position may be downgraded to lower level for recruitment purposes

First Circuit



APPROVED:



Ronald T. Y. Moor
CHIEF JUSTICE

DATE:

7/27/06 Rev 9/09

First Circuit

Court Services Division

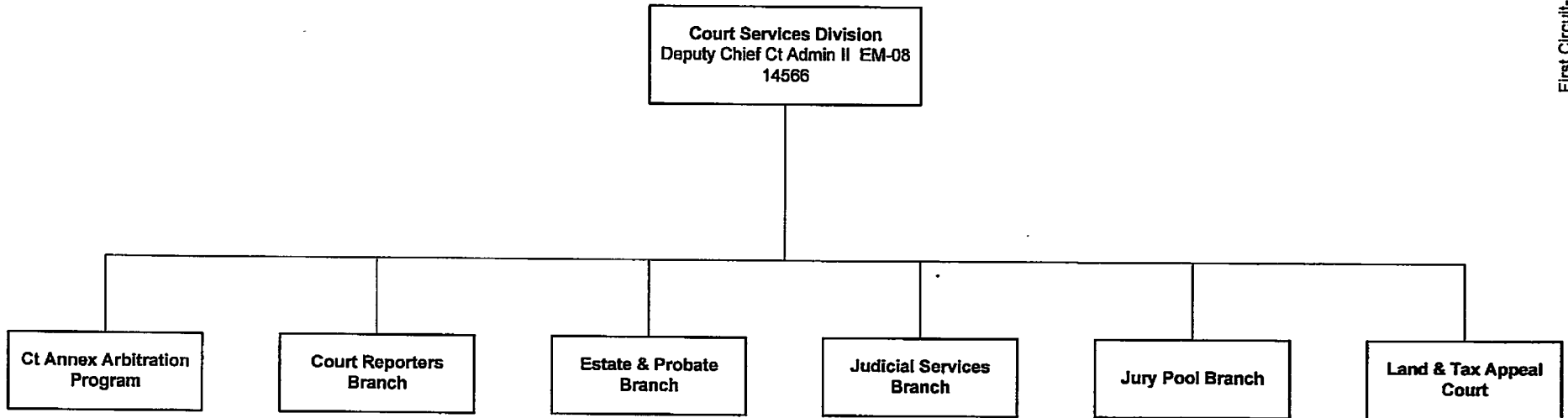
APPROVED: _____

Mark E. Recktenwald
CHIEF JUSTICE

DATE: _____

2/11/12

First Circuit-Ct Svcs- Page 1



First Circuit

APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

8/23/02 Rev 9/09

Court Annex Arbitration
Program
Arbitration Admr SR-26
59100

Arb Prog Spclst II SR-18
59114
Jud Clk II SR-12
58978

First Circuit

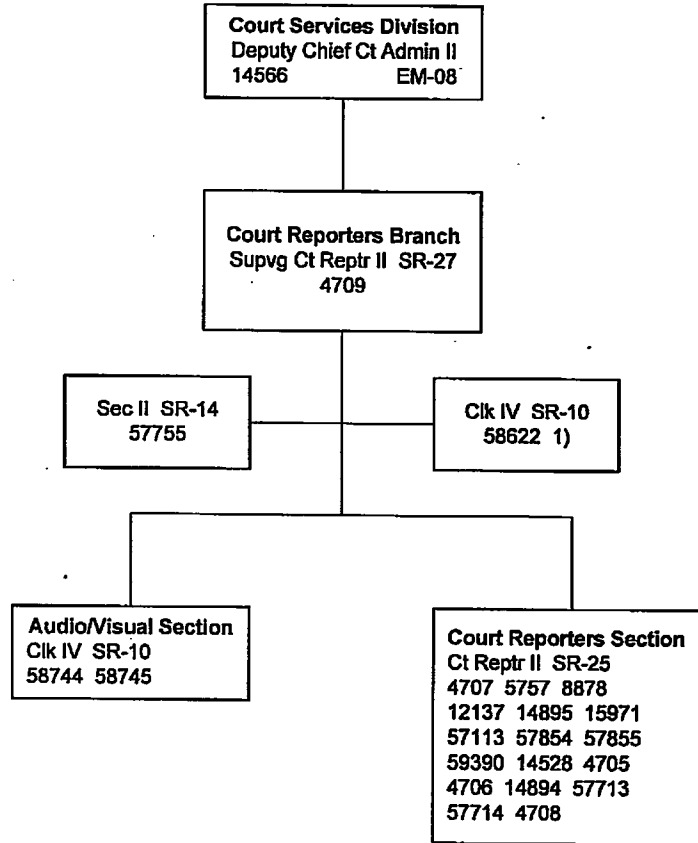
Court Services Division
Court Reporters Branch

APPROVED: _____

Mark E. Reckterwald
CHIEF JUSTICE

DATE: _____

2/11/12



1) Provides clerical support to the Certified Shorthand Reporters Board.

First Circuit

Estate & Probate

APPROVED:

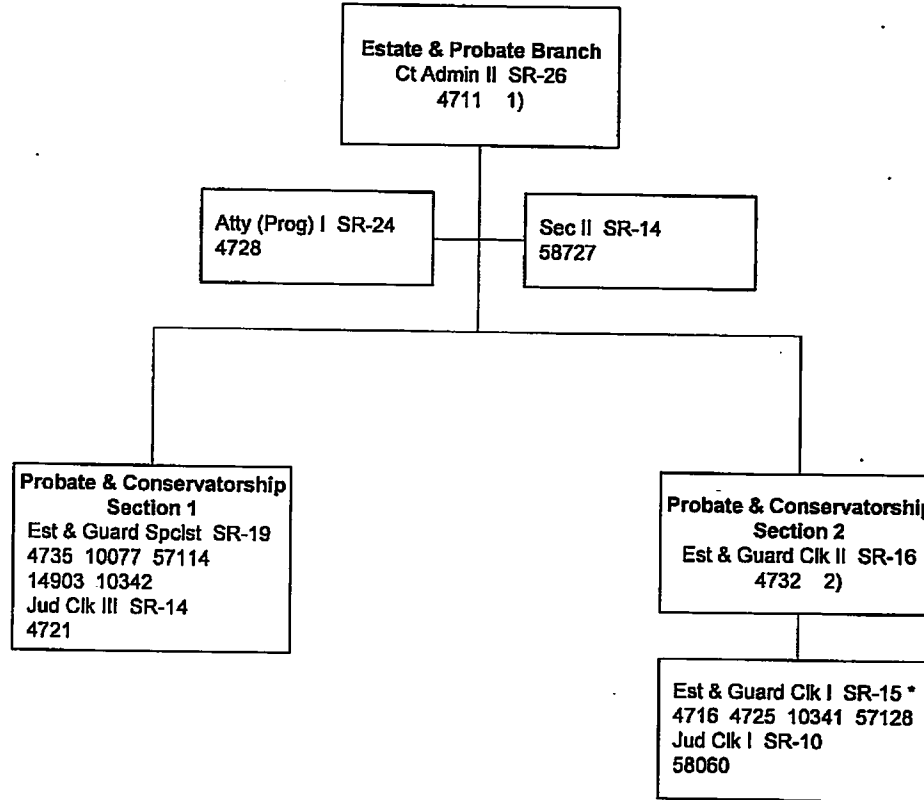


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

11/04/09

First Circuit-Ct Svcs- Page4



- 1) To be redescribed from E&G Atty.
- 2) To be redescribed from E&G Spclst to working supervisor.

*Retitled to Est & Guardianship Clk I

First Circuit

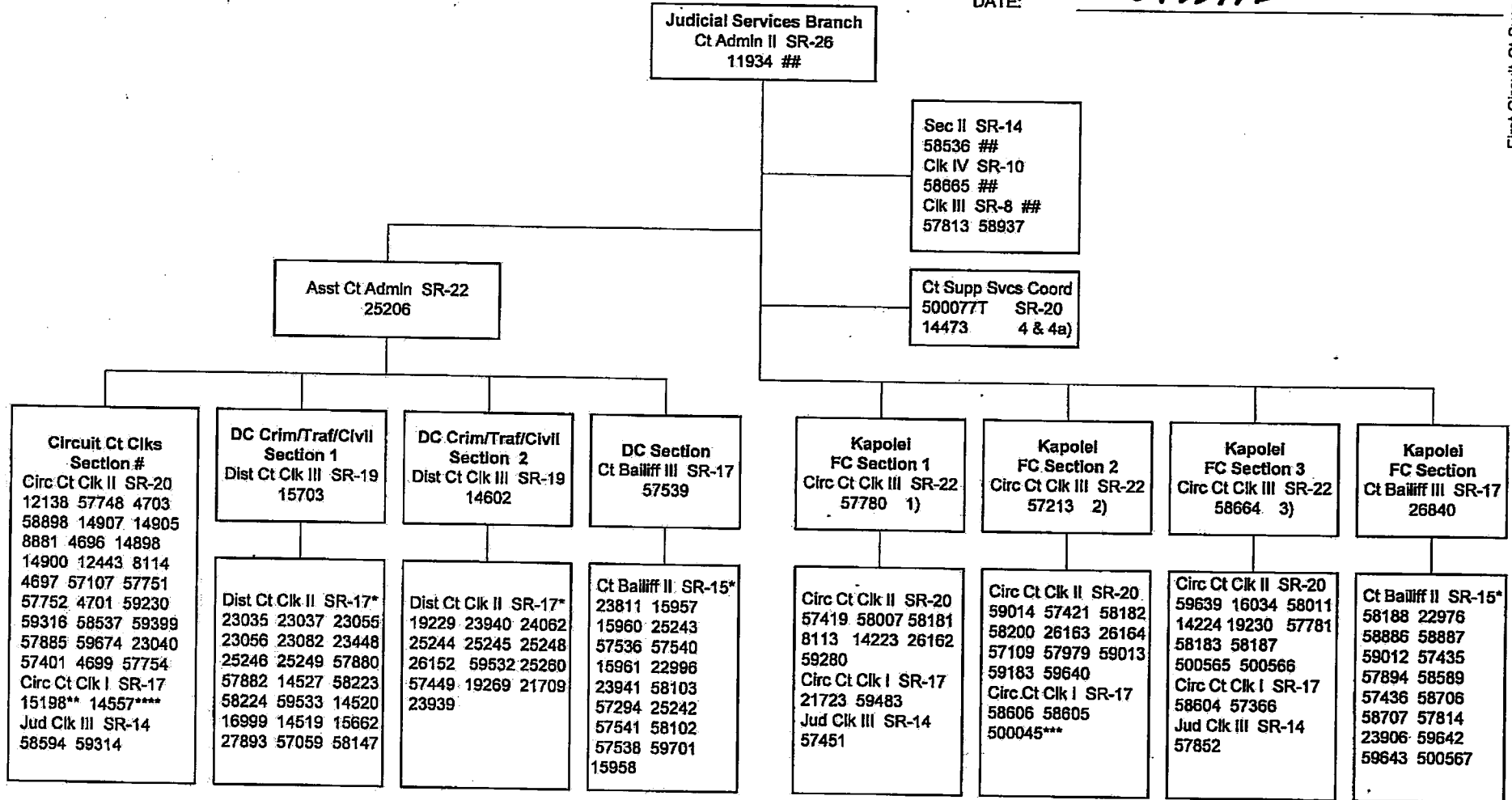
Court Services Division
Judicial Services Branch

APPROVED: [REDACTED]

Mark E. Reckenwald
CHIEF JUSTICE

DATE: 5/22/13

First Circuit-Ct Svcs- Page5



Circ Ct Clk positions from the Trial Divisions and former Criminal Administration will be administratively assigned to individual trial divisions.

- 1) Domestic Calendar
- 2) Juvenile Calendar
- 3) Special Calendar

*Positions may be downgraded to the lower level for recruitment purposes.

** Assigned to Drug Ct.

*** Assigned to Specialty Cts.

****To be redescribed from Jud Clk III; assigned to HOPE.

Position Located at Kapolei

4) Temporary psn to be abolished upon filing of permanent position.

4a) Redescribed from Jud Clk III.

First Circuit

APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

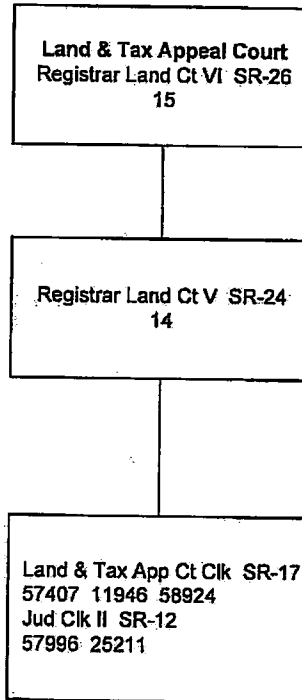
10/6/08 Rev 9/09

Jury Pool Branch
Jud Clk V SR-18
26636

Clk IV SR-10
57397 57021 57749
58038

First Circuit

Court Services Division
Land & Tax Appeal Court



APPROVED:



Mark E. Recktenwald
CHIEF JUSTICE

DATE:

5/22/17

First Judicial Circuit

APPROVED:

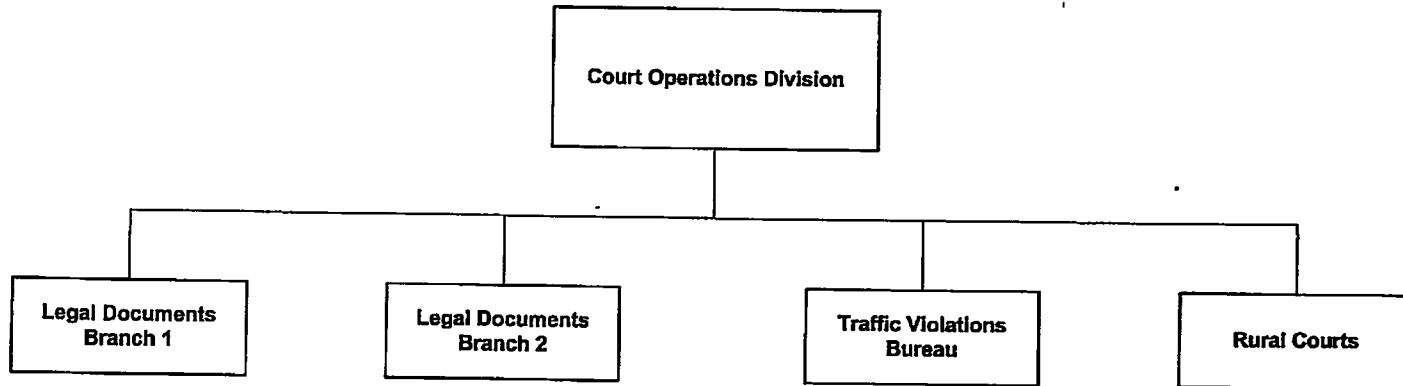


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

9/17/04

First Circuit-Ct Ops-Page1



First Circuit

Court Operations Division

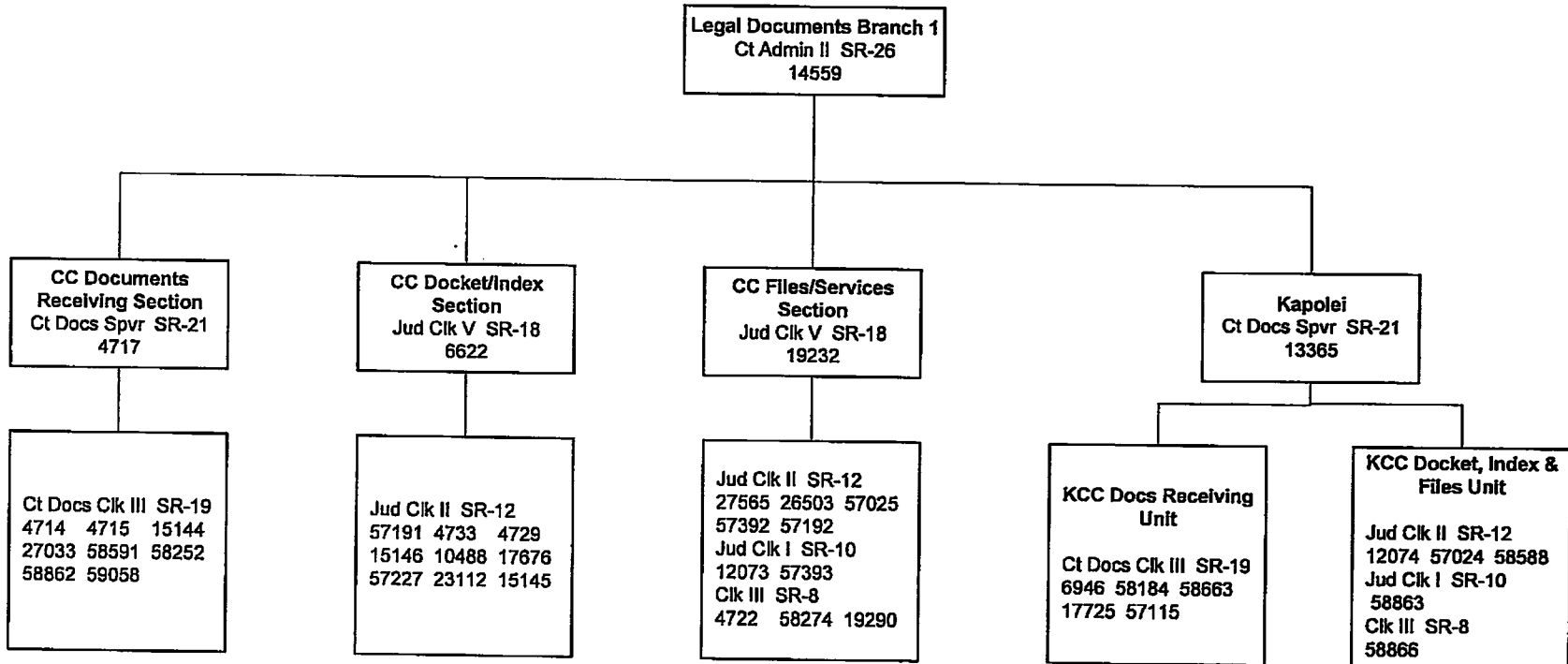
APPROVED: _____

Mark E. Reckenwald
CHIEF JUSTICE

DATE: _____

11/17/11

First Circuit-Ct Ops-Page 2



First Circuit

Court Operations Division
Traffic Violations Bureau

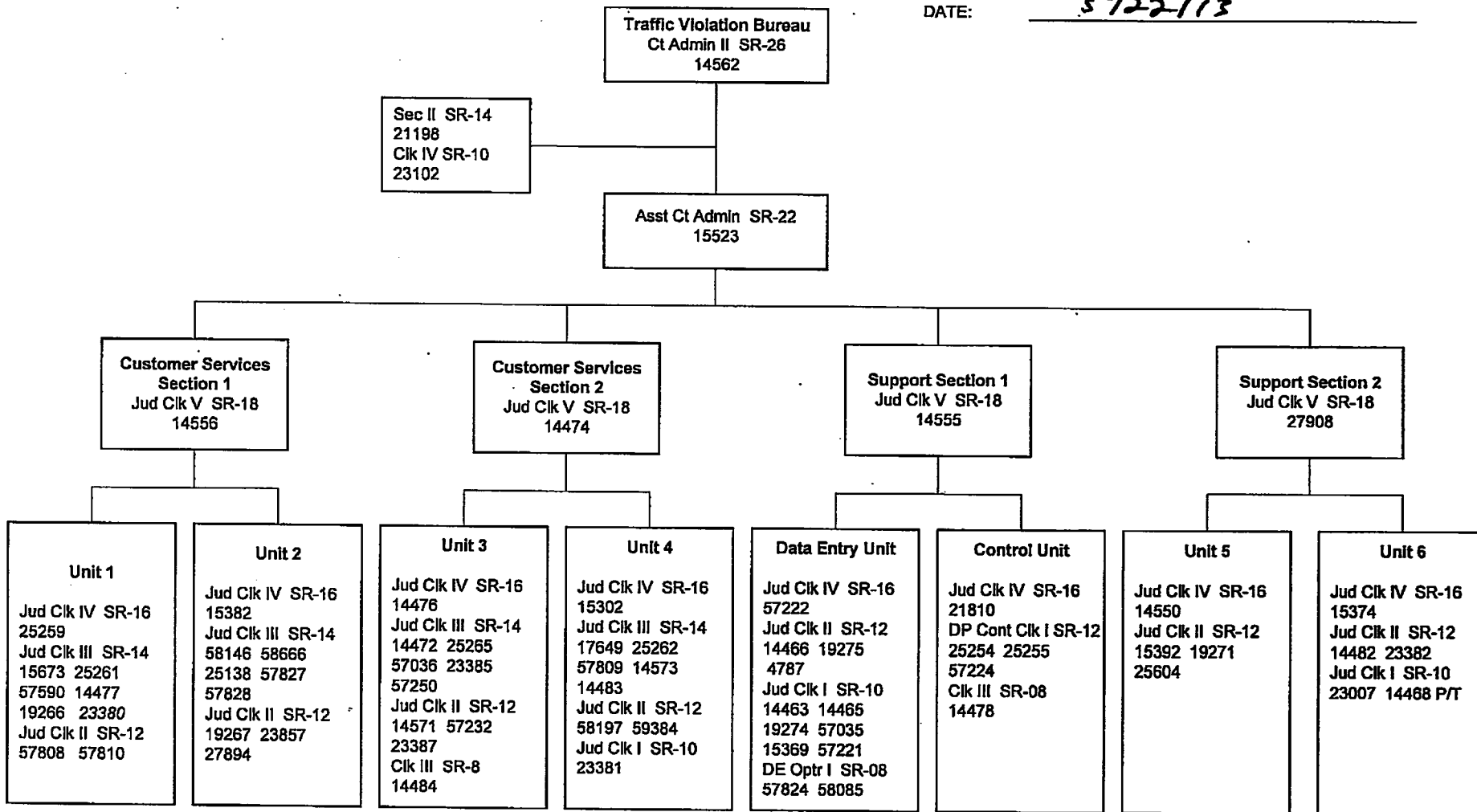
APPROVED: _____

Mark E. Recktenwald
CHIEF JUSTICE

DATE: _____

5/22/13

First Circuit-Ct Ops-Page 3



Note: Positions may be downgraded to the lower level for recruitment purposes.

First Circuit

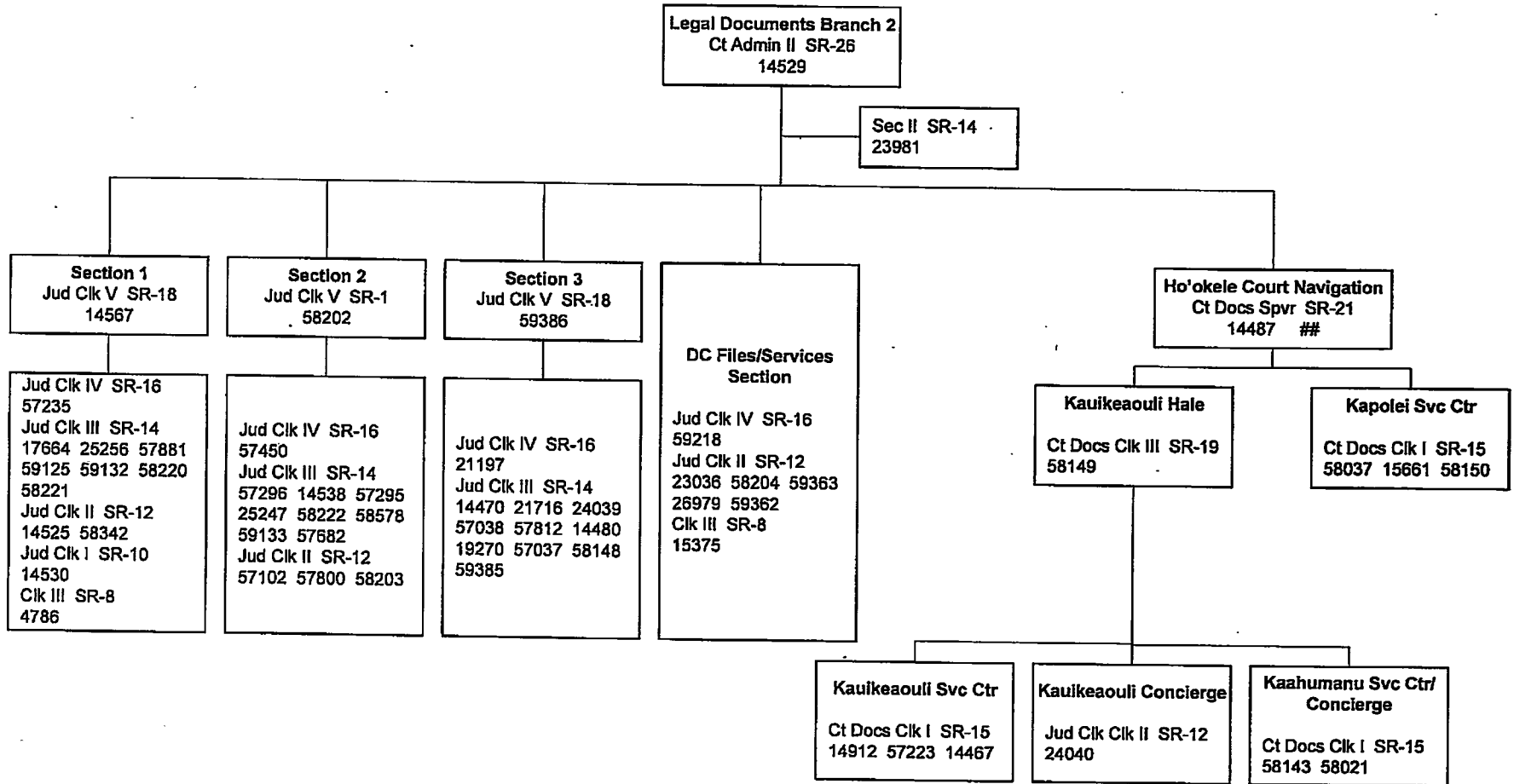
Court Operations Division

APPROVED: _____

Mark E. Reckenwald
CHIEF JUSTICE

DATE: _____

02/12/13



Psn located in Kapolei

First Circuit

COURT OPERATIONS DIVISION
RURAL COURTS

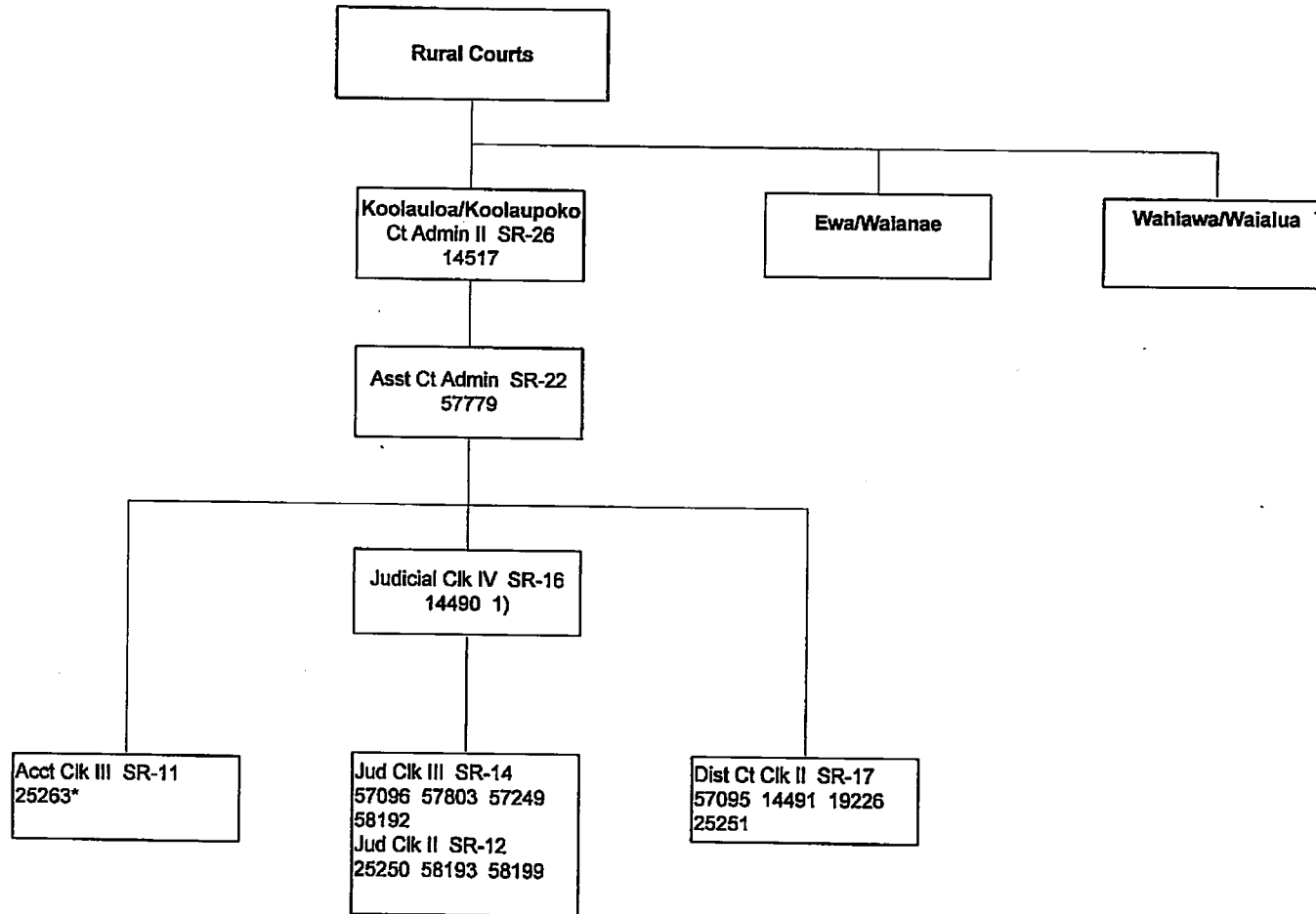
APPROVED:

Mark E. Recktenwald
Chief Justice

DATE:

Oct. 19, 2011

First Circuit-Ct Ops-Page5



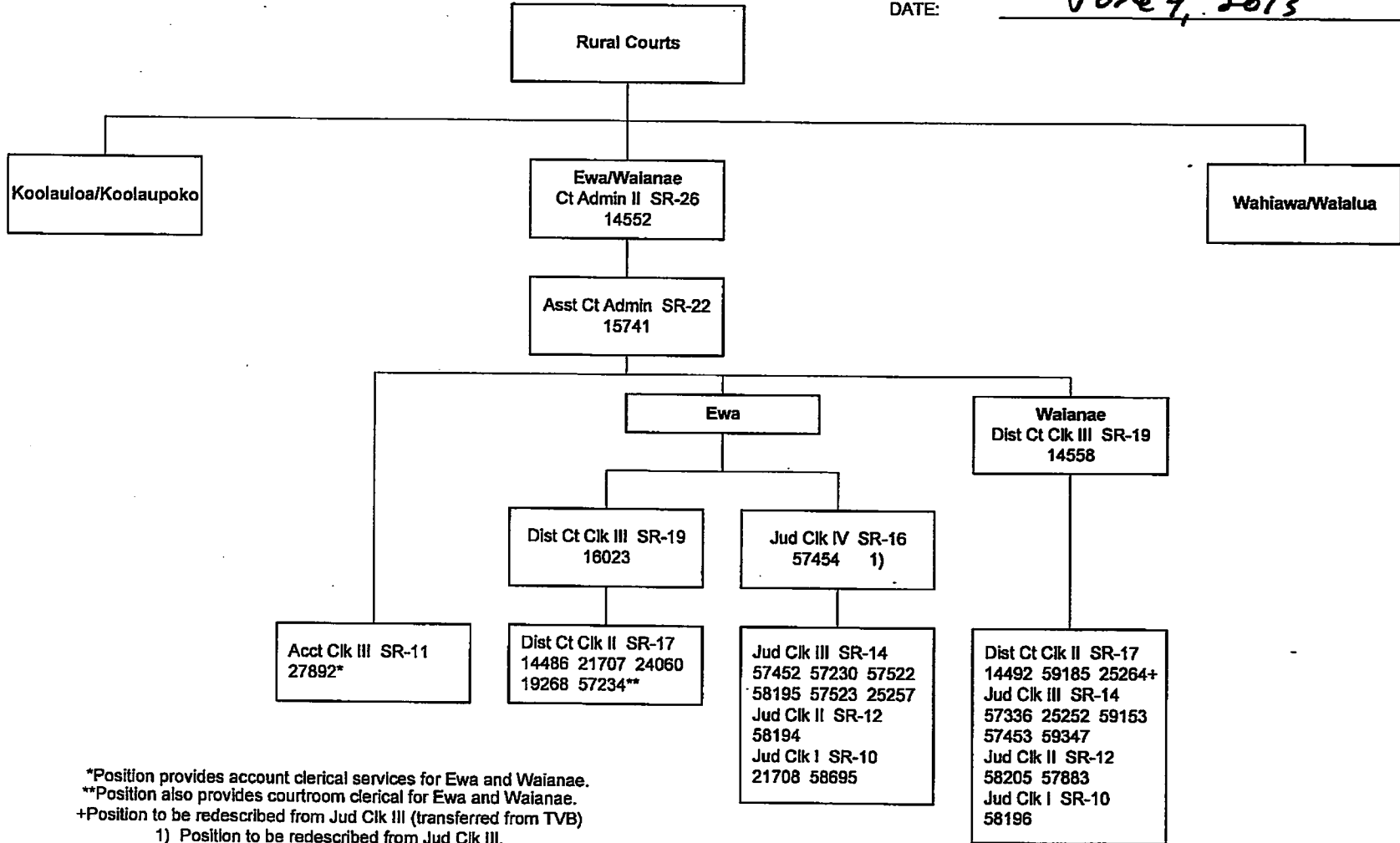
1) Vacant position no. 14490 District Court Clerk III, SR-19, to be redescribed to Judicial Clerk IV, SR-16.
* Position provides account clerical services for Kaneohe and Wahiawa.
Positions reflect their authorized level.

First Circuit

Rural Courts
Ewa/Waianae

APPROVED: [REDACTED]
Mark E. Recktenwald
CHIEF JUSTICE

DATE: June 4, 2013



*Position provides account clerical services for Ewa and Waianae.
 **Position also provides courtroom clerical for Ewa and Waianae.
 +Position to be redescribed from Jud Clk III (transferred from TVB)
 1) Position to be redescribed from Jud Clk III.

Note: Positions reflect their authorized level and may be downgraded for recruitment purposes.

First Circuit

COURT OPERATIONS DIVISION
RURAL COURTS

APPROVED:

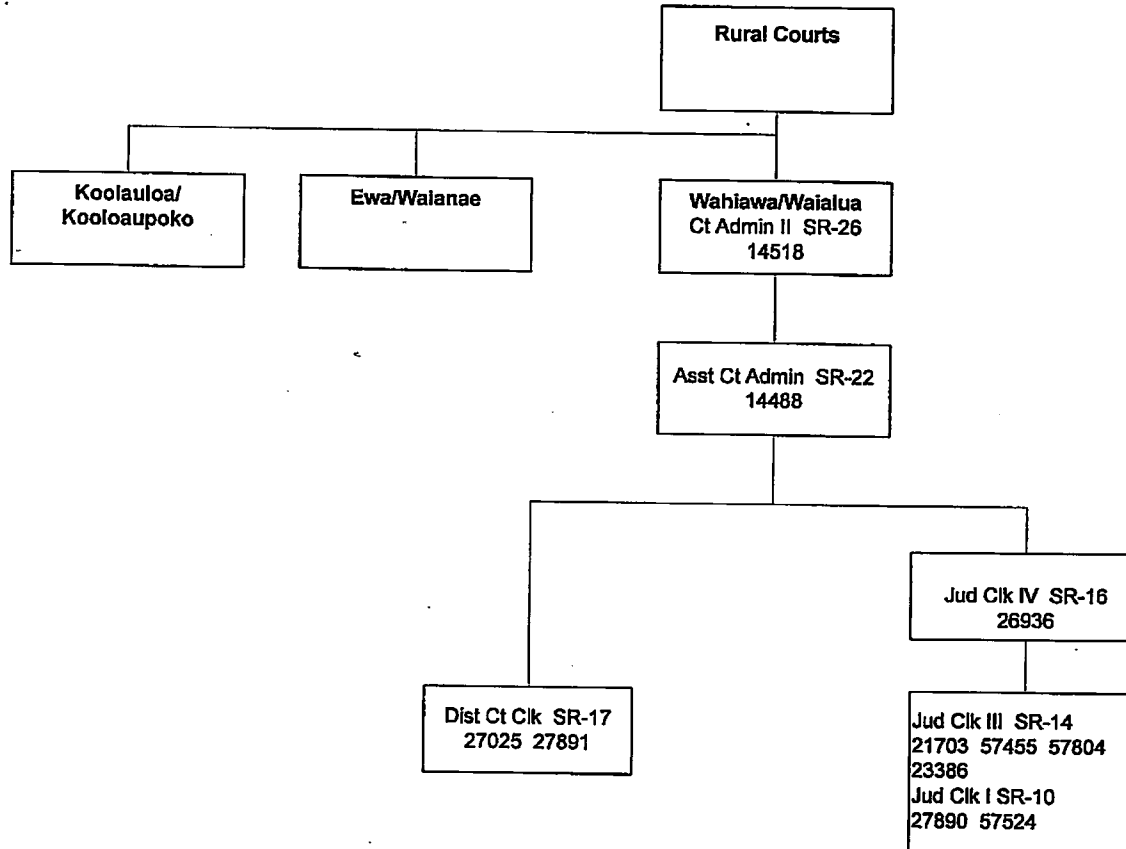


Mark E. Recktenwald
Chief Justice

DATE:

Oct. 19, 2011

First Circuit-Ct Ops-Page 7



Positions reflect their authorized level.

SECOND JUDICIAL CIRCUIT

CIRCUIT JUDGES

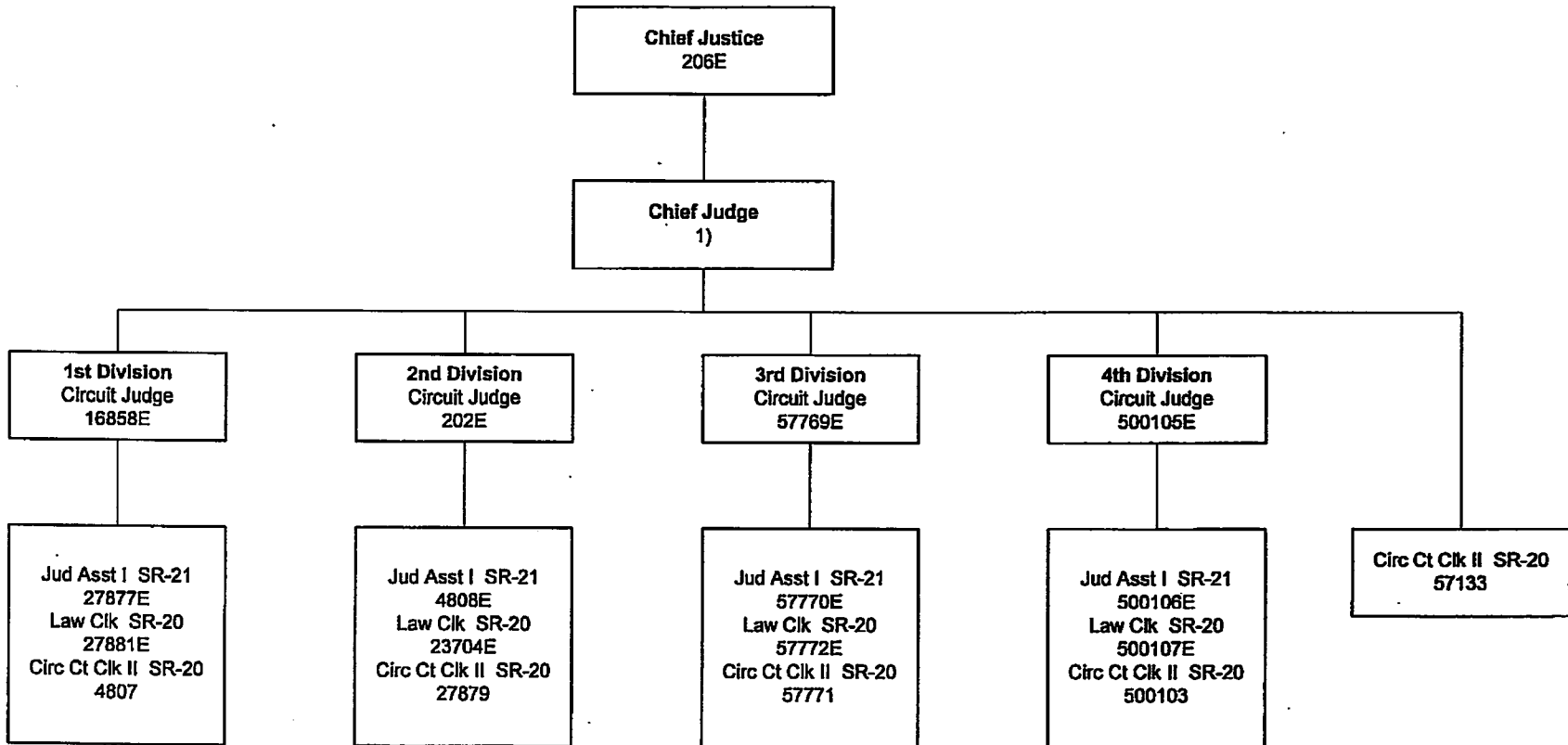
APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

10/27/04

Second Circuit-Judges-Page 1



1) Per Chief Justice's order of appointment.

SECOND JUDICIAL CIRCUIT

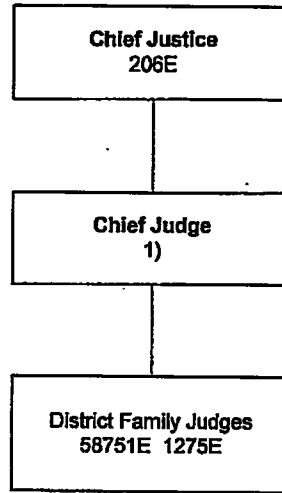
FAMILY JUDGES

APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

02/21/03



1) Per Chief Justice's order of appointment.

SECOND JUDICIAL CIRCUIT

DISTRICT JUDGES

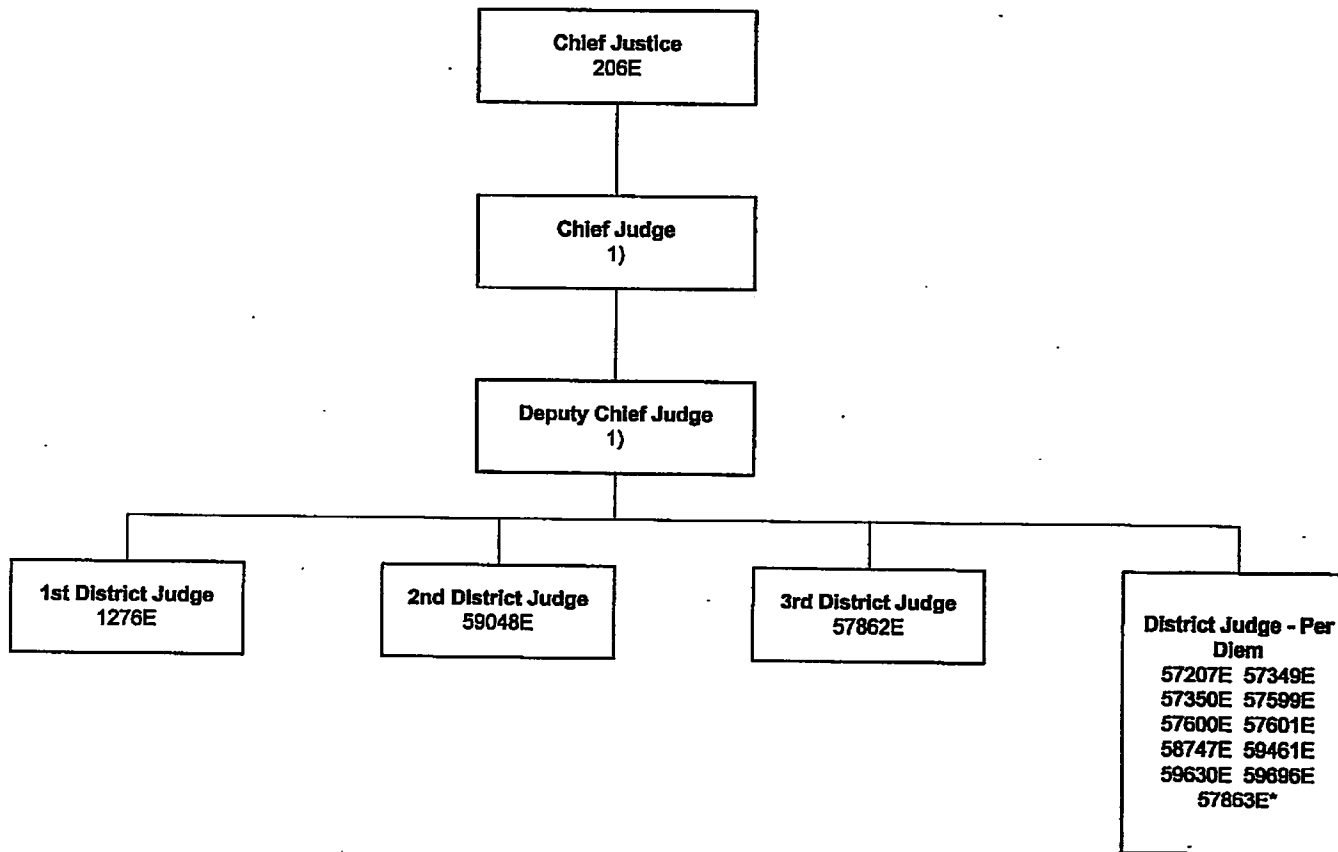
APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

02/21/03

Second Circuit-Judges-Page 3



1) Per Chief Justice's order of appointment.

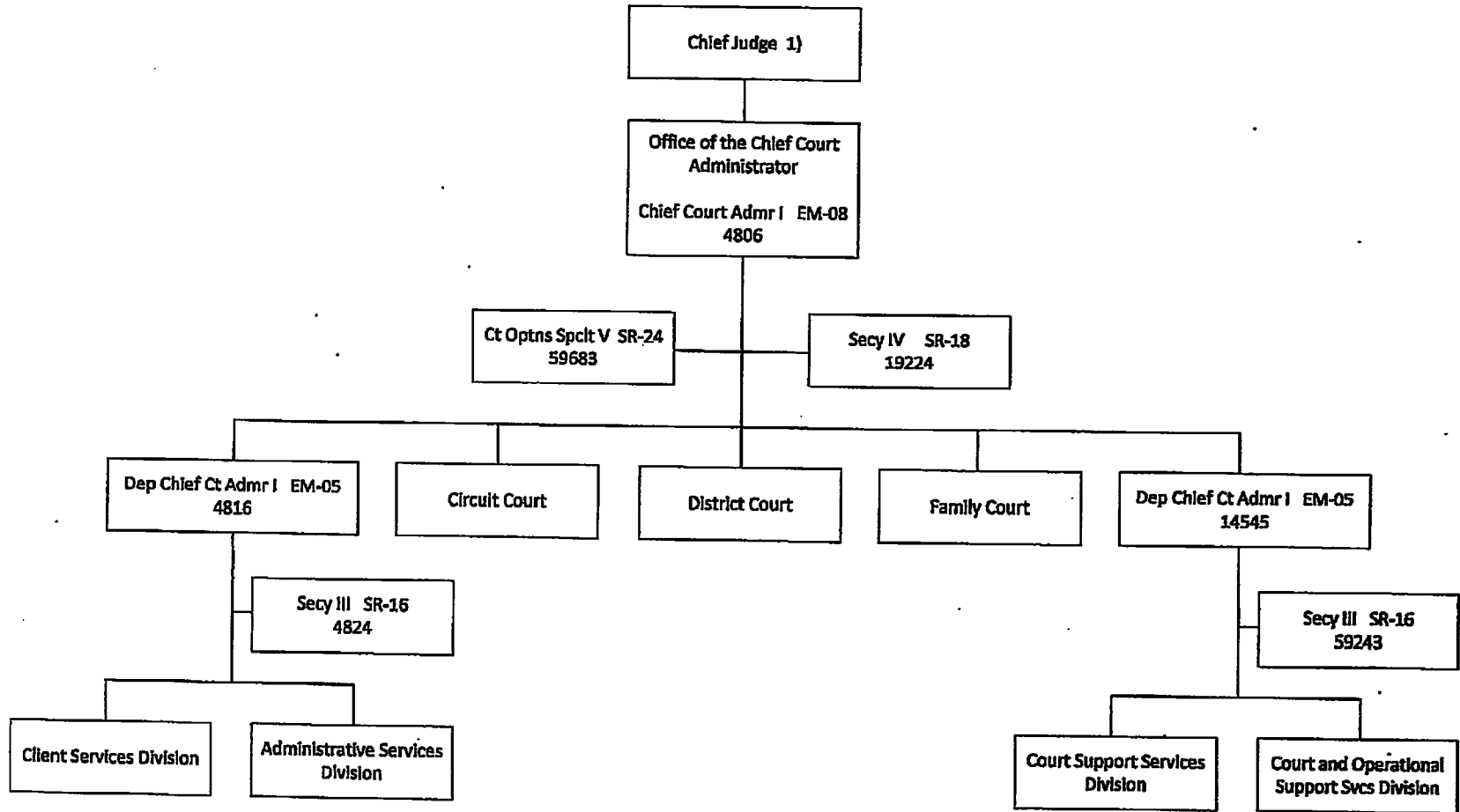
*Assigned to Molokai.

Second Circuit

Approved: [Redacted]

Mark E. Recktenwald
Chief Justice

Date: Oct. 8, 2013



1) Per Chief Justice's order of appointment.

Second Circuit

APPROVED:

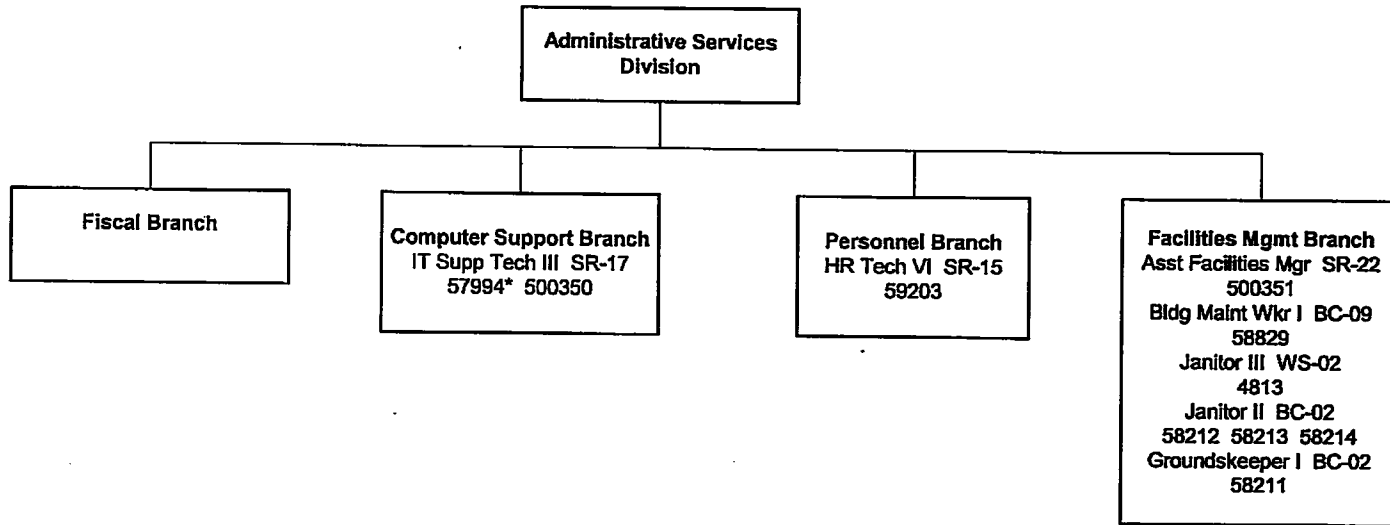


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

02/21/03 (Rev. 10/07)

Second Circuit-Admin-Page2



*Psn reallocated.

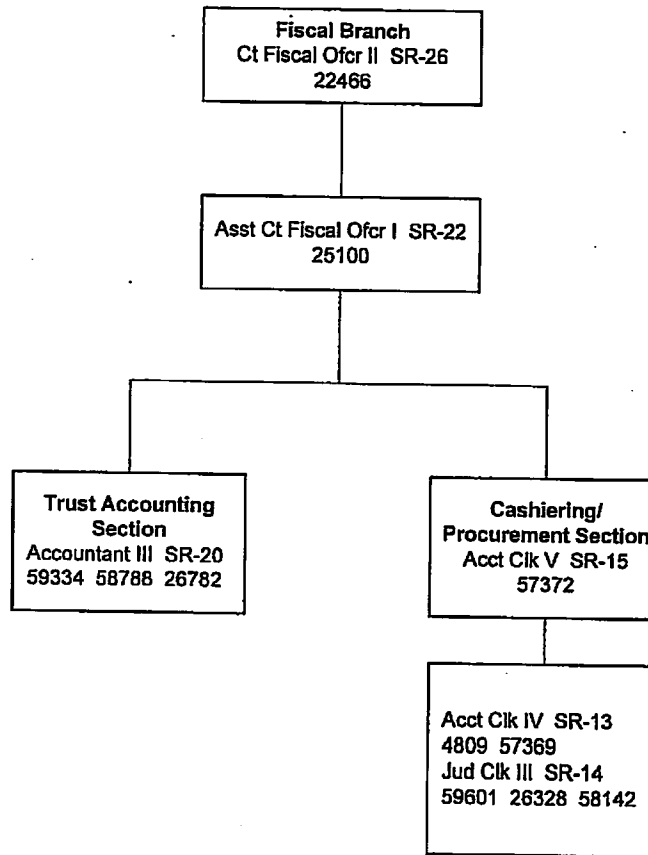
Second Circuit

APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

5/7/02 Rev 9/09



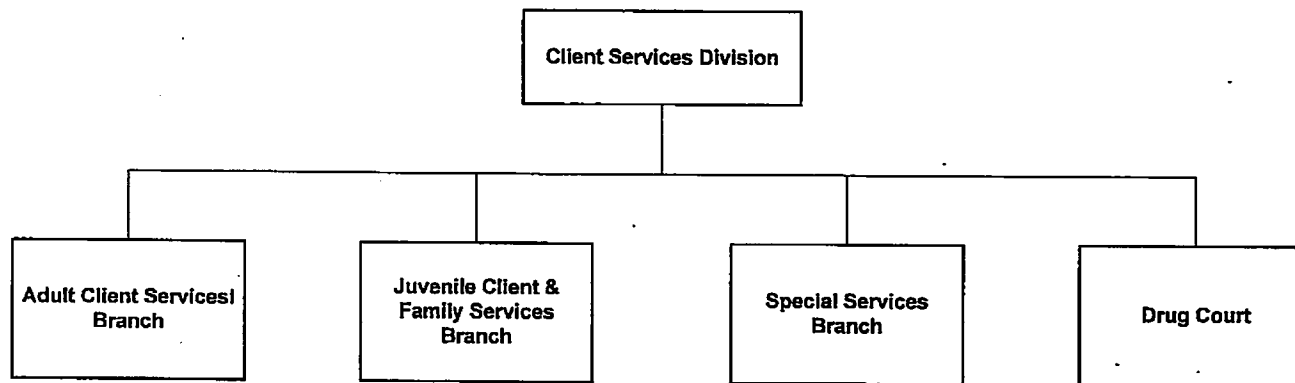
Second Circuit

APPROVED: 

Ronald T. Y. Moore
CHIEF JUSTICE

DATE: 10/27/04 Rev 9/09

Second Circuit-Client Svcs-Page 1

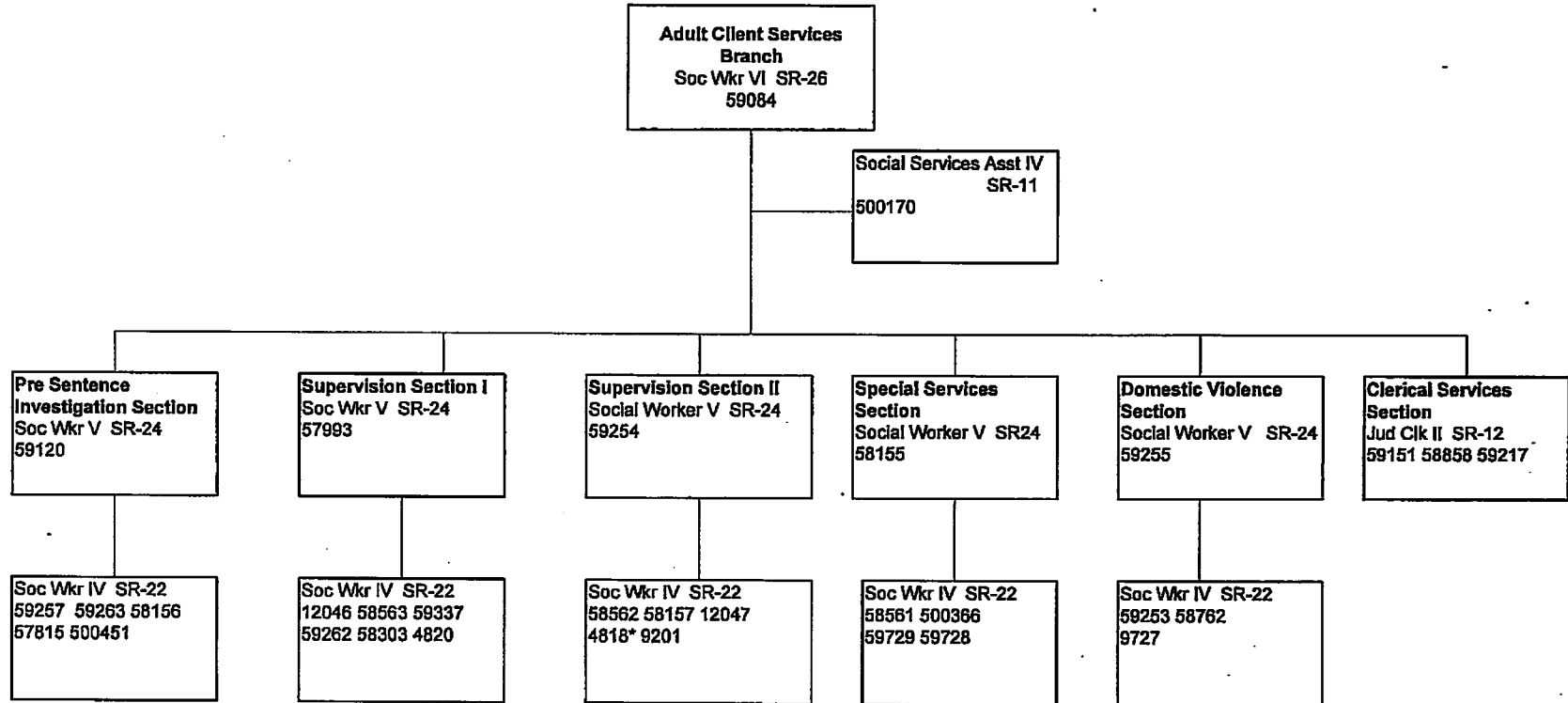


SECOND CIRCUIT
 Client Services Division
 Adult Client Services Branch

APPROVED: [REDACTED]

Mark E. Recktenwald
 CHIEF JUSTICE

DATE: May 16, 2013



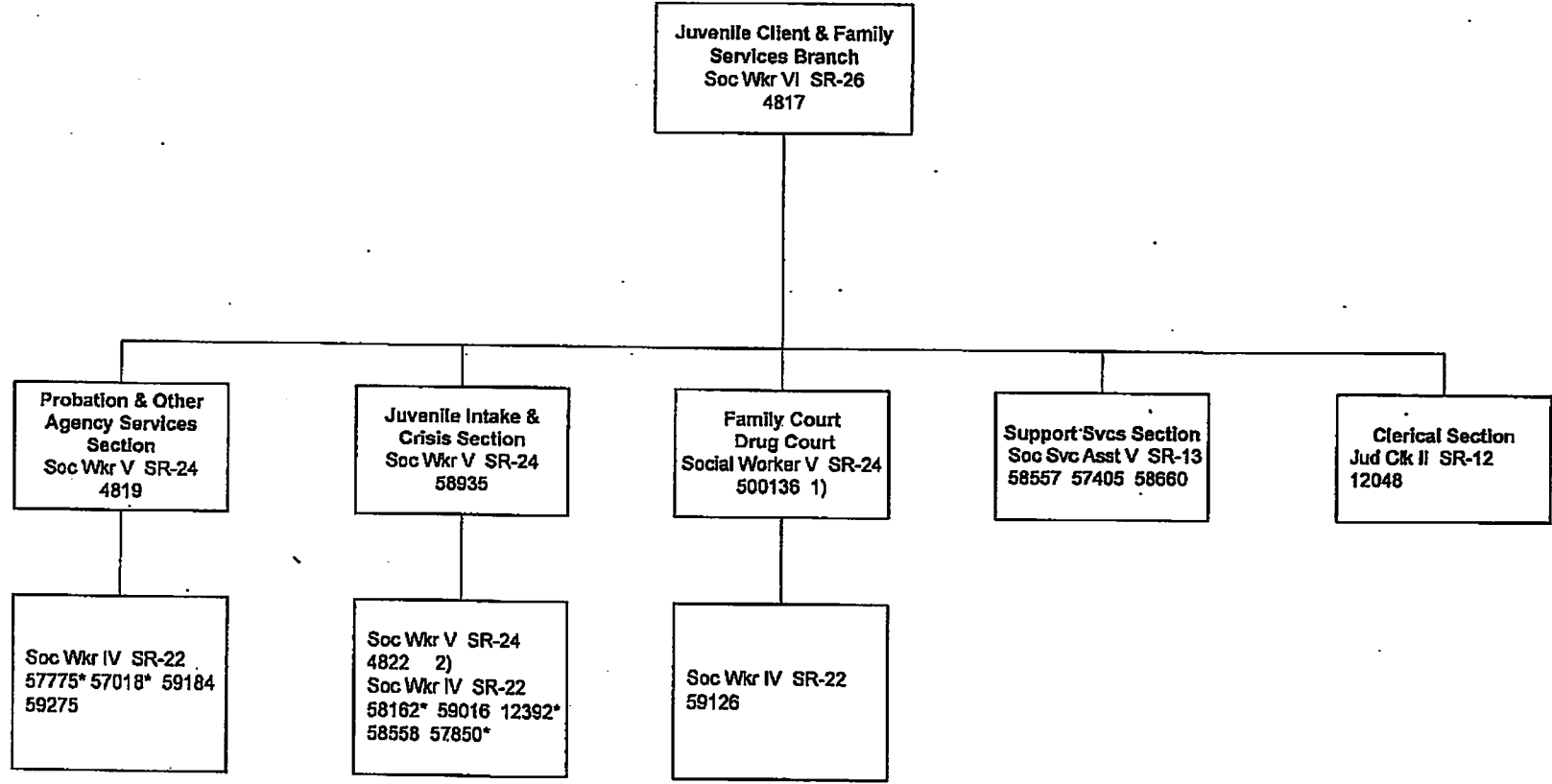
*Position is physically located on the island of Molokai.

Note: Positions may be downgraded to the lower levels for recruitment purposes.

Second Circuit

APPROVED: [REDACTED]
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 8/31/09



* Downgraded for recruitment purposes.
 1) Psn also serves as a social work program spclst.
 2) To be redescribed.

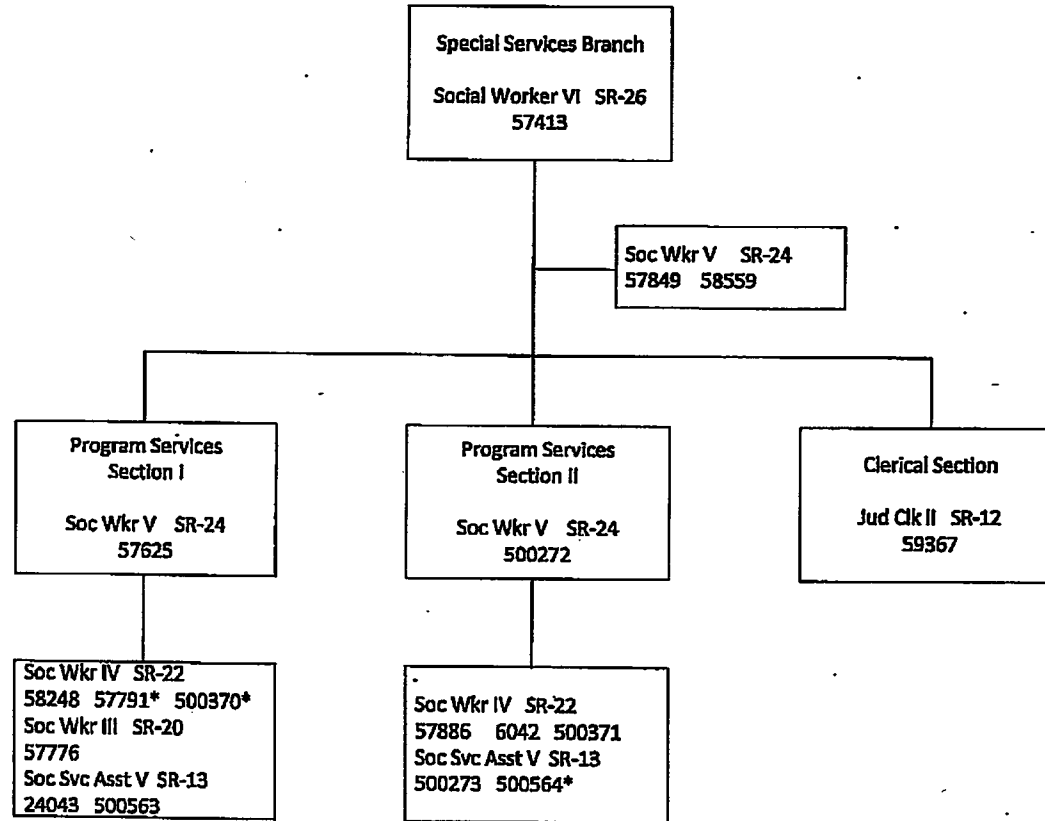
Second Circuit
Client Services Division

Approved: _____

Mark E. Recktenwald
Chief Justice

Date: _____

Oct. 8, 2013



* Position downgraded for recruitment purposes.

SECOND CIRCUIT

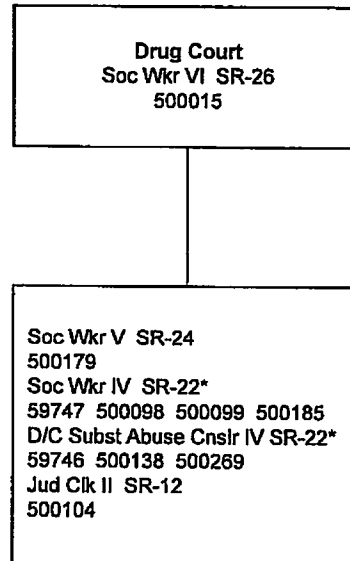
CLIENT SERVICES DIVISION

APPROVED:



Mark E. Recktenwald
CHIEF JUSTICE

Original Approved: 09/20/02 Ronald T. Y. Moon
Revised: 11/2012*



*Positions redescribed from D/C Subst Abuse Cnslr III.

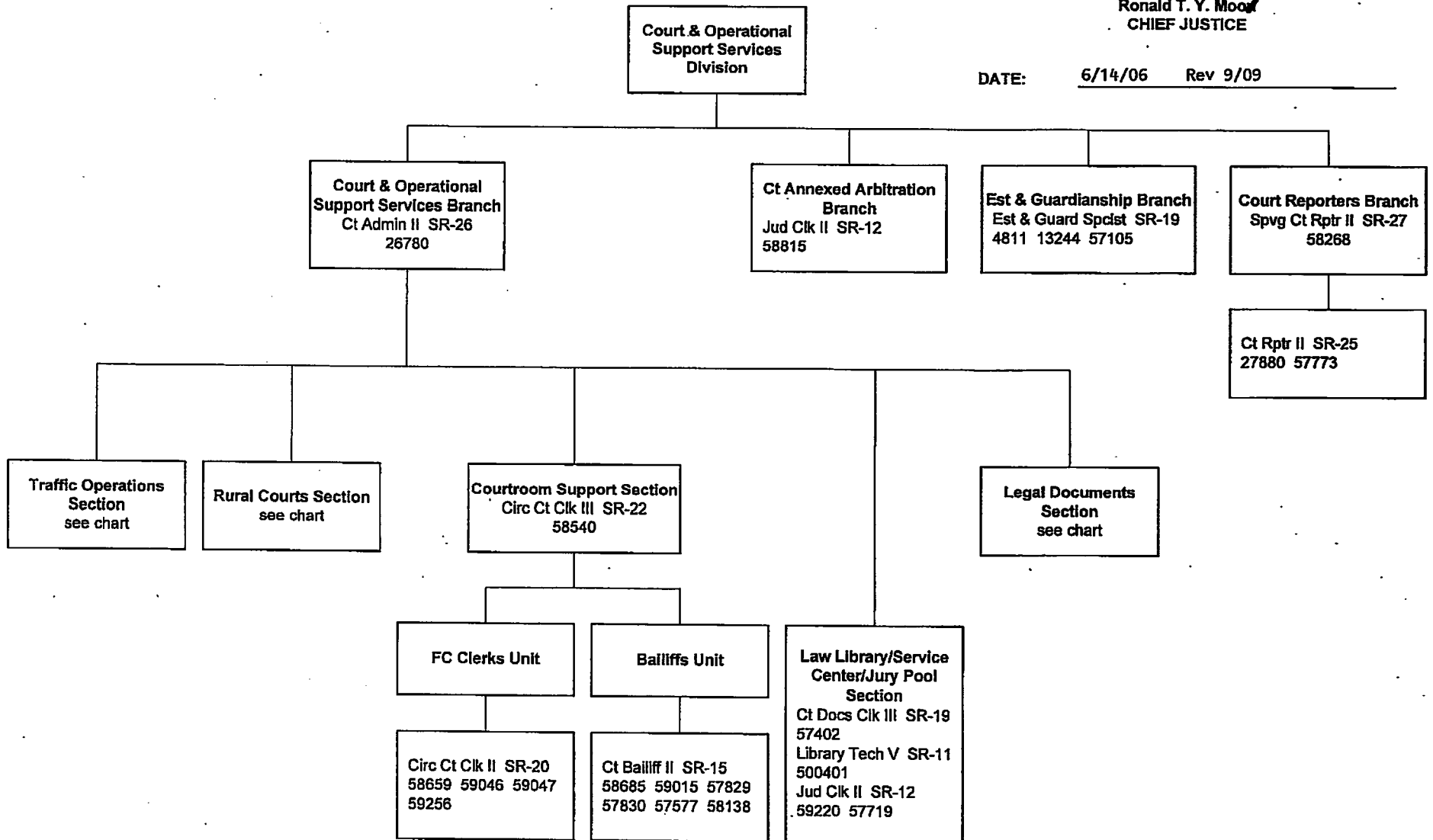
Second Circuit

APPROVED:

Ronald T. Y. Moore
CHIEF JUSTICE

DATE:

6/14/06 Rev 9/09



Second Circuit

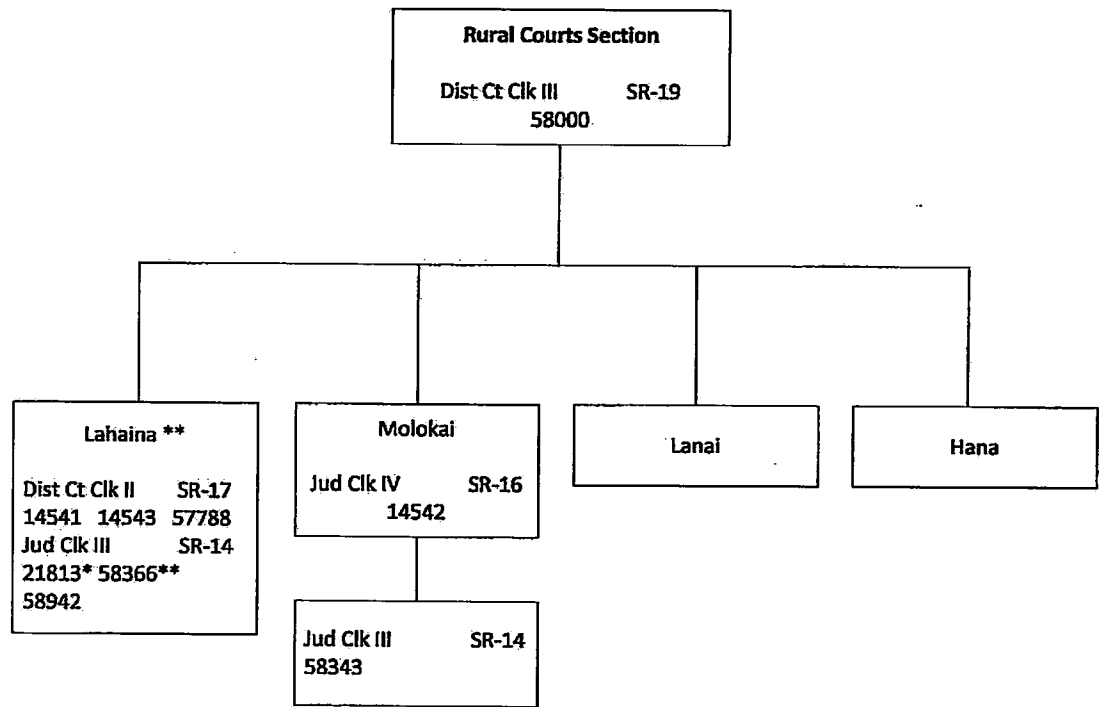
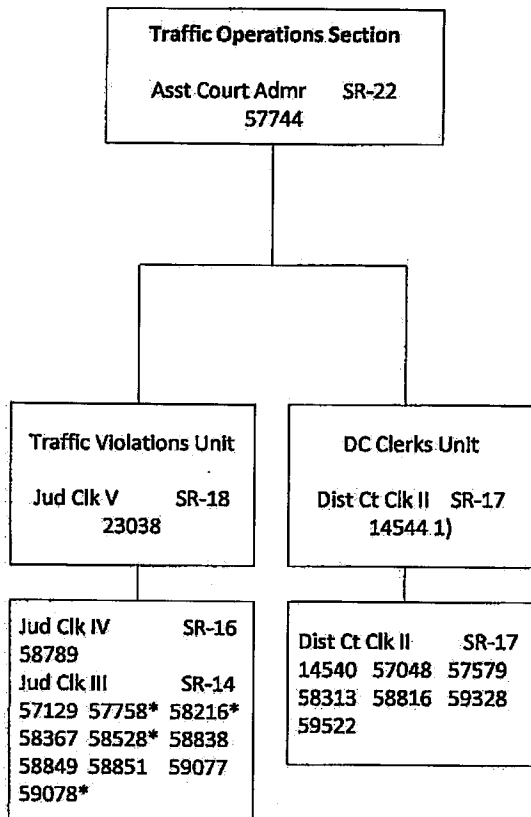
Court and Operational Support Services Division
 Court and Operational Support Services Branch

Approved: _____



Mark E. Recktenwald
 Chief Justice

Date: 10-13-14

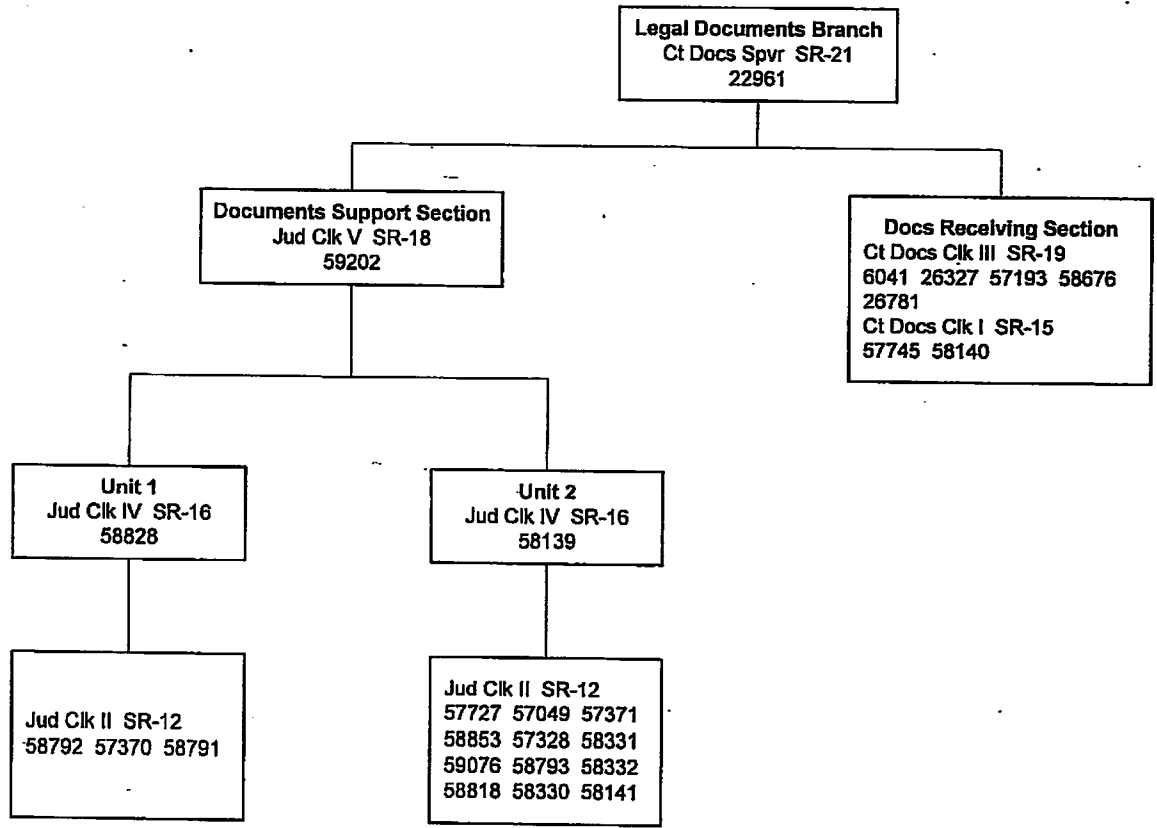


1) To be redescribed.
 * Authorized level. Downgraded for recruitment purposes.
 ** Provides staff coverage for Lanai and Hana District Courts.

Second Circuit

APPROVED: 
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 10/21/08 Rev 9/09



THIRD CIRCUIT

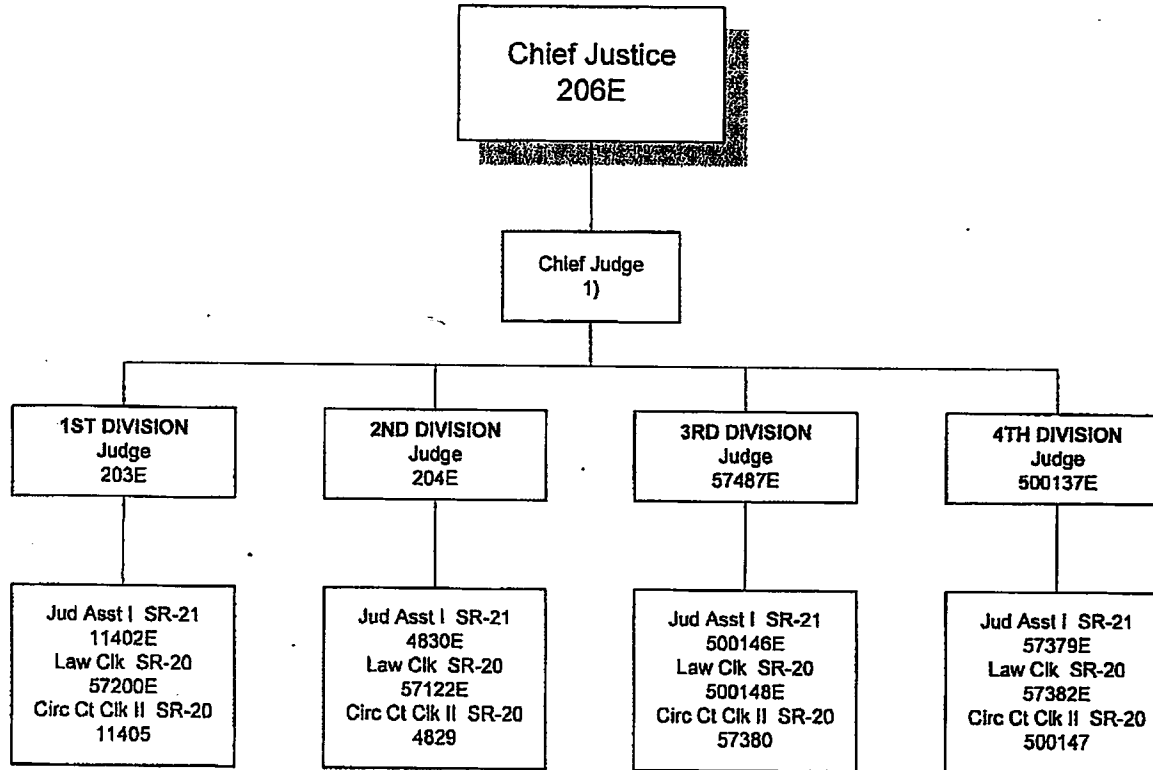
CIRCUIT JUDGES

APPROVED: _____

Ronald T. Y. Moon
CHIEF JUSTICE

DATE: _____

10/14/00



1) Per Chief Justice's order of assignment.

THIRD CIRCUIT

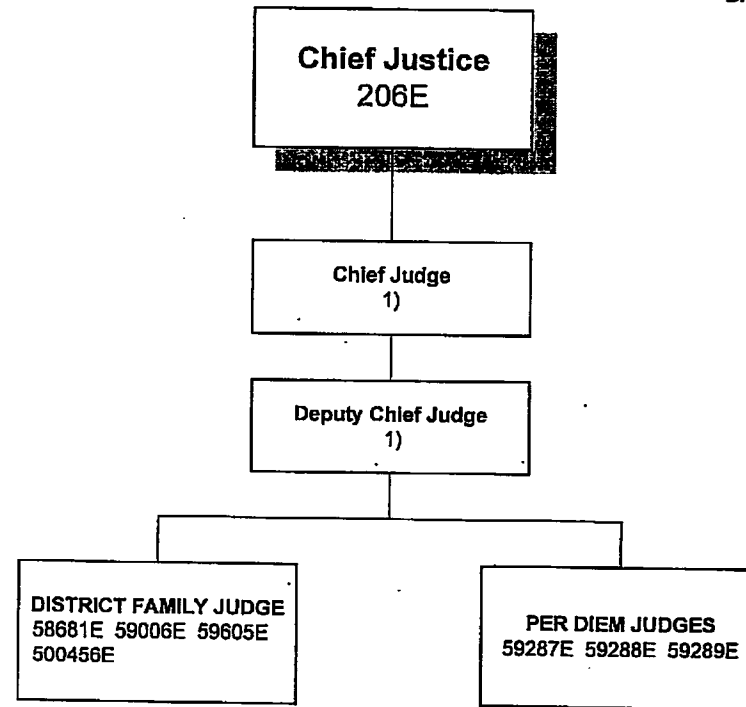
FAMILY JUDGES

APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

3/16/04 Rev 9/09



1) Per Chief Justice's order of assignment.

THIRD JUDICIAL CIRCUIT

DISTRICT JUDGES

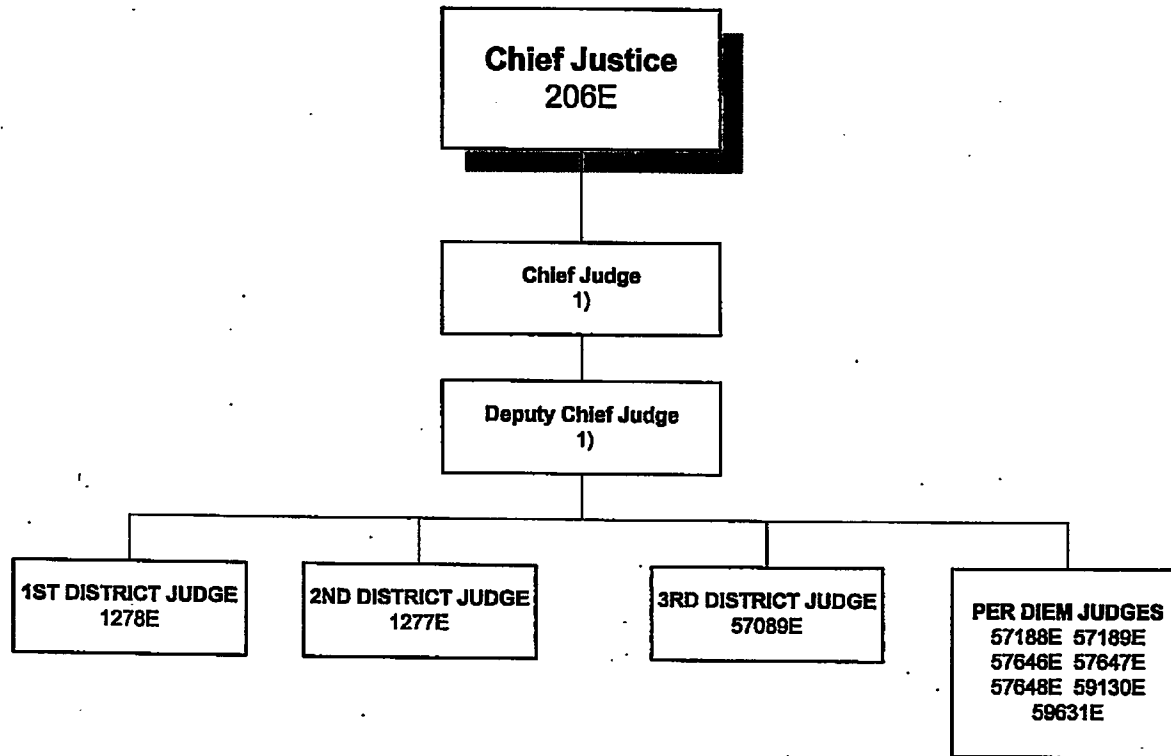
APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:


MAR 16 2004

Third Circuit-Judges-Page 3

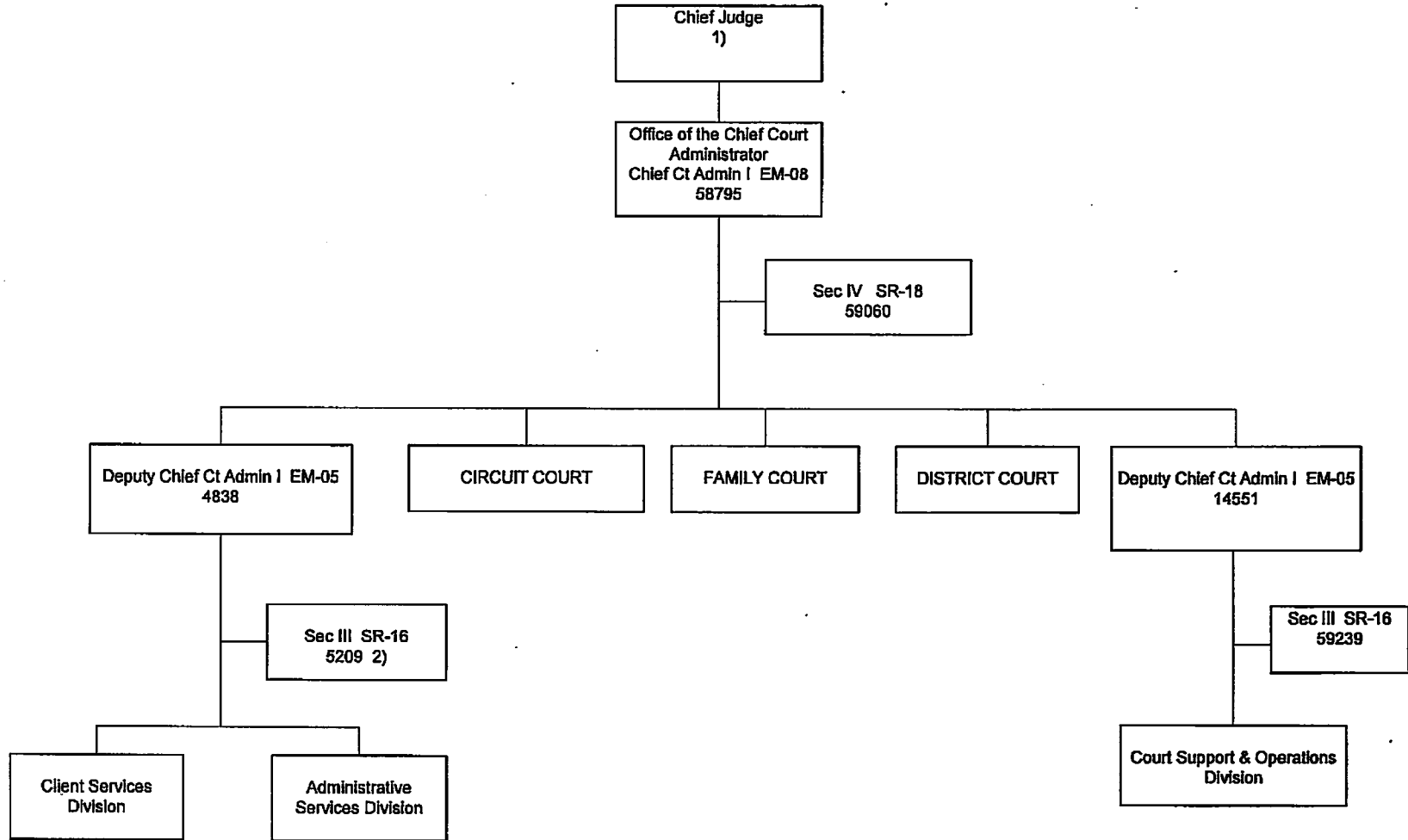


1) Per Chief Justice's order of assignment.

THIRD CIRCUIT

APPROVED: 
Mark E. Recktenwald
Chief Justice

DATE: 9/28/12



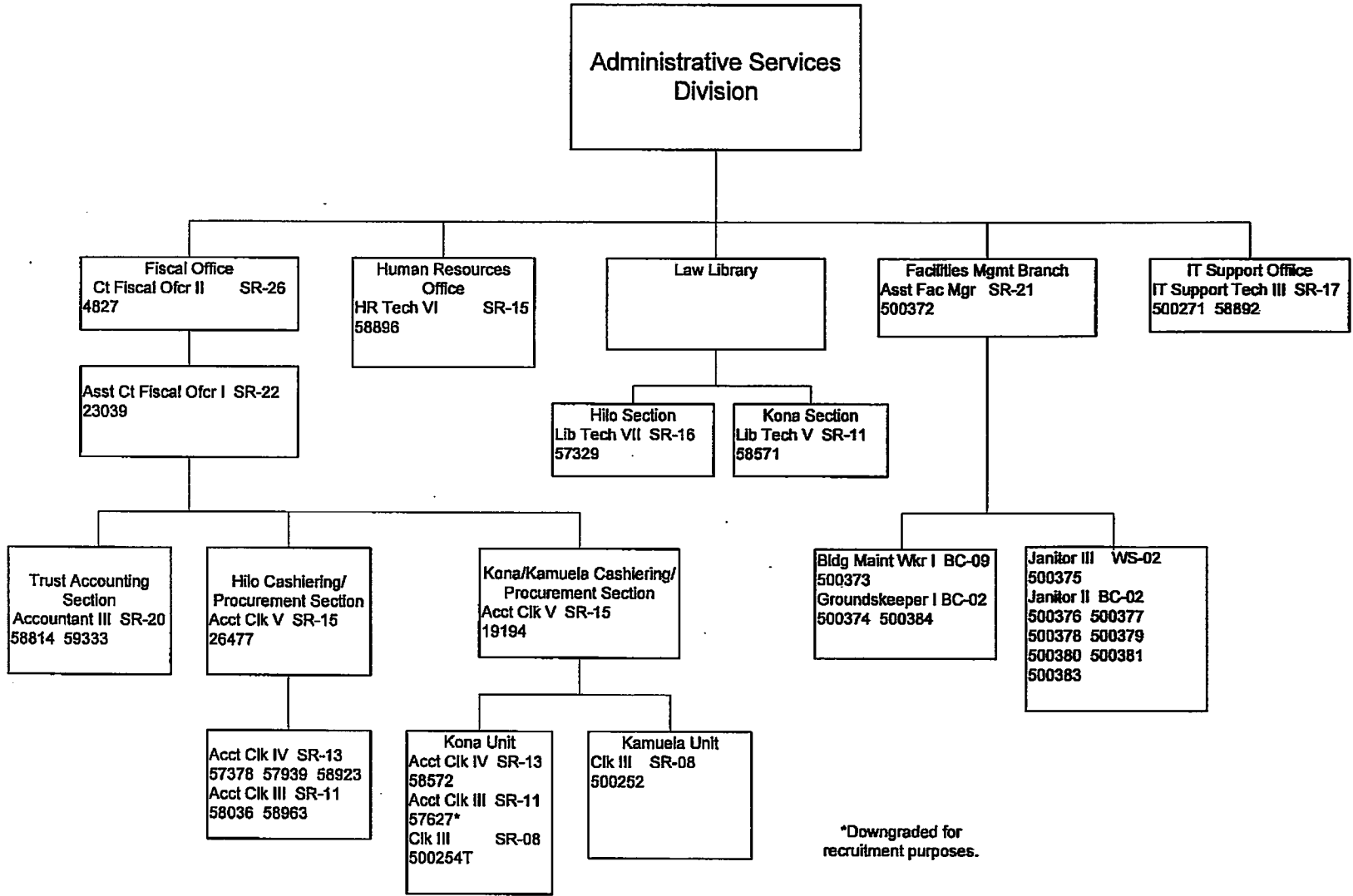
1) Per Chief Justice order of assignment.
2) Position located in Kona.

THIRD CIRCUIT

OFFICE OF THE CHIEF COURT ADMINISTRATOR

APPROVED: [REDACTED]
Mark E. Reckenwald
Chief Justice

DATE: 9/28/12



*Downgraded for recruitment purposes.

Third Circuit

OFFICE OF THE CHIEF COURT ADMINISTRATOR

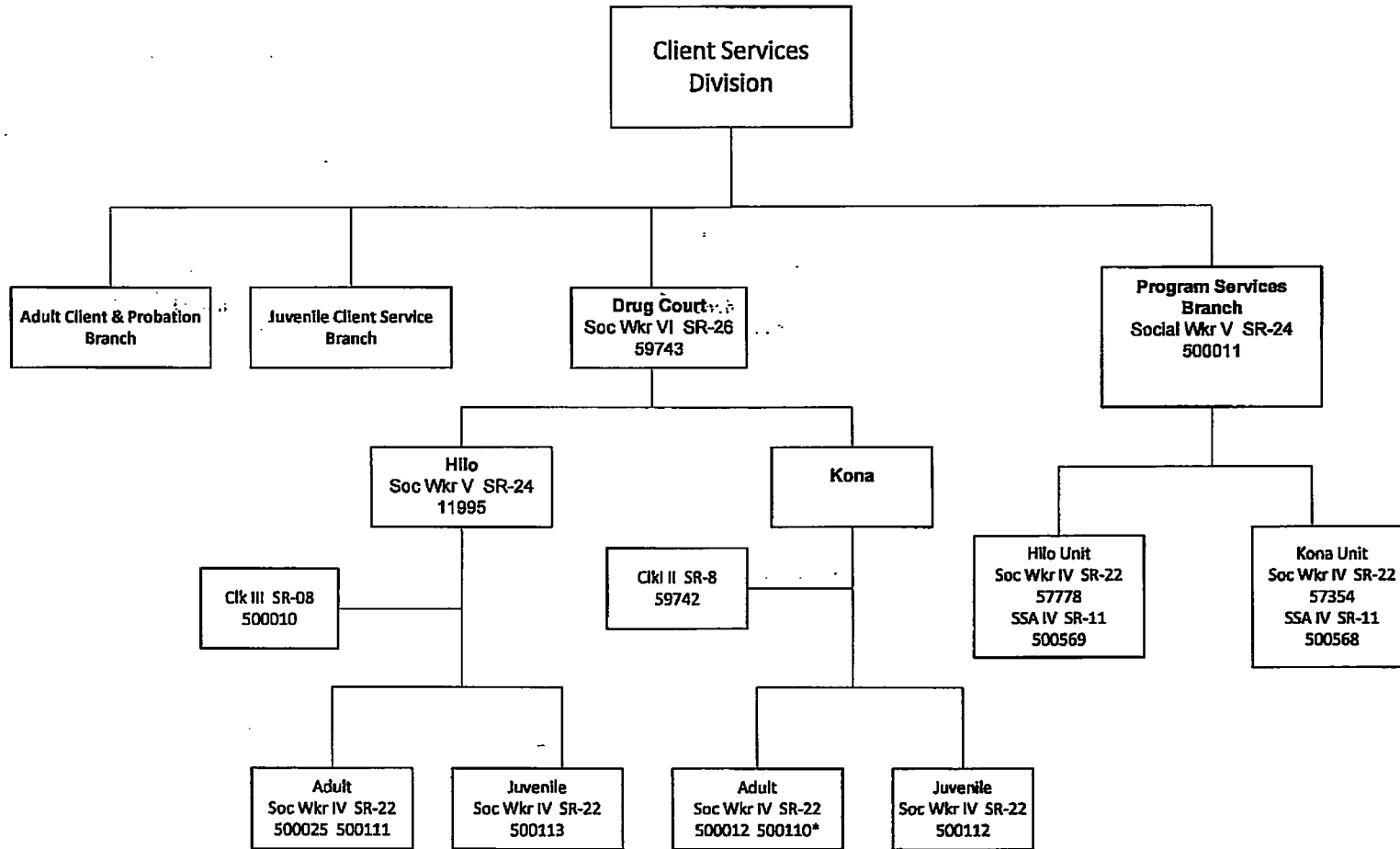
APPROVED

Mark E. Recktenwald
Chief Justice

DATE:

9/28/12

Third Circuit-Client Svcs-Page 1



*Downgraded for recruitment purposes.

Third Circuit

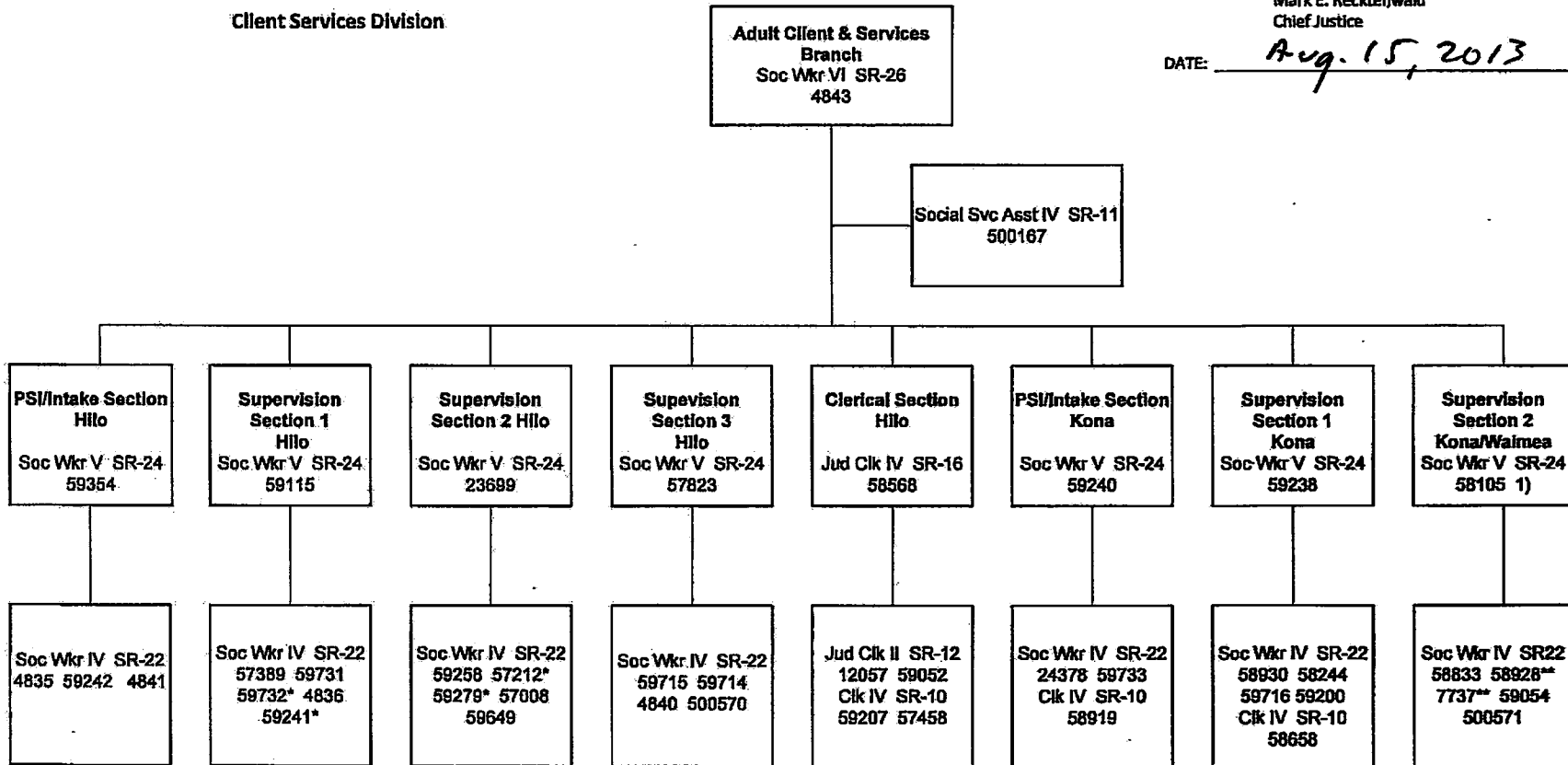
Client Services Division

APPROVED:

Mark E. Recktenwald
Chief Justice

DATE:

Aug. 15, 2013



1) Position redescribed from Social Worker IV.
* Position downgraded for recruitment purposes.
** Position located in Waimea/Kamuela Office.

THIRD CIRCUIT

Client Services Division

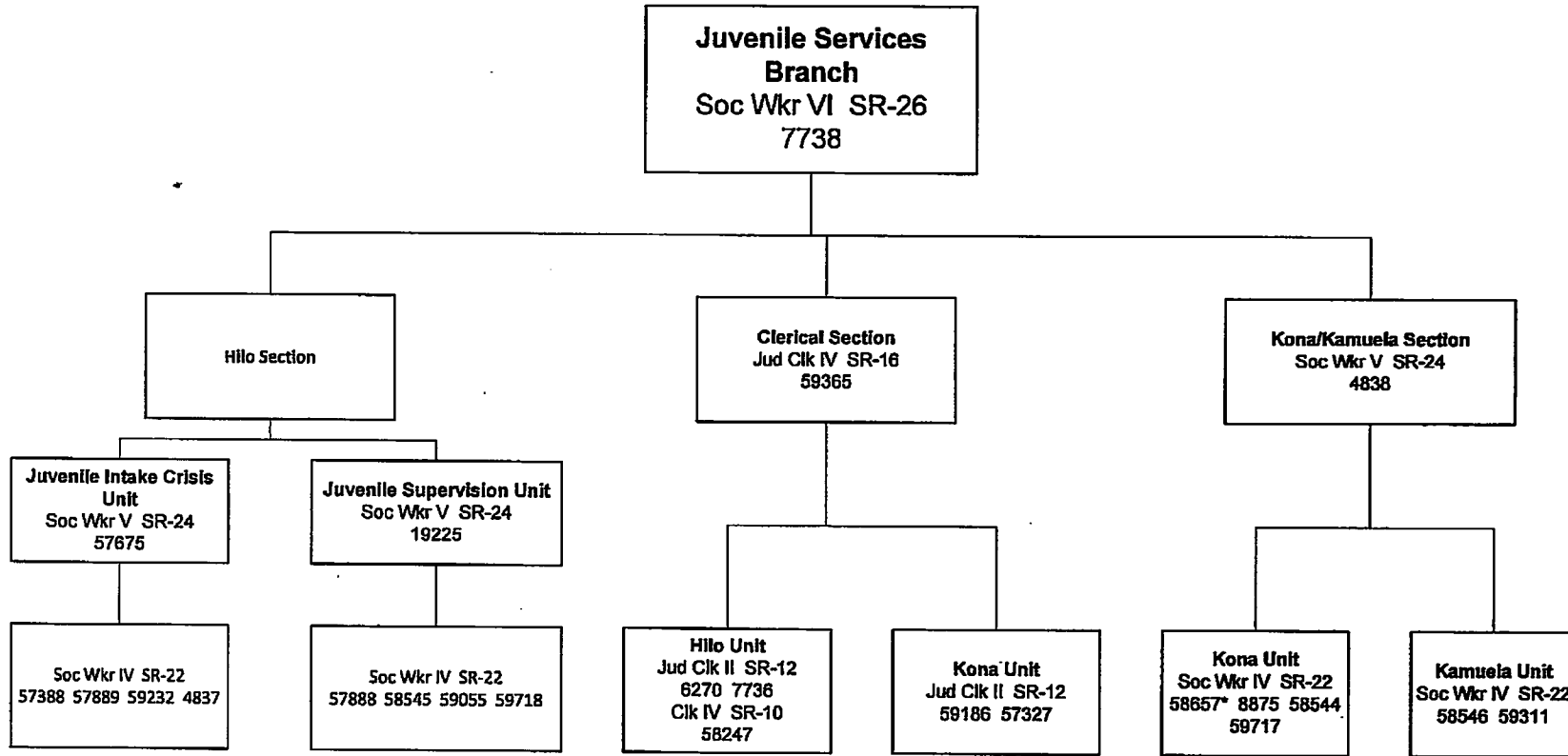
APPROVED:

Mark E. Reckterwald
Chief Justice

DATE:

9/28/12

Third Circuit-Client Svcs-Page 3



* Psn downgraded for recruitment purposes.

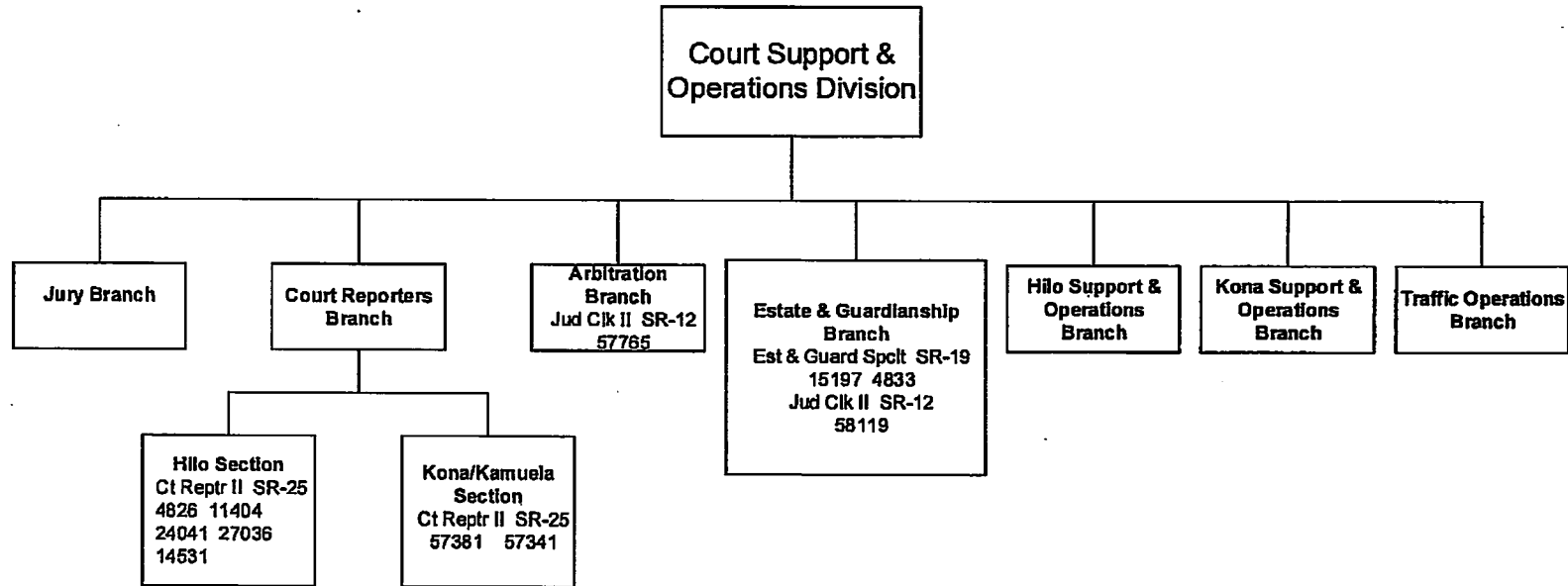
Third Circuit

Court Support & Operations
Division

APPROVED: [REDACTED]

Mark E. Reckenwald
CHIEF JUSTICE

DATE: 8/28/13



Third Circuit

Court Support &
Operations Division

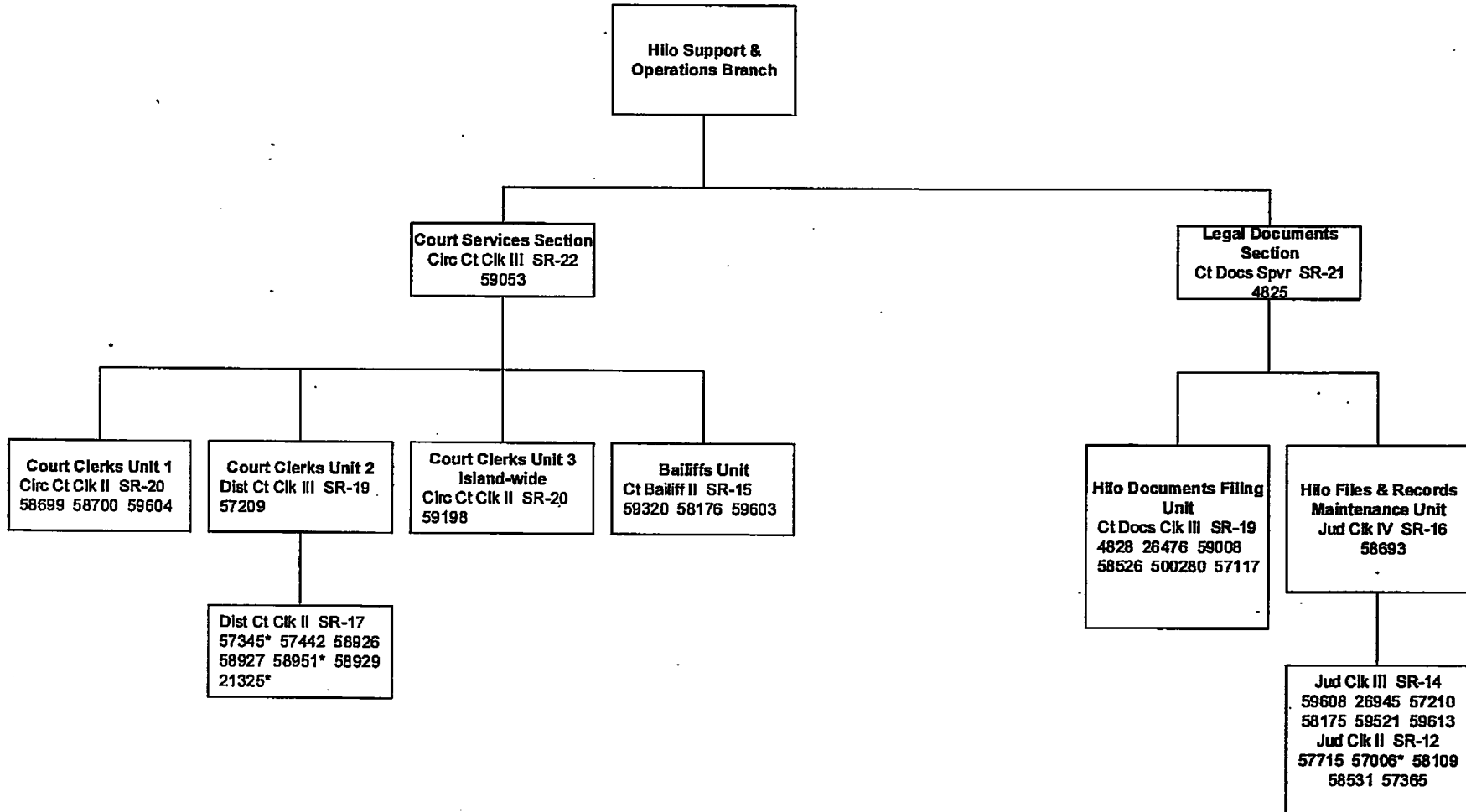
APPROVED:

Mark E. Recktenwald
CHIEF JUSTICE

DATE:

8/28/13

Third Circuit-Ct Supp & Ops-Page 2



*Position downgraded for recruitment purposes.

Third Circuit

Court Support &
Operations Division

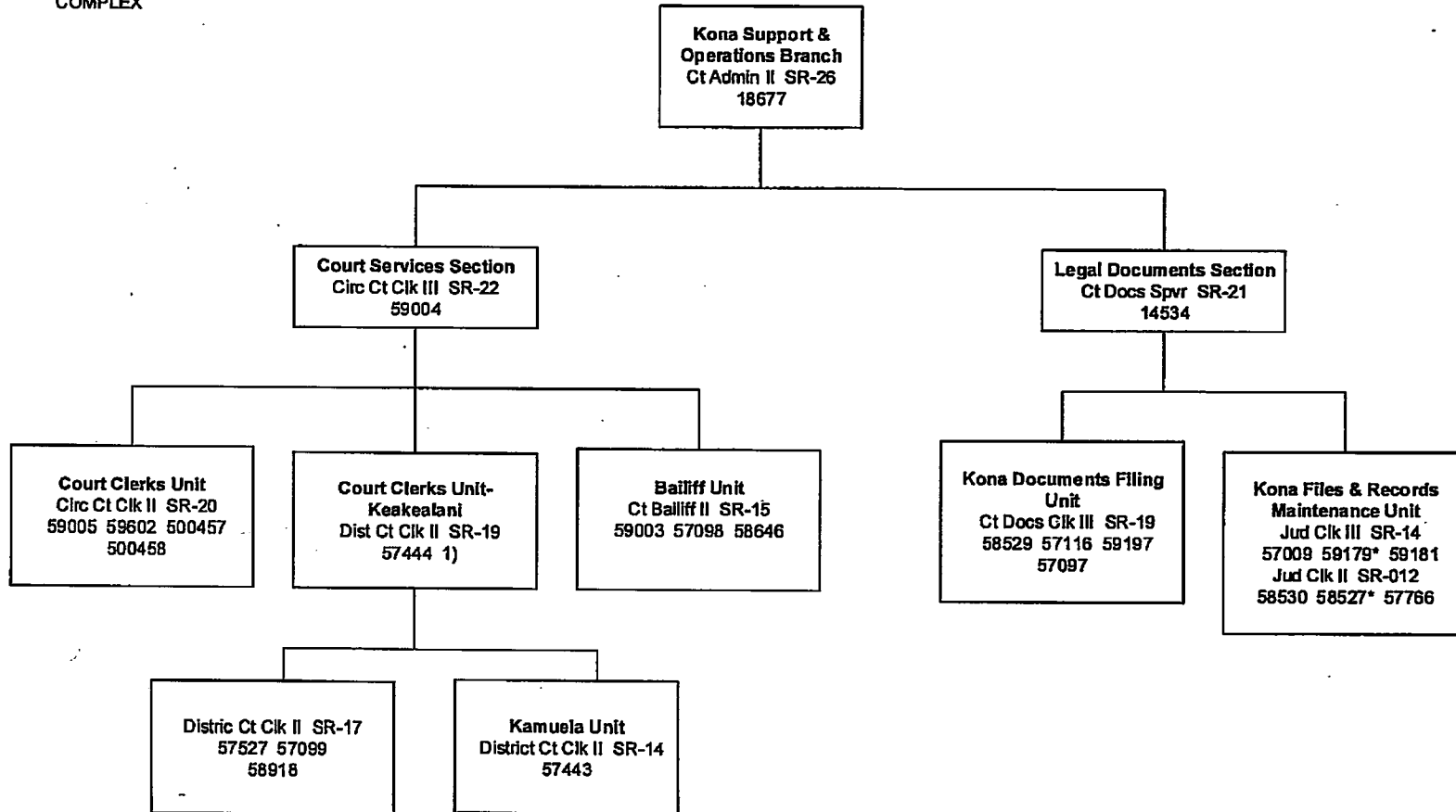
TEMPORARY REORGANIZATION
NTE: OPENING OF NEW KONA JUDICIARY
COMPLEX

APPROVED:

Mark E. Recktenwald
CHIEF JUSTICE

DATE:

8/28/13

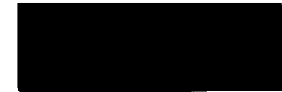


1) Temporary reallocation from District Court Clerk II.
* Position downgraded for recruitment purposes.

Third Circuit

Traffic Operations Branch

APPROVED:

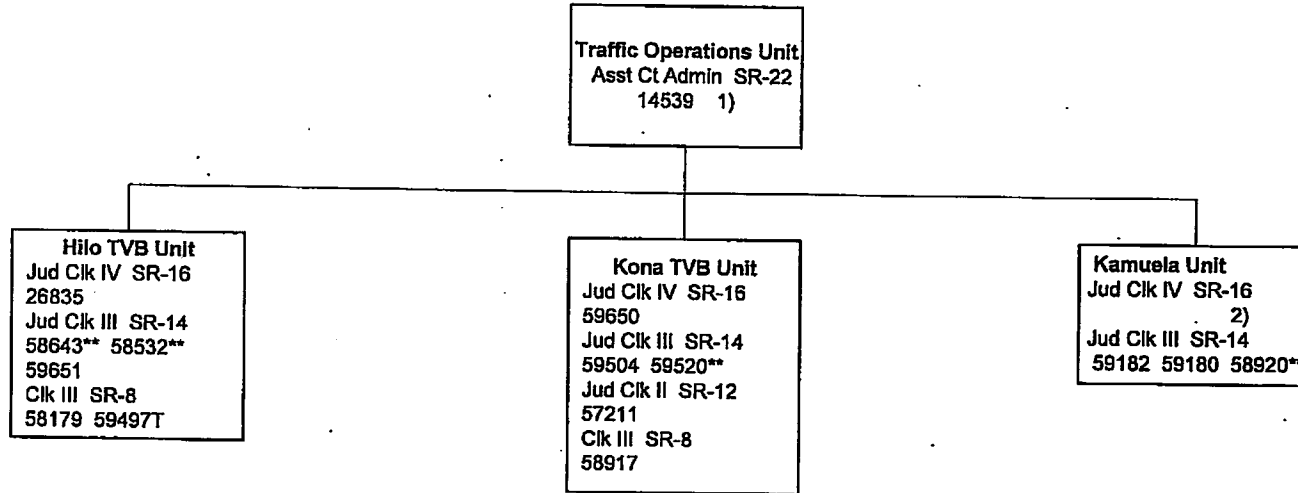


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

9/1/09

Third Circuit-Ct Supp & Ops-Page 4



- 1) To be redescribed from Jud Clk V.
- 2) Position to be replaced.

FIFTH CIRCUIT

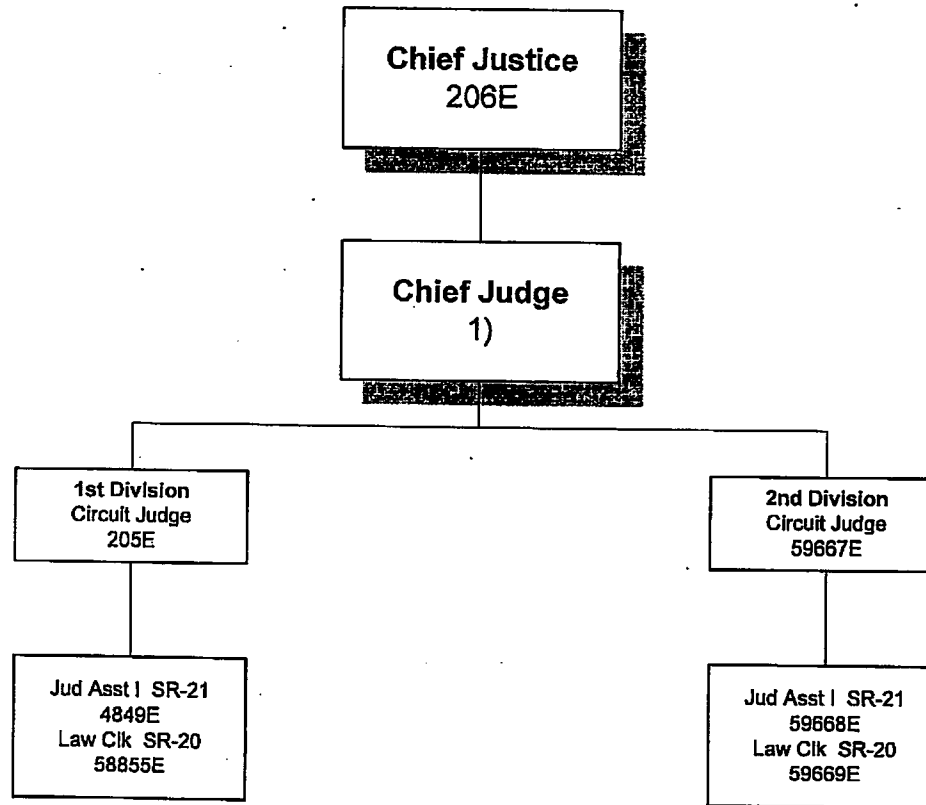
CIRCUIT JUDGES

APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 6/13/02 Rev 9/09

Fifth Circuit-Judges-Page 1

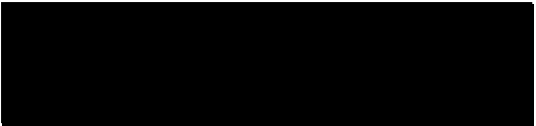


1) Per Chief Justice's order of assignment.

FIFTH JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED:

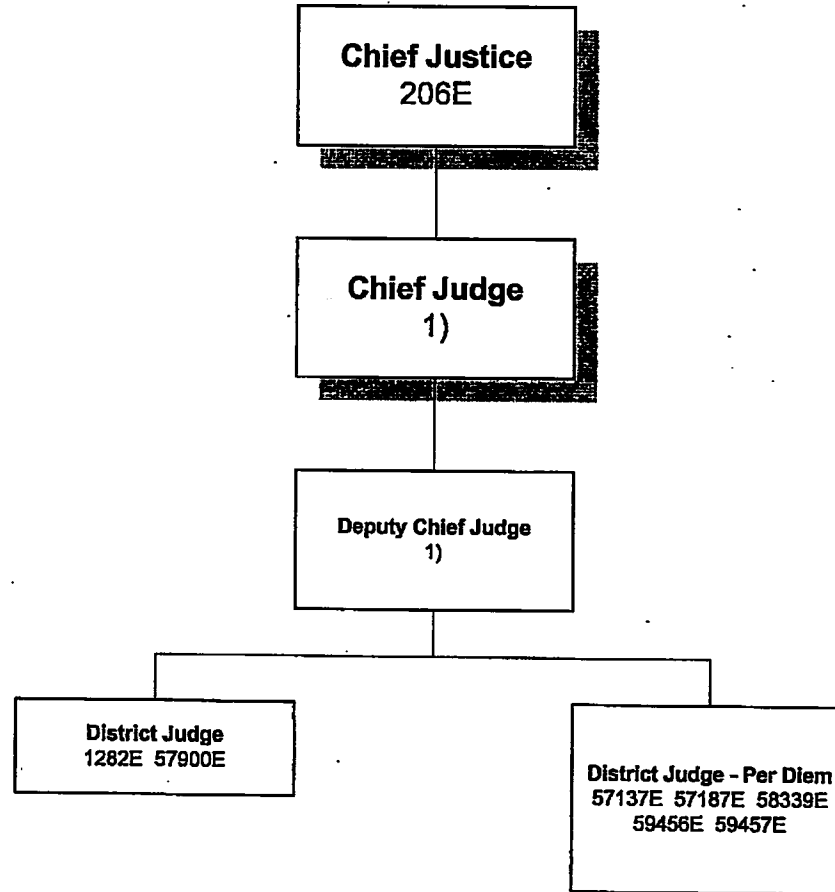


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

06/13/02

Fifth Circuit-Judges-Page 2



1) Per Chief Justice's order of assignment.

FIFTH CIRCUIT

APPROVED: _____

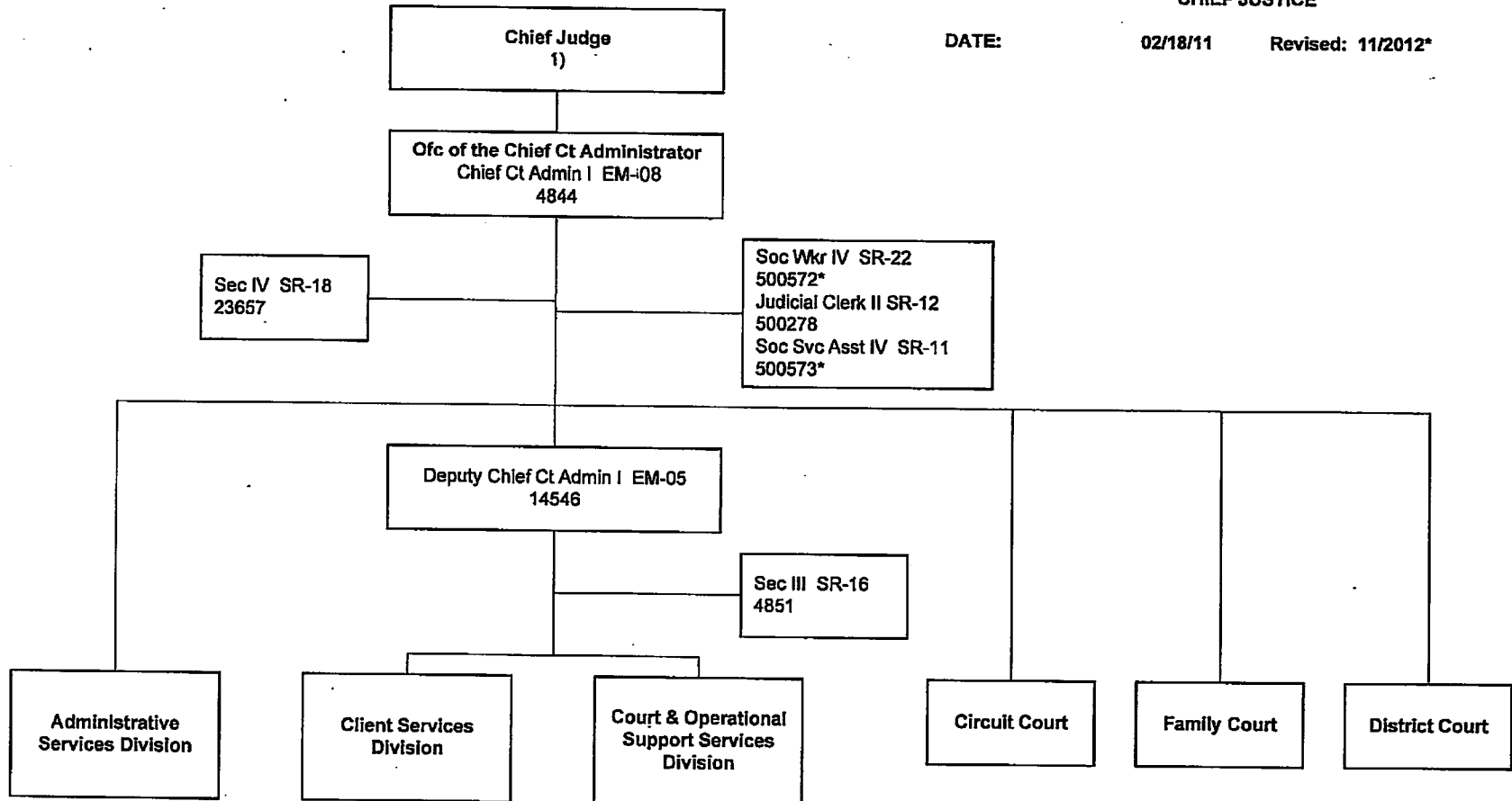


Mark E. Recktenwald
CHIEF JUSTICE

DATE:

02/18/11

Revised: 11/2012*

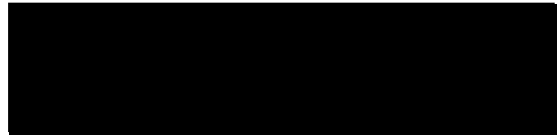


1) Per Chief Justice's Order of Appointment.

*New Position(s)-Authorized FY2013

Fifth Circuit

APPROVED:

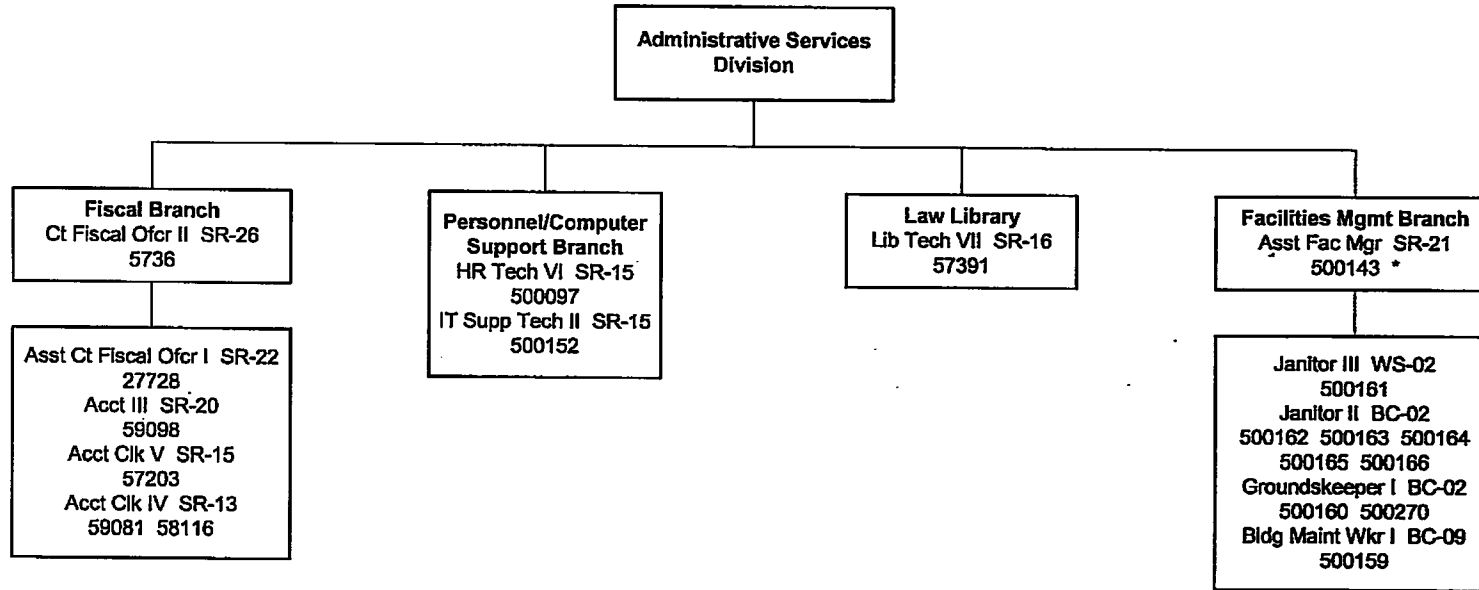


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

06/08/05 (Rev. 10/07)

Fifth Circuit- Page 2



* Reports to Deputy Chief Court Administrator I.

Fifth Circuit

Client Services Division

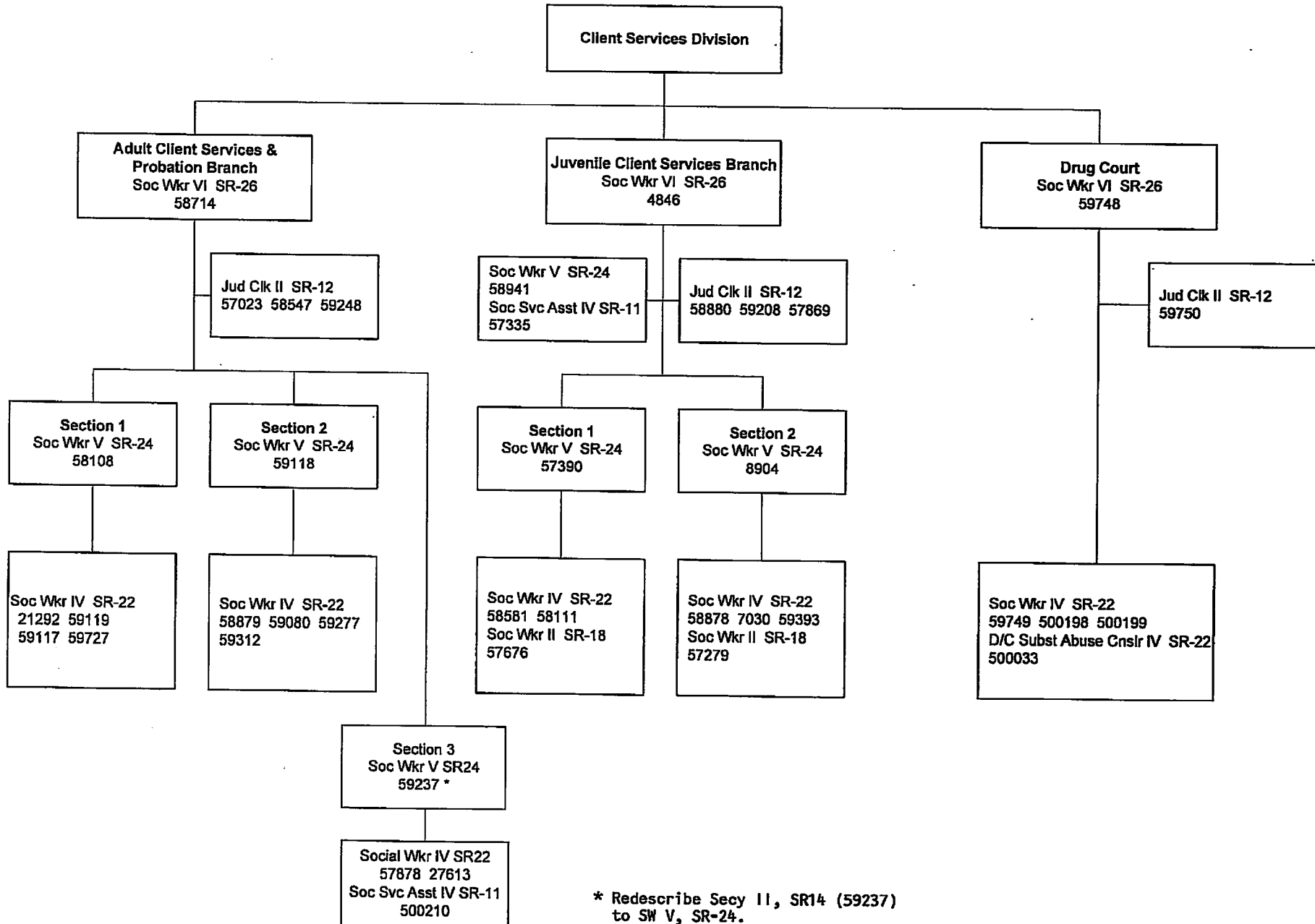
APPROVED:

Mark E. Recktenwald
CHIEF JUSTICE

DATE:

Dec. 20, 2010

Fifth Circuit- Page 3



* Redescribe Secy II, SR14 (59237) to SW V, SR-24.

Fifth Circuit

APPROVED:

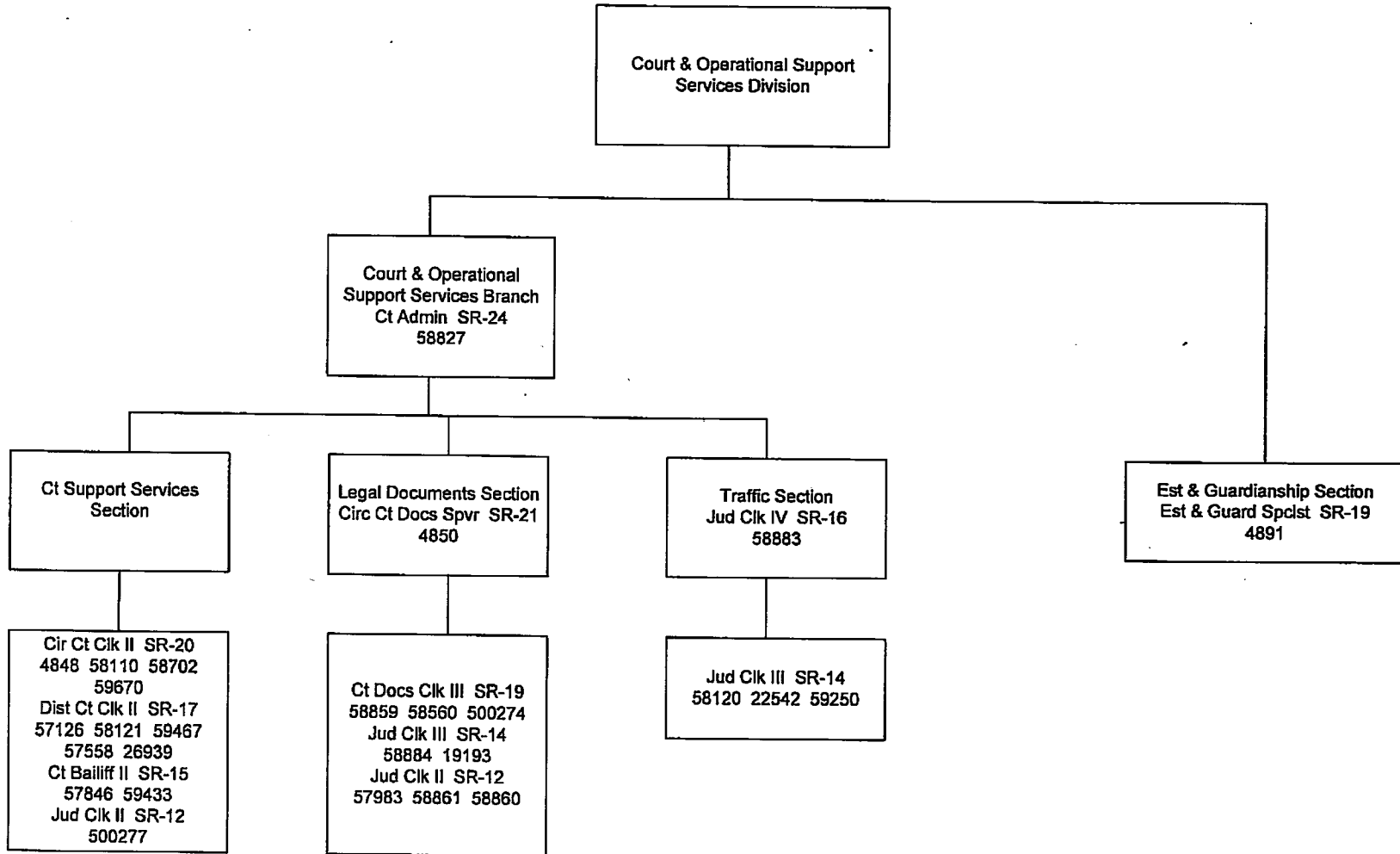


Mark E. Recktenwald
Chief Justice

DATE:

2/18/11

Fifth Circuit- Page 4



Office of the Administrative Director of the Courts

Chief Justice
206E

**Administrative Director
of the Courts**
223E

APPROVED:



Mark E. Recktenwald
CHIEF JUSTICE

DATE:

JAN 17 2013

Prvt Sec II SR-24
59259E
Clk IV SR-10
59113 57980

Ofc of Staff Attorney
Chief Staff Atty/ICRD Dir
4712 ES-01 1)
Sr Staff Atty EM-05
58952
Atty SR-28
500408

**Commission on
Judicial Conduct**
Admin Asst II SR-21
22539 *

**Judicial Selection
Commission**
Admin Asst II SR-21
58945 *

* Reports to the Administrative Director of the Courts
for administrative purposes only.

**Deputy Administrative
Director of the Courts**
14563E

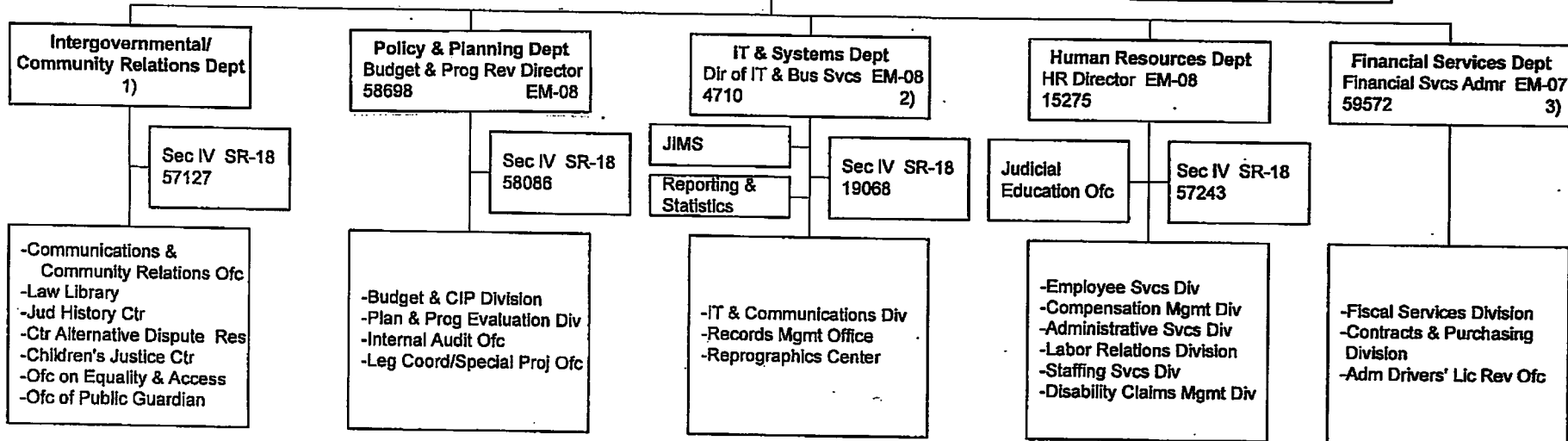
Prvt Sec I SR-22
59112E

EEO/ADA Ofcr SR-26
58961

**Judiciary Security & Emergency
Mgmt Office**
Special Asst for Jud Sec EM-05
24063
Prog Spclst II SR-24
26622

Administration Fiscal Office
Ct Fiscal Ofcr II SR-26
57507
Accountant III SR-20
57518
Acct Clk V SR-15
59222
Account Clk IV SR-13
57236

- 1) Pos No 4712 Serves as Chief Staff Atty and ICRD Director.
- 2) Title to be amended.
- 3) To be reviewed.



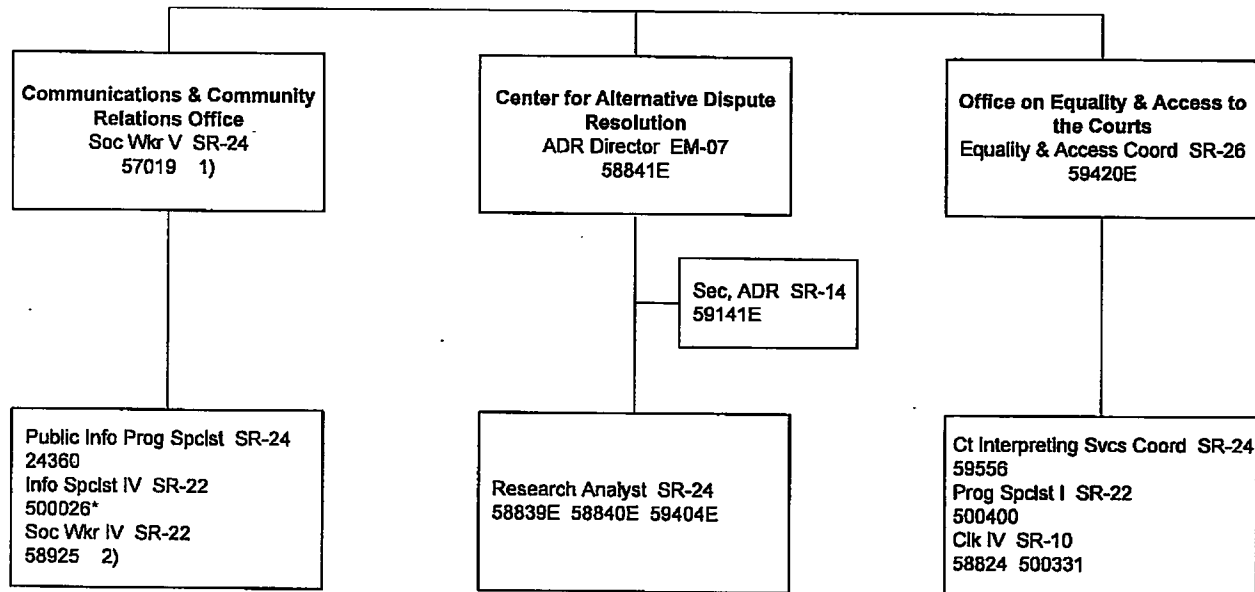
Intergovernmental/ Community Relations Dept

APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

5/5/10



- 1) To be redescribed to Communications & Community Relations Officer.
- 2) To be redescribed to Program Spclst I.

*Special Funded

Intergovernmental/ Community Relations Dept

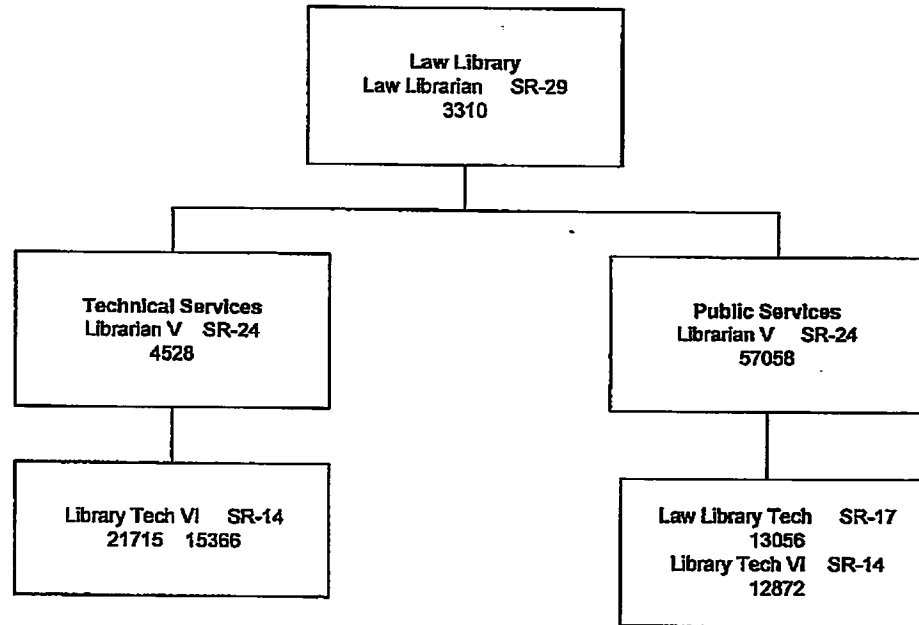
APPROVED:



Mark E. Reckenwald
CHIEF JUSTICE

DATE:

Sept. 25, 2015



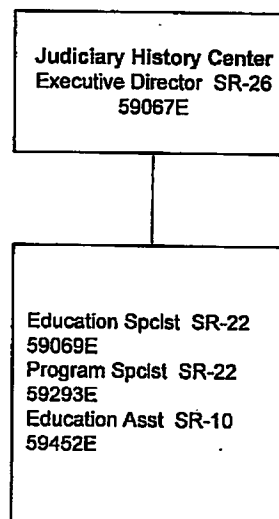
Intergovernmental/ Community Relations Dept

APPROVED:

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

11/6/01 Rev 9/09



Intergovernmental/ Community Relations Dept

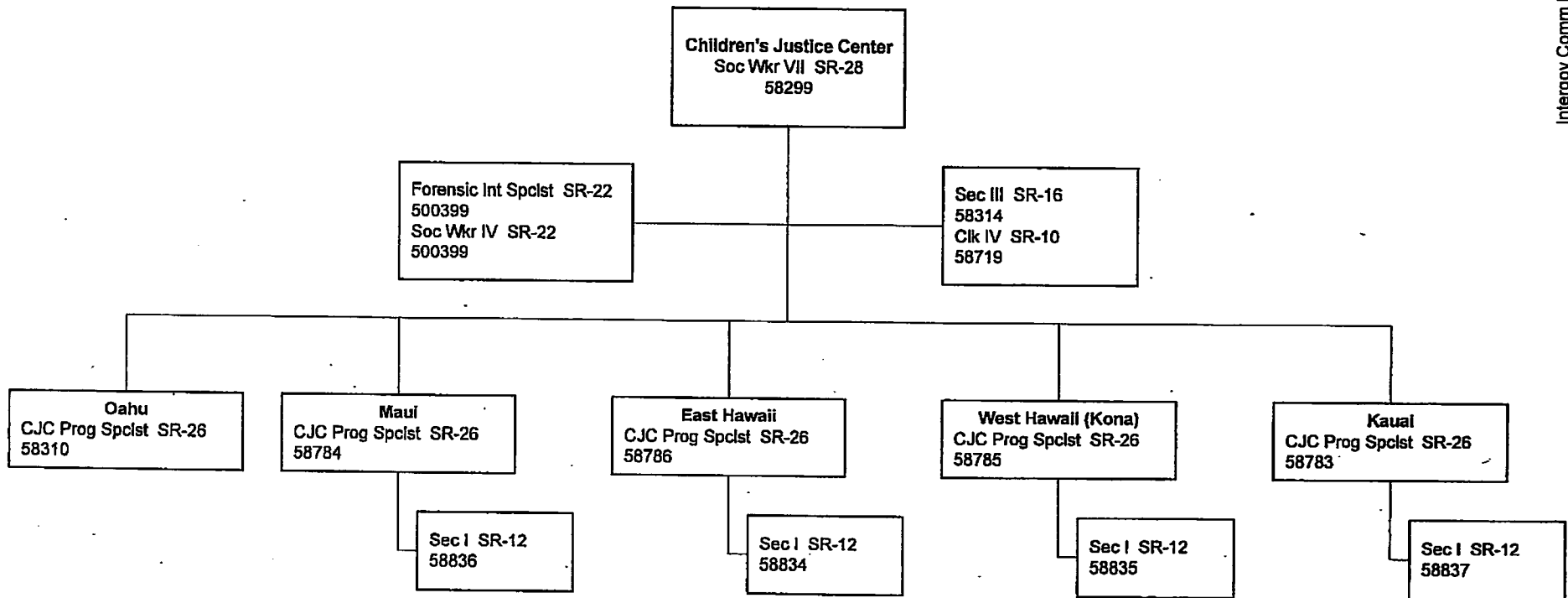
APPROVED

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

11/6/01 Rev 9/09

Intergov Comm Rel Dept - Page 4



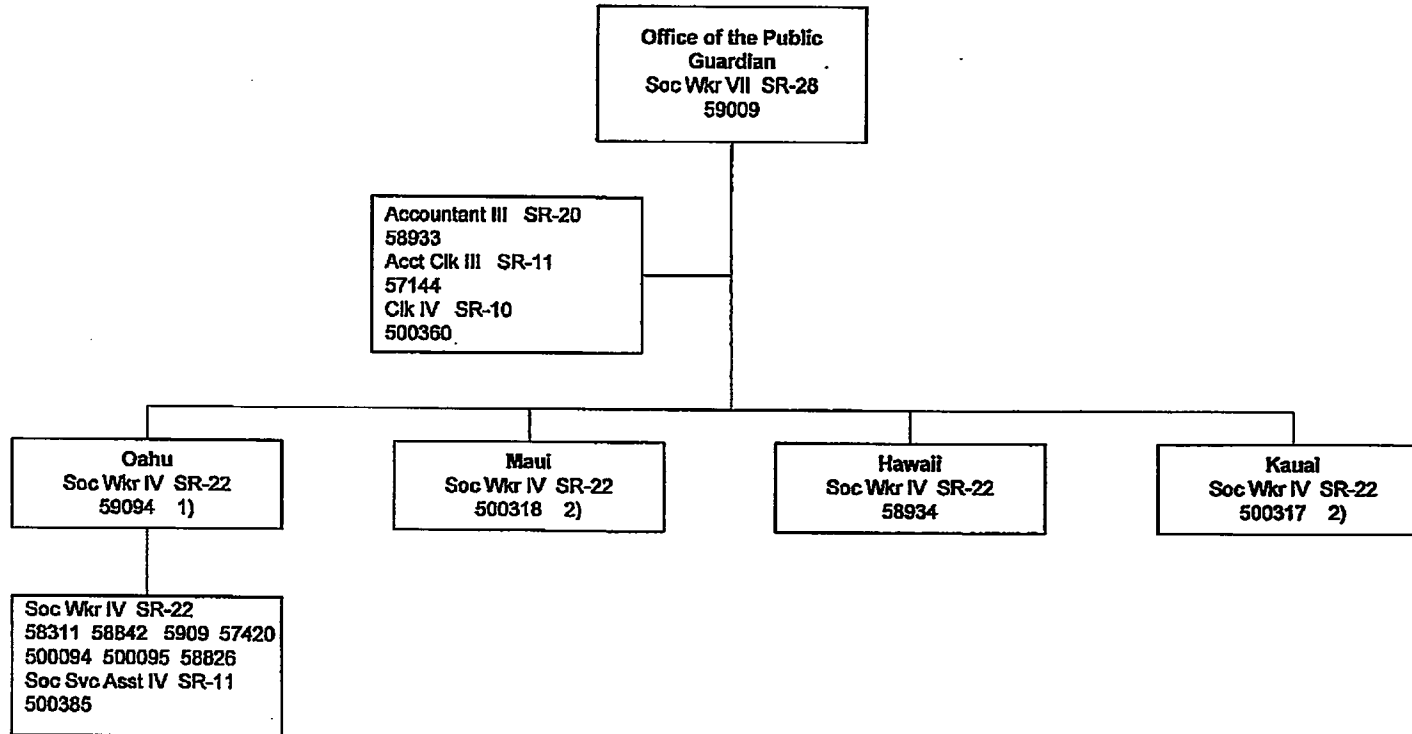
Intergovernmental/ Community Relations

APPROVED:

Mark E. Recktenwald
CHIEF JUSTICE

DATE:

Sept. 25, 2015



NOTES: 1) Position's classification to be reviewed.
2) Position is .50 FTE

Policy & Planning Dept

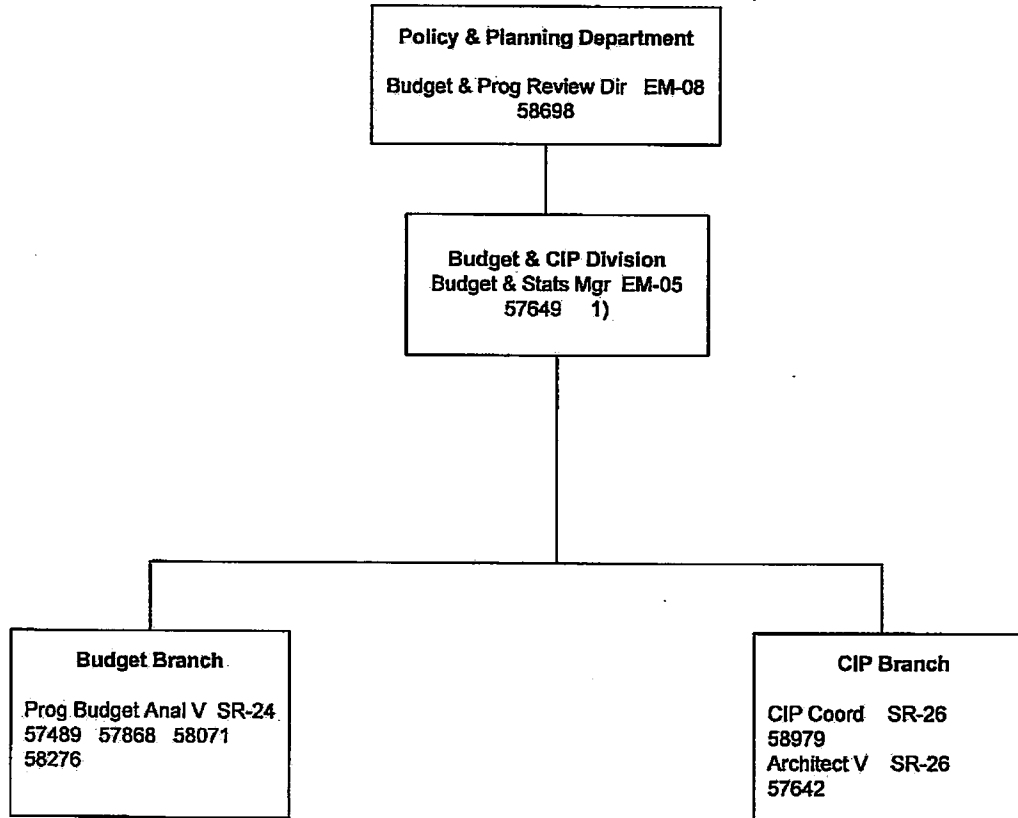
APPROVED:



Mark E. Recktenwald
CHIEF JUSTICE

DATE:

May 1, 2015

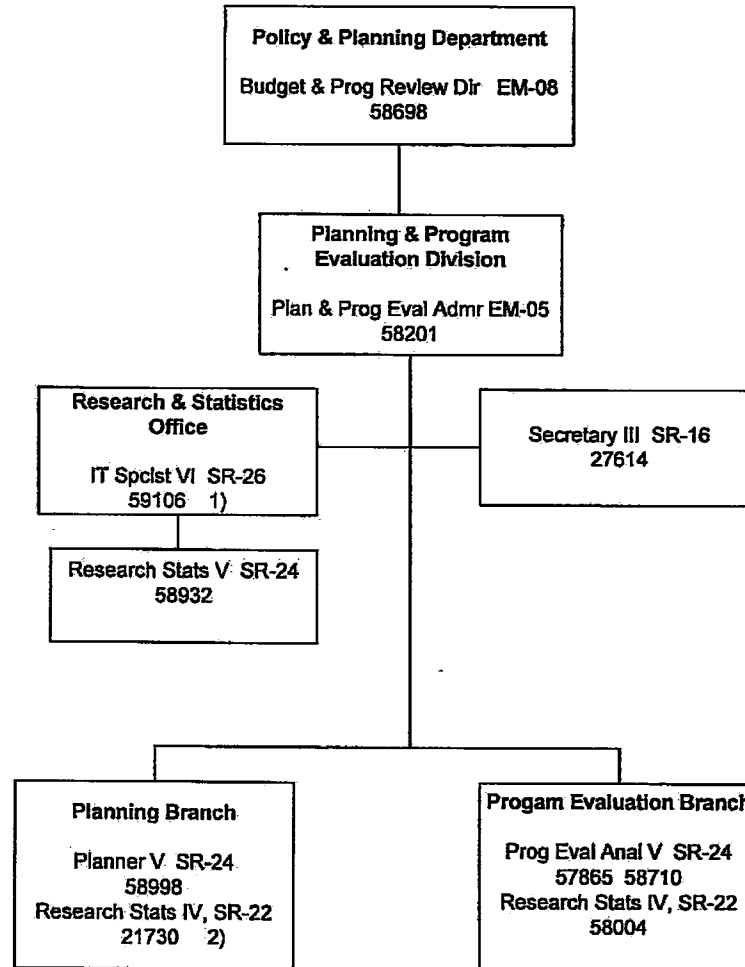


1) Position to be retitled

Policy & Planning Dept

APPROVED: 
Mark E. Rectenwald
CHIEF JUSTICE

DATE: May 1, 2015



- 1) Position to be redescribed and classification reviewed.
- 2) Position to be redescribed and classification reviewed.

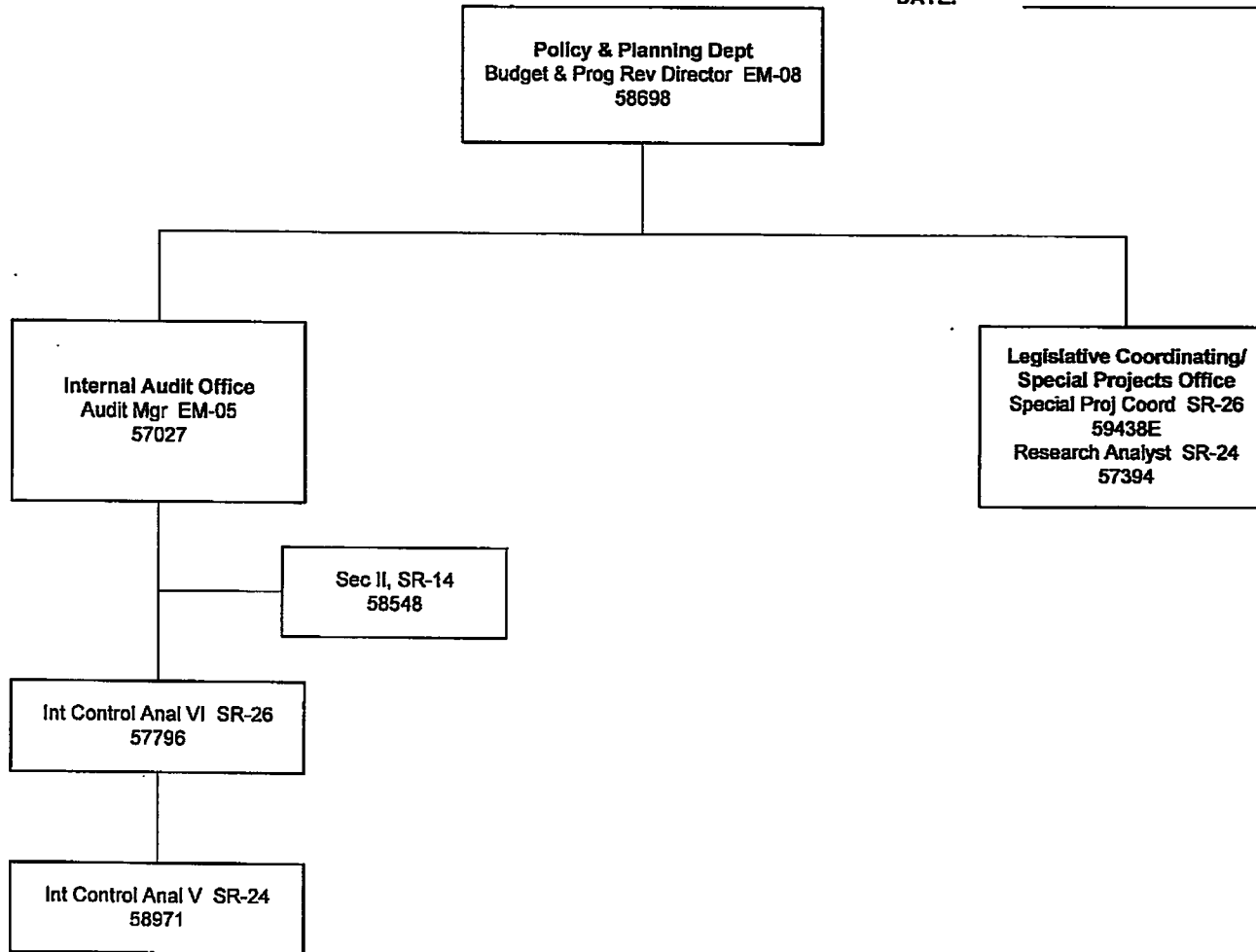
Policy & Planning Dept

APPROVED:

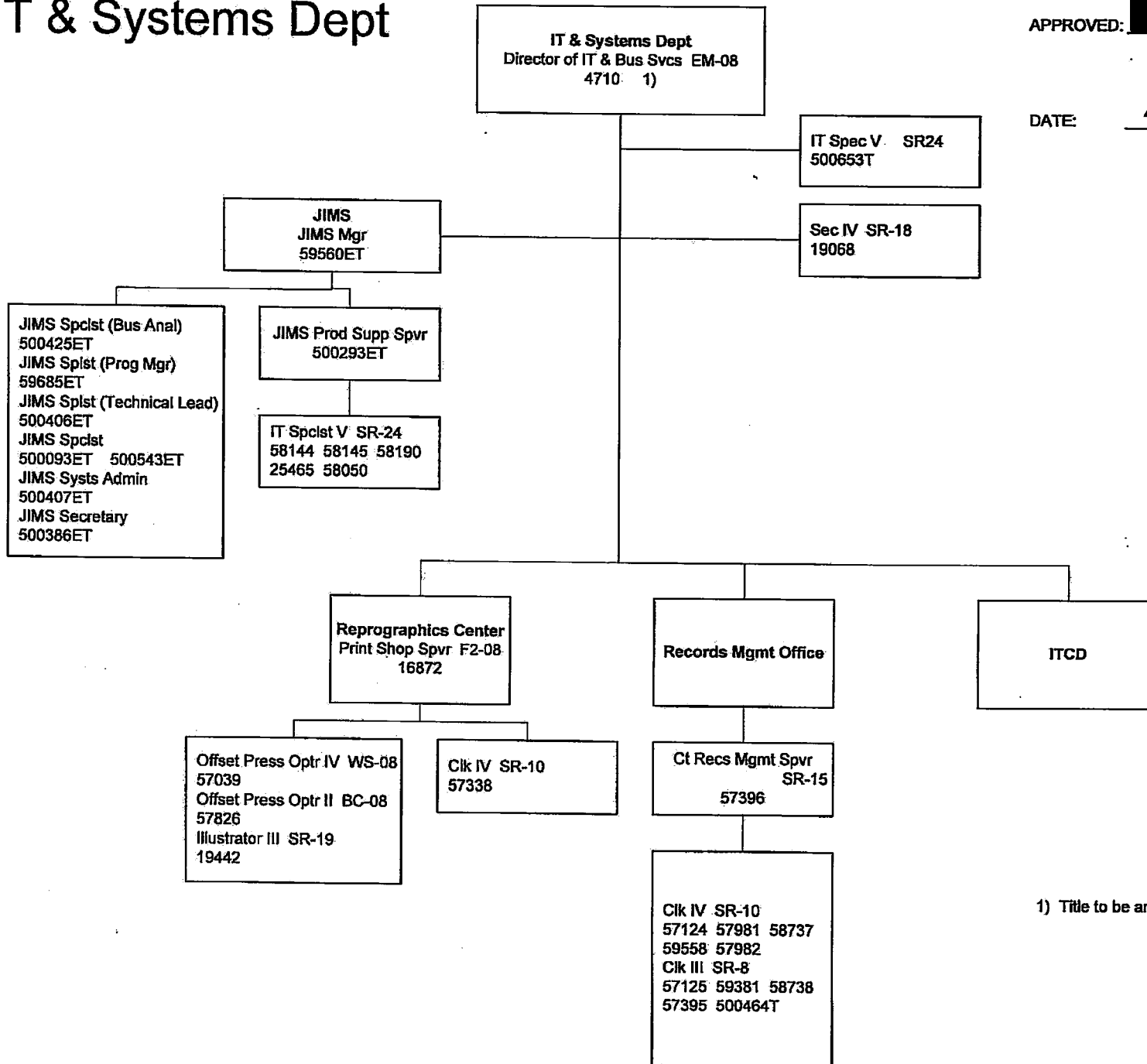
Mark E. Recktenwald
CHIEF JUSTICE

DATE:

March 12, 2012



IT & Systems Dept



APPROVED: [REDACTED]
Mark E. Rectenwald
CHIEF JUSTICE

DATE: May 1, 2015

1) Title to be amended.

IT & Systems Dept Information Technology & Communications Division (ITCD)

Dir of IT & Bus Svcs EM-08
4710 1)

Chief Information Officer EM-08
58936 2)

APPROVED: [REDACTED]
Mark E. Recktenwald
CHIEF JUSTICE

DATE: JAN 17 2013

Secy III SR-16
14462*
Clk III SR-8
58637

Strategic Planning &
Project Mgmt Office
IT Spclst IV SR-22
59371

Systems Services Branch
IT Spclst VII SR-28
23967

Applications Services
Branch
IT Spclst VII SR-28
59206

Telecommunications
Services Branch
IT Spclst VII SR-28
25466

Helpdesk
PC/LAN Support

IT Spclst VI SR-26
59273

IT Spclst VI SR-26
58066

Systems &
Security
Administration
Section
IT Spclst VI SR-26
58065

Operational
Support Section
IT Supp Tech IV
59332 SR-19

User Support
Section
IT Spclst VI SR-26
59231

Database
Administration
Section

Office
Applications
Support Section
IT Spclst VI SR-26
58064

Applications
Support Section 1
IT Spclst VI SR-26
58297

Applications
Support Section 2
IT Spclst VI SR-26
59274

Telecomm
Support Section 1
IT Spclst VI SR-26
58909

Telecomm
Support Section 2
IT Spclst VI SR-26
58908

IT Spclst V SR-24
57119 15367
IT Spclst IV SR-22
25592

IT Supp Tech III
27487 SR17
58177
IT Supp Tech II
57633 SR15
58504 58505

IT Spclst V SR-24
57448 59205
Res Stat IV SR-22
59336
IT Supp Tech III
57795 SR17
IT Supp Tech I
500420 SR13

IT Spclst V SR-24
58628

IT Spclst V SR-24
58153

IT Spclst V SR-24
58854 16871

IT Spclst V SR-24
58915

IT Spclst V SR-24
58916
IT Spclst IV SR-22
58895

IT Spclst V SR-24
59372 57061

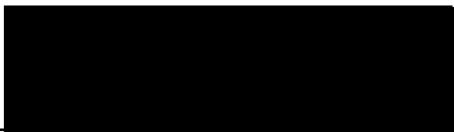
1) Title to be amended.

2) Psn to be reviewed.

*Psn downgraded for recruitment purposes.

Human Resources Dept

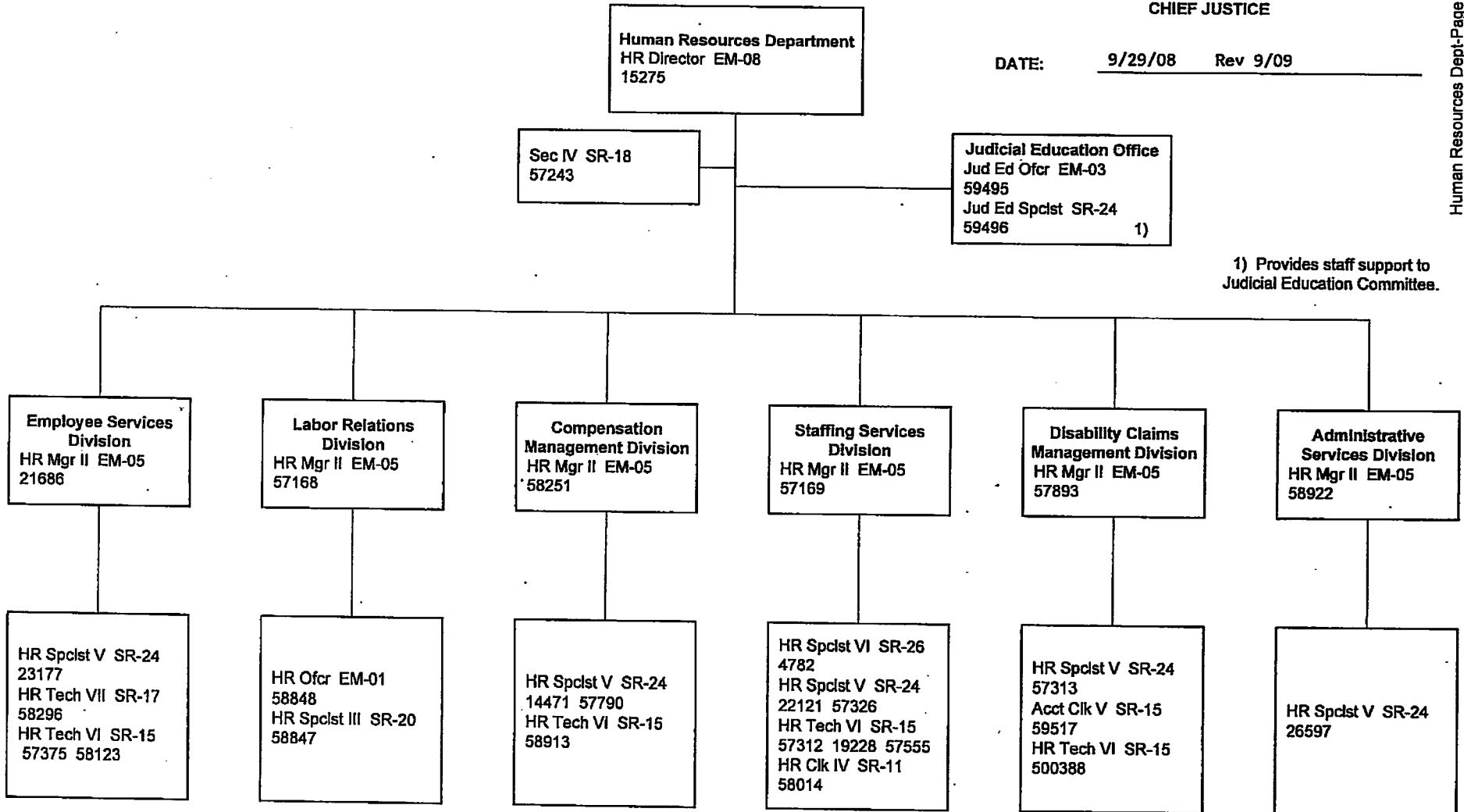
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 9/29/08 Rev 9/09

Human Resources Dept-Page 1



1) Provides staff support to
Judicial Education Committee.

Financial Services Dept

APPROVED:

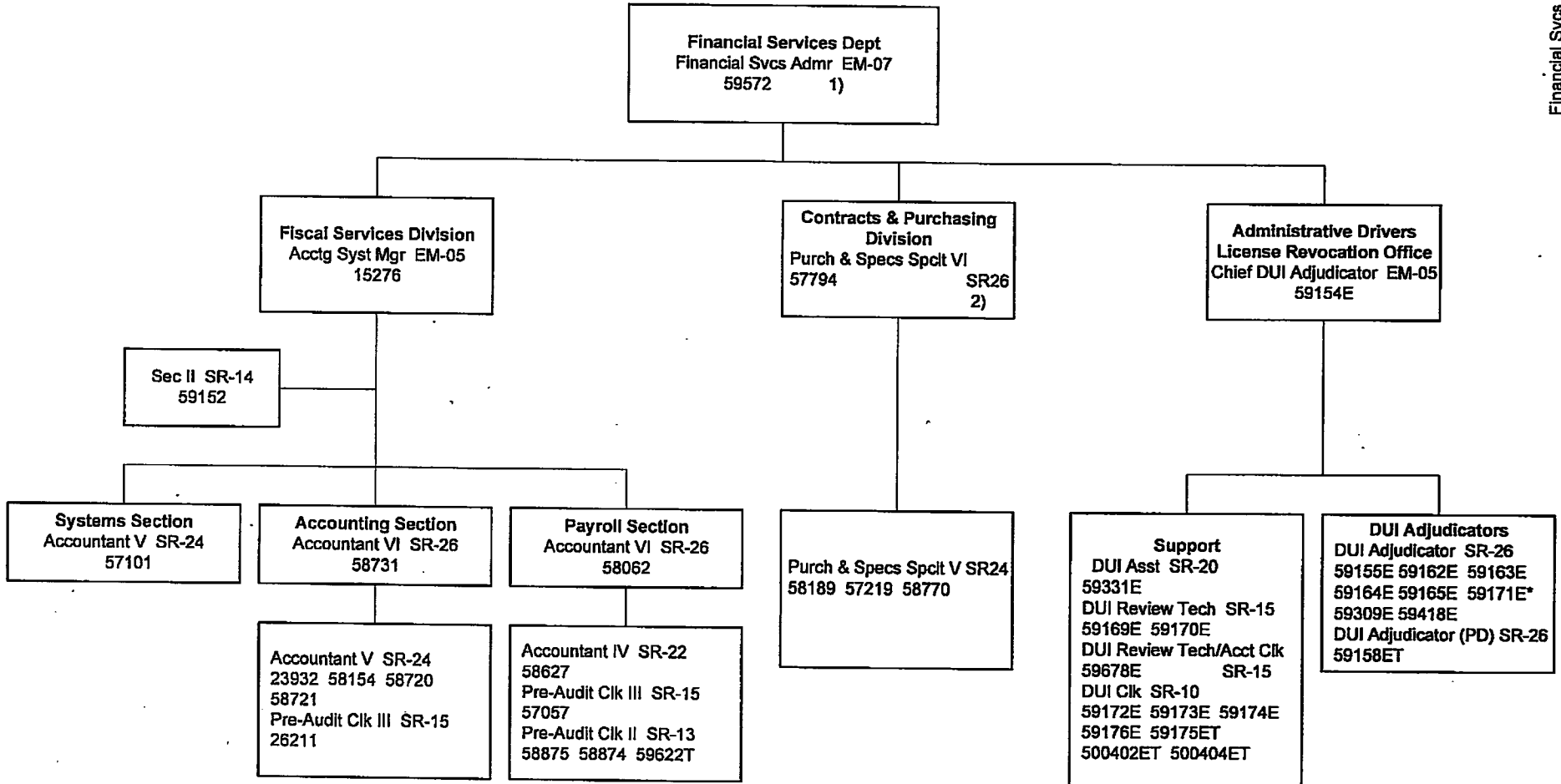


Mark E. Recktenwald
CHIEF JUSTICE

DATE:

JAN 17 2013

Financial Svcs Dept Org Chart-Page 1



1) Psn to be reviewed.

2) Psn to be reviewed.

* Psn redescribed to ADLRO Prog Spclst.

FUNCTIONAL STATEMENT

Approved Date: 1/26/04 (Rev 9/09)

The Judiciary, Courts Of Appeal**Supreme Court**

Superintends all courts of inferior jurisdiction in the State of Hawaii judicial system to prevent and correct errors and abuses where no other remedy is expressly provided by law. Has jurisdiction in all matters set out in 602, HRS. Promulgates rules which have the force and effect of law. Licenses and disciplines attorneys. Determines judicial fitness.

Intermediate Court of Appeals

Has concurrent jurisdiction with the Supreme Court on all matters set out in 602, HRS.

Office of the Chief Clerk

Provides court clerical and ancillary services for both the Hawaii State Supreme Court and the Intermediate Court of Appeals. Maintains custody of all records of the Courts of Appeal. Files and enters into the permanent records of the Court, all official and required documents. Maintains current calendar of all pending appeal cases. Notifies attorneys by phone and/or certified mail when cases and motions are set for oral argument. Files opinions, decisions, and orders; notifies attorneys of record by phone and mail of court's ruling. Provides information and assistance to attorney, law firm staff, bar applicants, court clerks, the general public on appeal procedures, bar application procedures and the use of appeal forms. Distributes advance sheets to publishing companies. Serves as secretary to the Board of Examiners.

Office of the Chief Clerk, Legal Documents Section

Receives, reviews, accepts or files legal appellate documents; forwards documents for appropriate action; distributes filed documents to its respective court; distributes court orders to the parties involved in appellate proceedings; and provides information and assistance to attorneys.

Office of the Chief Clerk, Records Management Section

Processes all appeals; prepares, updates and maintains all appellate case files for the Courts of Appeal.

Office of the Chief Clerk, Fiscal Office

Processes all fiscal, accounting, and budgetary matters for the Courts of Appeal.

Office of the Chief Clerk, Bar Examination Section

Handles all aspects of the application and examination process for applicants to sit for the Hawaii State Bar Examination. Assists the Secretary to the Board of Examiners.

First Circuit**Office of the Chief Court Administrator**

Plans, directs, administers, coordinates and evaluates all administrative, business and support functions, operations and activities required to support judicial proceedings and judgments in a circuit involving criminal, civil, family and probation matters; and oversees a multitude of circuit, family and district court programs within the circuit through subordinate administrators, managers and supervisors.

Sets short- and long-term goals to accomplish the circuit's objectives; formulates policies, procedures and controls relevant to the overall administration and practices of the circuit's functions, operations and programs; implements policies and procedures to meet established guidelines; makes assessments on the overall effectiveness and efficiency of policies and procedures; and modifies/revises policies and procedures to attain maximum operational functioning levels, and provide optimal quality of services while meeting legal, regulatory and procedural requirements of the circuit.

Participates in the development, implementation, assessment and modification of Judiciary-wide operational guidelines and procedures; develops short- and long-term goals and objectives for budget, program priority, staffing and technology forecasts, addressing major issues and exploring innovative ideas; and initiates research and studies aimed toward the continual improvement of the Judiciary's functions, operations, programs and services rendered.

Establishes and carries out extensive liaison responsibilities between organizational units, with other circuits, judicial officials, administration; and with governmental, private, law enforcement and other external agencies in the interrelation and coordination of the circuit's functions and programs supporting judicial proceedings.

Formulates legislative proposals; monitors legislative matters affecting the operations and services provided by the circuit; and prepares and provides testimony involving such matters.

Oversees the development, implementation and evaluation of procedures and methods required to achieve the circuit and program short- and long-term goals, and allocates necessary resources to organizational units.

Develops and maintains a sound management system; and oversees the First Circuit's fiscal and accounting functions, to ensure the uniform delivery of services of the highest quality while providing and promoting the effective, economical and efficient utilization of resources.

Prepares and submits the circuit's annual budgeting plan, as well as the biennium and supplemental budget requests. Oversees the judicial circuit's statistical/reporting requirements.

Oversees and ensures the sound administration and execution of grants and purchase of service agreements used to provide necessary services supporting First Circuit programs.

Sets the direction and makes recommendations on actions affecting subordinate administrative, supervisory and other personnel. Participates in confidential and sensitive matters affecting employer-employee relations; and consults with administrative officials regarding such matters.

Administrative responsibility over court services, programs and ancillary functions which support judicial proceedings for the Circuit Court of the First Circuit.

FUNCTIONAL STATEMENT (July 2009)

Approved Date: 11/04/09

First Circuit**Administrative Services Division****Personnel**

Serves as staff specialists and human resources support clerical staff to the Chief Court Administrator.

Assists the Chief Court Administrator of the First Circuit in performing administrative housekeeping functions, such as conducting internal investigations, reorganization proposals, reports and correspondence; researching and following up on certain personnel matters such as grievances, workers' compensation and investigations; and resolving problems on behalf of the Chief Court Administrator.

Responsible for employee leave recordkeeping; and initiating and processing of personnel forms. Provides recommendations, guidance, assistance and technical support services to branch administrators, supervisors and employees on all problems related to employee conduct, discipline, civil service grievances, communications, morale, and employee benefit and service programs, etc., within the First Circuit. Provides technical advisory assistance to the Chief Court Administrator and serves as liaison between the First Circuit and the centralized Human Resources Department within the Office of the Administrative Director of the Courts.

FUNCTIONAL STATEMENT	Approved Date: 02/12/13
First Circuit	
Administrative Services Division	
Staff Services Section	

Statistics Unit

Plans, designs, maintains, and provides overall direction and management of the family court's statistical system.

Collects, analyzes, and reports statistical data on all activities of the court and coordinates data collection efforts within the court and with other elements of the Judiciary.

Consults with family courts statewide on statistical matters to ensure uniformity throughout the family court system.

Prepares computer programs to access, manipulate, and derive data on juveniles referred to the family court.

Develops and conducts training sessions in statistical data system reporting and the use of computers in data collection.

Court Operations Specialist Units 1 and 2
--

Serves as a staff specialist to the Chief Court Administrator.

Assists the Chief Court Administrator of the First Circuit in researching and conducting studies for improving and/or implementing new programs and projects which support the courts; evaluating and developing recommendations; reviewing and revising policies, procedures, and methods in court administration; performing administrative housekeeping functions, such as preparing budget requests, reports and correspondence; and resolving problems on behalf of the Chief Court Administrator.

Provides technical assistance in the planning, coordination, and implementation of studies and analyses of operating policies, practices, and procedures for the automation of court program operations; provides assessment of existing court program operations to develop, implement and evaluate modifications to guidelines, policies, procedures, standards and work methods necessary to improve and automate operations; confers with First Circuit staff to resolve administrative and operational problems, and implements changes for the automation of various program operations; serves as liaison between the First Circuit and the centralized Information Technology & Communications Division.

Court Research Unit

Provides legal advice, guidance, and legal technical staff support to the Chief Court Administrator and Chief Judges and/or designee in court matters.

FUNCTIONAL STATEMENT	Approved Date: 02/11/12
First Circuit	
Staff Services Section-Kapolei	

Legal Research Unit

Serves as legal advisor to the Chief Court Administrator, Deputy Chief Court Administrators, the Senior Family Judge, Family Court Judges, and the Board of Family Court Judges.

Reviews and researches local and national legislation and case law impacting on procedures, policy, and rules of the family court.

Prepares, screens, and evaluates testimony on proposed legislation affecting the family court.

Reviews and improves legal forms used in the family court.

Updates the Manual of Policies and Procedures of the Family Court and the Family Court Rules.

Social Work Program Specialist Unit

Serves as social work program specialist to the Deputy Chief Court Administrator.

Assists the Deputy Chief Court Administrator of the First Circuit by providing staff assistance in researching, developing, coordinating and evaluating social work programs.

Social Work Program Specialists conceptualize, analyze, and install new social work program methods and techniques; plan and conduct staff development and training programs; monitor and evaluate purchase of service contracts.

Social Work Program Specialists also evaluate procedural and organizational matters relative to social issues, and make recommendations to the Deputy Chief Court Administrator regarding alternatives, solutions, or refinements to the process or to the system.

Court Operations Specialist Unit

Serves as a staff specialist to the Chief Court Administrator and/or designee.

Assists the Chief Court Administrator of the First Circuit and/or designee in researching and conducting studies for improving and/or implementing new programs and projects which support the courts; evaluating and developing recommendations; reviewing and revising policies, procedures, and methods in court administration; performing administrative housekeeping functions, such as preparing budget requests, reports and correspondence; and resolving problems on behalf of the Chief Court Administrator and/or designee.

FUNCTIONAL STATEMENT	Approved Date: 5/16/11
First Circuit	
Administrative Services Division	
Fiscal Management & Support Services Branch	

The Fiscal Management & Support Services Branch consists of three (3) fiscal sections: Circuit, District, and Kapolei; and the Facilities Management Section.

Each of the three (3) fiscal sections is composed of units with functional responsibility for accounting, payables/procurement, and receivables/revenues.

Circuit Court Section

Accounting Unit

The Accounting Unit is responsible for Financial Reporting, Records Management and Appropriated Funds Accounting. Financial Reporting includes the preparation of monthly and quarterly financial reports for funds held outside state treasury. Records Management includes the proper disposal of financial records. Appropriated Funds Accounting includes the reconciliation of division records to central Financial Services Division records; obtaining new contracts and renew contracts with vendors; contingency memoranda; securing price quotations; preparation of 1099's; and preparation of journal vouchers.

The Accounting Unit provides professional accounting services in the analyses and maintenance of the courts' trust accounts; determines status of all accounts by category; develops, prepares and maintains expenditure, object, costs and control ledgers, registers, journals and other records required in control of fiscal operations; participates in analyses of department revenue and operating costs; assists in monitoring and managing the appropriated and non-appropriated funds for various programs and activities; reviews and audits all payroll claims in conformance with collective bargaining agreements and Judiciary personnel rules and regulations; and assists the Court Administrative Services Officer and Assistant Court Fiscal Officer in the preparation of the court's budget, and development and/or modification of applicable fiscal policies and procedures.

Receivables/Revenues Unit

The Receivables/Revenues Unit is responsible for Cash Management and Receipts and Disbursements. Cash Management includes collateralization; escheating of unclaimed bails and other unclaimed monies; investment of case deposits; interest income; follow-up and write-offs of uncollectibles; and the evaluation of financial institutions to determine if deposits shall continue to be allocated to the financial institutions previously selected. Receipts and Disbursements include safeguard collections; record and account for collections; disburse collections in accordance with court orders and fiscal procedures; preparation of receipts, crediting the collection of the proper ledgers, depositing monies to a financial institution, and reconciling collections with accounting records; and processing refunds to defendants, and managing disbursements to the state treasury, crime victims, and the special fund of other state agencies.

The Receivables/Revenues Unit provides clerical support in the recordkeeping and accounting activities relevant to fiduciary responsibilities for the small guardianship accounts; collects and receipts monies; disburses from trust funds for case deposits, bail and other refunds, fines, restitution, government realizations, other court ordered assessments, and other payments as required.

FUNCTIONAL STATEMENT	Approved Date: 5/16/11
First Circuit	
Administrative Services Division	
Fiscal Management & Support Services Branch	

Circuit Court Section
Payables/Procurement Unit

The Payables/Procurement Units are responsible for Inventory Management, Risk Management and Federal Grants Management. Inventory Management includes the preparation of quarterly and annual inventory reports; application of decals to new equipment; preparation of transfer and disposal forms; physical inventory taking; and the reconciliation of purchases, transfers, disposals, etc., to inventory records. Risk Management includes the preparation of property loss/liability/auto risk management reports. Federal Grants Management includes the maintaining of records of grant related revenues and expenditures; preparation of required reports; and preparation of necessary journal vouchers to reimburse general fund.

The Payables/Procurement Units provide clerical support in assisting in maintaining control ledgers, registers, journals and other records required in controlling appropriated and non-appropriated funds; prepares and reviews requisitions, contracts or purchase orders for the procurement of supplies, materials, equipment and services; processing of invoices and the preparation for payment of invoices through the State Accounting System or through appropriate petty cash funds; prepares payment of witness fees and other litigation expenses, defendant escort services, attorney fees and expenses, and other court-related expenses; and maintains and processes the replenishment of monies to the imprest funds for witness fees and for authorization expenditures through petty cash funds.

FUNCTIONAL STATEMENT	Approved Date: 5/16/11
First Circuit	
Administrative Services Division	
Fiscal Management & Support Services Branch	

The Fiscal Management & Support Services Branch consists of three (3) fiscal sections: Circuit, District, and Kapolei; and the Facilities Management Section.

Each of the three (3) fiscal sections is composed of units with functional responsibility for accounting, payables/procurement, and receivables/revenues.

District Court Section

Accounting Unit

The Accounting Unit is responsible for Financial Reporting, Records Management and Appropriated Funds Accounting. Financial Reporting includes the preparation of monthly and quarterly financial reports for funds held outside state treasury. Records Management includes the proper disposal of financial records. Appropriated Funds Accounting includes the reconciliation of division records to central Financial Services Division records; obtaining new contracts and renew contracts with vendors; contingency memoranda; securing price quotations; preparation of 1099's; and preparation of journal vouchers.

The Accounting Unit provides professional accounting services in the analyses and maintenance of the courts' trust accounts; determines status of all accounts by category; develops, prepares and maintains expenditure, object, costs and control ledgers, registers, journals and other records required in control of fiscal operations; participates in analyses of department revenue and operating costs; assists in monitoring and managing the appropriated and non-appropriated funds for various programs and activities; reviews and audits all payroll claims in conformance with collective bargaining agreements and Judiciary personnel rules and regulations; and assists the Court Administrative Services Officer and Assistant Court Fiscal Officer in the preparation of the court's budget, and development and/or modification of applicable fiscal policies and procedures.

Receivables/Revenues Cashiers Unit, Receivables/Revenues Accounts Unit

The Receivables/Revenues Units are responsible for Cash Management and Receipts and Disbursements. Cash Management includes collateralization; escheating of unclaimed bails and other unclaimed monies; investment of case deposits; interest income; follow-up and write-offs of uncollectibles; and the evaluation of financial institutions to determine if deposits shall continue to be allocated to the financial institutions previously selected. Receipts and Disbursements include safeguard collections; record and account for collections; disburse collections in accordance with court orders and fiscal procedures; preparation of receipts, crediting the collection of the proper ledgers, depositing monies to a financial institution, and reconciling collections with accounting records; and processing refunds to defendants, and managing disbursements to the state treasury, crime victims, and the special fund of other state agencies.

The Receivables/Revenues Units provide clerical support in the recordkeeping and accounting activities relevant to fiduciary responsibilities for the small guardianship accounts; collects and receipts monies; disburses from trust funds for case deposits, bail and other refunds, fines, restitution, government realizations, other court ordered assessments, and other payments as required.

FUNCTIONAL STATEMENT	Approved Date: 5/16/11
First Circuit	
Administrative Services Division	
Fiscal Management & Support Services Branch	

District Court Section
Payables/Procurement Unit

The Payables/Procurement Unit is responsible for Inventory Management, Risk Management and Federal Grants Management. Inventory Management includes the preparation of quarterly and annual inventory reports; application of decals to new equipment; preparation of transfer and disposal forms; physical inventory taking; and the reconciliation of purchases, transfers, disposals, etc., to inventory records. Risk Management includes the preparation of property loss/liability/auto risk management reports. Federal Grants Management includes the maintaining of records of grant related revenues and expenditures; preparation of required reports; and preparation of necessary journal vouchers to reimburse general fund.

The Payables/Procurement Unit provides clerical support in assisting in maintaining control ledgers, registers, journals and other records required in controlling appropriated and non-appropriated funds; prepares and reviews requisitions, contracts or purchase orders for the procurement of supplies, materials, equipment and services; processing of invoices and the preparation for payment of invoices through the State Accounting System or through appropriate petty cash funds; prepares payment of witness fees and other litigation expenses, defendant escort services, attorney fees and expenses, and other court-related expenses; and maintains and processes the replenishment of monies to the imprest funds for witness fees and for authorization expenditures through petty cash funds.

FUNCTIONAL STATEMENT	Approved Date: 5/16/11
First Circuit	
Administrative Services Division	
Fiscal Management & Support Services Branch	

The Fiscal Management & Support Services Branch consists of three (3) fiscal sections: Circuit, District, and Kapolei; and the Facilities Management Section.

Each of the three (3) fiscal sections is composed of units with functional responsibility for accounting, payables/procurement, and receivables/revenues.

Kapolei Court Section

Accounting Unit

The Accounting Unit is responsible for Financial Reporting, Records Management and Appropriated Funds Accounting. Financial Reporting includes the preparation of monthly and quarterly financial reports for funds held outside state treasury. Records Management includes the proper disposal of financial records. Appropriated Funds Accounting includes the reconciliation of division records to central Financial Services Division records; obtaining new contracts and renew contracts with vendors; contingency memoranda; securing price quotations; preparation of 1099's; and preparation of journal vouchers.

The Accounting Unit provides professional accounting services in the analyses and maintenance of the courts' trust accounts; determines status of all accounts by category; develops, prepares and maintains expenditure, object, costs and control ledgers, registers, journals and other records required in control of fiscal operations; participates in analyses of department revenue and operating costs; assists in monitoring and managing the appropriated and non-appropriated funds for various programs and activities; reviews and audits all payroll claims in conformance with collective bargaining agreements and Judiciary personnel rules and regulations; and assists the Court Administrative Services Officer and Assistant Court Fiscal Officer in the preparation of the court's budget, and development and/or modification of applicable fiscal policies and procedures.

Receivables/Revenues Unit

The Receivables/Revenues Unit is responsible for Cash Management and Receipts and Disbursements. Cash Management includes collateralization; escheating of unclaimed bails and other unclaimed monies; investment of case deposits; interest income; follow-up and write-offs of uncollectibles; and the evaluation of financial institutions to determine if deposits shall continue to be allocated to the financial institutions previously selected. Receipts and Disbursements include safeguard collections; record and account for collections; disburse collections in accordance with court orders and fiscal procedures; preparation of receipts, crediting the collection of the proper ledgers, depositing monies to a financial institution, and reconciling collections with accounting records; and processing refunds to defendants, and managing disbursements to the state treasury, crime victims, and the special fund of other state agencies.

The Receivables/Revenues Unit provides clerical support in the recordkeeping and accounting activities relevant to fiduciary responsibilities for the small guardianship accounts; collects and receipts monies; disburses from trust funds for case deposits, bail and other refunds, fines, restitution, government realizations, other court ordered assessments, and other payments as required.

FUNCTIONAL STATEMENT	Approved Date: 5/16/11
First Circuit	
Administrative Services Division	
Fiscal Management & Support Services Branch	

Kapolei Court Section

Payables/Procurement Family Court Unit, Payables/Procurement Detention Unit
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The Payables/Procurement Units are responsible for Inventory Management, Risk Management and Federal Grants Management. Inventory Management includes the preparation of quarterly and annual inventory reports; application of decals to new equipment; preparation of transfer and disposal forms; physical inventory taking; and the reconciliation of purchases, transfers, disposals, etc., to inventory records. Risk Management includes the preparation of property loss/liability/auto risk management reports. Federal Grants Management includes the maintaining of records of grant related revenues and expenditures; preparation of required reports; and preparation of necessary journal vouchers to reimburse general fund.

The Payables/Procurement Units provide clerical support in assisting in maintaining control ledgers, registers, journals and other records required in controlling appropriated and non-appropriated funds; prepares and reviews requisitions, contracts or purchase orders for the procurement of supplies, materials, equipment and services; processing of invoices and the preparation for payment of invoices through the State Accounting System or through appropriate petty cash funds; prepares payment of witness fees and other litigation expenses, defendant escort services, attorney fees and expenses, and other court-related expenses; and maintains and processes the replenishment of monies to the imprest funds for witness fees and for authorization expenditures through petty cash funds.

FUNCTIONAL STATEMENT	Approved Date: 5/16/11
First Circuit	
Administrative Services Division	
Fiscal Management & Support Services Branch	

The Fiscal Management & Support Services Branch consists of three (3) fiscal sections: Circuit, District, and Kapolei; and the Facilities Management Section.

Each of the three (3) fiscal sections is composed of units with functional responsibility for accounting, payables/procurement, and receivables/revenues.

Facilities Management Section

Provides and coordinates the cleaning, groundskeeping, and day-to-day repair and maintenance of Judiciary buildings located in the First Circuit.

Procures contractors to assist facilities management personnel when necessary. Participates in the coordination of all minor renovation work in the First Circuit.

May participate in the inspection of capital improvement construction work in the First Circuit.

FUNCTIONAL STATEMENT (Aug 2008)

Approved Date: 11/04/09

First Circuit**Client Services Division****Adult Client Services Branch**

The Adult Client Services Branch is responsible for providing presentence investigation/intake, court-ordered supervision, and specialized services for adult felony and misdemeanor cases. In addition, the branch also provides specialized client services.

Clerical Support Services Section

Responsible for all clerical, transcribing, legal file management, message control, public relations activities and records management to their geographically assigned ACSB staff. The section further supports the branch in greeting the general public, distribution of branch documents, reports and files, MIS data entry, and record retention.

Intake Section (refer to Intake Section Functional Statement)**Supervision I Section (refer to Supervision I Section Functional Statement)****Supervision II Section (refer to Supervision II Section Functional Statement)****Specialized Services (refer to Specialized Services Functional Statement)**

FUNCTIONAL STATEMENT

Approved Date: 10/21/08 (Rev 9/09)

First Circuit**Client Services Division****Adult Client Services Branch****Intake Section**

The Intake Section is organized into three investigative units and two community services/restitution units responsible for all presentence investigations, preparation of presentence diagnosis and reports of all non-sex offenders referred by the court, and the restitution services for victims. The section is also responsible for community service placement services, restitution recovery services to victims and monitoring of restitution collections, inter/intrastate investigations referred by other jurisdictions which includes management of all interstate compact referrals for adult parole and probation cases, and mental exam investigations as referred by the courts.

Presentence Investigation I (PSI I) and Presentence Investigation II (PSI II Unit)

- A. To conduct comprehensive and concise presentence investigations and provide diagnosis reports for the Criminal Division of the Circuit Courts as authorized by Section 704-404, 706-601, 706-604, and 806-73, Hawaii Revised Statutes, inclusive of the following criteria:
1. To identify and provide a complete and objective-based assessment of the offender's risk and need for services prior to sentencing.
 2. To identify appropriate and alternative sentences available to the courts as provided in Sections 706-620, 706-621, 706-622, 706-623 and 706-624, Hawaii Revised Statutes.
 3. To identify and provide referral services designed to address rehabilitative needs of a wide variety of offenders for sentencing.
 4. To identify aggravating and mitigating circumstances to the sentencing courts utilizing uniform standards and objective-based elements of assessments.
- B. To provide sentencing recommendations to the courts based upon investigation and assessments properly and comprehensively designed to identify crime reduction and crime prevention measures for selected offenders.
- C. To determine Interstate and intrastate eligibility for courtesy supervision under the Interstate and Intrastate Compacts and to communicate with all parties involved.
- D. Through evaluation and research, establish intervention criteria for appropriate sanctions for offenders based upon community protection and reintegration goals of the division.
- E. To obtain all existing medical, social, police and juvenile records, including those expunged, and other pertinent records and make such records available for inspection by the three qualified examiners under HRS 704-404, examination of defendant with respect to physical or mental disease, disorder, or defect.

District Court PSI Unit

Investigates offenders referred by the District Court of the First Circuit under HRS 706-601, 706-602, 706-603, 706-604, and 806-73.

Provides presentence diagnoses, reports, assessments, and analysis.

Identifies and provides referral services designed to address risks and needs of offenders for sentencing.

FUNCTIONAL STATEMENT

Approved Date: 10/21/08 (Rev 9/09)

First Circuit**Client Services Division****Adult Client Services Branch****Intake Section****District Court PSI Unit (continued)**

Provides sentencing recommendations to serve the best interests of the community while considering the rehabilitative and restraining needs of the offender.

Arranges for and assists with court ordered mental examinations.

Conducts preliminary investigations of offenders' backgrounds, family, social, medical, psychiatric, and mental health histories, circumstances of offenses, and past juvenile and criminal records.

Conducts restitution investigations and submits reports of those investigations to the court.

Determines amounts of restitution due to damage, loss, or injury sustained by a victim as a result of the offense.

Determines offenders' economic status and capacity to make restitution or to make reparation to the victim.

Recommends restitution or reparation in an amount the offender can afford.

Conducts investigations pursuant to interstate and intrastate compact agreements.

Provides testimony in court hearings, assessments, and recommendations of reports.

Adult/Juvenile Community Service & Restitution Unit 1 and 2

Administers the Adult/Juvenile Community Services and Restitution program within the First Circuit.

Provides administrative staff guidance to involving community service and restitution in the Second, Third, and Fifth Circuits.

Establishes consistent operational guidelines and procedures to recruit and orient public agencies, non-profit and charitable organizations as worksites.

Standardizes the screening, placement, and monitoring of offenders.

Serves as a central clearing-house for offender referrals within the Judiciary as well as the Federal District Court, and Department of Public Safety, Corrections Division.

Screens and places offenders in work sites based on needs of the work site and offenders' backgrounds.

Provides unsupervised offenders with counseling and referral assistance in the areas of employment, drug and alcohol abuse, mental health, and other social service needs.

Monitors offenders' work performance and prepares written reports to the referring court or probation department.

Makes court representation on behalf of the program and recommends alternative sentences for unsuitable offenders.

FUNCTIONAL STATEMENT	Approved Date: 10/21/08 (Rev 9/09)
First Circuit	
Client Services Division	
Adult Client Services Branch	
Intake Section	

PSI/AJSCR Clerical Unit

Responsible for all clerical, transcribing, legal file management, message control, public relations activities and records management to their geographically assigned ACSB staff. The section further supports the branch in greeting the general public, distribution of branch documents, reports and files, MIS data entry, and record retention.

FUNCTIONAL STATEMENT	Approved Date: 10/21/08 (Rev 9/09)
First Circuit	
Client Services Division	
Adult Client Services Branch	
Supervision I Section	

Is responsible for all First Circuit court-referred supervision of non-sex offenders and non-sex offenders accepted for interstate compact supervision from other jurisdictions. The section also provides supervision for defendants under order of conditional release from the Hawaii State Hospital.

Probation Supervision I, II, IV and Admin Risk Management Units
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- A. To provide supervision services based on evaluated needs of the offender, offender's risk in re-offending and specific court instructions to offenders referred by the Criminal Division of the Circuit Courts as authorized by Sections 704-412, 706-605, 706-623, 706-624, 706-625, 706-626, 706-727, 706-640, 706-642, 706-644, and 806-73, Hawaii Revised Statutes.
- B. To conduct objective-based classification of all offenders placed under supervision by the Circuit Courts based on prescribed risk and needs assessments and utilizing interviews, scoring of factors, and force-field analysis.
- C. To develop, implement and maintain objective-based case plans for the most serious classified offenders.
- D. To implement and enforce conditions or drug testing, search and seizure, and curfew in crime reduction and detection activities with minimum risk to public and staff.
- E. To use suitable legal methods to aid and bring about improvement in the offender for restitution and fine collections and brokerage of social services.
- F. To respond to probation violations with minimum threat to public safety and initiate timely and thorough adverse court actions against violators.
- G. To conduct crime reduction investigations on supervised offenders based on reports from the community or other criminal justice agencies.
- H. To provide thorough and complete court documentation and reports, including restitution determination.

District Court Supervision I and II Units
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Provides supervision and probational services for offenders referred by the District Court of the First Circuit under HRS 806-73, 706-605, 706-623, 706-624, 706-625, 706-626, 706-627, 706-640, 706-642, 706-644, and 712-1255.

Assesses offenders' needs and risks of re-offending to determine level of supervision required.

Reviews terms and conditions of sentences with offenders and instructs them regarding those terms and conditions.

Keeps informed of the conduct and condition of offenders.

Helps offenders improve their conduct and condition through such means as referrals for medical, mental, health, and substance abuse treatment.

FUNCTIONAL STATEMENT	Approved Date: 10/21/08 (Rev 9/09)
First Circuit	
Client Services Division	
Adult Client Services Branch	
Supervision I Section	

District Court Supervision I and II Units (continued)
--

Implements and enforces conditions of probation, suspended sentences, and sentences encompassing restitution and fine collections, brokering of social services and treatment, community service work, and other supervisory activities directed by the court.

Provides courtesy supervision or probation services over offenders from other jurisdictions pursuant to interstate and intrastate compact agreements.

District Court Probation Clerical Unit and Adult Probation Clerical Unit

Responsible for all clerical, transcribing, legal file management, message control, public relations activities and records management to their geographically assigned ACSB staff. The units further support the branch in greeting the general public, distribution of branch documents, reports and files, MIS data entry, and record retention.

FUNCTIONAL STATEMENT	Approved Date: 10/21/08 (Rev 9/09)
First Circuit	
Client Services Division	
Adult Client Services Branch	
Supervision II Section	

Is responsible for TRO intake complaints and all First Circuit court-referred supervision of domestic violence offenders and interstate compact supervision from other jurisdictions. The section also provides supervision for defendants under order of conditional release from the Hawaii State Hospital.

ASB Criminal Misdemeanor Probation Unit 1 and 2
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Conducts pre-sentence investigation reports for all Family Court misdemeanor cases.

Makes recommendations to the court on sentencing and treatment plans.

Gathers data for mental examination/fitness to proceed cases.

Monitors all cases where individuals are ordered to participate in anger management counseling and/or drug alcohol assessment/counseling.

Supervises all individuals placed on probation.

ASB TRO/Domestic Violence Unit

Investigates, evaluates, processes, and disposes of domestic violence and spouse abuse cases referred by other agencies or self referred for a domestic violence restraining order.

Reviews annual reports made by guardians of incapacitated persons.

Adult Services Clerical Unit

Responsible for all clerical, transcribing, legal file management, message control, public relations activities and records management to their geographically assigned ACSB staff. The units further support the branch in greeting the general public, distribution of branch documents, reports and files, MIS data entry, and record retention.

First Circuit

Client Services Division

Adult Client Services Branch

Specialized Services

Is responsible for investigation, supervision and treatment of all adult sex offenders and a differentiated drug offender population requiring increased supervision and treatment services.

Integrated Community Sanctions Section

- A. Provide comprehensive investigative and evaluation services and intensive supervision of specifically designated adult offender population as determined by inter-departmental agreement, legislation and as authorized by HRS Chapter 706, and 704-605, 706-623, 706-625, 706- 626, 706-627, 706-640, 706-642, 706-644, and 806-73 for the Criminal Division of the First Circuit; inclusive of the following criteria:
 - 1. To identify and provide a complete and objective-based assessment of the offender's risk and need for services prior to sentencing.
 - 2. To identify appropriate and alternative sentences available to the courts as provided in Sections 706-620, 706-621, 706-622, 706-623 and 706-624, Hawaii Revised Statutes.
 - 3. To identify and provide referral services designed to address treatment needs of the offender population for sentencing.
 - 4. To identify aggravating and mitigating circumstances to the sentencing courts utilizing uniform standards and objective-base elements of assessment.
- B. To provide sentencing recommendations to the courts based upon investigation and specific assessments properly and comprehensively designed to identify crime reduction and crime prevention measures for the specified offender population.
- C. To conduct objective-based classification of the specified offender population based on prescribed risk and needs assessments and utilizing interviews, scoring of factors, and forcefield analysis.
- D. To implement and enforce conditions of drug testing, search and seizure, and curfew in crime reduction and detection activities with minimum risk to public and staff.
- E. To use suitable legal methods to aid and bring about improvement in the offender for restitution and fine collections and brokerage of social services.
- F. To respond to probation violations with minimum threat to public safety and initiate timely and thorough adverse court actions against violators.
- G. To conduct crime reduction investigations on supervised offenders based on reports from the community or other criminal justice agencies.
- H. To provide thorough and complete court documentation and reports, including restitution determination.
- I. To provide a program of structured graduated intermediate sanctions for nonviolent, nondrug-involved offenders who are diverted from a term of incarceration.

Sex Offender Unit 1

Integrated Community Sanctions Unit

Probation Supervision III Unit (Search & Seizure)

FUNCTIONAL STATEMENT	Approved Date: 2/1/02 (Rev 9/09)
First Circuit	
Client Services Division	
Adult Client Services Branch	
Specialized Services	

Drug Court

Provides case management, assessment, referral, coordination, and educational services to the targeted drug abusing offender population.

Mental Health Court (on Adult Client Services Branch org chart)
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Specializes in treating mental health issues within the court system. Ensures that court personnel is able to recognize the signs of mental illness and provides direct services through court programs and interaction with the community.

FUNCTIONAL STATEMENT (Aug 2009)	Approved Date: 11/10/09
First Circuit	
Client Services Division	
Adult Client Services Branch	
Specialized Services	
Driver Education Section	

Develops, implements, and coordinates a statewide traffic safety education program.

Maintains liaison, and participates and coordinates services with Judiciary, other government departments/agencies and the military to assist clients in complying with court-ordered obligations; and to develop, implement, and provide community education and information projects/campaigns related to traffic laws and traffic safety issues.

Develops and implements Judiciary public information campaigns and community education programs aimed at encouraging safe driving practices and adherence to traffic safety concepts.

Develops grants related to traffic safety/education to solicit financial support from the federal government and private agencies. Prepares the program's budget and monitors special fund expenditures.

Trains and certifies Driver Education Course instructors.

Provides resource speakers on traffic safety and the traffic court system.

Produces and disseminates brochures, flyers, and other materials to promote traffic safety education to the public.

Researches, develops and prepares testimony on proposed legislation. Reviews legislation to determine impact to and to make revisions in the Driver Education program operations and its procedures.

Reviews and monitors the special fund allotments and expenditures.

Clerical Support Services Unit

Provides receptionist services and intake of clients - obtains information from client to create, update, setup and maintain automated case records and files.

Course Control/Records Unit

Schedules clients for classes; sets up course folders for classes; prints attendance sheets; copies, collates, and distributes class materials; summarizes class evaluations; maintains statistics of enrollments and completions; and maintains class records.

Obtains information from Driver Education Assistants to update automated case records and files to continue, advance and/or close cases; to prepare, maintain, and finalize standardized forms/reports indicating clients' completion of classes and compliance to court-ordered obligations. Prepares and maintains logs and standardized forms/reports for the Administrative Driver's License Revocation Office for those client referred for standardized and/or assessment and treatment by outside agencies and programs.

FUNCTIONAL STATEMENT (Aug 2009)	Approved Date: 11/10/09
First Circuit	
Client Services Division	
Adult Client Services Branch	
Specialized Services	
Driver Education Section	

Driver Improvement Units 1 and 2, Maui, Hawaii, and Kauai
--

Provides standardized assessment, counseling, and traffic safety information to clients referred to the program.

Makes presentations; conducts traffic safety courses and training.

Participates in community education and information projects and campaigns to highlight traffic laws, other traffic safety issues, and to encourage safe driving through public awareness; disseminates traffic safety information to the public.

Refers clients for assessment and treatment by outside agencies and programs. Monitors clients' completion of classes and compliance with court-ordered obligations.

Researches, develops, implements and revises training materials related to traffic safety for clients, public education and staff development.

Graphic Support Unit

Designs and prepares graphic and illustrative art work in various media to promote traffic safety education.

Prepares basic art layouts and design concepts; draws by hand or computer, samples of art; selects materials/media and oversees printing and/or other methods of reproduction.

Estimates and/or obtains material and labor costs for production.

First Circuit**Client Services Division****Juvenile Client Services Branch**

The Juvenile Client Services Branch is responsible for providing intake, social studies, court-ordered supervision, and specialized services for juvenile felony, misdemeanor, status offense, child abuse/neglect, and family cases. In addition, the branch also provides specialized client services.

Family Drug Court

Operates a comprehensive program designed to help parents break the cycle of addiction and child abuse and neglect through monitored service delivery, shorten out-of-home placement through ongoing case monitoring, and expedite informed permanency planning by making it a more informed process. Operating out of a single courtroom with a Family Court Judge and staff from CPS, as well as a team of court-based case managers, the Family Drug Court provides a coherent, integrated response to the needs to substance addicted parents and their children.

Girls Court

Provides a comprehensive continuum of gender specific intervention and dispositional services to be more effective and efficient in meeting the special needs of at-risk adolescent girls and female juvenile offenders, while stressing accountability and reducing recidivism. Since girls respond differently to programmatic approaches used for boys and because many existing programs tend to be structured around the needs of boys, the Girls Court will help expand the limited number of girls' programs in Hawaii.

Specialized Services Section (refer to Specialized Services Section Functional Statement)**Intake & Probation Section (refer to Intake & Probation Section Functional Statement)****Juvenile Drug Court (refer to Juvenile Drug Court Functional Statement)****Detention Services Section (refer to Detention Services Section Functional Statement)**

FUNCTIONAL STATEMENT (Aug. 3, 2009)	Approved Date: 8/14/08 (Rev 9/09)
First Circuit	
Client Services Division	
Juvenile Client Services Branch	
Specialized Services Section	

The Specialized Services Section is responsible for servicing the Island of Oahu. The section's caseload includes youth who are seventeen (17) years old or younger at the time of case activation. The section provides specialized services for juvenile status offenders and some juvenile law violators, child abuse and neglect and family cases. In addition, the section also provides specialized client services related to custody investigations, recruitment and training of volunteer guardians ad litem, divorcing parents and their minor children and those involved in paternity actions. A clerical support unit is responsible for processing of documents, juvenile case records and all other clerical functions.

Volunteer Guardian Ad Litem Unit

The Unit is responsible for fulfilling the role of the Guardian Ad Litem who is appointed by the Court under the Child Protective Act. The Guardian Ad Litem's role is to protect and promote the needs and best interests of the children who are involved in the Child Protective Services system.

The major responsibility of the Unit is to recruit, train and provide oversight to the citizen Volunteer Guardian Ad Litem (VGAL). The VGALs maintain ongoing personal contacts with the children in their homes and at school, as well as contacts with the foster parents, social workers, therapists, school personnel and other professionals. The VGALs make court appearances, and submit written progress reports to the Court with findings and recommendations regarding wellbeing of the children.

Persons In Need of Supervision Unit

The Unit is responsible for the intake processing of youth who are referred to the court for runaway, truancy, curfew, beyond control and injurious behavior offenses. They also are responsible to process law violators who are below the age of 12 at the time of the offense.

The major responsibility of the Unit is to assess the youth and the youth's family situation, to determine the appropriate course of action to take, that addresses the reason(s) why the youth is referred to the court system. The Unit reviews reports, interviews youth and family, and works jointly with professionals within the community. The Unit writes comprehensive social reports for the judge including recommendations and justifications for judicial action, develops behavioral contracts, and monitors the contracts for compliances.

Special Services Unit

The Unit is responsible for the Court intake processing and monitoring of child abuse and neglect cases petitioned to the Court under the Child Protective Act.

The major responsibilities of the Unit are to facilitate and coordinate all abuse and neglect cases petitioned before the Court. The Unit serves as social work consultants to the Court, and relates to families, attorneys, social workers, foster parents and other professionals within the community. The Unit makes court appearances and provides written assessments to the Court.

FUNCTIONAL STATEMENT (Aug. 3, 2009)	Approved Date: 8/14/08 (Rev 9/09)
First Circuit	
Client Services Division	
Juvenile Client Services Branch	
Specialized Services Section	

Custody Investigation Unit

The Unit is responsible for providing to the Court written custody investigations and evaluations, when parents are not able to agree on child custody issues such as visitation schedules, where the child physically resides, which parent is legally responsible for the child, etc. Families must qualify financially for these services.

The major responsibilities of the Unit are to conduct in person interviews with parents, children and others significant to the case, and to provide written findings and recommendations to the Court in divorce, paternity, and guardianship proceedings. The Unit makes court appearances as required.

Clerical Support Unit

The Clerical Support Unit is responsible for all clerical functions, including receiving, reviewing, preparing, and processing court documents and forms; case creating, docketing, indexing, and scanning; juvenile case record management; and message control for the section. The unit further supports the section in greeting the public/clients and other reception duties; distributing of section documents, reports and juvenile case records; and data entry.

Kids First Program

The Unit is responsible for running the mandatory education program for divorcing parents and their minor children. Parents not married to each other (paternity) who file motions disputing visitation or custody, and parents who file post-decree custody matters, are also required to attend. As a direct result of attending the program more parents settle and fewer cases are litigated.

The program's goal is to diminish parental conflict and promote peaceful co-parenting. Children learn what divorce means and are provided a supportive setting to explore appropriate ways to cope with feelings and changes related to their parent's separation or divorce. A rotation of eight psychologists and 65 volunteers are maintained to conduct the weekly Wednesday evenings classes. The program is financially self-supporting through the Parent Education Fund. The Unit provides assistance to neighbor island circuits.

FUNCTIONAL STATEMENT (May 2009)	Approved Date: 8/10/06 (Rev 9/09)
First Circuit	
Client Services Division	
Juvenile Client Services Branch	
Intake & Probation Section	

The Juvenile Intake and Probation Section is responsible for monitoring and supervising juveniles who have been referred to and/or adjudicated by the court for law violations or status offenses and who are required to complete specified conditions of an informal adjustment of the referral, and who are placed on status or continued under the court's jurisdiction for further disposition.

Major responsibilities of the section are to: 1) conduct social investigations to assist the court in rendering dispositions; 2) provide monitoring and supervision of juveniles placed on probation or protective supervision status with the court; 3) monitor juveniles subject to release from the court's jurisdiction upon compliance with the court's order or with conditions of an informal adjustment of the referral and cases in which status has been awarded to another agency; and 4) assist with and supervise cases from intra- and inter-state jurisdictions.

The section is divided into units based on geographical areas, an intake unit, a specialized unit focusing on juvenile sex offenders and a clerical support unit.

FUNCTIONAL STATEMENT	Approved Date: 8/10/06 (Rev 9/09)
First Circuit	
Client Services Division	
Juvenile Client Services Branch	
Detention Services Section	

Provides a safe, temporary environment for children through the secured Hale Ho'omalua Facility or the unsecured Home Maluhia.

Processes the admissions and releases of detainees. Detains minors pending disposition of their situations by the court. Administers policies of the courts relating to the detention of minors. Provides and maintains the basic essentials of food, clothing, shelter, and medical care, for all children remanded to the detention facility. Provides supervision over detainees to assure their control and protection on a 24-hour basis. Conducts educational programs designed to fulfill basic academic requirements and provides every detainee with the opportunity to participate in those training courses. Administers a program to develop and implement recreational activities, and special and social skills development to maximize the constructive use of the time of detainees. Develops and maintains policies pertaining to the detainment of those remanded to the detention home within the guidelines of the court system.

Administers the management and operations of the section in the most effective and efficient manner, including social work liaison, intake, case management, and treatment for juvenile referrals; clerical processing of paperwork and records maintenance; meal preparation; and infirmary services.

FUNCTIONAL STATEMENT	Approved Date: 7/27/06 (Rev 9/09)
First Circuit	
Client Services Division	
Juvenile Client Services Branch	
Juvenile Drug Court	

Provides case management, assessment, referral, coordination, and education services to targeted drug abusing juvenile offender populations in the criminal justice system. Facilitates collaborative networking among criminal justice agencies and treatment providers to maximize, integrate, and expand treatment and ancillary services to referred juvenile substance abusing offenders. Assists in the design and conduct of drug treatment and related ancillary service evaluations. Establishes and maintains a management information system dedicated to referred juvenile substance abusing offenders in conjunction with existing systems. Assists in the evaluation and development of drug testing services for referred juvenile drug offenders. Provides educational and outpatient treatment services to program referred substance abusing juveniles.

FUNCTIONAL STATEMENT	Approved Date: 11/4/09
First Circuit	
Court Services Division	

Administers programs which provide courtroom clerical, court reporting, and other support and ancillary services to the courts of the First Circuit. Programs in the division are designed to aid in the timely disposition of cases of general and limited jurisdiction for civil, criminal felonies, misdemeanors and petty misdemeanors, family proceedings, and traffic (decriminalized and regular traffic criminal) in the First Circuit.

Ct Annex Arbitration Program (refer to Ct Annex Arbitration Program Functional Statement)

Court Reporters Branch (refer to Court Reporters Branch Functional Statement)

Estate & Probate Branch (refer to Estate & Probate Branch Functional Statement)

Judicial Services Branch (refer to Judicial Services Branch Functional Statement)

Jury Pool Branch (refer to Jury Pool Branch Functional Statement)

Land & Tax Appeal Court (refer to Land & Tax Appeal Court Functional Statement)

FUNCTIONAL STATEMENT	Approved Date: 8/23/02 (Rev 9/09)
First Circuit	
Court Services Division	
Court Annex Arbitration Program	

Provides a non-binding arbitration program for certain civil cases, in which the jurisdictional amount for the program is \$150,000 or less by: 1) providing litigants with a simplified procedure for obtaining prompt and equitable resolution of their cases; 2) providing an early disposition of many civil cases with resultant savings in time and costs to the litigants and to the court, but without sacrificing the quality of justice to be rendered; and 3) expediting the disposition of smaller and more routine cases.

FUNCTIONAL STATEMENT (3/1/06)	Approved Date: 3/1/06 (Rev 9/09)
First Circuit	
Court Services Division	
Court Reporters Branch	

Attends court proceedings to take and transcribe verbatim and real-time records of court proceedings in the First Circuit. Prepares transcripts from stenographic notes upon request, and prepares and files transcripts ordered on appeal for docketing with the Supreme Court. Completes all necessary documentation in compliance with Appellate Procedures.

FUNCTIONAL STATEMENT (Aug 2009)	Approved Date: 11/4/09
First Circuit	
Court Services Division	
Estate & Probate Branch	

Assists chief court administrator, as chief clerk, in carrying out duties of conservator (or guardian of the property in pre-2005 cases) appointed pursuant to HRS §551-21, as amended. Interviews family members, attorneys and other interested persons to gather information. Prepares and files petitions and other documents to initiate proceedings; effects notice; arranges for personal service of process, if required; schedules hearings and prepares court calendar; prepares orders. Administers estate from appointment through termination of proceedings. Files applications with the Social Security Administration, the Veteran's Administration, and the Department of Human Services, as appropriate. Examines vouchers to verify authenticity and accuracy and assures the payment or disposition is processed according to law. Administers financial accounting and submits for court approval periodic reports of receipts and distributions.

Assists chief court administrator, as chief clerk, in carrying out duties of personal representative appointed pursuant to HRS §560:3-1205, as amended (estates of \$1 00,000 or less). Interviews family members, attorneys and other interested persons to gather information. Prepares and files documents to initiate proceedings; effects notice; schedules hearings and prepares court calendar; prepares orders. Administers estate from appointment through termination of proceedings. Collects and inventories assets. Examines claims filed against estates to verify authenticity and accuracy and assures the payment or disposition of claims is processed according to law. Administers financial accounting and submits for court approval periodic and final reports of receipts and distributions.

Carries out court administrator's duties as registrar in accordance with Hawaii Probate Code. Reviews submissions for compliance with court rules and statutory requirements. Acts upon applications for informal probate of will and informal appointment of personal representative, and applications for issuance of acknowledgment of authority of personal representative or conservator appointed in another state to act in Hawaii.

Provides technical assistance to probate court through review of documents submitted for consideration on an ex parte basis (without notice or hearing) for compliance with statutory and rule requirements, and checks calculations and details for accuracy and internal consistency. Returns documents to filing party after probate court action.

Assists chief court administrator, as custodian of records for probate, guardianship, conservatorship, and trust cases, and other cases subject to probate court jurisdiction, by receiving and filing documents, and collecting filing fees. Prepares and maintains case files, statistics, and reports.

Provide fiscal and operational support to chief court administrator as custodian of funds and other assets held by the court for safekeeping.

FUNCTIONAL STATEMENT	Approved Date: 11/4/09
First Circuit	
Court Services Division	
Judicial Services Branch	

Circuit Court Clerk Section; DC Crim/Traf/Civil Section 1, DC Crim/Traf/Civil Section 2; Kapolei FC Section 1, Kapolei FC Section 2; Kapolei FC Section 3

Attends court proceedings to assist judges during hearings and trials. Receives, screens, files, and disposes of petitions, complaints and other legal pleadings requiring judicial hearings or court actions. Takes and keeps minutes of the substance of judicial proceedings and actions. Prepares and processes papers, notices, orders, exhibits and other documents presented to the court. Assists judges and attorneys on matters of court procedures, forms, and practices of the First Circuit.

DC Section; Kapolei FC Section

Provides courtroom services to judges by maintaining order, security, and decorum in courtrooms, judicial chambers, and public waiting areas. Oversees the management and control of court calendars. Assists as liaison with law enforcement agencies pertaining to the coordination of individuals in custody appearing for court hearings. Processes and issues certificates of witness and mileage fees. Maintains list of available interpreters of different languages to call as needed to interpret in court cases, depositions, and other court matters.

FUNCTIONAL STATEMENT	Approved Date: 10/6/08 (Rev 9/09)
First Circuit	
Court Services Division	
Jury Pool Branch	

Plans, develops, and coordinates the statewide jury selection process (HRS 612). Coordinates the mailing of questionnaires and notices to jurors statewide. Orients prospective and qualified jurors on jurors' responsibilities, the jury selection process, jury paneling, courtroom policies and procedures, and other significant information pertaining to jury service. Selects and assigns jury pool members for trials in the civil, criminal, family court and district court trial divisions. Processes and coordinates the statewide jury payroll.

FUNCTIONAL STATEMENT	Approved Date: 5/7/02 (Rev 9/09)
First Circuit	
Court Services Division	
Land & Tax Appeal Court	

Maintains a statewide system of court records which has exclusive jurisdiction of all applications for the registration of title to land and easements or rights in land held and possessed in fee simple within the state.

FUNCTIONAL STATEMENT (Jan 2007)	Approved Date: 4/5/10
First Circuit	
Court Operations Division	

Legal Documents Branch 1

Administers a program designed to receive, file, examine, process, and maintain legal documents in support of all cases of general jurisdiction, including family jurisdictional matters of the First Circuit. Provides information and services related to court files. Processes and submits appeals to the Supreme Court. Develops and maintains services to the courts, attorneys, and the general public.

Legal Documents Branch 2

Administers a program designed to receive, file, process, and maintain legal documents in support of cases of limited jurisdiction. Processes citations relating to harbor-boating, airports, public utilities, dog leash, weights and measures, agriculture, parks and recreations, and land and natural resources. Provides information and services related to court files. May process and submit appeals to the Supreme Court. Develops and maintains services to the courts, attorneys, and the general public.

The Ho'okele Court Navigation Section provides direct services, assistance and information to the public. The Court Concierge is responsible for greeting and receiving court users as they enter the courthouse and directing them to the proper program or location. The Service Center provides assistance to court users by explaining court procedures, disseminating court forms and self-help packets, and assisting in filling out court forms.

FUNCTIONAL STATEMENT (Jan 2007)	Approved Date: 9/28/07 (Rev 9/09)
First Circuit	
Court Operations Division	
Traffic Violation Bureau	

Administers a traffic violations program which encompasses the processing of traffic citations.

FUNCTIONAL STATEMENT (Jan 2007)	Approved Date: 9/28/07 (Rev 9/09)
First Circuit	
Court Operations Division	
Rural Courts	

The rural courts are comprised of four rural districts - Ewa, Waianae, Wahiawa (Wahiawa/Waiialua), and Kaneohe (Koolauloa/Koolaupoko). Each rural court is responsible for the planning, organizing, managing, directing and coordinating of the judicial support services and the traffic violations operations. Plans, develops, and implements administrative procedures and policies for effective and efficient court operations. Assures that the security and maintenance of the rural court buildings are performed.

FUNCTIONAL STATEMENT	Approved Date: 10/8/13
Second Circuit	
Office of the Chief Court Administrator	

Reports to the Chief Judge of the Second Circuit.

Plans, directs, administers, coordinates and evaluates all administrative, business and support functions, operations and activities required to support judicial proceedings and judgments in a circuit involving criminal, civil, family and probation matters; and oversees a multitude of circuit, family and district court programs within the circuit through subordinate administrators, managers and supervisors.

Sets short- and long-term goals to accomplish the judicial circuit's objectives; formulates policies, procedures and controls relevant to the overall administration and practices of the circuit's functions, operations and programs; implements policies and procedures to meet established guidelines; makes assessments on the overall effectiveness and efficiency of policies and procedures; and modifies/revises policies and procedures to attain maximum operational functioning levels, and provide optimal quality of services while meeting legal, regulatory and procedural requirements of the circuit.

Participates in the development, implementation, assessment and modification of Judiciary-wide operational guidelines and procedures; develops short- and long-term goals and objectives for budget, program priority, staffing and technology forecasts, addressing major issues and exploring innovative ideas; and initiates research and studies aimed toward the continual improvement of the Judiciary's functions, operations, programs and services rendered.

Establishes and carries out extensive liaison responsibilities between organizational units, with other circuits, judicial officials, administration; and with governmental, private, law enforcement and other external agencies in the interrelation and coordination of the circuit's functions and programs supporting judicial proceedings.

Formulates legislative proposals; monitors legislative matters affecting the operations and services provided by the circuit; and prepares and provides testimony involving such matters.

Oversees the development, implementation and evaluation of procedures and methods required to achieve the circuit and program short- and long-term goals, and allocates necessary resources to organizational units.

Develops and maintains a sound management system; and oversees the Second Circuit's fiscal and accounting functions, to ensure the uniform delivery of services of the highest quality while providing and promoting the effective, economical and efficient utilization of resources.

Prepares and submits the circuit's annual budgeting plan, as well as the biennium and supplemental budget requests. Oversees the circuit's statistical/reporting requirements.

Oversees and ensures the sound administration and execution of grants and purchase of service agreements used to provide necessary services supporting Second Circuit programs.

Sets the direction and makes recommendations on actions affecting subordinate administrative, supervisory and other personnel. Participates in confidential and sensitive matters affecting employer-employee relations; and consults with administrative officials regarding such matters.

Administrative responsibility over court services, programs and ancillary functions which support judicial proceedings for the Circuit Court of the Second Circuit.

FUNCTIONAL STATEMENT	Approved Date: 2/21/03 (Rev 10/07)
Second Circuit	
Administrative Services Division	

Computer Support Branch

Operates, monitors, and controls computer system(s) to ensure correct and efficient operations.

Acts as liaison with ITCD to review electronic data processing utilization, workload and scheduling report to determine efficiency of computers.

Monitors and controls the operation of the data communications network.

Sets up, moves, installs, and configures computer equipment.

Provides para-professional technical support by assisting ITCD in the implementation and integration of computer systems.

Personnel Branch

Assists program administrators in preparing all requests for personnel action involving appointment, separation, changes in status, training/travel, leave without pay, etc.

Maintains tracking system of all requests for personnel action submitted. Monitors status of actions as necessary.

Serves as liaison with between the Second Circuit and the Judiciary Human Resources Department.

Maintains program personnel records and files, including time and leave records, worker's compensation records, personnel action files, and other records as required.

Provides technical expertise or provides research in personnel matters, when necessary.

Prepares requests for filing of vacancies. Ensures lists of eligibles are processed in accordance with specified rules and regulations and within time constraints. Coordinates hiring process through the Judiciary Human Resources Department.

Provides information to employees concerning personnel forms, rules and regulations, and procedure.

Facilities Management Branch

Provides and coordinates building maintenance services to buildings, structures, mechanical and electronic systems in the Second Circuit.

Provides janitorial and grounds keeping services to buildings and grounds of the Second Circuit.

FUNCTIONAL STATEMENT	Approved Date: 2/21/03 (Rev 10/07)
Second Circuit	
Administrative Services Division	

Fiscal Branch

Directs and supervises fiscal programs in support of court operations in the Second Circuit.

Manages and controls appropriated and non-appropriated funds.

Develops expenditure plans and work programs and formulates estimates of resource requirements.

Assists in preparing program and financial plans, budgets, and variance reports.

Prepares and justifies allotment requests and specific money request.

Advises administrators on the status of appropriation, allotments, and expenditures.

Develops and directs the maintenance of an accounting and auditing program.

Develops and maintains authorization and recording procedures to control assets, liabilities, revenues, and expenditures.

Maintains control ledgers, registers, journals, and other fiscal records.

Receives cash and disburses funds.

Manages small estates and guardianship fiduciary activities.

Prepares financial statements and reports.

Operates purchasing and disbursing activities.

Reviews and audits invoices and payroll claims for conformance with collective bargaining agreements and Judiciary personnel rules and regulations.

Negotiates for the procurement of services, materials, and other resources to increase the effectiveness and efficiency of the court.

Prepares insurance and loss, OSHA, worker's compensation, personnel and payroll reports.

FUNCTIONAL STATEMENT	Approved Date: 5/16/2013
Second Circuit	
Client Services Division	
Adult Client Services Branch	

The Adult Client Services Branch serves adult offenders in the tri-isle circuit of Maui, Molokai, and Lanai. The branch is responsible for insuring community protection, offender accountability to the community and rehabilitative support to the offender. All sections conduct assessments utilizing evidenced based risk assessment tools, focus on identifying criminogenic risk, and utilize Cognitive Behavioral Therapy and Motivational Interviewing techniques to address risk and needs.

The branch is composed of five (5) sections designated to provide direct offender services. One (1) section dedicated to investigate the background of defendants before sentencing, two (2) specialized sections servicing specific offender populations and two (2) sections supervising general offenders populations permitted to remain in the community. One (1) section is responsible for providing clerical support services to the branch.

Pre-Sentence Investigation Section

This section is responsible for the intake investigation function. Conducts pre-sentence and other dispositional investigations, prepares and submits reports and recommendations to the Courts for sentencing. Also conducts intake investigations of offenders referred from other circuits and states. The section uses validated risk assessment instruments, and fashions sentencing recommendations that accurately addresses an offender's criminogenic needs.

- Conducts investigations under the authority of HRS 707-404, 706-601, 706-604, and 806-73.
- Conducts investigations on court referred or criminal justice system referred cases.
- Identifies and assess an offender's criminogenic risk and needs prior to sentencing and provides referral to services when necessary.
- Identifies alternative sentences available to the court as provided by the Hawaii Revised Statutes.
- Identifies aggravating and mitigating circumstances to the courts.
- Identifies inter and intrastate candidates for courtesy supervision under the Interstate and Intrastate Compacts.

Supervision Section I and Supervision Section II

These two (2) sections provide supervision of offenders sentenced to court ordered supervision in the community. They also provide services to offenders accepted from other circuits or states. Each section provides basic supervisory services as noted below:

- Provides case management classification for offenders.
- Develops, implements, and maintains case plans for classified offenders.
- Establishes and maintains minimum standards of performance and structures programming for offenders.
- Engages in crime reduction and detection activities related to drug testing, warrantless search and seizure, surveillance, investigative checks, interviews, and collateral contacts.
- Implements and enforces conditions of probation.
- Identifies and initiates adverse court actions against offenders who violate mandatory or discretionary conditions of probation or supervision or those under conditions of release.
- Investigates reports from the community or other criminal justice agencies of potential risks.
- Provides the court documentation and reports on client progress, status and compliance.

FUNCTIONAL STATEMENT	Approved Date: 5/16/2013
Second Circuit	
Client Services Division	
Adult Client Services Branch	

Special Services Section

This section will provide services to offenders sentenced under HRS 706-622.5, Act 44, HRS 704-411(1)(b) to Conditional Release status, and offenders who are sentenced as Sex Offenders. These cases require an Intensive Case Management approach developed on the basis of evidence based researched assessment tools and techniques. This section may also coordinate activities and management of supervision programs such as Search and Seizure Operations and Home Detention/Electronic Monitoring efforts. Therefore, section members have an expanded scope of responsibility and require specialized knowledge and skills to effectively work with these specialized populations.

Due to the need for the specialized knowledge and skills, this section in addition to the duties described for Supervision Sections I and II, will perform the duties of the Pre-sentence Investigation Section for this population.

Domestic Violence Section

This section specializes in services to domestic violence offenders and their victims. Therefore, in addition to the duties and responsibilities described for Supervision Sections I and II, the scope and responsibility of the unit is expanded to include the following duties as required by HB498/HRS 806-73(a).

- Notifies offenders' victim of probation status and when requested by the victim, contact and provide any information obtained which relates to the health and safety of the victim.

Due to the need for the specialized knowledge and skills, this section in addition to the duties described for Supervision Sections I and II, will perform the duties of the Pre-sentence Investigation Section for this population.

Clerical Section

This section provides clerical support services to the probation staff within the Adult Client Services Branch. The clerical staff members support the branch in the following ways:

- Documents receiving, receptionist, file management, record keeping services and mail pick up and distribution.
- Information and assistance to the public, legal community and other community agencies as to services provided, Court procedure, forms and policies of the Court.
- Type, copy and distribute all formal Court reports, letters, memorandums and other correspondence generated by the probation staff.
- Maintains an updated manual/automated record of all referrals, and their offenses.
- Assists the probation staff with the completion of monthly caseload reports, complete statistical inputs as necessary and generate in type written form this information to the appropriate section supervisor.

FUNCTIONAL STATEMENT	Approved Date: 10/8/13
Second Circuit	
Client Services Division	
Special Services Branch	

This branch will provide critical services which support the Adult Client Services Branch (ACSB) and the Juvenile Client and Family Services Branch (JCFSB). This branch will consolidate and standardize functions common to both ACSB and JCFSB such as:

Assist in the planning, development, coordination, and evaluation programs involving probation, counseling, purchase of service, grants, support and ancillary services.

Assist in developing and executing reporting formats, evaluation methods and techniques.

Prepares reports, concept papers, specifications, and other documentation to justify the awarding of grants and purchase of service contracts; monitors and evaluates the performance of contracted services.

Provide mediation and facilitation services to assist victims of criminal acts and individuals involved in disputed child custody/assess issues.

Recruit, train and monitor citizen volunteer activity in the Court.

Program Services Section I and Program Services Section II

Facilitates and promotes opportunities for citizen involvement and participation in the juvenile justice system in the Second Circuit through the administration of the following programs:

Volunteers in Public Service to the Courts (VIPS)

Develops volunteer opportunities into specific job activities for citizen participants. Recruits, screens, trains, assigns and supervises volunteers.

Court Appointed Special Advocates Program (CASA)

Recruits, screens, trains and supervises volunteer CASAs appointed by the Court to represent a child's best interests in child abuse and neglect Court proceedings.

Provides consultation and review of investigative reports prepared by CASAs and reviews case recommendations prior to submittal to the Court.

Assists CASAs with monitoring of cases and adherence to Court orders.

Obtains legal consultation and representation of CASAs in difficult Court proceedings.

Conducts ongoing orientation and training programs for VGALs and GALs.

Assigns all Court ordered appointments of Court Appointed Special Advocates (CASAs).

Community Service Sentencing Program (CSSP)

In conjunction with Probation Officers, develops and executes a plan for the treatment and rehabilitation of adults and minors with the use of an effective community service program.

Screens and places offenders in work sites based on needs of the work site and offenders' background.

Monitors adolescent offenders' work performance and prepares written reports as required to the referring Court or Probation Officer.

FUNCTIONAL STATEMENT	Approved Date: 10/8/13
Second Circuit	
Client Services Division	
Special Services Branch	

Develops and maintains positive relationships with adolescents and families with regular contact through office and field visits; provides intervention in cases of non-compliance to program requirements by face-to-face contact with minors through office or field visits.

Monetary Restitution Program (MRP)

Develops and administers methods of holding offenders accountable for restitution payments through job development, pre-employment training, work placement and monitoring for compliance with Court restitution orders.

Recruits private businesses and community agencies to serve as work sites where offenders can be placed and monitored; where monies for restitution may be earned for payment to their victims.

Conducts victim claim investigations and determines the amount of restitution to be recommended to the Court according to established program guidelines.

Mediation Services

Assesses, screens and determines appropriateness of mediation as a dispute resolution alternative for parties involved in contested child custody and access proceedings.

Provides mediation services and/or refers appropriate parties to Court certified mediators to resolve child custody, access and other child centered issues.

Assesses, screens and determines whether mediation or victim-offender reconciliation services would be appropriate and beneficial for both the victim and offender.

Teamed with the assigned probation/court officer provide mediation and reconciliation sessions.

Prepares formal Court reports on mediation outcome; provides the Court with recommendations when mediation is not appropriate; monitors timely completion and forwards completed mediation reports to the Court from private and community mediators.

Clerical Section

The section provides clerical support to the probation, social work, and drug court staff. The clerical staff members support the branch social workers with:

Documents receiving, receptionist, file management and record keeping services.

Information and assistance to the public, legal community and other community agencies as to services provided, Court procedure, forms and policies of the Family Court.

Type, copy and distribute all formal Court reports, letters, memorandums and other correspondence generated by the social work staff.

Maintains an updated manual/automated record of all referrals, their offenses and cross referenced family information.

Process requests for military and firearms clearance and records check from other governmental agencies.

Assist the social workers with the completion of monthly caseload reports, complete statistical inputs as necessary and generate in type written form this information to the appropriate unit supervisor as requested.

FUNCTIONAL STATEMENT	Approved Date: 8/31/09
Second Circuit	
Client Services Division	
Juvenile Client & Family Services Branch	

This branch consists of three (3) sections physically on Maui, with service responsibility for Molokai and Lanai. The branch focuses on services to reduce or relieve adult family problems caused by divorce, parental separations and domestic violence; to juvenile law and status offenders; abused and neglected children; to those clients and children with substance abuse issues; and other minors under the jurisdiction Family Court and/or those who may be on legal status with other Executive departments.

The sections within the branch are identified by the population and the primary service they render.

Probation & Other Agency Services Section
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The section is responsible for providing supervision and monitoring of adjudicated juvenile law and status offenders on probation or protective supervision, includes those adjudicated in another circuit or state; those on legal status with an Executive Branch Department; adolescent placed within the jurisdiction of the Court for care and services to be provided by the Departments of Education, Human Services and/or Health and evaluate the requests of under age minors seeking the Court's consent to marry.

Probation/Protective Supervision Status With the Court (Inter- & Intra-State)

- Supervise and monitor the behavior and activities of juveniles placed on probation or protective supervision with the Family Court.
- Completes all Interstate Compact and out-of-circuit investigation requests to determine the suitability of foster and relative home placements.
- Investigate, evaluate and recommends the appropriate dispositional alternative for re-offending minors.
- Provides intensive crisis counseling to families and minors; if minor is in custody, determines appropriate custody status and/or release from detention/shelter care; coordinates and participates in detention/shelter hearings and/or provides supervised release services as ordered by the court.
- Continually reassess risks and needs of the juvenile as may be reported by the family, school and other community resources and provides referral to services when necessary.
- Develop, coordinate and implement treatment plans for adjudicated minors; participates in Individual Educational Plan (IEP), Coordinated Service Plan (CSP) and treatment team meetings as appropriate.
- Conducts Waiver of Jurisdiction studies.
- Replies to inquiries on closed cases.
- Refers, facilitates and arranges for out-of-home placements of probation/unit supervised protective supervision clients when necessary.
- Refers adolescents on probation/unit supervised protective supervision and families to long term treatment and other specialized services.
- In cases that legal status is awarded to an Executive Branch Department or court jurisdiction established to ensure case management, service and treatment by an Executive Branch Department, monitor minors' progress and departments' compliance with the court's order to provide treatment. Includes minors on protective supervision with the Department of Education adjudicated pursuant to HRS Chapter 571-11(2) (A) and (C); legal status awarded to the Department of Human Services for cases pursuant to HRS Chapter 587 and case responsibility ordered with Department of Health for minors adjudicated pursuant to HRS 571-11 (7).

FUNCTIONAL STATEMENT	Approved Date: 8/31/09
Second Circuit	
Client Services Division	
Juvenile Client & Family Services Branch	

Juvenile Intake & Crisis Section

The Section's responsibility is focused to provide services to adolescents who are not on legal status or under the jurisdiction of the court and to relieve family distress caused by parental separation and domestic abuse within the home.

- Section members may rotate 24/7 on-call duties to determine the appropriateness of detaining minors in police custody following arrest.
- Conduct assessments, investigations and completes pre-dispositional reports on juvenile law violators and status offenders.
- Develop, coordinate and implement treatment plans for adjudicated minors; participates in Individual Educational Plan (IEP), Coordinated Service Plan (CSP) and treatment team meetings as appropriate.
- Investigate, evaluate and recommends the appropriate dispositional alternative for re-offending minors.
- Provides intensive crisis counseling to families and minors; if minor is in custody, determines appropriate custody status and/or release from detention/shelter care; coordinates and participates in detention/shelter hearings and/or provides supervised release services as ordered by the court.
- Arranges the return of out of circuit/state runaways to their legal jurisdictions.
- Monitors cases which have been continued until specific orders of the Court have been complied with.
- Witnesses adolescent voluntary commitments to psychiatric facilities.
- Provides information and referral services.
- Conducts Court ordered child custody and visitation investigations in disputed cases involving divorce, paternity, guardianship and other proceedings which involve contested child custody/access issues.
- Investigates, studies, evaluates and makes recommendations in disputed post divorce and other proceedings which involve contested child custody/access issues.
- Provides screening for mediation of parenting disputes using the four screening instruments to determine whether or not the parties are appropriate to continue in the mediation process.
- Conducts home placement investigations for out-of-state and off island juvenile probation cases potentially being transferred to Maui County jurisdiction.
- Provides counseling and assistance in obtaining protective orders in domestic violence situations; participates in Court proceedings and monitors compliance with Court orders.
- Monitors cases of dependent adult abuse referred by the Court under HRS Chapter 346 Part X.
- Assist individuals obtain and file Temporary Restraining Orders for harassment and/or in family violence cases.

FUNCTIONAL STATEMENT	Approved Date: 8/31/09
Second Circuit	
Client Services Division	
Juvenile Client & Family Services Branch	

Family Drug Court

Provides case management, assessment, referral, coordination, and educational services to drug abusing clients in the targeted population.

Facilitates collaborative networking among criminal justice and social service agencies and treatment providers to maximize, integrate, and expand treatment and ancillary services to referred substance abusing offenders.

Assists in the design and conduct of drug treatment and related ancillary service evaluations.

Assists in the evaluation and development of purchase of service requirements for treatment of targeted drug offender population.

Assists in the evaluation and development of drug testing services for referred substance abusing clients.

Establishes and maintains a management information system dedicated to referred substance abusing clients in conjunction with existing systems.

Support Services Section

Clerical Section

FUNCTIONAL STATEMENT	Approved Date: 9/20/02 (Rev 10/07)
Second Circuit	
Client Services Division	
Drug Court	

To provide case management, assessment, referral, coordination, and educational services to targeted drug abusing offender populations in the criminal justice system.

To facilitate collaborative networking among criminal justice agencies and treatment providers to maximize, integrate, and expand treatment and ancillary services to referred substance abusing offenders.

To assist in design and conduct of drug treatment and related ancillary service evaluations.

To assist in the evaluation and development of purchase of service requirements for treatment of drug offenders in the criminal justice system.

To assist in the evaluation and development of drug testing services for referred substance abusing offenders.

To establish and maintain a management information system dedicated to referred substance abusing offenders in conjunction with existing systems.

FUNCTIONAL STATEMENT (Apr 2006)	Approved Date: 6/14/06 (Rev 9/09)
Second Circuit	
Court & Operational Support Services Division	

Court Annexed Arbitration Branch

Complies with the legal and procedural requirements as it pertains to CAAP in accordance with the Hawaii Arbitration Rules.

Determines applicability of certain civil matters filed to be placed into CAAP.

Maintains master list of attorneys qualified as arbitrators in CAAP.

Determines the assignment of arbitrators in each CARP case.

Prepares all necessary forms and documents in accordance with Hawaii Arbitration Rules.

Receives and files all documents pertaining to the arbitration case.

Monitors time frames and deadlines set in each case in compliance with arbitration rules.

Corresponds with attorneys, arbitrators, litigants to insure the timely progression of cases through the program.

Estate and Guardianship Branch

Administers small estates and small guardianship programs valued at less than \$60,000 and \$8,000, respectively.

Interviews family members, interested persons, attorneys, and other persons to obtain information to institute estate or guardianship proceedings.

Prepares petitions, orders, notices, motions, affidavits, assignments, claims, receipts, and other legal documents in the initiation, administration, and distribution of estates.

Assembles and examines evidence, data, and memoranda for compliance with legal requirements.

Prepares legal notices to be posted and published in newspapers.

Examines claims filed against estates to verify authenticity and accuracy and assures that the payment or disposition of claims is processed according to law.

Arranges for personal services of process and effects service of notice.

Files application with the Social Security Administration, the Veterans Administration, and the Department of Human Services.

FUNCTIONAL STATEMENT (Apr 2006)	Approved Date: 6/14/06 (Rev 9/09)
Second Circuit	
Court & Operational Support Services Division	

Court Reporters Branch

Plans, directs, organizes, and coordinates court reporting services within the Second Circuit.

Records verbatim testimony of witnesses and other involved in court proceedings.

Prepares transcripts of court proceedings when required by the court, attorneys, or the public.

Supplies certified statements of testimony when directed by judges.

Furnishes certified transcripts of notes, takes depositions, and administers oaths relative to such depositions.

Coordinates the development of standard procedural manuals to insure uniformity of court reporting operations.

Court & Operational Support Services Branch
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This branch is responsible for all in-court clerical duties required for the timely disposition of cases through hearings or trials; receives, reviews, and files documents and papers for entry into court records; prepares and processes court documents, forms, and calendars; and provides information and responds to inquiries regarding court matters and procedures.

Courtroom Support Section, FC Clerks Unit
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Assists judges in scheduling cases for hearings and trials and in disposing of matters pending before the courts.

Verifies the completeness of case records prior to legal proceedings and verifies that actions sought comply with statutory and procedural requirements.

Prepares verdicts, judgments, and related documents to execute the orders of judges.

Issues legal notices to attorneys, litigants, and witnesses, and summon interpreters.

Maintains calendars of pending cases and advises judges of the status of these cases.

Attends and assists in Court hearings and trials. Keeps court minutes of substance of judicial action taken, swears witnesses, processes exhibits, notices, orders and other documents presented in court.

Prepares and sets Court Calendars and sets motions for calendars.

Coordinates the activities of other attaches of the court, such as law clerks, bailiffs, and court reporters.

Disposes of court calendars for sessions of criminal misdemeanors and traffic cases.

Reviews case records and identifies potential legal and procedural problems.

Provides pre-trial conference support services.

Checks the accuracy of written decisions and judgments before presentation to judges for signature.

FUNCTIONAL STATEMENT (Apr 2006)	Approved Date: 6/14/06 (Rev 9/09)
Second Circuit	
Court & Operational Support Services Division	

Courtroom Support Section, Bailiffs Unit

Maintains order, security and decorum in courtrooms, judicial chambers, and in public waiting areas.

Assists in the receiving and marking of exhibits, papers, and properties introduced into evidence or as identification.

Assists in maintaining liaison with law enforcement agencies pertaining to the coordination of individuals in custody appearing in Court hearings.

Acts as a messenger of the court in the production of records, books, and other documents.

Processes and issues certificates of witness and mileage fees.

Law Library/Service Center/Jury Pool Section

Law Library

Operates a legal reference library available to judges, lawyers, governmental agencies, and the general public.

Provides judges and the staffs of the Courts with information and materials related to legal research and judicial administration.

Collects, organizes, and disseminates information and materials related to legal research and judicial administration.

Aids in the use of library resources by locating materials and factual information through the use of library tools such as indexes, digests, and directories. Selects appropriate materials to answer reference questions.

Receives, examines for completeness of order, records, shelves and files all law books, law reviews, and loose-leaf services.

Processes all invoices and forwards to the Supreme Court Library for payment.

Issues and discharges books and calls in over dues.

Service Center

Assisting court users, attorneys, attorneys' staff, and litigants by identifying their needs; directing them to the proper program or location; or referring them to an appropriate agency.

Assisting court users, attorneys, attorneys' staff, litigants, and the general public by explaining court rules and regulations, court procedures, statutes applicable to the proper presentation of documents for filing; providing comprehensive information regarding complex and technical questions on procedures; reviewing, examining, and filing court/legal documents to ensure conformance with procedural and statutory requirements; disseminating court forms and self-help packets, explaining the process for completing and filing court documents, and assisting in filling out court forms, which do not require legal advice and interpretation.

Consults with administrators in developing, revising and implementing procedures and standards related to the Service Center. Researches, develops and produces brochures and materials for the Service Center; identifies informational needs of court users; and develops materials to meet these needs.

FUNCTIONAL STATEMENT (Apr 2006)	Approved Date: 6/14/06 (Rev 9/09)
Second Circuit	
Court & Operational Support Services Division	

Jury Pool

Assists trial divisions in preparing and sending out notice of summons for jury duty.

Maintains lists of jury panels summoned.

Maintains files of Juror Qualification questionnaires.

Assists trial divisions with all jury services related inquiries and correspondence. Coordinates juror requests for excuses and deferments. Reschedules new court dates for those jurors who have been excused or deferred.

Prepares juror summons.

Composes and records instructions for jurors on the Jury code-a-phone.

Traffic Operations Section (refer to Traffic Operations Section Functional Statement)

Rural Courts Section (refer to Rural Courts Section Functional Statement)

Legal Documents Section (refer to Legal Documents Section Functional Statement)

FUNCTIONAL STATEMENT	Approved Date: 10/13/14
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Second Circuit

Court & Operational Support Services Division

Court & Operational Support Services Branch

Traffic Operations Section

Traffic Violations Unit

Prepares and processes traffic citations and other violations such as violations of law, ordinances, and rules relating to airport ramps, dog leash, fish and game, harbor boating, and industrial safety.

Reviews and verifies information on traffic offenders and offenses pertaining to delinquent traffic citation, and sends notices to violators who fail to respond to citations.

Researches files, JIMS, and other records for information on claims of probable payment, lost and outstanding citations, and mistaken identities.

Reviews and interprets data from traffic records, determines if any action is required, and follows-up to see that action is taken.

Assists the public with bail forfeitures, court reassignment dates, and penal summons service.

Processes decriminalized traffic infractions and related documents.

Administers a support program to aid in the disposition of criminal misdemeanors, traffic citations, and initial criminal procedures in felony cases.

Prepares calendars for sessions of criminal and traffic cases.

DC Clerks Unit

Assists judges in scheduling cases for hearings and trials and in disposing of matters pending before the courts.

Verifies the completeness of case records prior to legal proceedings and verifies that actions sought comply with statutory and procedural requirements.

Prepares verdicts, judgments, and related documents to execute the orders of judges.

Issues legal notices to attorneys, litigants, and witnesses, and summon interpreters.

Maintains calendars of pending cases and advises judges of the status of these cases.

Attends and assists in Court hearings and trials. Keeps court minutes of substance of judicial action taken, swears witnesses, processes exhibits, notices, orders and other documents presented in court.

Prepares and sets Court Calendars and sets motions for calendars.

Coordinates the activities of other attaches of the court, such as law clerks, bailiffs, and court reporters.

Disposes of court calendars for sessions of criminal misdemeanors and traffic cases.

Reviews case records and identifies potential legal and procedural problems.

Provides pre-trial conference support services.

Checks the accuracy of written decisions and judgments before presentation to judges for signature.

FUNCTIONAL STATEMENT (Apr 2006)	Approved Date: 2/11/10
Second Circuit	
Court & Operational Support Services Division	
Court & Operational Support Services Branch	
Rural Courts Section	

This branch will be responsible for overseeing the operations of the rural district court divisions of Hana, Lahaina, Lanai, and Molokai.

Plan, direct, and organize the operations of the rural courts divisions.

Maintain control ledgers, registers, journals, and other fiscal records for the rural court divisions.

Prepares financial statements and reports for the rural court divisions.

Monitor the receiving of cash, disbursing of funds and purchasing activities of the rural court divisions.

Coordinate and provide for all in-court clerical duties for the rural court divisions.

Monitor and control the preparation and processing of traffic citations and other violations such as violations of law, ordinances, and rules relating to airport ramps; dog leash, fish and game, harbor boating, and industrial safety in the rural divisions.

FUNCTIONAL STATEMENT (Apr 2006)	Approved Date: 10/21/08 (Rev 9/09)
Second Circuit	
Court & Operational Support Services Division	
Court & Operational Support Services Branch	
Legal Documents Section	

Administers a legal documents program in support of the courts of the Second Circuit.

Receives and examines papers and documents for compliance with laws, rules, and regulations pertaining to documentation.

Assigns case numbers, file stamps, and records cases.

Collects, compiles, and inputs data into various information systems; prepares statistical reports.

Examines, analyzes, and indexes documents and pleadings.

Reviews and evaluates documents in completed case files prior to releasing those documents for hearings and trials.

Inputs information from court records and makes copies of records as requested.

Conducts inventories and maintains lists of exhibits, depositions, and transcripts. Prepares exhibits for disposition or return to litigants.

Operates a records management program for controlling, microfilming, storing, retrieving, and destroying court records.

Prepares appeal records to the Supreme Court.

Provides information and assistance to attorneys, the general public and Court staff in matters pertaining to document filing procedures.

FUNCTIONAL STATEMENT	Approved Date: 9/28/12
Third Circuit	
Office of the Chief Court Administrator	

Reports to the Chief Judge of the Third Circuit.

Plans, directs, administers, coordinates and evaluates all administrative, business and support functions, operations and activities required to support judicial proceedings and judgments in a judicial circuit involving criminal, civil, family and probation matters; and oversees a multitude of circuit, family and district court programs within the circuit through subordinate administrators, managers and supervisors.

Sets short- and long-term goals to accomplish the circuit's objectives; formulates policies, procedures and controls relevant to the overall administration and practices of the circuit's functions, operations and programs; implements policies and procedures to meet established guidelines; makes assessments on the overall effectiveness and efficiency of policies and procedures; and modifies/revises policies and procedures to attain maximum operational functioning levels, and provide optimal quality of services while meeting legal, regulatory and procedural requirements of the circuit.

Participates in the development, implementation, assessment and modification of Judiciary-wide operational guidelines and procedures; develops short- and long-term goals and objectives for budget, program priority, staffing and technology forecasts, addressing major issues and exploring innovative ideas; and initiates research and studies aimed toward the continual improvement of the Judiciary's functions, operations, programs and services rendered.

Establishes and carries out extensive liaison responsibilities between organizational units, with other circuits, judicial officials, administration; and with governmental, private, law enforcement and other external agencies in the interrelation and coordination of the circuit's functions and programs supporting judicial proceedings.

Formulates legislative proposals; monitors legislative matters affecting the operations and services provided by the circuit; and prepares and provides testimony involving such matters.

Oversees the development, implementation and evaluation of procedures and methods required to achieve the circuit and program short- and long-term goals, and allocates necessary resources to organizational units.

Develops and maintains a sound management system; and oversees the Third Circuit's fiscal and accounting functions, to ensure the uniform delivery of services of the highest quality while providing and promoting the effective, economical and efficient utilization of resources.

Prepares and submits the circuit's annual budgeting plan, as well as the biennium and supplemental budget requests. Oversees the circuit's statistical/reporting requirements.

Oversees and ensures the sound administration and execution of grants and purchase of service agreements used to provide necessary services supporting Third Circuit programs.

Sets the direction and makes recommendations on actions affecting subordinate administrative, supervisory and other personnel. Participates in confidential and sensitive matters affecting employer-employee relations; and consults with administrative officials regarding such matters.

Administrative responsibility over court services, programs and ancillary functions which support judicial proceedings for the Circuit Court of the Third Circuit.

FUNCTIONAL STATEMENT

Approved Date: 9/28/12

Third Circuit**Administrative Services Division****Fiscal Office**

Administers a fiscal support services program to assist the courts of the Third Circuit to address fiscal responsibilities and to ensure proper fiscal management. These responsibilities include but are not limited to budget oversight, maintenance of subsidiary and control accounts, development and submission of required financial reports, maintenance of appropriated and non-appropriated accounts, vendor services, purchasing and procurement, payroll and appropriate tasks relating to accounts receivables and payables.

Human Resources Office

Provides clerical and technical services in support of the processing of human resources actions. Serves as liaison with the central Human Resources Department.

Law Library

Operates a legal reference library available to judges, court staff, and members of the public. Provides information and materials related to legal research and judicial administration.

Facilities Management Branch

Provides janitorial and grounds keeping services to buildings and grounds of the Third Circuit. Provides and coordinates building maintenance services to buildings, structures, mechanical and electronic systems in the Third Circuit.

IT Support Office

Acts as liaison with ITCD to review electronic data processing utilization, workload and scheduling report to determine efficiency of computers.

Monitors and controls the operation of the data communications network.

Sets up, moves, installs, and configures computer equipment.

Provides end-user training.

Provides para-professional technical support by assisting ITCD in the implementation and integration of computer systems.

FUNCTIONAL STATEMENT	Approved Date: 8/15/13
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Third Circuit

Client Services Division

Adult Client Services Branch

Administers programs for the delivery of adult services to assist the courts of the Third Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

Juvenile Client Services Branch

Administers programs for the delivery of juvenile, family, and conciliation services to assist the courts of the Third Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

Drug Court

Administers programs for the delivery of adult and juvenile substance abuse services to assist the courts of the Third Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

FUNCTIONAL STATEMENT

Approved Date: 8/28/13

Third Circuit**Court Support and Operations Division**

Administers court support programs which provide courtroom clerical, court reporting, and other support services to the courts of the Third Circuit. The support services programs are designed to aid in the disposition of general and limited jurisdictional criminal felonies, misdemeanors and petty misdemeanors, family proceedings, traffic (decriminalized and regular traffic criminal), and civil cases in the Third Circuit.

Administers a support services program designed to assist in the receipt, processing, filing and retention of legal documents of all general, limited and family jurisdictional judicial matters, and estates and guardianship services of the Third Circuit.

Hilo Court Support & Operations Branch; Kona Court Support & Operations Branch (refer to the Branches Functional Statement)

Traffic Operations Branch (refer to the Traffic Operations Branch Functional Statement)

FUNCTIONAL STATEMENT	Approved Date: 8/28/13
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Third Circuit

Court Support & Operations Division

Hilo Support & Operations Branch; Kona Support & Operations Branch

Court Services Section

Provides courtroom clerical and balliff support services to the courts.

Sets and schedules cases for hearings and trials to dispose of matters pending before the courts. Maintains calendars of pending cases and advises judges of the status of those cases.

Verifies the completeness of case files prior to legal proceedings and verifies that actions sought comply with statutory and procedural requirements. Assures that documents and files presented to judges for signature comply with statutory and legal requirements.

Issues legal notices to attorneys, litigants, and witnesses, and summons interpreters.

Keeps court minutes, swears witnesses, processes exhibits, and receives notices and documents presented in court.

Summons jurors and attends to their needs during deliberations. Maintains order and escorts witnesses in and out of the courtroom.

Signs in witnesses for fees and mileage.

Prepares orders, judgments, and related documents to execute the findings of the court.

Checks the accuracy of written decisions and judgments before presentation to judges for signature.

Prepares appeal records to the Supreme Court.

Legal Documents Section

Receives and examines papers and documents for compliance with laws, rules, and regulations pertaining to documentation. Assigns case numbers, file stamps, and records cases. Establishes hearing dates for cases. Prepares legal notices and notices of publication. Assesses court costs and computes interests and attorneys commissions.

Sets up case files and docket cases according to case categories and classifications. Inputs information into computer and docket sheets. Collects and compiles data and prepares statistical reports.

Provides information from court records and makes copies of records as requested. Provides information and assistance to the public and court staff in matters pertaining to document filing procedures.

Prepares writs, processes and attachments; processes and issues default judgments.

Conducts inventories and maintains lists of exhibits, depositions, and transcripts.

Prepares records on appeal.

Prepares exhibits for disposition or return to litigants.

Operates a records management program for controlling, microfilming, storing, retrieving, and destroying court records.

FUNCTIONAL STATEMENT (July 2009)	Approved Date: 9/1/09
Third Circuit	
Court Support & Operations Division	
Traffic Operations Branch	
Hilo TVB Section; Kona TVB Section; Kamuela TVB Section	

Receives, reviews, and processes documents related to traffic infractions and traffic criminal matters from enforcement agencies.

Inputs information from these documents into the Judiciary Information Management System (JIMS).

Reviews and verifies information on traffic offenders and offenses utilizing JIMS and other records; merges ID's; makes corrections to edit lists.

Assists the public by explaining procedures and options in address their traffic matters.

Collects bail posted and assigns/reassigns court dates.

Reviews, prepares, and issues abstracts of traffic records for courts, the general public, insurance companies, and other governmental agencies.

Prepares and issues clearances for license renewal and car registration.

FUNCTIONAL STATEMENT (January 2001)	Approved Date: 2/18/11
Fifth Circuit	
Office of the Chief Court Administrator	

Reports to the Chief Judge of the Fifth Circuit.

Plans, directs, administers, coordinates and evaluates all administrative, business and support functions, operations and activities required to support judicial proceedings and judgments in a circuit involving criminal, civil, family and probation matters; and oversees a multitude of circuit, family and district court programs within the circuit through subordinate administrators, managers and supervisors.

Sets short- and long-term goals to accomplish the circuit's objectives; formulates policies, procedures and controls relevant to the overall administration and practices of the circuit's functions, operations and programs; implements policies and procedures to meet established guidelines; makes assessments on the overall effectiveness and efficiency of policies and procedures; and modifies/revises policies and procedures to attain maximum operational functioning levels, and provide optimal quality of services while meeting legal, regulatory and procedural requirements of the circuit.

Participates in the development, implementation, assessment and modification of Judiciary-wide operational guidelines and procedures; develops short- and long-term goals and objectives for budget, program priority, staffing and technology forecasts, addressing major issues and exploring innovative ideas; and initiates research and studies aimed toward the continual improvement of the Judiciary's functions, operations, programs and services rendered.

Establishes and carries out extensive liaison responsibilities between organizational units, with other circuits, judicial officials, administration; and with governmental, private, law enforcement and other external agencies in the interrelation and coordination of the circuit's functions and programs supporting judicial proceedings.

Formulates legislative proposals; monitors legislative matters affecting the operations and services provided by the circuit; and prepares and provides testimony involving such matters.

Oversees the development, implementation and evaluation of procedures and methods required to achieve the circuit and program short- and long-term goals, and allocates necessary resources to organizational units.

Develops and maintains a sound management system; and oversees the Fifth Circuit's fiscal and accounting functions, to ensure the uniform delivery of services of the highest quality while providing and promoting the effective, economical and efficient utilization of resources.

Prepares and submits the circuit's annual budgeting plan, as well as the biennium and supplemental budget requests. Oversees the circuit's statistical/reporting requirements.

Oversees and ensures the sound administration and execution of grants and purchase of service agreements used to provide necessary services supporting Fifth Circuit programs.

Sets the direction and makes recommendations on actions affecting subordinate administrative, supervisory and other personnel. Participates in confidential and sensitive mailers affecting employer-employee relations; and consults with administrative officials regarding such matters.

Administrative responsibility over court services, programs and ancillary functions which support judicial proceedings for the Circuit Court of the Fifth Circuit.

FUNCTIONAL STATEMENT	Approved Date: 6/8/05 (Rev 10/07)
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Fifth Circuit

Administrative Services Division

Fiscal Branch

Administers a support services program to assist the courts of the Fifth Circuit to address fiscal responsibilities to ensure proper fiscal management. These responsibilities include but are not limited to budget oversight, maintenance of subsidiary and control accounts, development and submission of required financial reports, maintenance of appropriated and non-appropriated accounts, vendor services, purchasing and procurement, payroll and appropriate tasks relating to accounts receivables and payables.

Personnel/Computer Support Branch

Law Library

Operates a legal reference library available to whomever need its resources to provide judges and the staffs of the courts and members of the public with information and materials related to legal research and judicial administration.

Facilities Management Branch

Provides and coordinates building maintenance services to buildings, structures, mechanical and electronic systems in the Fifth Circuit.

Provides janitorial and grounds keeping services to buildings and grounds of the Fifth Circuit.

FUNCTIONAL STATEMENT	Approved Date: 12/20/2010
Fifth Circuit	
Client Services Division	

Adult Client Services & Probation Branch

Administers programs for the delivery of adult services to assist the courts of the Fifth Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

Juvenile Client Services Branch
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Administers programs for the delivery of juvenile, family, and conciliation services to assist the courts of the Fifth Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

Drug Court

Administers programs for the delivery of adult and juvenile substance abuse services to assist the courts of the Fifth Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

FUNCTIONAL STATEMENT (April 2005)	Approved Date: 2/18/11
Fifth Circuit	
Court & Operational Support Services Division	

Administers court support, documents processing and traffic disposition activities in support of the courts of the Fifth Circuit.

Court & Operational Support Services Branch

Court Support Services Section

Administers court support activities which provide courtroom clerical, court reporting, and other support services to the courts of the Fifth Circuit. These support services are designed to aid in the disposition of general and limited jurisdictional criminal felonies, misdemeanors and petty misdemeanors, family proceedings, traffic (decriminalized and regular traffic criminal), and civil cases in the Fifth Circuit.

Legal Documents Section

Administers the activities related to the receipt, processing, filing and retention of legal documents of all general, limited and family jurisdictional judicial matters, and estates and guardianship services of the Fifth Circuit.

Traffic Section

Administers the activities related to the disposition of traffic citations (criminal and decriminalized), and financial transactions relating to the disposition of traffic citations and cases.

Estate and Guardianship Branch

Administers small estates and small guardianship program for the Fifth Circuit which includes the preparation of petitions, orders, notices, motions, affidavits, assignments; claims, receipts, and other legal documents in the initiation, administration, and distribution of estates.

FUNCTIONAL STATEMENT

Approved Date:

JAN 17 2013**The Judiciary, Office of the Administrative Director of the Courts**

The Office of the Administrative Director of the Courts primarily assists the Chief Justice in directing the administration of the Judiciary and in examining the administrative methods of the courts to determine and make recommendations to the Chief Justice for their improvement.

Administers statewide programs and activities relating to personnel management; planning and budget; fiscal; compilation and analysis of statistical data and reports; information and data processing; public information and dissemination; and facilities planning and maintenance.

Provides technical direction to the Chief Court Administrators and other managers relative to these programs and activities.

1. Directs the preparation of the Judiciary unified budget, six-year program and financial plan, and variance report; guides the budget through the legislative processes; and insures the proper execution of appropriate funds.
2. Performs all duties and responsibilities that are specified in Title 7, HRS, relating to employees of the Judiciary. Administers a statewide system of personnel administration, to promote public service and establish conditions of service; to develop and maintain a position classification plan; and to prescribe rules and regulations to carry out the provisions of the law.
3. Administers the financial and accounting system of the Judiciary including fiscal, payroll, procurement, and auditing functions.
4. Plans for the physical facility requirements of the courts; develops and promulgates facility standards; and coordinates and monitors all capital improvement projects.
5. Administers a uniform system for the collection, analysis, and reporting of management information and judicial statistics. Prepares and submits to the Chief Justice reports of activities and the state of business of the courts.
6. Examines and monitors the state of the dockets of the courts and advises the Chief Justice on appropriate action for effective calendar management.
7. Directs the formulation of short- and long-range plans for the orderly and coordinated development of the statewide court system.
8. Defines management information requirements to evaluate courts operations. Develops and establishes broad policy guidelines for, and administers a statewide Judiciary information system and data automation program to ensure court efficiency.
9. Provides technical assistance and administrative support to appellate and trial court programs including, but not limited to, the administration of grants, the development of court innovation projects, and special research studies as may be required.
10. Participates in the development and implementation of administrative policies and procedures. Attends to other matters as may be assigned by the Chief Justice.
11. Serves as the clearinghouse for the release of information to the media and the general public; serves as liaison to government agencies, the Bar, and other organizations.
12. Serves as the official liaison for the court system with the Legislature; establishes and defines proposed legislation; administers the Judiciary's legislative program; and monitors and guides the Judiciary through the legislative processes.
13. Serves as liaison with the Department of Public Safety. Establishes guidelines for security of the courts, buildings and employees.

FUNCTIONAL STATEMENT

Approved Date:

JAN 17 2013**The Judiciary, Office of the Administrative Director of the Courts****Office of Staff Attorney**

Plans, directs, and coordinates state-wide legal and technical counsel for the Judiciary. Serves as legal advisor to the Chief Justice, the Administrative Director of the Courts, and Judicial committees, providing advice on matters impacting on court operations, the legal community, the general public, and the State of Hawaii's legal and judicial system. Plans, develops, and coordinates policies and procedures affecting the administrative functions of the Judiciary. Confers with Judiciary personnel on various legal matters such as ramifications of Judiciary rules and procedures, individual court procedures, legal effects of present and proposed activities, proposed legislation, and statutory case law. Reviews program material originating from the different Judiciary divisions for legal soundness and accuracy, insuring that policies, procedures, and regulations are consistent with the intent of the law and are administratively sound, efficient, and economical in operation. Coordinates the monitoring and review of cases in which the Judiciary is a party. Represents the Judiciary as legal counsel in all legal proceedings where the Judiciary is a party. Reviews, analyzes, and interprets documents affecting the administration of the Judiciary including contracts, leases, rules and procedures, and makes recommendations on these matters to the Administrative Director of the Courts and confers managers and executives on legal matters. Provides guidance and technical and specialized legal expertise in all procedural matters. Reviews and coordinates with program managers the implementation of changes in court operations due to legislative decisions. Researches, drafts, and provides commentary and/or testimony for the Legislative package. Reviews Judiciary publications, except the rules of court, for legal accuracy. Meets with citizen groups, bar committees, and judicial groups to assist with Judiciary concerns, making presentations to such groups concerning Judiciary functions and activities.

Commission on Judicial Conduct

In accordance with Article VI of the Hawaii State Constitution, as amended, this commission investigates and conducts hearings concerning allegations of misconduct or disability of justices or judges.

Makes recommendations to the Supreme Court concerning the reprimand, discipline, suspension, retirement or removal of any justice or judge.

Also, in accordance with Rules of the Supreme Court, as amended, may render advisory opinions concerning proper interpretations of the Revised Code of Judicial Conduct:

This commission is attached to the Office of the Administrative Director of the Courts for administration purposes.

Judicial Selection Commission

In accordance with Article VI of the Hawaii State Constitution, as amended, this nonpartisan commission screens and submits nominees for judicial vacancies, and conducts hearings for retention of justices or judges.

This commission is attached to the Judiciary for administration purposes.

Office of the Deputy Administrative Director of the Courts

Assists the Administrative Director of the Courts in the administration of the Judiciary through subordinate administrators/managers.

Intergovernmental/Community Relations Department

Plans, directs, and coordinates the operations and activities in the Intergovernmental & Community Relations Department through subordinate program managers, and supervisors. Programs in this unit include, staff

FUNCTIONAL STATEMENT

Approved Date:

JAN 17 2013**The Judiciary, Office of the Administrative Director of the Courts**

attorneys, public information, law library, alternative dispute resolution, volunteers in public service, equality and access to the courts, children's justice advocacy, public guardian, Judiciary History Center.

Policy & Planning Department

Plans, directs, and coordinates the operations and activities in the Policy & Planning Department through subordinate administrators, managers, and supervisors. Programs in this unit include: budget, CIP, planning, program evaluation, internal audit, legislative coordinating and special projects.

Information Technology & Systems Department

Plans, directs, and coordinates the operations and activities in the Information Technology & Systems Department through subordinate administrators, managers and supervisors. Programs in this unit include: reporting and statistics, reprographics, records management, information technology and communications services.

Human Resources Department

Plans, directs, and coordinates the operations and activities in the Human Resources Department through subordinate administrators, managers and supervisors. Programs in this unit include: administrative services, labor relations, classification and pay, recruitment and examinations, worker's compensation, employee services, judicial and employee training and development.

Financial Services Department

Plans, directs, and coordinates the operations and activities in the Financial Services Department through subordinate administrators, managers and supervisors. Programs in this unit include: fiscal, accounting, and payroll services, contracts and purchasing, administrative driver's license revocation.

Administration Fiscal Office

Serves as the fiscal office for Administration departments/programs. Maintains the fiscal, accounting, and financial system(s) for departments/programs under the Office of the Administrative Director of the Courts; assists departments/programs with budget preparation; prepares and executes expenditure plans; prepares and processes documents, and ensures compliance to fiscal, financial, accounting, payroll, and purchasing policies, procedures, and practices; conducts annual physical inventories. Processes and files fiscal, purchasing, payroll, personnel, travel, OSHA, and leave forms. Develops, tests, and implements fiscal/financial/accounting and related software applications in conjunction with the Information Technology and Communications Division.

Judiciary Security & Emergency Management Office

Administer the Judiciary's security and emergency management programs to ensure that the Judiciary is prepared to respond to matters involving the safety, security, and protection of judges, employees, contracted service providers working in Judiciary facilities, and court users while ensuring that the Judiciary is able to continue or resume operations under various conditions.

The Judiciary's security and emergency management programs focuses on issues, concerns, awareness, and training related to facility security and accessibility measures; detailed plans for response to events such as fire, power outages, bomb threats, threats against judges and court staff, prisoner escape, hostage situation, hazardous materials exposure, pandemics, civil disorder and defense, and natural disasters; developing and implementing emergency, evacuation, and recovery plans; and safety and personal security of judges.

FUNCTIONAL STATEMENT

Approved Date:

JAN 17 2013**The Judiciary, Office of the Administrative Director of the Courts**

Provides expert advice and collaborates with judicial, administrative and program officials, and serves as the Judiciary's primary liaison with the respective city, state, federal, and private agencies involved with the planning, prioritization, execution and assessment of issues, which may include the Judiciary's involvement in the overall programs at the county, state and federal levels.

Monitors events through various communication channels and protocols (e.g., State Department of Defense; Federal Emergency Management Agency; etc.), which at times, requires urgent attention; appries and advises superiors of notification and activation warnings and procedures, and on-going situation(s); and advises/collaborates with superiors to execute the most appropriate course of action which serves in the best interest of the employees, court users and the Judiciary. Issues bulletins, advisories, and alerts through appropriate media and/or following approved communication channels for dissemination to Judiciary programs, employees, and court users.

Oversees, monitors, evaluates and obtains assessments and sources of funding to implement and support the program areas; and negotiates and executes contracts and agreements with vendors (e.g., State Department of Public Safety for Deputy Sheriff services; vendors providing security scanners; vendors providing external automated defibrillators, etc.). Oversees the acquisition, maintenance, and inventory of materials, supplies, and equipment (e.g., scanners, external automated defibrillators, first aid kits, etc.). Provides updates to superiors on existing agreements and contracts, and makes recommendations on the renewal, termination, and/or modification of the contracts/agreements' terms and conditions.

Plans, coordinates, and/or conducts training, workshops, and conferences for Judiciary employees regarding the protection, safety, and security of judges, employees, and court users; emergency preparedness, etc.

Reviews judicial, legislative, county/state/federal executive, and administrative proposals involving these program areas and provides recommendations for administrative consideration.

Represents the Judiciary at training, workshop and conferences involving these program areas at the county, state, and federal levels, which may include comprehensive planning involving all government and private sector entities.

FUNCTIONAL STATEMENT	Approved Date: 5/5/10
Intergovernmental/Community Relations Department	

Communications & Community Relations Office (January 2010)

Manages the Judiciary-wide communications, community relations, and volunteer program which includes a variety of informational, educational, and volunteerism activities, e.g., Lunch & Learn the Law, the Judiciary's various service, incentive awards, and volunteer ceremonies, special events, news conferences, and information for the Hawaii State Bar Association, orientation and information for legislators, etc. Formulates and develops the Judiciary's communication plans and strategies, and identifies the means and methods for effective implementation. Develops and maintains effective relationships with other agencies, the legislature and their staff, the media, and the public for the management of information dissemination. Plans, develops and implements marketing, advertising, public relations, and web development activities to meet short- and long-range goals of the Judiciary. Integrates communications and community relations programs and initiatives into a cohesive effort that conveys a consistent message in support of strategic goals and objectives. Transfers or converts materials into a form suitable for uploading onto the internet/intranet or onto another electronic medium, e.g., annual report, Judiciary newsletter, court briefs, etc. Oversees the Judiciary-wide volunteer program; develops volunteer opportunities into specific job activities for citizen participants; recruits, screens, trains, assigns and supervises volunteers; oversees court staff training on how to use and supervise volunteers; maintains a centralized registry of volunteers in the Judiciary; coordinates and conducts public orientation of the Judiciary and exposure to court proceedings. Advises and instructs all levels of management on policy and other mailers related to communications and community relations; serves as the Judiciary's point of contact with the media, serves as clearinghouse responding to the media; responds to news reporters' requests for information, interviews, access to the courts, and other assistance; represents the Judiciary at meetings with local, national and international reporters, governmental agency directors and officials, the legislature and their staff, and representatives of the general public; keeps abreast of daily local, national, and international news and events, especially those affecting the courts; evaluates and responds to a variety of requests for information including legislative requests; follow- ups and responds to complaints from the public; researches, writes, and disseminates news releases and media advisories that inform and educate the public and the media about the Judiciary, its programs and projects; prepares and drafts memoranda, letters, speeches, testimonies, proclamations, etc. for the Chief Justice and Administrative Director of the Courts, and speaks on their behalf as effective communications with the public, employees, and other agencies including the legislature; prepares news releases, feature articles, and radio and television scripts; and arranges and conducts press conferences, including the planning and conduct of news conferences, promulgating announcements and materials for media use, and preparing individual Judiciary representatives for participation in the news conference. Conducts studies and special projects affecting the communications and community relations program; formulates short- and long-range goals and objectives; prepares, evaluates, and revises program guidelines and operational procedures; and participates in the development, evaluation, implementation, and revision of policies to ensure compliance with applicable federal, state, and administrative policies affecting the communications and community relations program.

Center for Alternative Dispute Resolution
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Implements and maintains a program of dispute resolution services for cases involving public conflict, cases designated by the civil courts as complex, matters pertaining to standards or rules and other cases referred by judges, court administrators, legislators, or other government officials. Advises the Judicial Arbitration Commission regarding the Court Annexed Arbitration Program. Manages and evaluates the Judiciary's purchase of service contract with private non-profit community-based mediation centers throughout the state. Provides technical assistance and consultation to the Judiciary and other government departments and administrative agencies that are considering ways of adding alternative dispute resolution protocols to their existing rules and procedures. Disseminates alternative dispute resolution information to judges, court administrators, state and local government agencies, and to the general public through speeches, participation in panel discussions, representation at symposiums and newsletters. Maintains a library of

FUNCTIONAL STATEMENT	Approved Date: 5/5/10
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Intergovernmental/Community Relations Department

state of the art information regarding alternative dispute resolution methods and applications. Provides training and educational assistance to state and county government interested in strengthening their alternative dispute resolution capabilities. Assists in evaluating government-based ADR programs.

Office on Equality & Access to the Courts
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Administers a statewide program addressing equality and accessibility in the justice system. Develops, conducts and coordinates research and educational programs on equality and access issues including those affecting limited and non-English speaking individuals for the Judiciary and the legal community. Reviews, proposes and/or recommends policies pertaining to equality and access to the courts for the Judiciary and the legal community.

FUNCTIONAL STATEMENT

Approved Date: 5/5/10

Intergovernmental/Community Relations Department**Law Library**

Administers the state-wide law library system of the Judiciary, State of Hawaii. Plans and coordinates the central law library collection located in the Supreme Court Law Library, circuit and district court branch libraries in the Second, Third, Third-Kona, and Fifth Circuits, and collections of the justices, judges, and support services. Serves as staff assistant on law library matters to the administration. Analyzes present and future needs of the various law libraries for staff space, equipment, and services requirements. Develops, reviews, and revises policies and procedures for reference, circulation, cataloging, records keeping, and records management, and provides guidelines for management in branch libraries. Develops short- and long-range budget forecasts and prepares budget requests. Administers a law library public relations program designed to reduce customer complaints and increase patron satisfaction with law library services. Develops and administers a program for providing technical guidance to branch libraries. Provides legal reference and information services to justices, judges, attorneys, legislators, other public officials, and the general public. Answers difficult reference questions and searches literature on specific subject. Administers a state-wide program for the selection and purchasing of legal books, law reviews, and services to support the Judiciary's legal research requirements. Arranges for and maintains exchange programs with other states and vendors. Researches and prepares replies to inquiries from in-state and out-of-state government agencies, private agencies, and individuals on Hawaii law and administrative functions of the state Judiciary. Prepares recommendations in areas of judicial administration if requested by the administration, and participates in a staff capacity in special projects. Administers the Judiciary-wide purchase of legal reference materials for the libraries of the state Law Library System, appellate conference rooms, justices' chambers, and judges' chambers. Receives and distributes orders and purchases and processes invoices for them. Manages a program for the purchase and procurement of equipment and supplies for the Supreme Court Law Library. Maintains the Supreme Court Law Library System's budgetary accounts and records. Posts and balances journals and ledgers and reconciles accounts. Communicates with vendors regarding purchase orders and follows-up on end-of-year open orders. Checks vouchers and records changes to accounts. Maintains records of monthly expenditures to determine status of funds. Maintains monthly money account records for book purchases. Supervises the physical inventory of equipment and furniture. Purchases, procures and prepares remittances for Supreme Court Law Library materials, supplies, and equipment. Reviews and processes requisitions for purchases for the Supreme Court Law Library and book purchases for branches in the appellate court, circuit courts, and district courts. Maintains files of book orders placed and reviews invoices received under separate cover. Submits contingency purchase requests or bid-waivers and prepares written specifications for bid items. Prepares financial statements and reports based on data from various daily accounts and other sources. Prepares and processes payroll information. Maintains the petty cash fund. Assists in preparing budget estimates. Provides Supreme Court Law Library and branch library staff advice and assistance on fiscal procedural matters.

Law Library, Technical Services

Provides Judiciary-wide technical library services and in conjunction with the Supreme Court Law Librarian reviews and evaluates technical library services programs and policies. Prepares descriptive and subject cataloging for library materials for the Judiciary-wide library system. Maintains records of library holdings and collates and submits statistics on activities of the law library. Coordinates the HO'IKE networking program and the organization and maintenance of on-line data with three other Judiciary libraries. Provides instructional and consultative services relating to technical library services to all seeking such services.

FUNCTIONAL STATEMENT	Approved Date: 5/5/10
Intergovernmental/Community Relations Department	

Law Library, Public Services

Provides legal reference, reader, advisory, circulation, and inter-library loan services. Confers with the Supreme Court Law Librarian on the development and evaluation of programs and policies to meet the law library's objectives. Assists patrons with legal reference and research questions. Orients and trains patrons and Judiciary staff in the use of printed and on-line library resources. Searches WESTLAW data bases for circuit and district court judges in Second, Third, and Fifth Circuits. Provides consultative services to library technicians in satellite libraries in the Second, Third, and Fifth Circuits. Provides professional guidance on legal reference and circulation services to the staffs of other libraries and to other interested persons. Formulates and implements approved policies and procedures. Recommends revisions to public service policies and standards, and participates in long-range planning for expansion of services and improvement of facilities. Maintains circulation statistics and records. Develops and implements policies and procedures for providing inter-library loans and acquires reference materials from other sources if such materials are not found in the Supreme Court Law Library. Locates, evaluates, and selects titles to meet the special needs of the state Law Library System in consultation with the Supreme Court Law Librarian. Suggests withdrawal of superseded and out-of-state materials, recommends replacement of additional copies of essential resources, confers with the Technical Services Section on shelf placement or location of special titles and series, coordinates with the Office of the Lieutenant Governor regarding the receipt and distribution of Hawaii statutory material, and informs judges, Judiciary support Staff, and attorneys of recent acquisitions. Coordinates the ordering and issuance of the Hawaii Rules of Court and amendments thereto with the Supreme Court Staff Attorney and the Reprographics Center. Supervises the distribution, sale, updating, replacement, and inventory of subscription sets and pamphlets. Reviews and analyzes computer output on subscription files and suggests revisions in computer applications. Develops procedures for the distribution, notification, and sale of miscellaneous Supreme Court publications. Organizes and supervises the distribution and sale of statistics and records. Formulates procedures for on-line indexing and retrieval of slip opinions, advance sheets, and memorandum opinions of the Hawaii appellate courts. Prepares indexing of the Hawaii Bar Journal, Hawaii Bar News, and University of Hawaii Law Review for input into HO'IKE.

FUNCTIONAL STATEMENT	Approved Date: 5/5/10
Intergovernmental/Community Relations Department	

Judiciary History Center

Serves as a permanent education and research facility administratively attached to the Judiciary since 1990. The Center serves the public through exhibitions, research, collection, and other educational activities focusing on Hawaiian concepts of law and the development of a western judicial system. The Center's mission is to inform and stimulate awareness and appreciation of Hawaii's legal history.

FUNCTIONAL STATEMENT	Approved Date: 5/5/10
Intergovernmental/Community Relations Department	

Children's Justice Center

Develops, achieves, and maintains interagency and interprofessional cooperation and coordination in the case management of intrafamilial and extrafamilial child sex abuse cases throughout the Judiciary. Obtains evidence useful for criminal prosecution and protective actions in civil proceedings. Develops ways, means, and strategies to reduce to an absolute minimum the number of interviews of child sex abuse victims. Coordinates therapeutic and treatment programs for child sex abuse victims and their families. Provides multidisciplinary and case management approach focused on alleged or suspected child abuse victims' needs and conditions, supportive family members, and for law enforcement and prosecutorial needs. Administers a statewide program for the training and continuing education of skilled professional interviewers of child sex abuse victims. Serves as the focus point of information and referral for child sex abuse programs in Hawaii and as a source of information for other programs nationally. Negotiates and administers agreements with county police departments, county prosecuting attorneys, attorney generals, human services, and other public and private agencies, and military services, for the temporary assignment to the program of personnel from these agencies. Negotiates and administers statewide contracts for the provision of specialized training and education for interviewers of child sex abuse victims from public and private agencies. Arranges for interviews of child sex abuse victims at appropriate meetings. Coordinates therapeutic and treatment services by public and private agencies for child sex abuse victims. Coordinates the flow of information between agencies responsible for criminal prosecution and agencies responsible for protective action in civil proceedings. Arranges for the exchange of information on child sex abuse programs and issues in all circuits. Develops recommendations and plans of action to assist public and private agencies involved in child sex abuse cases. Prepares and maintains records and reports for the child sex abuse program. Establishes procedures to assist agencies in obtaining evidence useful for criminal prosecution and protective action in civil proceedings. Works with county and state agencies to improve handling of child sex abuse cases, including informing, educating, and lobbying for needed legislative changes.

FUNCTIONAL STATEMENT	Approved Date: 9/25/2015
Intergovernmental/Community Relations Department	
Office of the Public Guardian	

Administers the Judiciary's public guardianship program for mentally incapacitated adults statewide. Serves as permanent, temporary, limited, testamentary, emergency or temporary substitute guardian of the person. Coordinates all petitions for public guardianship. Evaluates the appropriateness of public guardianship referrals received from state agencies and private sector institutions such as hospitals, long-term care facilities, residential alternatives and community care programs, and individuals. Maintains the master calendar for public guardianship hearings and annual reports to the courts. Researches the social history, medical needs, family and financial background of the ward. Monitors and makes decisions regarding the ward's care and welfare. Provides consents for education, medical treatment, and placement of the ward. Signs contracts on behalf of the ward. Determines disposition of the ward's personal belongings. Oversees the ward's monies in the absence of a conservator or other finance manager and completes the ward's income tax returns. Initiates and participates in the formulation of public guardianship policies and procedures. Advises and assists persons and agencies in the discharge of their duties as guardians. Assists the court as the court may request or direct in proceedings for the appointment of a guardian of the person and in the supervision of guardians appointed by the court. Serves as a resource for guardianship information for those seeking appointment or for those appointed as guardian. Develops a program for public education on guardianship and alternatives to guardianship and encourages the development of private guardians able and willing to serve.

FUNCTIONAL STATEMENT	Approved Date: 5/1/2015
Policy & Planning Department	
Budget & CIP Division	

Plans, develops and administers the Judiciary's budget, CIP, statistical reporting for budget, program planning and evaluation, and legislative coordination.

Budget Branch

Plans, organizes, directs and coordinates a Judiciary-wide program of budget preparation, analysis, evaluation, and execution. Analyzes and evaluates budget requests and coordinates the preparation of the Judiciary's program and financial plan and budget, variance report, budget testimony, and budget bill for submittal to the Legislature. Prepares additional justification and special reports needed to support the Judiciary's budget requests. Directs the preparation of short and long-term program expenditures and revenue forecasts. Defines the manner in which budget information is to be presented for review by program managers. Provides guidance to program managers on the development of work programs and expenditure plans to implement legislative and Judiciary policy on budget implementation. Evaluates program requirements and recommends redistribution of funds when necessary for the effective accomplishment of judicial business. Reviews and evaluates equipment requests and recommends approval or disapproval. Coordinates with CIP staff to insure that CIP funds are allocated in accordance with planned schedules and priorities. Monitors the movement of proposed legislation affecting the Judiciary's budget and program and financial plan. Coordinates, reviews, analyzes, evaluates, and makes recommendations on the Judiciary's multi-year program and financial plans and Judiciary budget. Reviews, analyzes, evaluates, and monitors the expenditures of programs to assure conformance with authorized fund allocations and to make recommendations relating to the allocation or reallocation of resources. Advises and monitors compliance with budget execution policies and procedures by Judiciary program managers. Reviews requests for allotment of funds and requests to transfer funds between programs.

Capital Improvements Project (CIP) Branch
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Participates in the development, administration, and evaluation of capital improvement projects throughout the Judiciary. Controls and coordinates Judiciary capital improvement projects. Reviews proposed rental and lease agreements for all Judiciary facilities statewide. Monitors projects concerned with the maintenance, repair, renovation, and improvement of Judiciary buildings statewide. Initiates and monitors the procurement and execution of contracts for facility leases, renovations, and capital improvement projects. Provides technical expertise in engineering and architectural matters to Judiciary administrators and managers. Prepares and reviews designs, construction plans, timetables and cost estimates, lease agreements and material specifications and recommends approval or disapproval. Serves as liaison between the Judiciary and state and county agencies on the development of capital improvement projects. Coordinates the work of private consultants on planning projects and in the preparation of construction plans, cost estimates, and specifications for individual buildings and complexes of buildings and facilities. Monitors the status of capital improvement project appropriations.

FUNCTIONAL STATEMENT	Approved Date: 5/1/2015
Policy & Planning Department	
Planning & Program Evaluation Division	

Plans, develops and administers planning and program evaluation activities within the Judiciary.

Planning Branch

Directs and coordinates the promotion of comprehensive planning, including the development of the conceptual framework upon which planning is to be implemented. Directs, coordinates and implements short- and long-range planning efforts for court security and employee safety programs, policies and procedures. Facilitates the development of overall strategic plans for the Judiciary in consultation with the Chief Justice, the Administrative Director of the Courts, the Deputy Administrative Director of the Courts, and key court officials. Assists and advises programs in initial planning efforts designed to lead them toward the development of their own planning capabilities and the enhancement of the overall efficiency and effectiveness of their operations. Participates in and conducts planning conferences and workshops for program managers and other court administrators to guide, assist, and facilitate the formulation of plans which are consistent with the Judiciary's general plan. Promotes effective working relationships with other states, governmental agencies, and professional organizations, and the academic community on matters relating to the Judiciary, judicial administration, and court planning. Provides research and other specialized services to the Chief Justice, the Administrative Director of the Courts, and to other key administrators. Engages in futures research and emerging issues analysis to discover and study trends and issues that may impact the future of the Judiciary. Assists and encourages new and existing research and development to improve judicial and administrative services to the courts. Assists management in the formulation of legislative and administrative proposals as necessary for the execution of plans and recommendations. Develops and coordinates grant applications for projects which conform to and further Judiciary goals and which maximize the benefits from external sources of funding. Encourages research on and development of innovative court improvement projects and programs. Serves as the clearing house for the coordination and evaluation of potential impacts of state and county project proposals on the current and future plans of the Judiciary. Maintains a library of journals and publications, special studies and reports, and other reference materials in support of research activities on court management. Maintains liaison with Judiciary agencies to facilitate planning, and employee safety programs and other governmental grants management for court security.

Program Evaluation Branch

Evaluates the need for and the placement of new programs in the Judiciary. Evaluates the current placement of Judiciary programs to determine if programs should be placed with another court or division. Designs program development policy, procedures, and standards to help guide Judiciary personnel in deciding when programs should be initiated, continued, or dropped. Evaluates programs to determine whether intended beneficiaries are being reached by the program, whether the design of the program is adequate, and whether the installation of a program is adequate. Explores and screens alternatives that could potentially improve judicial services. Provides data on the need for new programs and collects, reviews, and analyzes program data and information for proposed, planned, and recently developed court programs, projects, and services. Reviews and recommends whether new, as well as, existing programs and services are appropriate to the fundamental mission and role the Judiciary or whether these functions could be performed more efficiently, effectively, and economically by another public or private agency.

Monitors, reviews, and evaluates new programs, projects, and services to determine how well new programs are functioning and assess how well program goals, objectives, and tasks are being met. Provides assurance that ongoing programs are the result of deliberative decision making processes. Facilitates the development of time standards for case processing. Conducts specialized research and analysis in selected phases of court operations to determine program viability and/or continuity.

FUNCTIONAL STATEMENT	Approved Date: 5/1/2015
Policy & Planning Department	
Planning & Program Evaluation Division	

Research & Statistics Office

Plans, develops, coordinates, implements, updates, revises, and maintains all statistical information systems for the Judiciary for uniformity and consistency in reporting and statistical analysis. Downloads, extracts, imports, and reconfigures data from various case management information systems including, but not limited to, JIMS modules, legacy systems (i.e., HAJIS, JUSTIS, etc.), stand-alone databases, etc. Applies research and statistical methods and techniques to analyze data, evaluate findings, and provide reasoned conclusions to formulate and support administrative decisions. Analyzes, evaluates, and makes recommendations on the effects of state and federal laws on the statistical information systems and ensures that the kinds of data collected and studies being undertaken are in full compliance with legal requirements. Designs and revises tables and reporting forms to generate pertinent statistical information from the different reporting units. Conducts validation and reliability studies to verify the accuracy and consistency of data reported on the statistical information system. Prepares, analyzes, evaluates, and makes recommendations on court caseload data; follows-up on mistakes/errors to ensure they are corrected; and disseminates caseload summary reports to program managers. Evaluates the existing statistical information systems to identify deficiencies in the systems. Develops and provides new coding for specific types of cases for processing and calendaring purposes. Prepares tables, charts, graphic displays, other relevant information and analysis on court caseload activity for reporting and publication purposes including, but not limited to the Judiciary Annual Report, annual statistical supplement, etc. Provides select statistical data and variance information for inclusion in the Program Financial Plan. Conducts specialized research and statistical analysis on various phases of court operations. Develops new statistical reporting systems for programs, including, but not limited to the CourTools Project which will provide uniform and consistent measurement of the performance of courts and ancillary programs, i.e., customers' perceptions on court access and fairness, case processing times, clearance rates and costs of court cases, restitution and monetary penalty collection, etc. Develops, revises, and updates the Judiciary statistical management information system instruction manuals. Develops and conducts training programs for court personnel on the case management statistical information system. Develops new and revised policies and procedures governing statistical activities. Provides technical assistance and consultation service to program administrators and other court personnel engaged in statistical research and survey projects. Maintains liaison with users of the statistical management information system within the Judiciary and with other governmental agencies and organizations. Responds to requests from NCSC and other organizations for various statistical and/or case data. Assists offices of the Court Administrators with legislation and statistics.

Internal Audit Office

Conducts investigations and audits of accounting, reporting, and internal control systems established and maintained in the Judiciary. Administers a Judiciary-wide audit program to ensure coordination and consistency in the review and evaluation of financial records. Conducts internal post-audits of Judiciary programs to ensure that accounting and internal control systems adhere to prescribe policies, procedures, and generally accepted accounting principles. Ensures compliance with program requirements mandated by federal grants and other private and governmental agencies.

Suggests and recommends improvements to accounting methods and procedures to achieve efficiency in fiscal operations. Investigates alleged violations of State law and Judiciary rules and regulations. Coordinates management and financial audits mandated by the Legislature and other private and governmental agencies. Provides audit and audit-related services to management and programs to aid in the attainment of efficient and effective organizational objectives.

Legislative Coordinating/Special Projects Office

Coordinates the legislative activities and functions of the Judiciary's legislative team. Researches, drafts, and provides commentary and/or testimony for the legislative package. Reviews testimony prior to presentation to the Legislature. Attends decision-making committee meetings concerning bills of interest to the Judiciary. Monitors bills and hearing notices to keep apprised of those which affect the Judiciary.

FUNCTIONAL STATEMENT	Approved Date: JAN 17 2013
Information Technology & Systems Department	

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Administers a Judiciary-wide information technology and systems services program including reprographics, records management, and reporting and statistics.

Judiciary Information Management Systems (JIMS) Office

Reviews and researches legislation and applicable case law to determine legal basis, evaluate case processing procedures, and conduct workflow analysis. Identifies potential workflow problems and recommends changes to procedures to facilitate conversion to automation.

Conducts analysis and studies of the JIMS business processes and performance levels; addresses and resolves court integration issues, and issues reports and recommendations on findings.

Designs and prepares court forms and documents for use with automated processes and statewide court automation software.

Researches, drafts, indexes, updates, and maintains all documentation for all JIMS business processes including procedural and workflow manuals, coding and validation tables, policies and directives. Conducts research, analysis, and makes recommendations to changes in documentation whenever statutory, rules, policies or procedural changes have occurred.

Researches and develops, schedules and conducts new and remedial staff development and training in the JIMS business processes; researches, develops, revises, and maintains training materials.

Troubleshoots and resolves user problems and issues.

Works with and assists Information Technology & Communications Division (ITCD) staff as needed to provide technical systems support; conduct systems analysis, design, programming, administration, and configuration of computer hardware and/or software related to JIMS; design, write, maintain, document and test programs, queries; monitor and maintain database components; etc.

Researches and drafts recommendations for policy, process, and legislative changes to ensure Judiciary-wide uniformity, standardization, consistency, and efficiency of business processes. Prepares requests for proposal and/or grant proposals for JIMS.

Prepares analysis and reports on performance and modifications of JIMS during a biennium; submits report to Executive Committee on Technology.

Reprographics Center

Provides design, printing, and binding services to Judiciary offices. Operates offset and letter presses to produce leaflets, circulars, catalogs, documents, office forms, and other materials. Ensures that completed work is delivered to or picked-up from appropriate Judiciary offices. Provides cost estimates on the preparation and publication of Judiciary documents. Develops design and layout for publications and prepares camera ready paste-up using desktop publishing equipment.

FUNCTIONAL STATEMENT	Approved Date: 5/1/2015
Information Technology & Systems Department	

Records Management Office

Administers a program to maintain accurate and complete court records. Plans, directs, and manages a centralized court records management system which includes reproduction, retention, control, storage, and destruction. Reviews, develops, and implements a state-wide records retention schedule. Reviews laws, rules, and regulations pertaining to records retention and custody and initiates action to comply with requirements or to effect procedural improvements. Reviews and evaluates present processing procedures and recommends enhancements. Participates in long-range planning involving such matters as storage facilities, purchase of new equipment, technological advancements, and implementation of policies and procedures. Develops and executes budgets for records management. Scans court records, inspects scanned documents, maintains a library of scanned documents and microfilm for reference and reproduction. Provides information and reference services from court records to court personnel and renders technical assistance.

FUNCTIONAL STATEMENT	Approved Date: JAN 17 2013
Information Technology & Systems Department	
Information Technology and Communications Division (ITCD)	

Serves as the central information technology and telecommunications service organization of the Judiciary. Plans, organizes, directs, and coordinates the Judiciary's statewide information technology and telecommunications program, resources, and services. Provides advice, guidance, and assistance to all Judiciary courts and administrative units relating to the concepts, methods, and use of information and telecommunication technologies and equipment. Provides assistance to users as well as provides services in systems development and maintenance services for all computer based applications. Coordinates all hardware and software planning, acquisition, development, implementation, and maintenance to ensure Judiciary-wide compatibility of information technology and telecommunications resources.

Office of the Chief Information Officer

Plans, directs and coordinates Judiciary-wide activities relating to information technology and telecommunications processing; systems development and maintenance services for all computer-based applications; and all hardware and software planning, acquisition, development, implementation, and maintenance to ensure Judiciary-wide compatibility of information technology and telecommunications resources. Provides advice, guidance and assistance to top-level administrators and judges in the efficient utilization and application of information technology; plans, coordinates and directs the development of program policies, procedures, and methods to improve operational areas; plans and coordinates activities relating to studies, research, preparation of legislative proposals and testimonies; and plans and directs the personnel and financial requirements for accomplishing program goals and objectives.

Strategic Planning & Project Management Office

Functions under the general direction of the Chief Information Officer (CIO); coordinates the development and update of the ITCD Business Plan; prepares and assists in the development of strategic, tactical, and operational plans to achieve ITCD goals and objectives; monitors the progress and status of all information technology, telecommunications, and security system projects undertaken by ITCD; researches new technologies which may enhance, improve or affect ITCD services, operations, and/or security; conducts post-implementation and quality assurance evaluations of projects, including performance measurements and cost savings; develops policies, procedures, standards, and guidelines relating to computer and network security, project management, quality assurance, bid specifications, request for proposals and contracts, etc.; and reviews and coordinates all system implementation/development projects.

Systems Services Branch

Responsibilities: Provides for the smooth, efficient on-going operation, including monitoring, tuning and upgrading, of the Judiciary's centralized computer infrastructure. Includes all computing platforms including mainframe computer, AS/400, RS/6000, and the JIMS server infrastructure. Serves as Helpdesk and provides PC/LAN Support.

- Application system security maintenance
- Computer system administration
- Computer Room operations
 - Monitor IT infrastructure
 - System backup
 - Computer room facilities management
 - Maintenance Contract Administration
- Technical support for hardware, software, and operating system tuning and upgrades
- PC/Lan Support
- Internal and External User Help Desk Support

FUNCTIONAL STATEMENT	Approved Date: JAN 17 2013
Information Technology & Systems Department	
Information Technology and Communications Division (ITCD)	

Systems & Security Administration Section

Serves as the primary systems and security administrators for the court services computer infrastructure. Maintains the technical expertise to provide higher level helpdesk support for the Infrastructure.

Helpdesk PC/LAN Support, Operational Support Section

Serves to maintain the operations of the court services computer infrastructure. This includes monitoring, trouble call initiation, backups, maintenance, supply ordering, and initial level help desk support along with the User Support Section.

Helpdesk PC/LAN Support, User Support Section

Serves as the primary initial level help desk support group. Also provides user training, installation of hardware, software, upgrades and support services for other ITCD branches.

Applications Services Branch

Responsibilities: Provides technical expertise and supports applications that service the courts, associated court programs, and administrative programs of the Judiciary. (Includes the applications, supporting utilities, hardware, and operating systems.)

- Court applications
- Office applications like Lotus/Domino/WebSphere (Notes, Sametime, Quickplace, portal, web applications)
- Human Resource Systems
- Fiscal/Budget Systems
- Non-court-related Systems
- Database Administration

Database Administration Section

The Database Administration area provides technical expertise in the administration of mainframe databases such as ADABAS needed for legacy court systems, as well as multi-platform Oracle databases needed for JIMS.

Office Applications Support Section

The Office Applications Support area provides technical expertise in supporting office applications such as Lotus Notes (email), Domino collaboration tools, WebSphere, and Internet/Intranet web applications; provides software and hardware infrastructure support; provides support on mobile communication devices; provides advice and technical assistance to other court programs and non-court related systems.

Applications Support Section 1

The Application Support 1 area provides technical expertise in programming and supporting the Judiciary's Fiscal/Budget applications, Human Resource applications, and various other court and administrative applications; provides advice and technical assistance to other court programs.

FUNCTIONAL STATEMENT	Approved Date: JAN 17 2013
Information Technology & Systems Department	
Information Technology and Communications Division (ITCD)	

Applications Support Section 2

The Application Support 2 area provides technical expertise in programming and supporting the various Family Court applications; provides advice and technical assistance to Family Court and other state agencies.

Telecommunications Services Branch

Responsibilities: Provides technical expertise and supports Judiciary-wide telecommunications infrastructure and end user services.

- Judiciary-wide telecommunications infrastructure for both voice and data
 - Wide-Area Network
 - Local-Area Network
 - Voice System
 - Videoconferencing
- End User services
- Technical support for telecommunications infrastructure hardware, software, and operating system tuning and upgrades.

Telecommunications Support Sections 1 and 2
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Plans, designs, engineers, and manages the telecommunication and network services to the Judiciary. Provides voice, data, and video telecommunication services to the Judiciary; provides expertise in hardware, software, and transmission facilities necessary for the establishment and proper functioning of voice, data, and video telecommunications systems and networks in the Judiciary.

Provides technical expertise in planning, developing, and implementing voice, data, and video communications systems and networks; develops and implements procedures to measure, forecast, and simulate communications capacity; analyzes network usage; assesses and analyzes the short- and long-term demands for various network services; develops project plans for implementation of networks and services for Judiciary; evaluates the Cost-effectiveness of these networks and services; provides program services for video and voice communications systems; and, provides Courts and support divisions with appropriate Network Planning and Program services.

Provides technical expertise in hardware, software, and transmission facilities necessary for the establishment and proper functioning of voice, data, radio, and video communications networks, including the Network Management System for data communications networks, Civic Center Local Area Network, closed-circuit video communications, internetwork video bridge, video conference center network, microwave systems and satellite systems. Designs and implements Judiciary telecommunication networks, including the Judiciary telephone systems, data communication networks, video conferencing throughout the State; interfaces with the State of Hawaii Department of Budget and Finance (DB&F) Information and Communication Services Division (ICSD) on the suballocation of the Hawaii Wide Area Integrated Information Access Network (HAWAIIAN) microwave frequencies into subchannels; internetworks the Judiciary communications systems with the other governmental jurisdictions; and reviews network capacity, network switching, terminal device, switching equipment, transmission design, etc.; provides Courts and support divisions with appropriate network engineering services.

FUNCTIONAL STATEMENT	Approved Date: 9/29/08 (Rev 9/09)
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Human Resources Department

Office of the Human Resources Director

Formulates and administers a system of human resources administration including recruitment and examinations, position classification and pay administration, benefits and transactions, employee services, management-labor relations, workers compensation, and interpretation of personnel-related laws, rules, and regulations for all non-judicial personnel within the Judiciary. Prepares and administers a budget for the department. Conducts studies of the non-judicial organization of the courts for the purpose of improving the administration and business of the courts.

Judicial Education Office

Administers a Judiciary-wide training and employee development program. Identifies training needs through such techniques as employee evaluations on the effectiveness of such training. Establishes training programs based on identified needs and evaluates the effectiveness of such training. Develops, conducts, and coordinates orientation and supervisory training programs. Advises and assists employees and managers on employee development and training. Provides for all judicial education programs. Coordinates semi-annual judicial conferences and judicial training programs. Provides materials and resources to aid the judges. Reviews all programs and seminars provided by others and disseminates information.

Employee Services Division

Defines the requirements for and administers Judiciary-wide programs for the processing of personnel actions, insuring that personnel actions comply with state and federal personnel laws, Judiciary personnel rules and regulations, negotiated labor-management agreements, and executive orders. Processes appointment, promotion, transfer, demotion, separation, and other personnel actions. Audits personnel actions to insure compliance with applicable laws rules and regulations. Establishes and maintains a system of management and control over the exempt services, including reviewing requests for exemption from civil service coverage and recommending approval or disapproval based on employment laws. Ensures compliance with personnel laws, rules, and regulations through an on-going program of education and periodic discussion to discuss new requirements, problem areas, and anticipated developments. Maintains a centralized, comprehensive employee information system for the civil service and exempt service which includes information on the composition of the workforce, personnel action trends, and problem areas. Coordinates the formulation of revisions to the Judiciary Personnel Rules and Regulations to insure uniform application and interpretation of personnel rules among the State Executive Branch and county jurisdictions.

Labor Relations Division

Administers a Judiciary-wide program for the uniform interpretation and application of collective bargaining agreements, dispute settlements, related determinations on labor-management relations, and related Federal and State laws. Develops and coordinates systems for handling grievances. Advises and assists management representatives in the application of labor contract provisions. Advises the Human Resources Director and Administrative Director of the Courts on grievances. Represents the Human Resources Director and Administrative Director of the Courts in the labor-management negotiation process. Analyzes union contract proposals and develops counter proposals. Studies the feasibility of implementing labor-management practices and advises management of the results of studies. Defines the need for and provides management with current information on labor-management policies, practices, and procedures. Maintains currency in labor relations matters by analyzing trends and current practices in other jurisdictions.

FUNCTIONAL STATEMENT	Approved Date: 9/29/08 (Rev 9/09)
Human Resources Department	

Compensation Management Division

Administers a Judiciary-wide position classification system. Establishes and maintains a title and code structure for positions exempt from civil service coverage. Determines bargaining unit designations and makes recommendations for exclusion in appropriate cases. Conducts studies for the purpose of formulating new and amended class specifications. Determines the minimum qualifications required for newly developed classes. Prepares memoranda on classification appeals to the Judiciary Merit Appeals Board. Administers a Judiciary-wide compensation plan. Develops patterns for the assignment of categories of classes of positions to salary ranges or grades. Proposes assignment of new classes to salary ranges. Proposes initial pricing and repricing of classes, and comments on proposals made by the state and counties. Presents initial pricing appeals to the Judiciary Merit Appeals Board. Represents the department in collective bargaining negotiations affecting repricing of classes. Analyzes and proposes assignment of classes to SC/ES ranges by the Chief Justice. Reviews and analyzes organizational structures and the effect of changes on position structures, and advises managers of the effects of proposed changes. Provides assistance to management in the development of work flow processes, methods, operational policies, personnel requirements, staffing requirements, and program priorities. Provides assistance to management in the development of functional statements for new organizational entities and reviews existing statements for duplication, redundancy, and overlap, and prepares functional statements that clarify these inconsistencies. Advises and assists management in attaining efficient and economical position structures designed to attract and retain the best qualified personnel. Prepares legislative proposals on matters affecting position classification and comments on proposals prepared by others.

Staffing Services Division

Administers a Judiciary-wide recruitment and examination program designed to provide managers with the best qualified applicants. Develops, prepares, and disseminates civil service employment information and job announcements. Reviews job applications and determines if applicants meet the minimum qualification requirements. Develops, administers, and scores job-related tests, and ranks and rates applicants based on factors such as test scores, qualifications, education, suitability, and other job related factors. Establishes, maintains, and certifies lists of eligibles and refers applicants from appropriate lists to managers. Administers a program of job placement resulting from workforce reduction. Prepares memoranda on recruitment and examination appeals to the Judiciary Merit Appeals Board and presents management's case to the board.

Disability Claims Management Division
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Administers a Judiciary-wide workers' compensation program designed to provide claims management, cost containment, and vocational rehabilitation services to all echelons of the Judiciary. Provides written and oral guidance to Judiciary operating elements on workers' compensation claims. Conducts workshops on the application of existing and newly promulgated workers' compensation laws, rules, and regulations. Compiles and maintains cost data records and identifies cost elements and trends that deviate from the norm. Formulates cost reduction programs, and solutions to increasing workers' compensation costs. Reviews medical fees of care providers and attorneys' fees. Audits claims and payments processed by operating divisions. Controls forms used in processing workers' compensation claims and recommends new or revised forms based on an analysis of the effectiveness of existing forms and newly promulgated requirements. Screens, selects, and refers injured workers for rehabilitation training and services. Coordinates rehabilitation training and services with appropriate private, state, and federal agencies and with physicians involved in the rehabilitative process. Monitors the progress of injured workers in vocational rehabilitation training. Maintains accounts of benefits and medical expenses related to vocational rehabilitation. Maintains a management information and feedback system to apprise management of date related to accidents and

FUNCTIONAL STATEMENT	Approved Date: 9/29/08 (Rev 9/09)
Human Resources Department	

lost time injuries. Recommends solutions to problem areas identified through workers' compensation claims. Identifies and recommends preventive measures to be taken to reduce work related injuries. Coordinates workshops for employees on areas and topics to reduce work related injuries.

Administrative Services Division

Assists programs in addressing substandard performance issues; assists in the development of employee improvement plans; helps employees improve through employee development and training to meet these expectations. Provides assistance to employee to return to work from industrial injury; coordinates temporary placements; works with vocational rehabilitation counselors; serves as liaison with EE/AA Officer for reasonable accommodation placements. Conducts investigations and fact-finding to address and resolve issues related to workplace violence, harassment, personality conflicts; obtains or refers employees to community resources for assistance. Conducts management reviews and audits, investigations and fact-finding to address and resolve personnel related management problems. Reviews requests for family leave and makes recommendations to the Human Resources Director in conformance and compliance with the law. Drafts and amends policies and procedures for leave share; reviews leave share requests for conformance to administrative policies, coordinates and monitors leave share donations and the leave bank, maintains leave share records. Drafts and amends policies and procedures for management survey; revises and refines the survey instrument and methodology; computes and analyzes survey data and results; and provides follow-up on management survey including follow-up on problem areas with individual managers to help them improve and meet expectations of improvement plans. Reviews legislative matters which have impact upon employees and the Judiciary's personnel system; coordinates, drafts and prepares legislative testimony and proposals; comments on proposals prepared by others; and monitors and tracks these matters. Provides follow-up on special projects. Provides the Human Resources Director, program/divisions and employees with technical staff assistance and advisory services in the specialty area.

FUNCTIONAL STATEMENT	Approved Date: Jan. 17 2013
Financial Services Department	

Administers a Judiciary-wide financial management program over assets, liabilities, revenues, expenditures, including payroll; administers a Judiciary-wide program for the procurement of goods and services; administers the administrative driver's license revocation program.

Fiscal Services Division

Supervises fiscal programs consisting of accounting, pre-audit, payroll, and systems accounting. Manages a system of accounting controls over Judiciary assets. Manages a system of pre-audit to validate claims against the Judiciary before payment is affected. Manages a Judiciary-wide payroll system. Manages the preparation, revision, and distribution of the Judiciary Financial Administration Manual.

Systems Section

Oversees revisions and distribution of the Judiciary financial administration manual. Responds to inquiries regarding interpretation of the financial administration manual. Conducts or coordinates in-service training for implementation of the Judiciary financial administration manual.

Accounting Section

Maintains an accounting system for controlling Judiciary assets, liabilities, revenues, and expenditures. Prepares interim, annual, supplemental, and special reports of Judiciary financial operations. Assists in the formulation of financial management policies and procedures. Responds to inquires about accounting policies and procedures. Analyzes and evaluates funds held in a trustee capacity and makes recommendations for the management and investment of those funds. Reviews claims for the payment of goods and services, and insures that payments do not violate law or administrative policies and procedures. Resolves questionable claims by investigating the circumstances surrounding those claims and presenting findings and recommendations to the approving authority. Responds to inquiries about specific claims and on interpretations of law and administrative policies. Assures that conforming and contingency purchases conform to administrative procedures. Responds to inquiries regarding purchase transactions and procedures. Maintains the Judiciary property inventory system. Manages the Judiciary risk management and insurance program and acts as a central clearinghouse for insurance claims and reports of losses or damages.

Payroll Section

Manages the Judiciary-wide payroll system. Coordinates the processing of all payroll documents within the Judiciary and assures that those documents are forwarded to the state central payroll processing agency. Responds to inquiries regarding payroll transactions and procedures. Develops training instructions for Judiciary to insure consistent application of payroll rules and regulations. Revises and distributes the Judiciary Financial Administration Manual. Answers inquires on the interpretation of the manual. Conducts and coordinates training to implement the Judiciary Financial Administration Manual and changes thereto.

Contracts and Purchasing Division	Approved Date: Jan. 17 2013
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Manages the Judiciary-wide purchasing program. Develops and procures bids, specifications and drafts contracts, prepares invitations and otherwise processes all bidding and advertising matters. Assures that purchases are made through the centralized purchasing system when practical and economical.

Administrative Driver's License Revocation Office
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Implements the provisions of HRS Chapter 291E Part III, as amended. Within strict statutory time constraints, ADLRO conducts reviews and requested hearings related to the revocation of driving privileges of defendants arrested for operating a vehicle under the influence of intoxicants. The proceedings are specifically separate and apart from any criminal matters which may arise from the same arrest. ADLRO issues review and hearing decisions and determines the period of revocation to be imposed, according to statutory minimums. ADLRO makes entries into the Judiciary and City and County computer systems at various stages in the process so as to advise all related agencies regarding the status of an arrestee's matter. All hearings are tape recorded, and along with all other arrest documents, preserved for record keeping and appeals.