

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 State budget situation, economy, and overall economic outlook for Hawai'i is certainly much better than a few years ago, but could still be considered somewhat unsettled as the Hawai'i Council of Revenues, at its last meeting in September, lowered its projection for growth in FY 2015 from 5.5% to 3.5% and straight-lined projections at 5.5% for FYs 2016 through 2021. The economic and revenue conditions, and the actions taken as a result of those conditions during the last two biennia, 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. In FYs 2014 and 2015, about \$20 million and eight new positions (two social workers for a new juvenile weekend and restitution program in First Circuit, four forensic analysts 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 so that its base now is about \$4.4 million more than it was in FY 2009. However, 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, repair and maintenance, and forms/supplies/printing to name a few. Further, the effect of the some 34 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 continues to increase. For example, the number of pending civil actions (i.e., non-criminal actions) at the end of FY 2014, as compared to the end of FY 2008, increased by 144% in the District Courts and 65% in the Circuit Courts (if we just compare FY 2013 to FY 2014, the increase was 13% and 4% in the District and Circuit Courts, respectively). For criminal actions, the number of cases pending at the end of FY 2014 increased by 10% for District Courts and 7% for Circuit Courts relative to FY 2008 (comparing FY 2014 to FY 2013 shows a 6% increase for District Courts and a 5% increase for Circuit Courts). 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 2014 year end increased by 25% compared to FY 2008 and 13% compared to FY 2013.

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 has recognized this situation and has generously provided more than \$900,000 in funding in FYs 2014 and 2015 to restore some of the POS funding cuts.

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 just 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.

PERFORMANCE MEASUREMENT: In comparing the median age for disposition for circuit court cases in FY 2014 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 348 days for the three fiscal years for criminal cases, and from 393 to 421 to 467 days for civil cases. For Second Circuit, the median time was 231 to 297 to 253 days for criminal cases and 294 to 307 to 484 days for civil cases. For Third Circuit, criminal cases went from 301 to 321 to 305 days and civil cases went from 298 to 346 to 518 days. Lastly, for Fifth Circuit, criminal cases went from 307 to 273 to 307 days and civil cases from 400 to 300 to 489 days. The clearance rate (number of new filings divided by number of cases terminated or disposed) is another performance measure that can be looked at. The Intermediate Court of Appeals had a disposition rate of 105% in FY 2014 as compared to 86% in FY 2011, and the clearance rate for Circuit, Family, and District Court cases (excluding parking cases) in FY 2014 was 82.8%, 89.5%, and 94.5% as compared to 81.2%, 97.3%, and 98.1%, respectively, in FY 2011. The FY 2014 Circuit Court rate of 82.8%, while better than 72.9% in FY 2013, was still adversely affected by the large increase in filings in FYs 2011, 2012, and 2013 for foreclosure cases that had not yet been heard and

disposed of at year end. The overall clearance rate for the Judiciary, excluding parking and Courts of Appeal cases, was 93.6% in FY 2014, an improvement from 90.7% in FY 2013.

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 Veterans Treatment Court and one for the Hawai'i Zero to Three Court are expiring September 2015.

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 biennium year, 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 biennium budget request and has focused on only its most pressing needs relative to its clients, the public it serves, and its own operations and staff.

Overall, the Judiciary is requesting 76 new permanent positions and additional funding of \$5.1 million for FY 2016, and 78 new positions and \$5.2 million in FY 2017. 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 Veterans Court, the Hawai'i Zero to Three Court, and the Driving While Impaired Court as grant funding comes to an end; and for no-cost conversion of temporary to permanent positions, as well as funding to expand services and the number of clientele served, for the Mental Health Court, Girls Court, and HOPE Probation (Hawai'i's Opportunity Probation with Enforcement). Another set of requests relate to various aspects of security, that is, eight additional juvenile detention personnel to provide greater oversight at the Juvenile Detention Facility in Kapolei and help alleviate overtime, scheduling, and other related issues; three additional contract security guards for two Second Circuit locations; and two additional bailiff positions for Kohala/Hamakua and Hilo Family Courts.

Resources are also being requested in the areas of client services and facilities/equipment/technology. For client services, these requests include funding for a temporary position for a pilot program in the Center for Alternative Dispute Resolution to mediate complex Courts of Appeal civil cases; a Nurse Manager/Practitioner position to supervise and manage the medical unit at the Juvenile Detention Facility in Kapolei and thereby ensure proper medical attention to the juveniles housed within; a POS contract to continue and expand operations of a Juvenile Reporting Center on Oahu; legal counsel expenses in Second Circuit to cover increased costs relative to budget; additional probation officer type positions in the Second Circuit and Kona to help better distribute and lessen workload per individual probation officer; and two positions to establish Ho'okele self-help service centers in Hilo and Kona. In the

facilities/equipment/technology area, Judiciary Administration is requesting monies to: (1) purchase a new multi-point control unit for video-conferencing (failure of our current aging systems will prevent multipoint video-conferencing which is used almost daily statewide to conduct video meetings and will not allow us to move forward with various “access” projects such as remote case conferencing), and a microfilm scanner to start scanning 25,000 court record microfilm reels, some of which are starting to deteriorate; (2) cover increased electricity costs, and increased risk managements costs allocated to the Judiciary by the Department of Accounting and General Services (DAGS) based on claims history and DAGS’s reassessment and significant increase in its valuation of Judiciary property; (3) upgrade and increase bandwidth for the Judiciary’s Wide Area Network; (4) redesign and migrate the Judiciary’s website platform to WordPress, something which 61 Executive Branch websites have already done; and (5) establish an additional IT Specialist position in the Application Services Branch to help manage, maintain, and move forward with numerous internal software applications. Third Circuit is also requesting an additional IT Specialist Supervisor position to help manage two IT specialists and service the five disparate Judiciary site locations in West Hawai’i .

The need for additional essential staffing in both court operations and administrative type operations is also a major concern for the Judiciary, especially as workload continues to increase and becomes more detailed and complex, and as additional requirements are placed on Judiciary staff. In the court operations area, this concern especially relates to Courts of Appeal which is requesting additional Staff Attorney and Appellate Court Clerk positions and Fifth Circuit which is requesting an additional District Family Court judge and related staff positions. All the circuits are requesting additional clerk positions for the District Courts as the Judiciary moves to in-court processing of criminal cases. For essential staffing for administrative type operations, the Judiciary requests include funding to establish positions for clerks in the Family Court Domestic Division, Land Court, and Cashier Sections in the Circuit, Family, and District Courts in First Circuit; an Account Clerk in Second Circuit; clerks for Family Court Legal Documents and District Court (a no-cost conversion from a budgeted temporary position) in Kona and a cashier for Hilo; and a Restitution Unit Program Specialist and secretary (also a no-cost conversion) for the Financial Services Department Director in Judiciary Administration.

The last area of concern for which the Judiciary is requesting resources are for requests which affect the Judiciary overall, or affect the staff, their operations and their performance of duties. Specifically, funding is being requested for training of judges and staff, an identified area of concern for both employees and management; a Judicial Education Specialist position in Administration; and salary adjustments for the judges based on the 2013 Commission on Salaries recommendation and for the Administrative and Deputy Administrative Director of the Courts based on a bill passed during the last legislative session.

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 and like last year, the number one priority item in the CIP area is the Kona Judiciary Complex and the need for an additional \$55 million, to go along with the \$35 million the Legislature generously provided last session, so that the Judiciary can go forward with the full \$90 million needed for construction. Other CIP funding is being requested for elevator replacement, fire alarm system upgrades, and basement leak repairs at the Circuit Court Building in Honolulu; a generator backup system at the Kaneohe Courthouse; 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 \$5 million each year is a relatively modest amount to enhance court and client services; ensure the protection of the public, employees, and clients alike; continue our emphasis on access to justice; and provide for employee training, productivity, and morale concerns and needs.

This concludes the overview section of our testimony. It should be noted that the 26 tables and the organizational charts requested by the December 5, 2014 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 Hawaii State Constitution HRS Section 602
1	Supreme Court			
	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.		
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.		

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Prioritized List of Functions

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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		

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		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

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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>		

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		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*		JUD 601	Article VI of the
1	Office of the Administrative Director of the Courts		JUD 501	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

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<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>		

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 Prioritized List of Functions

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		<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>		

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 Prioritized List of Functions

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		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

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	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, equal employment opportunity (EEO)/affirmative action, and the law library.			
4	Policy and Planning			
	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.			
5	Financial Services			
	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			

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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 (ITCD), Judiciary Information Management Systems (JIMS) 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 2015				
Act 127/14 Appropriation	Restriction	Emergency Appropriations	Total FY15	MOF
\$ 146,981,559.00			\$ 146,981,559.00	A
\$ 11,932,910.00			\$ 11,932,910.00	B
\$ 343,261.00			\$ 343,261.00	W
			\$ -	
			\$ -	
			\$ -	
\$ 159,257,730.00	\$ -	\$ -	\$ 159,257,730.00	Total
Fiscal Year 2016				
Act 127/14 Appropriation	Reductions	Additions*	Total FY16	MOF
\$ 146,981,559.00	\$ (1,716,220.00)	\$ 14,207,957.00	\$ 159,473,296.00	A
\$ 11,932,910.00		\$ 188,082.00	\$ 12,120,992.00	B
\$ 343,261.00			\$ 343,261.00	W
			\$ -	
			\$ -	
			\$ -	
\$ 159,257,730.00	\$ (1,716,220.00)	\$ 14,396,039.00	\$ 171,937,549.00	Total
Fiscal Year 2017				
Act 127/14 Appropriation	Reductions	Additions*	Total FY17	MOF
\$ 146,981,559.00	\$ (1,716,220.00)	\$ 16,738,528.00	\$ 162,003,867.00	A
\$ 11,932,910.00		\$ 207,252.00	\$ 12,140,162.00	B
\$ 343,261.00		\$ -	\$ 343,261.00	W
			\$ -	
			\$ -	
			\$ -	
\$ 159,257,730.00	\$ (1,716,220.00)	\$ 16,945,780.00	\$ 174,487,290.00	Total

Judiciary
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 127/14 (FY15)			Judiciary's Submittal (FY16)				Judiciary's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
									#DIV/0!				#DIV/0!
JUD 101	Courts of Appeal	A	71.00	1.00	\$ 6,199,295	73.00	1.00	\$ 6,713,337	8.29%	73.00	1.00	\$ 6,853,202	10.55%
JUD 310	First Circuit	A	1,065.50	38.00	\$ 76,628,510	1,110.50	38.00	\$ 82,320,573	7.43%	1,110.50	38.00	\$ 83,693,172	9.22%
		B	41.00	-	\$ 4,002,620	41.00	-	\$ 4,144,799	3.55%	41.00	-	\$ 4,150,321	3.69%
JUD 320	Second Circuit	A	207.00	-	\$ 15,135,506	213.00	-	\$ 16,650,357	10.01%	215.00	-	\$ 17,001,060	12.33%
JUD 330	Third Circuit	A	228.00	2.00	\$ 18,204,552	242.00	2.00	\$ 19,852,115	9.05%	242.00	2.00	\$ 19,913,928	9.39%
JUD 350	Fifth Circuit	A	99.00	-	\$ 6,911,331	104.00	-	\$ 7,715,663	11.64%	104.00	-	\$ 7,837,343	13.40%
JUD 501	Judicial Selection Commission	A	1.00	-	\$ 88,857	1.00	-	\$ 93,418	5.13%	1.00	-	\$ 93,418	5.13%
JUD 601	Administration	A	227.00	7.00	\$ 23,813,508	231.00	8.00	\$ 26,127,833	9.72%	231.00	8.00	\$ 26,611,744	11.75%
		B	1.00	10.00	\$ 7,930,290	1.00	10.00	\$ 7,976,193	0.58%	1.00	10.00	\$ 7,989,841	0.75%
		W	-	-	\$ 343,261	-	-	\$ 343,261	0.00%	-	-	\$ 343,261	0.00%
		A	1,898.50	48.00	\$ 146,981,559	1,974.50	49.00	\$ 159,473,296	8.50%	1,976.50	49.00	\$ 162,003,867	10.22%
		B	42.00	10.00	\$ 11,932,910	42.00	10.00	\$ 12,120,992	1.58%	42.00	10.00	\$ 12,140,162	1.74%
		W	-	-	\$ 343,261	-	-	\$ 343,261	0.00%	-	-	\$ 343,261	0.00%

Judiciary
Proposed Budget Additions

Table 6

Prog ID	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
ALL	FC		1	Judges salary differential	To cover 2% judges salary increase set by the 2013 Commission on Salaries.		-		341,556		-	689,797
JUD 601	FC		2	Admin Dir /Deputy AD salary differential	To cover pay adjustments authorized by 2014 Legislature in Act 180. Prior to 180, there was no mechanism to adjust/increase the Admin Dir /Deputy AD salaries.	A	-	-	5,569	-	-	11,255
JUD 601	FC		3	Electricity	Additional funding to address increased electricity costs for Honolulu facilities.	A	-	-	300,000	-	-	300,000
JUD 310	AR		4	Veterans Court - Funding 1 Coordinator Position; 1 new Soc Wkr IV position	With federal grant expiring, state funded resources are needed to continue program and increase clientele to 30 individuals.	A	1.00	-	91,437	1.00	-	106,116
JUD 310	AR		5	Mental Health Court; 1 new Soc Wkr IV position, 2 position conversions; add mental health assessment and client services funds	Permanent positions would provide stability to court and permit expansion of clientele to 60 individuals.	A	3.00	-	129,214	3.00	-	124,914
JUD 310	AR		6	HHJDF - 2 Juv Det Supv & 6 Juv Det Wkr positions	Positions needed to adequately staff the facility, oversee and supervise staff, reduce overtime, and ensure a safe, secure, and therapeutic environment.	A	8.00	-	404,496	8.00	-	404,496
JUD 310	AR		7	HHJDF - Establish 1 Nurse Practitioner position	Position needed to supervise nursing staff and manage the medical unit at the Juvenile Detention Facility; also could treat/diagnose certain medical conditions.	A	1.00	-	99,018	1.00	-	96,168
JUD 320	AR		8	Three contract security attendants - 2nd Circuit	Additional contract security attendants will assist in following the recommendations of the NCSC which conducted a comprehensive security assessment of Second Circuit's court facilities and found safety issues and the need for additional security at entry locations.	A	-	-	109,180	-	-	105,000
JUD 350	AR		9	One Family Court Judge and Staff - 5th Circuit	With only one Family Court judge on Kauai, additional judge/staff needed to address continuing increase in filings, complexity of cases, and time to schedule/hear cases.	A	5.00	-	336,144	5.00	-	324,192
JUD 330	AR		10	5 DC Clerks: 2 Hilo, 2 Kona, 1 Waimea for In-Court Processing - 3rd Circuit	Staffing needed to provide real-time data entry and ensure timely processing of court orders/judgements for In-Court Processing of District Ct. criminal cases.	A	5.00	-	225,425	5.00	-	189,900
JUD 320	AR		11	3 DC Clerks for In-Court Processing - 2nd Circuit	Staffing needed to provide real-time data entry and ensure timely processing of court orders/judgements for In-Court Processing of District Ct. criminal cases.	A	3.00	-	127,976	3.00	-	113,940
JUD 310	AR		12	4 DC Clerks for In-Court Processing - 1st Circuit	Staffing needed to provide real-time data entry and ensure timely processing of court orders/judgements for In-Court Processing of District Ct. criminal cases.	A	4.00	-	160,920	4.00	-	151,920
JUD 310	AR		13	Land Court - 1 Jud Clk II position	Position needed to address backlog of cases/documents to be inputted into Judiciary's case management system, and to help with daily operational needs.	A	1.00	-	33,486	1.00	-	31,236
JUD 310	AR		14	Establish a permanent DWI Court	With federal grant expiring, state funded resources are needed to continue program and attain long term goal of reducing recidivism, reducing court caseload, and improving roadway public safety.	A	2.00	-	207,008	2.00	-	207,096
JUD 330	AR		15	Two Court Bailiff Positions - 3rd Circuit	Currently no bailiff for one of two Hilo Family Ct. judges and for Kohala/Hamakua area (position lost during economic downturn).	A	2.00	-	76,924	2.00	-	70,224
JUD 601	NR		16	MCU for videoconferencing	Replacement of existing, aging MCU systems which are essential for conducting multi-point conferences and moving forward with various "access" projects.	A	-	-	389,956	-	-	0
JUD 310	AR		17	Zero to Three Court - 1 Coordinator Soc Wkr V and 1 Clerk III Position	With federal grant expiring, state funded resources are needed to continue program; currently 16 active cases.	A	2.00	-	73,309	2.00	-	82,902
JUD 330	AR		18	IT Supervisor position for Kona	Currently, one IT Technician for Hilo, one for Kona; Kona Technician unable to cover 5 separate and distant locations in West Hawaii; new position would supervise both Kona and Hilo Technicians.	A	1.00	-	57,150	1.00	-	56,202
JUD 330	AR		19	Establish Hookele in Kona and Hilo	The increasing number of individuals coming to the courts as well as the rise in self-represented litigants have created the need for Hookele (self help service centers) in both Hilo and Kona.	A	2.00	-	88,994	2.00	-	74,784
JUD 601	AR		20	Risk Management Increase	Due to changes in DAGS property valuations and corresponding cost allocations for the Judiciary, additional funding is required.	A	-	-	189,035	-	-	189,035
JUD 320	AR		21	Re-establish 2 Soc Wkr positions and add new Soc Wkr and Jud Clk positions - 2nd Circuit	Restoration of positions lost during budget cuts and new positions required to meet the increasing supervision demands of the Adult Client Svcs Branch.	A	2.00	-	88,706	4.00	-	190,936
JUD 601	AR		22	Temporary Appellate Mediator position for CADR	Position needed to mediate complex and time-consuming civil appeals that are not appropriate for volunteers in the Hawaii Appellate Mediation program. Would help declutter court calendar, lessen costs to parties involved.	A	-	1.00	58,728	-	1.00	60,780
JUD 101	AR		23	Staff Attorney and Appellate Court Clerk for ICA	Positions needed to cover increased workload for ICA resulting from 2006 change to Appellate Court System.	A	2.00	-	149,585	2.00	-	139,998

Judiciary
Proposed Budget Additions

Table 6

Prog ID	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
JUD 601	AR		24	Increase bandwidth for Jud WAN and 32 UPS units	The increased bandwidth is needed to resolve internal issues relating to email, applications, and software.	A			0		-	451,000
JUD 601	AR		25	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	-	-	33,728	-	-	33,728
JUD 601	AR		26	Training for staff	Funding for staff training will help to ensure that employees' technical skills and knowledge are maintained/enhanced and do not become obsolete and negatively impact efficiency and customer service.	A	-	-	32,140	-	-	32,140
JUD 601	NR		27	WORDPRESS	New WORDPRESS Platform needed to accommodate increased volume and improve customers experience with Judiciary's website.	A	-	-	30,000	-	-	30,000
JUD 601	AR		28	Convert temp Secretary position to Permanent	Conversion of temporary position needed due to a recent reorganization which left the Financial Services Department Head without a permanent Secretary position.	A	1.00	-	0	1.00	-	0
JUD 310	AR		29	Adult Client Svcs Branch (HOPE and ICIS) Convert 10 Temp Positions to Perm	Conversion of temporary positions to permanent status will help to retain staff and provide stability to the HOPE and ICIS programs.	A	10.00	-	0	10.00	-	0
JUD 310	AR		30	Girls Court - Convert 7 temp positions to perm; add mental health svcs	Conversion of temporary positions to permanent status will help to retain staff and provide stability to the Girls Court program, and funding for mental health services would address clients' needs.	A	7.00	-	60,000	7.00	-	60,000
JUD 601	AR		31	Program Specialist position for Restitution Unit	Position will oversee Restitution Unit which was recently established in response to a 1998 State Audit which concluded that the Judiciary should strengthen its collection of fines/restitutions.	A	1.00	-	48,228	1.00	-	49,914
JUD 601	NR		32	Records Mgmt - microfilm scanner to digitize records	Equipment needed to address/digitize court records infected with vinegar syndrome and thereby curtail spread of the syndrome to other microfilm reels.	A	-	-	83,000	-	-	0
JUD 601	AR		33	Judicial Education Specialist position	Current staffing levels within the Judicial Education Office are not sufficient to fully support the Judiciary's renewed efforts to increase training for all employees.	A	1.00	-	57,485	1.00	-	56,202
JUD 330	AR		34	Soc Svcs Asst IV position for Kona Adult Probation Operations	Position is needed to address the administrative banking cases (lowest level of supervision) to allow probation officers to focus on managing higher risk offenders.	A	1.00	-	35,125	1.00	-	29,988
JUD 320	AR		35	Re-establish Account Clerk IV position	Restoration of position lost during budget cuts required to address significant workload within Second Circuit fiscal section.	A	1.00	-	35,109	1.00	-	32,460
JUD 601	AR		36	IT Specialist position for Application Support	Various technology related projects have been put on hold due to insufficient staff. New position would provide the support to initiate the deferred projects and assist Judiciary staff with their computer application needs.	A	1.00	-	56,550	1.00	-	56,202
JUD 330	AR		37	Convert temp clerk position to permanent - Kona District Ct.	Conversion of temporary positions to permanent status will help to retain staff and provide stability to the Kona fiscal section.	A	1.00	-	0	1.00	-	0
JUD 330	AR		38	Judicial Clerk position for the Kona Family Ct Legal Docs Section	Additional Jud Clerk position will create greater efficiency by eliminating the need to borrow staff from other sections to address significant workload and backlog.	A	1.00	-	38,341	1.00	-	31,236
JUD 310	AR		39	Fiscal (Cashiers Sections) - 5 Positions for Cir Ct (2), Kapolei (1) and Dist Ct (2)	Positions needed to replace staff transferred to Kapolei complex and to address significant increases in fiscal workload and demands.	A	5.00	-	183,012	5.00	-	168,312
JUD 310	AR		40	JCSB - POS funds for Juvenile Reporting Centers	Reporting Centers provide structured educational, recreational and skills training to juveniles as an alternative to detention by focusing on prevention and intervention.	A	-	-	250,000	-	-	250,000
JUD 310	AR		41	Establish 1 Jud Clk III position for Family Court Domestic Division Calendar Section	Position needed to assist other clerks with significant workload including court calendars, case files, public/staff inquiries.	A	1.00	-	35,970	1.00	-	33,720
JUD 330	AR		42	Judicial Clerk position for vacant cashier window in Hilo	Additional Jud Clerk position will create greater efficiency by eliminating the need to borrow staff from other sections to address significant workload and backlog.	A	1.00	-	35,970	1.00	-	33,720
JUD 320	AR		43	Restore/increase legal counsel funding	Additional funding will assist the Second Circuit in addressing increasing and well in excess of budget legal counsel expenditures, and help it to ensure the rights of parents in child protective proceedings.	A	-	-	144,000	-	-	144,000
JUD 330	AR		44	Two Special Duty Police Officers - Kona	Until now, PSD had been unable to provide sufficient sheriff coverage for the Kona Court facilities. The legislature had only provided one-year funding for FY 2014, therefore, an additional year of funding is being requested.	A	-	-	148,200	-	-	0

Judiciary
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
						A	<u>76.00</u>	<u>1.00</u>	<u>5,050,674</u>	<u>78.00</u>	<u>1.00</u>	<u>5,213,513</u>

Judiciary
FY15 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 FY14 and FY15

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>FY14 Actl Exp</u> <u>FY15 Approp</u>	<u>Amount</u> <u>Exceeding</u> <u>Appropriation</u> <u>Ceiling</u>	<u>Percent</u> <u>Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring</u> <u>(Y/N)</u>	<u>GF Impact</u> <u>(Y/N)</u>
FY 2014									
JUD101	A		\$ 6,277,979						
JUD310	A		\$ 77,296,770						
JUD320	A		\$ 15,461,899						
JUD330	A		\$ 18,242,196						
JUD350	A		\$ 7,001,154						
JUD501	A		\$ 84,924						
JUD601	A		\$ 24,102,284						
Total	A		\$ 148,467,206	\$ 8,260,678	5.9%	Restoration of 5% salary cut and collective bargaining augmentation resulted in the Judiciary's total general fund expenditures exceeding the appropriation ceiling.	HRS 37-92	N	N
FY 2015									
<u>Act</u>									
127/14	A		\$ 146,981,559						
82/13	A		\$ 3,046,428						
79/13	A		\$ 212,888						
173/13	A		\$ 2,864,398						
2/SS13	A		\$ 237,617						
3/SS13	A		\$ 1,486,595						
78/14	A		\$ 33,083						
Total	A		\$ 154,862,568	\$ 586,746	0.4%	Restoration of 5% salary cut and collective bargaining augmentation results in the Judiciary's total general fund appropriations exceeding the appropriation ceiling.	HRS 37-92	N	N

Judiciary
Intradepartmental Transfers in FY14 and FY15

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>
11/21/2013	A			\$ 78,000	JUD 601	0.32%	JUD 310	0.10%	To reallocate funds budgeted in Administration to the respective circuits for expanded court interpreter services.	N
			\$ 6,000	0.02%		JUD 320	0.04%			
			\$ 9,000	0.04%		JUD 330	0.05%			
			\$ 4,000	0.02%		JUD 350	0.06%			
12/31/2013	A			\$ 8,332	JUD 310	0.01%	JUD 601	0.03%	To reallocate funds budgeted in First Circuit to Administration for paternity mediation expenses.	N
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.	
11/21/2014	A			\$ 142,323	JUD 601	0.57%	JUD 310	0.18%	To reallocate funds budgeted in 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, 2014

<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-1401HISCIP	93.586	State Court Improvement-Basic Program FY 2014	U.S. Department of Health and Human Services (DHHS), Administration for Children & Families (ACF)	\$108,687	\$108,687	S-14-262-J	\$36,229	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov
J (JUD)	JUD 310	G-1401HISCIT	93.586	State Court Improvement-Training Program FY 2014	DHHS, ACF	\$104,497	\$104,497	S-14-263-J	\$34,832	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov
J (JUD)	JUD 310	G-1401HISCID	93.586	State Court Improvement-Data Program FY 2014	DHHS, ACF	\$104,497	\$104,497	S-14-264-J	\$34,832	Gordean L. Akiona	808-954-8221	Gordean.L.Akiona@courts.hawaii.gov
J (JUD)	JUD 310	1401HISAVP	93.597	State Access and Visitation Program FY 2014	DHHS, ACF	\$100,000	\$100,000	S-14-260-J	\$59,000	Maureen N. Kiehm	808-539-4406	Maureen.N.Kiehm@courts.hawaii.gov
J (JUD)	JUD 310	1501HISAVP	93.597	State Access and Visitation Program FY 2015	DHHS, ACF	\$100,000	\$100,000	Pending	\$59,000	Maureen N. Kiehm	808-539-4406	Maureen.N.Kiehm@courts.hawaii.gov

Judiciary
Active Federal Awards as of December 1, 2014

Table 11

<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	5H79T102507 3-02	93.243	Grants to Expand Substance Abuse Treatment Capacity in Adult, Juvenile, and Family Drug Courts	DHHS, Substance Abuse & Mental Health Services Administration (SAMHSA)	\$324,786	\$324,786	S-15-266-J		James J. Lutte	808-534- 6601	James.J.Lutte@courts.hawaii.gov
J (JUD)	JUD 310	2012-DC-BX- 0004	16.585	BJA FY 12 Adult Drug Court Discretionary Grant Program: Implementation	U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)	\$349,943	\$349,943	S-12-242-J	\$116,648	Marcy Brown	808-539- 4540	Marcy.K.Brown@courts.hawaii.gov
J (JUD)	JUD 330	2014-DC-BX- 0020	16.585	Adult Drug Court Discretionary Grant Program FY 2014	DOJ, OJP, BJA	\$309,741	\$309,741	S-15-267-J	\$112,962	Grayson Hashida	808-443- 2201	Grayson.K.Hashida@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 drow-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 FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 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	\$ 283,599	\$ 134,000	\$ 157,574	\$ -	\$ 260,025	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	\$ 1,779,395	\$ 2,412,000	\$ 2,931,018	\$ -	\$ 1,260,377	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	\$ 809,734	\$ 380,000	\$ 456,207	\$ -	\$ 733,527	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	\$ 645,510	\$ 410,000	\$ 600,000	\$ -	\$ 455,510	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	\$ 3,128,417	\$ 5,500,000	\$ 6,426,193	\$ -	\$ 2,202,224	None
Indigent Legal Assistance Fund	To provide civil legal services for indigents.	Act 121/98, Act 131/01	B	\$ 606,496	\$ 1,500,000	\$ 1,550,000	\$ -	\$ 556,496	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	\$ 9,000	\$ 9,573	\$ 10,000	\$ -	\$ 8,573	None
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	\$ 43,360	\$ 17,958	\$ 25,000	\$ -	\$ 36,318	None

Judiciary
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY15 Unencumbered Cash Balance</u>	<u>Estimated FY15 Revenues</u>	<u>Estimated FY15 Expenditures and Encumbrances</u>	<u>Estimated FY15 Net Transfers</u>	<u>Estimated FY15 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
<p>*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.</p>									

Judiciary
Vacancy Report as of November 30, 2014

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		11/1/14		10329	District Judge	Y	JG06		P	1.0	A	178,390	178,536	Y	N	0		1
JUD 310		11/25/14		57412	District Judge	Y	JG06		P	1.0	A	178,390	178,536	Y	N	0		2
JUD 310		11/8/14	2/1/15	58323	Law Clerk	Y	SR20	73	P	1.0	A	56,988	55,488	Y	N	0		3
JUD 310		8/28/14	2/1/15	59398	Attorney (PROGRAM) I	N	SR24	73	P	1.0	A	53,365	53,364	Y	N	0		4
JUD 310		9/29/14	3/1/15	4701	Circuit Court Clerk II	N	SR20	3	P	1.0	A	56,082	56,172	Y	N	0		5
JUD 310		11/26/14	2/1/15	14905	Circuit Court Clerk II	N	SR20	3	P	1.0	A	60,683	60,780	Y	N	0		6
JUD 310		5/16/14	4/15/15	59475	Drug Ct Subst Abuse Cnslr III	N	SR20	13	P	1.0	A	43,812	43,812	Y	N	0		7
JUD 310		5/21/14	2/6/15	58147	District Court Clerk I	N	SR15	3	P	1.0	A	35,112	35,064	Y	N	0		8
JUD 310		11/14/14	2/25/15	19216	Social Worker IV	N	SR22	13	P	1.0	A	55,314	55,488	Y	N	0		9
JUD 310		4/1/14	2/6/15	23056	District Court Clerk I	N	SR15	3	P	1.0	A	35,112	36,516	Y	N	0		10
JUD 310		9/2/14	2/27/15	25246	District Court Clerk II	N	SR17	3	P	1.0	A	44,318	44,388	Y	N	0		11
JUD 310		2/6/14	2/6/15	23055	District Court Clerk II	N	SR17	3	P	1.0	A	39,492	51,936	Y	N	0		12
JUD 310		11/1/13	2/23/15	59481	Social Worker IV	N	SR22	13	P	1.0	A	49,308	57,720	Y	N	0		13
JUD 310		2/3/14	2/13/15	58666	District Court Clerk II	N	SR17	3	P	1.0	A	33,720	36,516	Y	N	0		14
JUD 320		7/25/14	2/2/15	4813	Janitor III	N	WS02	1	P	1.0	A	37,716	36,972	Y	N	0		15
JUD 350		11/18/14	3/1/15	500161	Janitor III	N	WS02	1	P	1.0	A	36,972	37,716	Y	N	0		16
JUD 310		4/16/14	5/1/15	500501	Janitor II	N	BC02	1	P	1.0	A	33,353	34,560	Y	N	0		17
JUD 601		10/1/14	3/1/15	57790	Human Resources Spclt V	N	SR24	73	P	1.0	A	73,032	73,032	Y	N	0		18
JUD 601		11/30/13	5/1/15	59273	IT Specialist VI	N	SR26	13	P	1.0	A	67,512	85,416	Y	N	0		19
JUD 601		6/29/13	5/1/15	59106	IT Specialist VI	N	SR26	13	P	1.0	A	65,736	64,920	Y	N	0		20
JUD 310		2/3/14	2/23/15	4789	Secretary III	N	SR16	3	P	1.0	A	31,236	36,516	Y	N	0		21
JUD 310		6/16/14	2/6/15	59185	District Court Clerk II	N	SR17	3	P	1.0	A	39,492	48,048	Y	N	0		22
JUD 310		11/22/14	2/20/15	27810	Judicial Clerk I	N	SR10	3	P	1.0	A	29,988	28,872	Y	N	0		23
JUD 310		6/26/14	1/31/15	27890	Judicial Clerk I	N	SR10	3	P	1.0	A	29,988	27,756	Y	N	0		24
JUD 310		10/1/14	1/31/15	58194	Judicial Clerk II	N	SR12	3	P	1.0	A	37,920	37,980	Y	N	0		25
JUD 310		11/29/14	1/26/15	59323	Judicial Clerk II	N	SR12	3	P	1.0	A	42,616	42,684	Y	N	0		26
JUD 320		11/29/14	3/1/15	58140	Court Documents Clerk I	N	SR15	3	P	1.0	A	48,024	48,024	Y	N	0		27
JUD 350		10/4/14	2/1/15	57279	Social Worker IV	N	SR22	13	P	1.0	A	47,400	47,400	Y	N	0		28
JUD 350		9/27/14	2/1/15	57878	Social Worker III	N	SR20	13	P	1.0	A	43,812	43,812	Y	N	0		29
JUD 601		11/29/14	5/1/15	58144	IT Specialist V	N	SR24	13	P	1.0	A	78,996	78,996	Y	N	0		30
JUD 310		11/1/14	3/16/15	4783	Judicial Clerk V	N	SR18	4	P	1.0	A	56,082	56,172	Y	N	0		31
JUD 310		11/29/14	2/6/15	57249	Judicial Clerk III	N	SR14	3	P	1.0	A	33,720	33,720	Y	N	0		32
JUD 310		8/19/14	3/13/15	59568	Social Service Assistant IV	N	SR11	3	P	1.0	A	29,941	29,988	Y	N	0		33
JUD 601		5/1/14	5/1/15	16872	Print Shop Supervisor	N	F2-08	2	P	1.0	A	54,132	55,212	Y	N	0		34
JUD 601		9/2/14	3/1/15	59336	Research Statistician IV	N	SR22	13	P	1.0	A	67,512	64,920	Y	N	0		35
JUD 310		11/1/14	2/6/15	57714	Court Reporter II	N	SR25	3	P	1.0	A	79,888	80,016	Y	N	0		36
JUD 320		8/4/14	2/27/15	57371	Judicial Clerk II	N	SR12	3	P	1.0	A	31,236	31,236	Y	N	0		37
JUD 330		8/18/14	2/15/15	57627	Account Clerk II	N	SR08	3	P	1.0	A	26,700	26,700	Y	N	0		38
JUD 350		11/24/14	2/1/15	19193	Judicial Clerk III	N	SR14	3	P	1.0	A	41,064	41,064	Y	N	0		39
JUD 310		10/1/14	1/16/15	500491	Groundskeeper I	N	BC02	1	P	1.0	A	34,560	35,256	Y	N	0		40
JUD 310		11/29/14	1/31/15	58591	Court Documents Clerk III	N	SR19	3	P	1.0	A	58,323	58,416	Y	N	0		41
JUD 310		9/2/14	2/13/15	15673	Judicial Clerk III	N	SR14	3	P	1.0	A	44,318	44,388	Y	N	0		42
JUD 310		8/19/14	2/13/15	19266	Judicial Clerk III	N	SR14	3	P	1.0	A	35,056	35,112	Y	N	0		43
JUD 310		11/17/14	2/6/15	25252	Judicial Clerk III	N	SR14	3	P	1.0	A	46,115	35,112	Y	N	0		44

Judiciary
Vacancy Report as of November 30, 2014

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 601		7/14/14	3/1/15	57124	Clerk IV	N	SR10	3	P	1.0	A	29,988	29,988	Y	N	0		45
JUD 350		10/1/14	2/1/15	57846	Court Bailiff II	N	SR15	3	P	1.0	A	44,412	46,188	Y	N	0		46
JUD 601		11/1/14	5/1/15	57125	Clerk III	N	SR08	3	P	1.0	A	31,236	31,236	Y	N	0		47
JUD 320		11/19/14	3/16/15	58557	Social Service Assistant V	N	SR13	3	P	1.0	A	39,492	39,492	Y	N	0		48
JUD 310		8/1/14	2/13/15	58146	Judicial Clerk III	N	SR14	3	P	1.0	A	35,056	35,112	Y	N	0		49
JUD 310		11/15/14	2/27/15	57250	Judicial Clerk II	N	SR12	3	P	1.0	A	32,460	32,460	Y	N	0		50
JUD 310		8/2/14	2/13/15	23857	Judicial Clerk I	N	SR10	3	P	1.0	A	28,837	28,836	Y	N	0		51
JUD 310		10/23/14	2/27/15	58886	Court Bailiff II	N	SR15	3	P	1.0	A	44,317	44,388	Y	N	0		52
JUD 310		11/3/14	2/27/15	57749	Clerk IV	N	SR10	3	P	1.0	A	39,429	39,492	Y	N	0		53
JUD 310		10/1/14	1/6/15	57025	Judicial Clerk II	N	SR12	3	P	1.0	A	39,429	39,492	Y	N	0		54
JUD 310		3/17/14	2/27/15	57192	Judicial Clerk II	N	SR12	3	P	1.0	A	31,236	33,756	Y	N	0		55
JUD 310		3/3/14	2/27/15	58184	Court Documents Clerk III	N	SR19	3	P	1.0	A	41,064	46,176	Y	N	0		56
JUD 310		11/17/14	2/6/15	58937	Clerk III	N	SR08	3	P	1.0	A	27,724	27,768	Y	N	0		57
JUD 310		10/1/13	2/16/15	13365	Court Documents Supervisor	N	SR21	4	P	1.0	A	51,924	44,412	Y	N	0		58
JUD 601		2/8/14	7/1/15	59381	Clerk III	N	SR08	3	P	1.0	A	26,700	26,700	Y	N	0		59
JUD 330		10/28/14	1/30/15	500670	Social Worker IV	N	SR22	13	T	1.0	A	0	0	Y	N	0		60
JUD 310		5/31/14	2/20/15	500191	Social Worker IV	N	SR22	13	T	1.0	A	49,308	47,400	Y	N	0		61
JUD 310		1/17/14	2/23/15	500657	Social Worker IV	N	SR22	13	T	1.0	A	49,308	0	Y	N	0		62
JUD 310		11/2/14	2/9/15	500576	Juvenile Counselor I	N	SR16	73	T		A	0	H18.01	Y	N	0		63
JUD 310		8/18/14	2/9/15	500578	Juvenile Counselor I	N	SR16	73	T		A	0	H18.01	Y	N	0		64
JUD 310		7/1/14	2/9/15	500648	Juvenile Counselor I	N	SR16	73	T		A	0	H18.01	Y	N	0		65
JUD 310		7/1/14	2/9/15	500579	Juvenile Counselor I	N	SR16	73	T		A	0	H18.01	Y	N	0		66
JUD 310		6/29/14	2/9/15	500645	Juvenile Counselor I	N	SR16	73	T		A	0	H18.01	Y	N	0		67
JUD 310		8/25/14	2/9/15	500525	Juvenile Detention Worker I	N	CO-03	70	T		A	0	H20.78	Y	N	0		68
JUD 310		7/1/14	1/26/15	500527	Juvenile Detention Worker I	N	CO-03	70	T		A	0	H19.98	Y	N	0		69
JUD 310		6/1/14	3/16/15	500392	Cook II	N	BC08	1	T	1.0	A	43,272	43,272	Y	N	0		70
JUD 310		7/1/13	1/15/15	500547	Registered Prof Nurse	N	SR22	79	T		A	0	H44.33	Y	N	0		71
SPECIAL FUND / GRANT FUNDED POSITIONS																		
JUD 310		11/17/14	2/28/15	57940	Clerk III	N	SR08	3	P	1.0	B	18,990	26,700	Y	N	0		1
JUD 310		3/27/13	2/25/15	19273	Driver Educ Asst III	N	SR19	4	P	1.0	B	30,792	54,012	Y	N	0		2
JUD 310		10/16/12	Waiting for reorg approval.	57016	Clerk III	N	SR08	3	P	1.0	B	18,990	27,756	Y	N	0		3
JUD 310		6/26/12	Waiting for reorg approval.	57941	Clerk III	N	SR08	3	P	1.0	B	27,768	26,700	Y	N	0		4
JUD 310		12/14/98	Waiting for reorg approval.	57783	Driver Educ Asst I	N	SR15	3	P	1.0	B	0	0	Y	N	0		5
JUD 310		10/19/99	Waiting for reorg approval.	19272	Driver Educ Asst I	N	SR15	3	P	1.0	B	0	0	Y	N	0		6

Judiciary
Vacancy Report as of November 30, 2014

Table 13

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
JUD 310		12/30/06	Waiting for reorg approval.	26900	Illustrator II	N	SR17	3	P	1.0	B	24,666	56,160	Y	N	0		7
JUD 310		10/22/13	Waiting for reorg approval.	58158	Clerk III	N	SR08	3	P	1.0	B	18,990	27,756	Y	N	0		8
JUD 310		11/29/14	1/26/15	500652	Social Worker IV	N	SR22	13	T	1.0	N	0	47,400	Y	N	0		9

Judiciary

Personnel Separations from July 1, 2013 to November 30, 2014

<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 101		7/16/2013	00012256	Judicial Assistant II	Y	SR23	63	P	A	1.000000	48,276	1.000000	54,012
JUD 101		8/30/2013	00008538	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/30/2013	00027464	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00027461	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00027465	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00057261	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00057263	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00057720	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00057722	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00058758	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00059187	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00500067	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		8/31/2013	00500068	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		9/4/2013	00057262	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		9/4/2013	00057721	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720
JUD 101		11/1/2013	00011315	Law Clerk	N	SR20	73	P	A	1.000000	57,576	1.000000	57,720
JUD 101		12/21/2013	00027463	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		3/1/2014	00000207	Associate Justice	Y	JG02	00	P	A	1.000000	210,140	1.000000	206,184
JUD 101		3/1/2014	00003311	Judicial Assistant II	Y	SR23	63	P	A	1.000000	68,302	1.000000	54,012
JUD 101		3/1/2014	00012739	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		3/22/2014	00500066	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720
JUD 101		4/1/2014	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.000000	67,581	1.000000	82,944
JUD 101		4/1/2014	00027461	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		4/1/2014	00027462	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		4/22/2014	00027464	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		6/4/2014	00012739	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		8/20/2014	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.000000	67,581	1.000000	70,296
JUD 101		8/23/2014	00057722	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		8/30/2014	00008538	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		8/30/2014	00012256	Judicial Assistant II	Y	SR23	63	P	A	1.000000	53,311	1.000000	54,012
JUD 101		8/30/2014	00012892	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720
JUD 101		8/30/2014	00057262	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		8/30/2014	00057720	Law Clerk	Y	SR20	73	P	A	1.000000	56,055	1.000000	57,720
JUD 101		8/30/2014	00057721	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		8/30/2014	00058758	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720

Judiciary

Personnel Separations from July 1, 2013 to November 30, 2014

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		8/30/2014	00500066	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720
JUD 101		8/30/2014	00500068	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720
JUD 101		8/30/2014	00500069	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720
JUD 101		9/2/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.000000	49,365	1.000000	57,720
JUD 101		9/2/2014	00027461	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		9/6/2014	00057946	Judicial Clerk II	N	SR12	03	P	A	1.000000	33,666	1.000000	32,424
JUD 101		10/4/2014	00027462	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		10/23/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.000000	49,365	1.000000	57,720
JUD 101		10/23/2014	00059187	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720
JUD 101		11/1/2014	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.000000	67,581	1.000000	70,296
JUD 101		11/1/2014	00500664	Law Clerk	Y	SR20	73	T	A	1.000000	0	1.000000	57,720
JUD 101		11/3/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.000000	49,365	1.000000	57,720
JUD 310		7/1/2013	00500189	Program Specialist II	N	SR24	13	P	A	1.000000	53,241	1.000000	73,044
JUD 310		7/1/2013	00500518	Kitchen Helper	N	BC02	01	T	A	1.000000	0	1.000000	33,228
JUD 310		7/1/2013	00500547	Registered Prof Nurse	N	SR22	09	T	A	1.000000	0	1.000000	92,206
JUD 310		7/15/2013	00014530	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,212	1.000000	31,212
JUD 310		7/16/2013	00015703	District Court Clerk III	N	SR19	04	P	A	1.000000	36,516	1.000000	63,204
JUD 310		7/19/2013	00057798	Clerk III	N	SR08	03	P	A	1.000000	25,668	1.000000	26,700
JUD 310		7/23/2013	00057249	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,756	1.000000	33,756
JUD 310		7/23/2013	00058989	Juvenile Counselor I	N	SR16	13	P	A	1.000000	36,024	1.000000	37,464
JUD 310		7/25/2013	00014525	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,212	1.000000	31,212
JUD 310		7/27/2013	00058274	Clerk III	N	SR08	03	P	A	1.000000	25,668	1.000000	26,700
JUD 310		7/27/2013	00058579	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		7/30/2013	00007728	Juvenile Detention Worker II	N	CO05	10	P	A	1.000000	43,092	1.000000	44,796
JUD 310		7/30/2013	00058992	Juvenile Counselor III	N	SR20	13	P	A	1.000000	42,132	1.000000	55,488
JUD 310		8/1/2013	00014463	Judicial Clerk I	N	SR10	03	P	A	1.000000	27,756	1.000000	37,968
JUD 310		8/1/2013	00025265	Judicial Clerk III	N	SR14	03	P	A	1.000000	31,212	1.000000	44,412
JUD 310		8/1/2013	00057393	Judicial Clerk I	N	SR10	03	P	A	1.000000	27,756	1.000000	28,836
JUD 310		8/1/2013	00058057	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	39,840	1.000000	41,448
JUD 310		8/3/2013	00058583	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/10/2013	00023507	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/12/2013	00011935	Social Worker IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400
JUD 310		8/15/2013	00500519	Kitchen Helper	N	BC02	01	T	A	1.000000	0	1.000000	33,228
JUD 310		8/16/2013	00012074	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,212	1.000000	36,516
JUD 310		8/16/2013	00014890	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488

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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		8/16/2013	00058869	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/19/2013	00004724	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	39,840	1.000000	41,448
JUD 310		8/20/2013	00004728	Attorney (PROGRAM) I	N	SR24	13	P	A	1.000000	51,312	1.000000	53,364
JUD 310		8/22/2013	00025257	Judicial Clerk III	N	SR14	03	P	A	1.000000	39,480	1.000000	39,480
JUD 310		8/24/2013	00023424	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/24/2013	00057268	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/24/2013	00057809	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,424	1.000000	32,424
JUD 310		8/27/2013	00059001	Accountant III	N	SR20	13	P	A	1.000000	42,574	1.000000	43,812
JUD 310		8/30/2013	00026894	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/30/2013	00027005	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/30/2013	00057267	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/30/2013	00057877	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/30/2013	00500077	Court Support Svcs Coordinat	N	SR20	13	P	A	1.000000	45,576	1.000000	47,400
JUD 310		8/31/2013	00058003	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/31/2013	00058008	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		8/31/2013	00059673	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		9/4/2013	00057876	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		9/4/2013	00059228	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488
JUD 310		9/7/2013	00014912	Court Documents Clerk I	N	SR15	03	P	A	1.000000	35,064	1.000000	35,064
JUD 310		9/9/2013	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	40,893	1.000000	41,040
JUD 310		9/11/2013	00057035	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,836	1.000000	28,836
JUD 310		9/11/2013	00057855	Court Reporter II	N	SR25	03	P	A	1.000000	56,172	1.000000	56,172
JUD 310		9/14/2013	00026946	Clerk IV	N	SR10	03	P	B	1.000000	33,756	1.000000	33,756
JUD 310		9/16/2013	00004722	Clerk III	N	SR08	03	P	A	1.000000	26,700	1.000000	26,700
JUD 310		9/20/2013	00058902	Social Worker IV	N	SR22	13	P	A	1.000000	47,412	1.000000	49,308
JUD 310		9/23/2013	00014573	Judicial Clerk III	N	SR14	03	P	A	1.000000	37,832	1.000000	37,968
JUD 310		9/25/2013	00004716	Estate & Guardianship Clerk I	N	SR15	03	P	A	1.000000	48,048	1.000000	48,048
JUD 310		9/27/2013	00059486	Social Service Assistant IV	N	SR11	03	P	A	1.000000	30,036	1.000000	30,036
JUD 310		10/1/2013	00013365	Court Documents Supervisor	N	SR21	04	P	A	1.000000	44,278	1.000000	44,412
JUD 310		10/1/2013	00057538	Court Bailiff II	N	SR15	03	P	A	1.000000	40,957	1.000000	41,040
JUD 310		10/1/2013	00057964	Janitor II	N	BC02	01	P	A	1.000000	34,803	1.000000	33,228
JUD 310		10/1/2013	00059218	Judicial Clerk IV	N	SR16	03	P	A	1.000000	39,391	1.000000	48,048
JUD 310		10/1/2013	00500283	Social Service Assistant IV	N	SR11	03	T	A	1.000000	0	1.000000	30,036
JUD 310		10/1/2013	00500595	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000		1.000000	53,364
JUD 310		10/16/2013	00014470	Judicial Clerk III	N	SR14	03	P	A	1.000000	39,391	1.000000	36,516

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JUD 310		10/16/2013	00057541	Court Bailiff II	N	SR15	03	P	A	1.000000	47,908	1.000000	48,048
JUD 310		10/16/2013	00500530	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	0	1.000000	41,454
JUD 310		10/16/2013	00500576	Juvenile Counselor I	N	SR16	73	T	A	1.000000	0	1.000000	37,460
JUD 310		10/17/2013	00500583	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	41,448
JUD 310		10/18/2013	00500584	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	41,448
JUD 310		10/19/2013	00059430	Law Clerk	Y	SR20	73	T	A	1.000000	55,351	1.000000	55,488
JUD 310		10/21/2013	00057996	Judicial Clerk II	N	SR12	03	P	A	1.000000	37,884	1.000000	37,968
JUD 310		10/22/2013	00058158	Clerk III	N	SR08	03	P	B	1.000000	27,702	1.000000	27,756
JUD 310		10/25/2013	00059363	Judicial Clerk II	N	SR12	03	P	A	1.000000	33,639	1.000000	33,756
JUD 310		10/26/2013	00057781	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	42,576	1.000000	42,684
JUD 310		10/26/2013	00058986	Juvenile Counselor III	N	SR20	13	P	A	1.000000	49,185	1.000000	49,308
JUD 310		11/1/2013	00024359	Social Worker V	N	SR24	23	P	A	1.000000	62,270	1.000000	62,424
JUD 310		11/1/2013	00057973	Janitor II	N	BC02	01	P	A	1.000000	34,471	1.000000	33,888
JUD 310		11/1/2013	00058185	Judicial Clerk V	N	SR18	04	P	A	1.000000	46,074	1.000000	39,480
JUD 310		11/1/2013	00059481	Social Worker IV	N	SR22	13	P	A	1.000000	57,576	1.000000	57,720
JUD 310		11/4/2013	00015960	Court Bailiff II	N	SR15	03	P	A	1.000000	37,881	1.000000	37,968
JUD 310		11/4/2013	00058193	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,161	1.000000	33,756
JUD 310		11/5/2013	00058060	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,914	1.000000	30,036
JUD 310		11/14/2013	00026299	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,381	1.000000	32,424
JUD 310		11/15/2013	00058025	Social Worker IV	N	SR22	13	P	A	1.000000	47,279	1.000000	47,400
JUD 310		11/18/2013	00025249	District Court Clerk II	N	SR17	03	P	A	1.000000	51,799	1.000000	51,936
JUD 310		11/18/2013	00057802	Account Clerk III	N	SR11	03	P	A	1.000000	29,918	1.000000	30,036
JUD 310		11/19/2013	00017676	Judicial Clerk I	N	SR10	03	P	A	1.000000	36,377	1.000000	28,836
JUD 310		11/22/2013	00058358	Judicial Clerk II	N	SR12	03	P	A	1.000000	36,376	1.000000	36,516
JUD 310		11/25/2013	00004717	Court Documents Supervisor	N	SR21	04	P	A	1.000000	51,800	1.000000	44,412
JUD 310		11/30/2013	00014898	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	56,032	1.000000	56,172
JUD 310		11/30/2013	00021810	Judicial Clerk IV	N	SR16	03	P	A	1.000000	56,032	1.000000	56,172
JUD 310		11/30/2013	00026943	Clerk IV	N	SR10	03	P	B	1.000000	37,884	1.000000	37,968
JUD 310		12/2/2013	00059133	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,666	1.000000	35,064
JUD 310		12/2/2013	00058195	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	39,480
JUD 310		12/14/2013	00059228	Law Clerk	Y	SR20	73	P	A	1.000000	59,488	1.000000	55,488
JUD 310		12/16/2013	00500048	Social Worker IV	N	SR22	13	P	A	1.000000	57,627	1.000000	55,488
JUD 310		12/21/2013	00500424	Social Worker IV	N	SR22	13	T	A	1.000000	55,314	1.000000	47,400
JUD 310		12/28/2013	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	35,056	1.000000	33,756
JUD 310		12/31/2013	00057367	Deputy Chief Court Admr II	N	EM08	35	P	A	1.000000	95,918	1.000000	107,652

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JUD 310		12/31/2013	00057940	Clerk III	N	SR08	03	P	B	1.000000	26,700	1.000000	33,756
JUD 310		12/31/2013	00500019	Social Worker IV	N	SR22	13	P	A	1.000000	62,228	1.000000	62,424
JUD 310		12/31/2013	00004711	Court Admr II	N	SR26	23	P	A	1.000000	82,140	1.000000	82,140
JUD 310		12/31/2013	00014465	Judicial Clerk I	N	SR10	03	P	A	1.000000	26,658	1.000000	28,836
JUD 310		12/31/2013	00015741	Asst Court Admr	N	SR22	13	P	A	1.000000	55,488	1.000000	67,512
JUD 310		12/31/2013	00059153	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	44,412
JUD 310		12/31/2013	00057804	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	48,048
JUD 310		1/1/2014	00014417	Social Worker V	N	SR24	23	P	A	1.000000	57,720	1.000000	67,488
JUD 310		1/1/2014	00058358	Clerk III	N	SR08	03	P	A	1.000000	24,680	1.000000	25,668
JUD 310		1/2/2014	00010488	Judicial Clerk II	N	SR12	03	P	A	1.000000	42,616	1.000000	41,040
JUD 310		1/2/2014	00014463	Judicial Clerk I	N	SR10	03	P	A	1.000000	26,658	1.000000	27,756
JUD 310		1/2/2014	00014530	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,187	1.000000	27,756
JUD 310		1/2/2014	00014905	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	60,683	1.000000	63,204
JUD 310		1/2/2014	00057524	Judicial Clerk I	N	SR10	03	P	A	1.000000	21,242	1.000000	28,836
JUD 310		1/2/2014	00058224	District Court Clerk I	N	SR15	03	P	A	1.000000	36,410	1.000000	37,968
JUD 310		1/3/2014	00500462	Social Worker III	N	SR20	13	T	A	1.000000	0	1.000000	43,812
JUD 310		1/7/2014	00027894	Judicial Clerk II	N	SR12	03	P	A	1.000000	29,941	1.000000	31,212
JUD 310		1/7/2014	00500014	Social Worker IV	N	SR22	13	T	A	1.000000	53,196	1.000000	57,720
JUD 310		1/10/2014	00021810	Judicial Clerk IV	N	SR16	03	P	A	1.000000	49,888	1.000000	48,048
JUD 310		1/16/2014	00005890	Clerk IV	N	SR10	03	P	A	1.000000	42,616	1.000000	28,836
JUD 310		1/22/2014	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	35,056	1.000000	33,756
JUD 310		1/25/2014	00500220	Clerk IV	N	SR10	03	P	A	1.000000	28,826	1.000000	28,836
JUD 310		2/1/2014	00014525	Judicial Clerk II	N	SR12	03	P	A	1.000000	26,658	1.000000	30,036
JUD 310		2/1/2014	00026222	Registered Prof Nurse	N	SR22	09	P	A	1.000000	88,756	1.000000	94,512
JUD 310		2/1/2014	00058358	Clerk III	N	SR08	03	P	A	1.000000	24,680	1.000000	25,668
JUD 310		2/1/2014	00058654	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400
JUD 310		2/1/2014	00058966	Judicial Clerk II	N	SR12	03	P	A	1.000000	29,941	1.000000	39,480
JUD 310		2/1/2014	00059719	Social Worker III	N	SR20	13	P	A	1.000000	43,812	1.000000	43,812
JUD 310		2/3/2014	00004789	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	36,516
JUD 310		2/3/2014	00057800	Judicial Clerk II	N	SR12	03	P	A	1.000000	28,826	1.000000	31,212
JUD 310		2/3/2014	00058666	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	36,516
JUD 310		2/6/2014	00023055	District Court Clerk II	N	SR17	03	P	A	1.000000	39,492	1.000000	51,936
JUD 310		2/10/2014	00008923	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	47,400
JUD 310		2/10/2014	00014484	Clerk III	N	SR08	03	P	A	1.000000	37,800	1.000000	26,700
JUD 310		2/10/2014	00024359	Social Worker V	N	SR24	23	P	A	1.000000	49,308	1.000000	62,424

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JUD 310		2/11/2014	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	35,056	1.000000	35,064
JUD 310		2/15/2014	00500298	Research Aide	Y	SR10	03	T	A	0.475000	17,328	0.475000	13,694
JUD 310		2/24/2014	00057294	Court Bailiff II	N	SR15	03	P	A	1.000000	33,666	1.000000	35,064
JUD 310		2/25/2014	00500190	Social Worker IV	N	SR22	13	T	A	1.000000	49,308	1.000000	47,400
JUD 310		3/1/2014	00057491	Social Worker IV	N	SR22	13	P	A	1.000000	62,424	1.000000	70,188
JUD 310		3/1/2014	00057623	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,409	1.000000	36,516
JUD 310		3/1/2014	00057628	Social Worker III	N	SR20	13	P	A	1.000000	55,314	1.000000	47,400
JUD 310		3/1/2014	00500597	Social Service Assistant IV	N	SR11	03	T	A	1.000000	0	1.000000	28,836
JUD 310		3/3/2014	00057724	Clerk IV	N	SR10	03	P	A	1.000000	33,666	1.000000	28,836
JUD 310		3/3/2014	00058184	Court Documents Clerk III	N	SR19	03	P	A	1.000000	41,064	1.000000	46,176
JUD 310		3/3/2014	00058191	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,212
JUD 310		3/5/2014	00004746	Social Services Manager	N	EM05	35	P	A	1.000000	90,045	1.000000	80,328
JUD 310		3/5/2014	00024039	Judicial Clerk IV	N	SR14	03	P	A	1.000000	33,666	1.000000	33,756
JUD 310		3/7/2014	00057191	Account Clerk IV	N	SR13	03	P	A	1.000000	32,409	1.000000	31,212
JUD 310		3/8/2014	00057251	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		3/10/2014	00019274	Judicial Clerk I	N	SR10	03	P	A	1.000000	40,998	1.000000	28,836
JUD 310		3/12/2014	00058902	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	47,400
JUD 310		3/15/2014	00025881	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		3/15/2014	00059079	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		3/17/2014	00057192	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	33,756
JUD 310		3/22/2014	00058984	Juvenile Counselor III	N	SR20	13	P	A	1.000000	37,464	1.000000	45,576
JUD 310		3/24/2014	00017610	Clerk IV	N	SR10	03	P	A	1.000000	28,826	1.000000	28,836
JUD 310		3/25/2014	00014558	District Court Clerk III	N	SR19	04	P	A	1.000000	53,926	1.000000	51,936
JUD 310		3/29/2014	00500618	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	41,558
JUD 310		3/31/2014	00057393	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	28,836
JUD 310		4/1/2014	00023056	District Court Clerk I	N	SR15	03	P	A	1.000000	35,112	1.000000	36,516
JUD 310		4/1/2014	00023387	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,212
JUD 310		4/1/2014	00027890	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	36,516
JUD 310		4/1/2014	00057529	Clerk III	N	SR08	03	P	A	1.000000	32,408	1.000000	25,668
JUD 310		4/1/2014	00057962	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	33,888
JUD 310		4/1/2014	00059356	Judicial Assistant I	Y	SR21	03	P	A	1.000000	60,683	1.000000	68,388
JUD 310		4/1/2014	00500395	Social Worker IV	N	SR22	13	T	A	1.000000	47,400	1.000000	47,400
JUD 310		4/2/2014	00057374	Ct Optns Spclt V	N	SR24	13	P	A	1.000000	53,364	1.000000	62,424
JUD 310		4/3/2014	00500300	Research Aide	Y	SR10	03	P	A	0.475000	17,328	0.475000	13,694
JUD 310		4/7/2014	00059073	Building Maintenance Worker	N	BC09	01	P	A	1.000000	40,551	1.000000	46,344

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JUD 310		4/8/2014	00014491	District Court Clerk II	N	SR17	03	P	A	1.000000	40,998	1.000000	51,936
JUD 310		4/8/2014	00057872	Circuit Judge	Y	JG05	00	P	A	1.000000	185,736	1.000000	185,736
JUD 310		4/8/2014	00500590	Juvenile Counselor I	N	SR16	13	T	A	1.000000	37,464	1.000000	37,464
JUD 310		4/9/2014	00057895	Judicial Clerk I	N	SR10	03	P	A	1.000000	26,240	1.000000	28,836
JUD 310		4/10/2014	00058067	Social Worker II	N	SR18	13	P	A	1.000000	45,503	1.000000	47,400
JUD 310		4/15/2014	00015661	Court Documents Clerk I	N	SR15	03	P	A	1.000000	44,317	1.000000	42,684
JUD 310		4/16/2014	00500501	Janitor II	N	BC02	01	P	A	1.000000	33,353	1.000000	34,560
JUD 310		4/17/2014	00000216	Circuit Judge	Y	JG05	00	P	A	1.000000	185,736	1.000000	185,736
JUD 310		4/21/2014	00004700	Judicial Assistant I	Y	SR21	03	P	A	1.000000	49,968	1.000000	60,744
JUD 310		4/21/2014	00057524	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	28,836
JUD 310		4/21/2014	00058003	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		5/1/2014	00057813	Clerk III	N	SR08	03	P	A	1.000000	27,768	1.000000	26,700
JUD 310		5/1/2014	00058085	Data Entry Operator I	N	SR08	03	P	A	1.000000	26,700	1.000000	26,700
JUD 310		5/1/2014	00058579	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		5/1/2014	00500344	Juvenile Detention Worker II	N	CO05	10	P	A	1.000000	43,224	1.000000	44,928
JUD 310		5/2/2014	00500576	Juvenile Counselor I	N	SR16	13	T	A	1.000000	31,200	1.000000	37,464
JUD 310		5/5/2014	00059002	Account Clerk IV	N	SR13	03	P	A	1.000000	33,666	1.000000	32,424
JUD 310		5/6/2014	00004775	Social Worker IV	N	SR22	13	P	A	1.000000	46,677	1.000000	47,400
JUD 310		5/6/2014	00017613	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	55,488
JUD 310		5/7/2014	00011956	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	43,224	1.000000	41,568
JUD 310		5/8/2014	00027810	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	28,836
JUD 310		5/8/2014	00059363	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	30,036
JUD 310		5/16/2014	00059475	Drug Ct Subst Abuse Cnslr III	N	SR20	13	P	A	1.000000	43,812	1.000000	43,812
JUD 310		5/17/2014	00004702	Judicial Assistant I	Y	SR21	03	P	A	1.000000	49,888	1.000000	48,048
JUD 310		5/17/2014	00015957	Court Bailiff II	N	SR15	03	P	A	1.000000	31,108	1.000000	36,516
JUD 310		5/19/2014	00014470	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	44,412
JUD 310		5/21/2014	00014480	Judicial Clerk III	N	SR14	03	P	A	1.000000	29,988	1.000000	36,516
JUD 310		5/21/2014	00025881	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		5/21/2014	00058147	District Court Clerk I	N	SR15	03	P	A	1.000000	35,112	1.000000	35,064
JUD 310		5/27/2014	00057812	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	44,412
JUD 310		5/27/2014	00057874	Judicial Assistant I	Y	SR21	03	P	A	1.000000	49,968	1.000000	48,048
JUD 310		5/27/2014	00500081	Law Clerk	N	SR20	73	T	A	1.000000	43,812	1.000000	43,812
JUD 310		5/28/2014	00023811	Court Bailiff II	N	SR15	03	P	A	1.000000	36,468	1.000000	39,480
JUD 310		5/31/2014	00004765	Social Worker VI	N	SR26	23	P	A	1.000000	82,140	1.000000	85,416
JUD 310		5/31/2014	00014477	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	39,480

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JUD 310		5/31/2014	00500030	IT Support Technician I	N	SR13	03	T	A	1.000000	32,308	1.000000	32,424
JUD 310		5/31/2014	00500191	Social Worker IV	N	SR22	13	T	A	1.000000	49,308	1.000000	47,400
JUD 310		6/1/2014	00004796	Juvenile Detention Worker II	N	CO05	10	P	A	1.000000	43,224	1.000000	44,928
JUD 310		6/1/2014	00500392	Cook II	N	BC08	01	T	A	1.000000	43,272	1.000000	43,272
JUD 310		6/2/2014	00058019	Social Worker II	N	SR18	13	P	A	1.000000	40,548	1.000000	40,548
JUD 310		6/3/2014	00057249	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	32,424
JUD 310		6/13/2014	00019229	District Court Clerk II	N	SR17	03	P	A	1.000000	39,492	1.000000	37,968
JUD 310		6/14/2014	00058242	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	47,400
JUD 310		6/14/2014	00058308	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	60,012
JUD 310		6/16/2014	00025252	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	41,040
JUD 310		6/16/2014	00059185	District Court Clerk II	N	SR17	03	P	A	1.000000	39,492	1.000000	48,048
JUD 310		6/17/2014	00500013	Social Worker IV	N	SR22	13	T	A	1.000000	49,308	1.000000	47,400
JUD 310		6/21/2014	00059610	Clerk IV	N	SR10	03	T	A	1.000000	28,872	1.000000	28,836
JUD 310		6/23/2014	00011936	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	47,400
JUD 310		6/23/2014	00014222	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	57,720
JUD 310		6/25/2014	00059644	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	39,480
JUD 310		6/26/2014	00027890	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	27,756
JUD 310		6/26/2014	00058982	Juvenile Counselor I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464
JUD 310		6/29/2014	00500645	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464
JUD 310		7/1/2014	00014602	District Court Clerk III	N	SR19	04	P	A	1.000000	54,012	1.000000	56,172
JUD 310		7/1/2014	00023102	Clerk IV	N	SR10	03	P	A	1.000000	28,872	1.000000	27,756
JUD 310		7/1/2014	00059088	Juvenile Counselor I	N	SR16	13	T	A	1.000000	37,464	1.000000	37,464
JUD 310		7/1/2014	00059562	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	34,560
JUD 310		7/1/2014	00500527	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	0	1.000000	41,558
JUD 310		7/1/2014	00500579	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464
JUD 310		7/1/2014	00500648	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464
JUD 310		7/4/2014	00021198	Secretary II	N	SR14	03	P	A	1.000000	33,720	1.000000	33,720
JUD 310		7/7/2014	00015614	Social Worker VI	N	SR26	23	P	A	1.000000	82,140	1.000000	85,416
JUD 310		7/9/2014	00500051	Social Worker III	N	SR20	13	P	A	1.000000	45,576	1.000000	45,576
JUD 310		7/14/2014	00025248	District Court Clerk II	N	SR17	03	P	A	1.000000	53,926	1.000000	54,012
JUD 310		7/14/2014	00059363	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,236
JUD 310		7/17/2014	00057037	Judicial Clerk III	N	SR14	03	P	A	1.000000	42,684	1.000000	42,684
JUD 310		7/18/2014	00058992	Juvenile Counselor I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464
JUD 310		7/18/2014	00059000	Account Clerk V	N	SR15	03	P	A	1.000000	41,064	1.000000	39,492
JUD 310		7/19/2014	00058358	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,236

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JUD 310		7/19/2014	00059399	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	44,388	1.000000	58,416
JUD 310		7/26/2014	00500426	Social Service Aid III	N	SR09	03	T	A	1.000000	28,826	1.000000	28,872
JUD 310		8/1/2014	00008928	Juvenile Detention Worker II	N	CO05	10	P	A	1.000000	52,608	1.000000	52,692
JUD 310		8/1/2014	00025739	Driver Education Assistant I	N	SR15	03	P	B	1.000000	36,468	1.000000	36,468
JUD 310		8/1/2014	00058146	Judicial Clerk III	N	SR14	03	P	A	1.000000	35,056	1.000000	35,112
JUD 310		8/1/2014	00058821	Social Worker II	N	SR18	13	P	A	1.000000	40,548	1.000000	57,720
JUD 310		8/1/2014	00059305	Judicial Assistant I	Y	SR21	03	P	A	1.000000	51,223	1.000000	60,780
JUD 310		8/1/2014	00059639	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	56,082	1.000000	56,172
JUD 310		8/1/2014	00059640	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	42,685	1.000000	42,684
JUD 310		8/2/2014	00023857	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,837	1.000000	28,836
JUD 310		8/6/2014	00023507	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		8/6/2014	00058224	District Court Clerk I	N	SR15	03	P	A	1.000000	36,410	1.000000	36,468
JUD 310		8/8/2014	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	35,056	1.000000	35,112
JUD 310		8/9/2014	00500168	Social Worker III	N	SR20	13	P	B	1.000000	49,308	1.000000	49,308
JUD 310		8/11/2014	00058196	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,187	1.000000	31,236
JUD 310		8/13/2014	00057844	Account Clerk IV	N	SR13	03	P	A	1.000000	33,666	1.000000	33,720
JUD 310		8/14/2014	00058866	Clerk III	N	SR08	03	P	A	1.000000	27,724	1.000000	27,768
JUD 310		8/18/2014	00500578	Juvenile Counselor I	N	SR16	73	T	A	1.000000	0	1.000000	37,464
JUD 310		8/19/2014	00019266	Judicial Clerk III	N	SR14	03	P	A	1.000000	35,056	1.000000	35,112
JUD 310		8/19/2014	00027005	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		8/19/2014	00059568	Social Service Assistant IV	N	SR11	03	P	A	1.000000	29,941	1.000000	29,988
JUD 310		8/22/2014	00058583	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		8/23/2014	00014890	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		8/23/2014	00057967	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	34,560
JUD 310		8/23/2014	00059357	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488
JUD 310		8/23/2014	00500476	Social Service Assistant IV	N	SR11	03	T	N	1.000000	0	1.000000	29,988
JUD 310		8/25/2014	00500525	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	0	1.000000	43,222
JUD 310		8/26/2014	00500584	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	43,224
JUD 310		8/27/2014	00014470	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	33,720
JUD 310		8/28/2014	00059398	Attorney (PROGRAM) I	N	SR24	73	P	A	1.000000	53,365	1.000000	53,364
JUD 310		8/29/2014	00022197	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488
JUD 310		8/29/2014	00026894	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		8/29/2014	00057251	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		8/30/2014	00057268	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		8/30/2014	00057804	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,666	1.000000	33,720

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JUD 310		8/30/2014	00057877	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		8/30/2014	00058008	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		9/2/2014	00015673	Judicial Clerk III	N	SR14	03	P	A	1.000000	44,318	1.000000	44,388
JUD 310		9/2/2014	00025246	District Court Clerk II	N	SR17	03	P	A	1.000000	44,318	1.000000	44,388
JUD 310		9/2/2014	00500502	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	34,560
JUD 310		9/3/2014	00025311	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488
JUD 310		9/3/2014	00058869	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		9/3/2014	00059228	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		9/5/2014	00057267	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		9/6/2014	00057996	Judicial Clerk II	N	SR12	03	P	A	1.000000	40,998	1.000000	41,064
JUD 310		9/6/2014	00500156	Clerk III	N	SR08	03	T	A	1.000000	27,724	1.000000	27,768
JUD 310		9/17/2014	00007723	Social Worker IV	N	SR22	13	P	A	1.000000	51,138	1.000000	51,300
JUD 310		9/29/2014	00004701	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	56,082	1.000000	56,172
JUD 310		10/1/2014	00057021	Clerk IV	N	SR10	03	P	A	1.000000	39,429	1.000000	39,492
JUD 310		10/1/2014	00057025	Judicial Clerk II	N	SR12	03	P	A	1.000000	39,429	1.000000	39,492
JUD 310		10/1/2014	00057399	Social Worker II	N	SR18	13	P	A	1.000000	40,549	1.000000	40,548
JUD 310		10/1/2014	00057960	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	35,256
JUD 310		10/1/2014	00058194	Judicial Clerk II	N	SR12	03	P	A	1.000000	37,920	1.000000	37,980
JUD 310		10/1/2014	00500491	Groundskeeper I	N	BC02	01	P	A	1.000000	34,560	1.000000	35,256
JUD 310		10/9/2014	00058166	Social Worker IV	N	SR22	13	P	A	1.000000	51,138	1.000000	51,300
JUD 310		10/13/2014	00005883	Social Worker IV	N	SR22	13	P	A	1.000000	55,314	1.000000	55,488
JUD 310		10/20/2014	00004748	Social Worker V	N	SR24	23	P	A	1.000000	78,926	1.000000	78,996
JUD 310		10/22/2014	00057319	Social Worker IV	N	SR22	13	P	A	1.000000	53,196	1.000000	53,364
JUD 310		10/23/2014	00058886	Court Bailiff II	N	SR15	03	P	A	1.000000	44,317	1.000000	44,388
JUD 310		11/1/2014	00004783	Judicial Clerk V	N	SR18	04	P	A	1.000000	56,082	1.000000	56,172
JUD 310		11/1/2014	00010329	District Judge	Y	JG06	00	P	A	1.000000	178,390	1.000000	178,536
JUD 310		11/1/2014	00057714	Court Reporter II	N	SR25	03	P	A	1.000000	79,888	1.000000	80,016
JUD 310		11/2/2014	00500576	Juvenile Counselor I	N	SR16	73	T	A	1.000000	0	1.000000	37,461
JUD 310		11/3/2014	00057749	Clerk IV	N	SR10	03	P	A	1.000000	39,429	1.000000	39,492
JUD 310		11/3/2014	00058027	Social Worker II	N	SR18	13	P	A	1.000000	40,549	1.000000	40,548
JUD 310		11/8/2014	00058323	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488
JUD 310		11/14/2014	00019216	Social Worker IV	N	SR22	13	P	A	1.000000	55,314	1.000000	55,488
JUD 310		11/14/2014	00058060	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,826	1.000000	28,872
JUD 310		11/15/2014	00057250	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,409	1.000000	32,460
JUD 310		11/17/2014	00025252	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	35,112

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JUD 310		11/17/2014	00057940	Clerk III	N	SR08	03	P	B	1.000000	27,724	1.000000	26,700
JUD 310		11/17/2014	00058937	Clerk III	N	SR08	03	P	A	1.000000	27,724	1.000000	27,768
JUD 310		11/22/2014	00027810	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	28,872
JUD 310		11/25/2014	00057412	District Judge	Y	JG06	00	P	A	1.000000	178,390	1.000000	178,536
JUD 310		11/26/2014	00014905	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	60,683	1.000000	60,780
JUD 310		11/26/2014	00025218	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488
JUD 310		11/26/2014	00057876	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488
JUD 310		11/26/2014	00058003	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		11/29/2014	00014890	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 310		11/29/2014	00058591	Court Documents Clerk III	N	SR19	03	P	A	1.000000	58,323	1.000000	58,416
JUD 310		11/29/2014	00059323	Judicial Clerk II	N	SR12	03	P	A	1.000000	42,616	1.000000	42,684
JUD 310		11/29/2014	00500652	Social Worker IV	N	SR22	13	T	N	1.000000		1.000000	47,400
JUD 320		7/1/2013	00059683	Social Worker V	N	SR24	13	P	A	1.000000	47,412	1.000000	51,312
JUD 320		7/19/2013	00057049	Judicial Clerk II	N	SR12	03	P	A	1.000000	30,036	1.000000	36,516
JUD 320		7/22/2013	00058332	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,212	1.000000	28,836
JUD 320		8/1/2013	00500107	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488
JUD 320		8/23/2013	00023704	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488
JUD 320		9/4/2013	00004824	Secretary III	N	SR16	03	P	A	1.000000	37,968	1.000000	37,968
JUD 320		9/4/2013	00012047	Social Worker IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400
JUD 320		9/9/2013	00057791	Social Worker III	N	SR20	13	P	A	1.000000	42,132	1.000000	43,812
JUD 320		10/1/2013	00059729	Social Worker IV	N	SR22	13	P	A	1.000000	47,280	1.000000	47,400
JUD 320		10/16/2013	00500401	Library Technician V	N	SR11	03	P	A	1.000000	29,914	1.000000	30,036
JUD 320		11/1/2013	00057193	Court Documents Clerk III	N	SR19	03	P	A	1.000000	63,016	1.000000	63,204
JUD 320		11/20/2013	00058559	Social Worker V	N	SR24	13	P	A	1.000000	69,224	1.000000	73,044
JUD 320		12/5/2013	00058858	Judicial Clerk I	N	SR10	03	P	A	1.000000	32,460	1.000000	28,836
JUD 320		12/7/2013	00500269	Drug Ct Subst Abuse Cnslr IV	N	SR22	13	P	A	1.000000	53,364	1.000000	47,400
JUD 320		12/14/2013	00058563	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	49,308
JUD 320		12/23/2013	00057371	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	33,756
JUD 320		12/31/2013	00058815	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,460	1.000000	42,684
JUD 320		12/31/2013	00013244	Estate & Guardianship Spclt	N	SR19	03	P	A	1.000000	44,388	1.000000	58,440
JUD 320		12/31/2013	00022961	Court Documents Supervisor	N	SR21	04	P	A	1.000000	60,780	1.000000	68,388
JUD 320		12/31/2013	00026781	Court Documents Clerk III	N	SR19	03	P	A	1.000000	49,968	1.000000	54,012
JUD 320		1/2/2014	00059126	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400
JUD 320		1/6/2014	00057775	Social Worker IV	N	SR22	13	P	A	1.000000	43,812	1.000000	47,400
JUD 320		1/10/2014	00057328	Judicial Clerk II	N	SR12	03	P	A	1.000000	28,872	1.000000	31,212

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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		2/5/2014	00058141	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,212
JUD 320		2/18/2014	00057372	Account Clerk V	N	SR15	03	P	A	1.000000	36,468	1.000000	37,968
JUD 320		3/3/2014	00027879	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	42,684	1.000000	51,936
JUD 320		3/3/2014	00059046	Circuit Court Clerk I	N	SR17	03	P	A	1.000000	55,982	1.000000	41,040
JUD 320		3/4/2014	00058789	Judicial Clerk IV	N	SR16	03	P	A	1.000000	44,388	1.000000	42,684
JUD 320		3/10/2014	00004809	Account Clerk IV	N	SR13	03	P	A	1.000000	32,460	1.000000	32,424
JUD 320		3/27/2014	00059078	Judicial Clerk III	N	SR14	03	P	A	1.000000	28,739	1.000000	39,480
JUD 320		4/1/2014	00058331	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,212
JUD 320		5/1/2014	00059151	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,460	1.000000	48,048
JUD 320		5/1/2014	00500371	Social Worker IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400
JUD 320		5/17/2014	00058330	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,212
JUD 320		5/24/2014	00009201	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400
JUD 320		5/24/2014	00027880	Court Reporter II	N	SR25	03	P	A	1.000000	54,012	1.000000	51,936
JUD 320		5/29/2014	00057770	Judicial Assistant I	Y	SR21	03	P	A	1.000000	48,024	1.000000	49,932
JUD 320		6/3/2014	00500107	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 320		6/7/2014	00058157	Social Worker I	N	SR16	13	P	A	1.000000	47,400	1.000000	37,464
JUD 320		6/14/2014	00004824	Secretary III	N	SR16	03	P	A	1.000000	37,980	1.000000	35,064
JUD 320		7/16/2014	00058792	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,236	1.000000	29,988
JUD 320		7/19/2014	00500015	Social Worker VI	N	SR26	23	P	A	1.000000	70,188	1.000000	57,720
JUD 320		7/21/2014	00014544	District Court Clerk II	N	SR17	03	P	A	1.000000	51,924	1.000000	51,924
JUD 320		7/22/2014	00012046	Social Worker II	N	SR18	13	P	A	1.000000	47,400	1.000000	42,168
JUD 320		7/25/2014	00004813	Janitor III	N	WS02	01	P	A	1.000000	37,716	1.000000	36,972
JUD 320		8/1/2014	00057772	Law Clerk	N	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 320		8/4/2014	00057371	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,236
JUD 320		8/6/2014	00027881	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 320		8/15/2014	00023704	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 320		8/15/2014	00500589	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000		1.000000	53,364
JUD 320		9/2/2014	00022466	Court Fiscal Officer II	N	SR26	23	P	A	1.000000	73,032	1.000000	73,032
JUD 320		9/6/2014	00026328	Judicial Clerk II	N	SR12	03	P	A	1.000000	33,344	1.000000	32,460
JUD 320		9/8/2014	00057370	Judicial Clerk II	N	SR12	03	P	A	1.000000	36,468	1.000000	36,468
JUD 320		11/18/2014	00059328	District Court Clerk III	N	SR19	04	P	A	1.000000	56,172	1.000000	56,172
JUD 320		11/29/2014	00058140	Court Documents Clerk I	N	SR15	03	P	A	1.000000	48,024	1.000000	48,024
JUD 330		7/1/2013	00500254	Clerk III	N	SR08	03	T	A	1.000000	26,627	1.000000	25,668
JUD 330		8/19/2013	00024378	Social Worker IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400
JUD 330		8/29/2013	00057200	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488

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JUD 330		8/30/2013	00057122	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488
JUD 330		9/11/2013	00057527	District Court Clerk III	N	SR17	03	P	A	1.000000	54,012	1.000000	54,012
JUD 330		9/16/2013	00058657	Social Worker III	N	SR20	13	P	A	1.000000	38,988	1.000000	43,812
JUD 330		9/23/2013	00059520	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,756	1.000000	33,756
JUD 330		10/1/2013	00058572	Account Clerk IV	N	SR13	03	P	A	1.000000	29,914	1.000000	32,424
JUD 330		10/14/2013	00058544	Social Worker IV	N	SR22	13	P	A	1.000000	47,280	1.000000	49,308
JUD 330		12/23/2013	00059320	Court Bailiff II	N	SR15	03	P	A	1.000000	32,567	1.000000	35,064
JUD 330		12/31/2013	00057329	Library Technician VII	N	SR16	03	P	A	1.000000	36,977	1.000000	46,176
JUD 330		12/31/2013	00058247	Clerk IV	N	SR10	03	P	A	1.000000	26,881	1.000000	33,756
JUD 330		12/31/2013	00004833	Estate & Guardianship Spclt	N	SR19	03	P	A	1.000000	40,998	1.000000	54,012
JUD 330		12/31/2013	00059198	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	49,888	1.000000	56,172
JUD 330		12/31/2013	00018677	Court Admr II	N	SR26	23	P	A	1.000000	64,498	1.000000	78,996
JUD 330		1/2/2014	00057365	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,187	1.000000	31,212
JUD 330		1/2/2014	00058927	District Court Clerk II	N	SR17	03	P	A	1.000000	38,820	1.000000	42,684
JUD 330		1/11/2014	00057382	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 330		2/1/2014	00500148	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 330		2/3/2014	00058175	Judicial Clerk III	N	SR14	03	P	A	1.000000	35,226	1.000000	35,064
JUD 330		3/10/2014	00059200	Social Worker IV	N	SR22	13	P	A	1.000000	53,196	1.000000	47,400
JUD 330		4/1/2014	00059714	Social Worker IV	N	SR22	13	P	A	1.000000	49,893	1.000000	47,400
JUD 330		4/21/2014	00059004	Circuit Court Clerk III	N	SR22	04	P	A	1.000000	53,842	1.000000	63,204
JUD 330		5/1/2014	00058109	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,212
JUD 330		5/8/2014	00059241	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400
JUD 330		5/21/2014	00058920	Judicial Clerk I	N	SR10	03	P	A	1.000000	27,835	1.000000	28,836
JUD 330		5/31/2014	00058572	Account Clerk IV	N	SR13	03	P	A	1.000000	29,988	1.000000	31,212
JUD 330		6/6/2014	00024378	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400
JUD 330		6/6/2014	00059605	District Judge	Y	JG06	00	P	A	1.000000	178,390	1.000000	175,032
JUD 330		6/9/2014	00059733	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	49,308
JUD 330		6/16/2014	00500252	Clerk III	N	SR08	03	P	A	1.000000	27,768	1.000000	25,668
JUD 330		6/30/2014	00059054	Social Worker I	N	SR16	13	P	A	1.000000	37,464	1.000000	51,300
JUD 330		7/1/2014	00001277	District Judge	Y	JG06	00	P	A	1.000000	178,390	1.000000	178,536
JUD 330		7/1/2014	00057098	Court Bailiff I	N	SR13	03	P	A	1.000000	32,460	1.000000	31,212
JUD 330		7/1/2014	00500592	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000		1.000000	53,364
JUD 330		7/7/2014	00059311	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	62,424
JUD 330		8/18/2014	00057627	Account Clerk II	N	SR08	03	P	A	1.000000	26,700	1.000000	26,700
JUD 330		8/21/2014	00500271	IT Support Technician III	N	SR17	03	P	A	1.000000	42,684	1.000000	41,040

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JUD 330		8/23/2014	00057200	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 330		8/25/2014	00059520	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,304	1.000000	31,236
JUD 330		8/26/2014	00058657	Social Worker II	N	SR18	13	P	A	1.000000	40,549	1.000000	40,548
JUD 330		8/27/2014	00057122	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 330		9/3/2014	00026477	Account Clerk V	N	SR15	03	P	A	1.000000	46,114	1.000000	46,188
JUD 330		9/18/2014	00057939	Account Clerk IV	N	SR13	03	P	A	1.000000	38,424	1.000000	37,980
JUD 350		8/1/2013	00026939	District Court Clerk I	N	SR15	03	P	A	1.000000	35,064	1.000000	35,064
JUD 350		8/16/2013	00059669	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488
JUD 350		9/17/2013	00021292	Social Worker III	N	SR20	13	P	A	1.000000	42,132	1.000000	43,812
JUD 350		10/16/2013	00058860	Judicial Clerk II	N	SR12	03	P	A	1.000000	33,637	1.000000	33,756
JUD 350		12/16/2013	00027613	Social Worker IV	N	SR22	13	P	A	1.000000	43,812	1.000000	49,308
JUD 350		1/1/2014	00059312	Social Worker III	N	SR20	13	P	A	1.000000	37,464	1.000000	43,812
JUD 350		3/3/2014	00500573	Social Service Assistant IV	N	SR11	03	P	A	1.000000	32,186	1.000000	28,836
JUD 350		3/25/2014	00059312	Social Worker II	N	SR18	13	P	A	1.000000	37,464	1.000000	40,548
JUD 350		4/1/2014	00057878	Social Worker IV	N	SR22	13	P	A	1.000000	43,812	1.000000	47,400
JUD 350		5/1/2014	00500162	Janitor II	N	BC02	01	P	A	1.000000	30,240	1.000000	34,560
JUD 350		5/22/2014	00058855	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488
JUD 350		5/27/2014	00027613	Social Worker II	N	SR18	13	P	A	1.000000	43,812	1.000000	40,548
JUD 350		5/31/2014	00057983	Judicial Clerk II	N	SR12	03	P	A	1.000000	24,060	1.000000	31,212
JUD 350		6/7/2014	00026939	District Court Clerk I	N	SR15	03	P	A	1.000000	30,723	1.000000	33,756
JUD 350		6/18/2014	00058111	Social Worker IV	N	SR22	13	P	A	1.000000	37,980	1.000000	47,400
JUD 350		6/26/2014	00059669	Law Clerk	Y	SR20	73	P	A	1.000000	46,240	1.000000	55,488
JUD 350		8/1/2014	00057676	Social Worker III	N	SR20	13	P	A	1.000000	41,778	1.000000	45,576
JUD 350		9/8/2014	00059119	Social Worker III	N	SR20	13	P	A	1.000000	41,778	1.000000	45,576
JUD 350		9/20/2014	00058861	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	29,988
JUD 350		9/27/2014	00057878	Social Worker III	N	SR20	13	P	A	1.000000	43,812	1.000000	43,812
JUD 350		10/1/2014	00057846	Court Bailiff II	N	SR15	03	P	A	1.000000	44,412	1.000000	46,188
JUD 350		10/1/2014	00059117	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	49,308
JUD 350		10/4/2014	00057279	Social Worker III	N	SR20	13	P	A	1.000000	47,400	1.000000	47,400
JUD 350		11/18/2014	00500161	Janitor III	N	WS02	01	P	A	1.000000	36,972	1.000000	37,716
JUD 350		11/24/2014	00019193	Judicial Clerk III	N	SR14	03	P	A	1.000000	41,064	1.000000	41,064
JUD 601		7/27/2013	00500388	Human Resources Clerk V	N	SR13	63	P	A	1.000000	30,036	1.000000	32,424
JUD 601		8/13/2013	00059222	Account Clerk V	N	SR15	03	P	A	1.000000	35,064	1.000000	35,064
JUD 601		8/19/2013	00057019	Coms & Comy Relations Ofcr	Y	SR26	23	P	A	1.000000	64,920	1.000000	67,512
JUD 601		10/23/2013	00059174	DUI Clerk	Y	SR10	03	P	A	1.000000	32,379	1.000000	32,424

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JUD 601		11/30/2013	00058628	IT Specialist V	N	SR24	13	P	A	1.000000	78,801	1.000000	78,996
JUD 601		11/30/2013	00058841	Director, Ctr For ADR	Y	EM07	35	P	A	1.000000	110,993	1.000000	111,276
JUD 601		11/30/2013	00059273	IT Specialist VI	N	SR26	13	P	A	1.000000	85,200	1.000000	85,416
JUD 601		12/14/2013	00058835	Secretary I	N	SR12	03	P	A	1.000000	31,236	1.000000	31,212
JUD 601		12/28/2013	00500331	Clerk IV	N	SR10	03	P	A	1.000000	31,236	1.000000	28,836
JUD 601		1/30/2014	00500402	DUI Clerk	Y	SR10	03	T	A	1.000000	28,872	1.000000	28,836
JUD 601		2/1/2014	00500639	Secretary I	N	SR12	03	T	A	1.000000	30,036	1.000000	30,036
JUD 601		2/8/2014	00059381	Clerk III	N	SR08	03	P	A	1.000000	26,700	1.000000	26,700
JUD 601		2/18/2014	00059222	Account Clerk IV	N	SR13	03	P	A	1.000000	32,460	1.000000	32,424
JUD 601		2/19/2014	00015366	Library Technician VI	N	SR14	03	P	A	1.000000	33,720	1.000000	33,756
JUD 601		3/8/2014	00500598	Clerk III	N	SR08	03	T	A	1.000000	26,700	1.000000	25,668
JUD 601		5/1/2014	00016872	Print Shop Supervisor	N	F208	02	P	A	1.000000	54,132	1.000000	55,212
JUD 601		5/16/2014	00059172	DUI Clerk	Y	SR10	03	P	A	1.000000	28,872	1.000000	32,424
JUD 601		5/31/2014	00059173	DUI Clerk	Y	SR10	03	P	A	1.000000	28,872	1.000000	37,968
JUD 601		6/3/2014	00058071	Program Budget Analyst V	N	SR24	73	P	A	1.000000	51,312	1.000000	53,364
JUD 601		7/1/2014	00059171	DUI Review Technician	Y	SR15	03	P	A	1.000000	44,388	1.000000	33,756
JUD 601		7/1/2014	00059175	DUI Clerk	Y	SR10	03	T	A	1.000000	28,872	1.000000	28,836
JUD 601		7/1/2014	00059678	DUI Review Tech/Acct Clk	Y	SR15	03	P	A	1.000000	35,112	1.000000	42,684
JUD 601		7/1/2014	00500464	Clerk III	N	SR08	03	T	A	1.000000	26,700	1.000000	26,700
JUD 601		7/14/2014	00057124	Clerk IV	N	SR10	03	P	A	1.000000	29,988	1.000000	29,988
JUD 601		8/30/2014	00058934	Social Worker IV	N	SR22	13	P	A	1.000000	55,488	1.000000	67,512
JUD 601		9/2/2014	00059336	Research Statistician IV	N	SR22	13	P	A	1.000000	67,512	1.000000	64,920
JUD 601		10/1/2014	00057790	Human Resources Spclt V	N	SR24	73	P	A	1.000000	73,032	1.000000	73,032
JUD 601		10/1/2014	00058062	Accountant VI	N	SR26	23	P	A	1.000000	85,416	1.000000	85,416
JUD 601		11/1/2014	00057125	Clerk III	N	SR08	03	P	A	1.000000	31,236	1.000000	31,236
JUD 601		11/1/2014	00057169	Human Resources Manager II	N	EM05	35	P	A	1.000000	107,640	1.000000	107,640
JUD 601		11/3/2014	00022121	Human Resources Specialist	N	SR24	73	P	A	1.000000	73,032	1.000000	73,032
JUD 601		11/5/2014	00058310	CJC Program Specialist	N	SR26	13	P	A	1.000000	85,416	1.000000	85,416
JUD 601		11/29/2014	00058144	IT Specialist V	N	SR24	13	P	A	1.000000	78,996	1.000000	78,996
*Note: Special Fund and Grant Funded positions are listed in red.													

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Positions Filled from July 1, 2013 to November 30, 2014

<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		8/12/2013	00012256	Judicial Assistant II	Y	SR23	63	P	A	1.000000	48,273	1.000000	51,936	N
JUD 101		9/4/2013	00008538	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/4/2013	00057720	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/4/2013	00500068	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00027461	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00027464	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00027465	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00057261	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00057262	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00057263	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00057721	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00057722	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00058758	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00059187	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		9/5/2013	00500067	Law Clerk	Y	SR20	73	P	A	1.000000	55,385	1.000000	57,720	N
JUD 101		12/30/2013	00027463	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		4/1/2014	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.000000	67,581	1.000000	65,088	N
JUD 101		4/1/2014	00500066	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720	N
JUD 101		4/3/2014	00027461	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		4/17/2014	00000207	Associate Justice	Y	JG02	00	P	A	1.000000	210,140	1.000000	206,184	N
JUD 101		4/21/2014	00003311	Judicial Assistant II	Y	SR23	63	P	A	1.000000	68,302	1.000000	65,784	N
JUD 101		4/21/2014	00012739	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		4/22/2014	00027462	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		4/28/2014	00027464	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		6/9/2014	00012739	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		9/2/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.000000	49,365	1.000000	57,720	N
JUD 101		9/2/2014	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.000000	67,581	1.000000	70,296	N
JUD 101		9/4/2014	00008538	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		9/4/2014	00012256	Judicial Assistant II	Y	SR23	63	P	A	1.000000	53,311	1.000000	54,012	N
JUD 101		9/4/2014	00012892	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720	N
JUD 101		9/4/2014	00027461	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		9/4/2014	00057721	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		9/4/2014	00057722	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		9/4/2014	00058758	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		9/4/2014	00500066	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720	N
JUD 101		9/4/2014	00500068	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720	N
JUD 101		9/4/2014	00500069	Law Clerk	Y	SR20	73	P	A	1.000000	59,220	1.000000	57,720	N
JUD 101		9/15/2014	00057262	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N

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JUD 101		9/15/2014	00500664	Law Clerk	Y	SR20	73	T	A	1.000000	0	1.000000	57,720	N
JUD 101		9/18/2014	00057720	Law Clerk	Y	SR20	73	P	A	1.000000	56,055	1.000000	57,720	N
JUD 101		10/8/2014	00027462	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		10/27/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.000000	49,365	1.000000	57,720	N
JUD 101		10/27/2014	00059187	Law Clerk	Y	SR20	73	P	A	1.000000	57,720	1.000000	57,720	N
JUD 101		11/3/2014	00019606	Special Assistant/Attorney	Y	EM03	35	P	A	1.000000	67,581	1.000000	70,296	N
JUD 101		11/5/2014	00011315	Law Clerk	Y	SR20	73	P	A	1.000000	49,365	1.000000	57,720	N
JUD 310		7/1/2013	00057903	Ct Optns Spclt VI	N	SR26	23	P	A	1.000000	75,693	1.000000	82,140	N
JUD 310		7/1/2013	00058742	IT Support Technician I	N	SR13	03	P	A	1.000000	31,212	1.000000	31,212	N
JUD 310		7/3/2013	00500081	Law Clerk	N	SR20	73	T	A	1.000000	42,045	1.000000	43,812	N
JUD 310		7/3/2013	00500083	Law Clerk	N	SR20	73	T	A	1.000000	42,045	1.000000	43,812	N
JUD 310		7/8/2013	00019197	Secretary II	N	SR14	03	P	A	1.000000	32,519	1.000000	32,424	N
JUD 310		7/10/2013	00059105	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		7/12/2013	00058554	Social Worker III	N	SR20	13	P	A	1.000000	42,132	1.000000	43,812	N
JUD 310		7/12/2013	00059719	Social Worker III	N	SR20	13	P	A	1.000000	42,132	1.000000	43,812	N
JUD 310		7/15/2013	00057800	Judicial Clerk II	N	SR12	03	P	A	1.000000	30,740	1.000000	31,212	N
JUD 310		7/15/2013	00500501	Janitor II	N	BC02	01	P	A	1.000000	33,228	1.000000	33,228	N
JUD 310		7/16/2013	00059356	Judicial Assistant I	Y	SR21	03	P	A	1.000000	65,539	1.000000	68,388	N
JUD 310		7/22/2013	00004815	Juvenile Counselor IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400	N
JUD 310		7/23/2013	00058533	Social Worker II	N	SR18	13	P	A	1.000000	47,412	1.000000	55,488	N
JUD 310		7/25/2013	00021198	Secretary II	N	SR14	03	P	A	1.000000	32,424	1.000000	32,424	N
JUD 310		7/30/2013	00059723	Social Worker III	N	SR20	13	P	A	1.000000	42,132	1.000000	43,812	N
JUD 310		8/1/2013	00058579	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/5/2013	00058583	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/5/2013	00500289	Social Worker I	N	SR16	13	T	A	1.000000	35,949	1.000000	37,464	N
JUD 310		8/7/2013	00059568	Social Service Assistant IV	N	SR11	03	P	A	1.000000	28,836	1.000000	28,836	N
JUD 310		8/8/2013	00500286	Social Worker I	N	SR16	13	T	A	1.000000	35,949	1.000000	37,464	N
JUD 310		8/12/2013	00007724	Social Worker IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400	N
JUD 310		8/12/2013	00023507	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/12/2013	00500597	Social Service Assistant IV	N	SR11	03	T	A	1.000000	28,776	1.000000	28,836	N
JUD 310		8/15/2013	00004788	Judicial Clerk II	N	SR12	03	P	A	1.000000	30,036	1.000000	30,036	N
JUD 310		8/19/2013	00014890	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/19/2013	00058219	Ct Optns Spclt VI	N	SR26	23	P	A	1.000000	64,920	1.000000	67,512	N
JUD 310		8/19/2013	00058869	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/19/2013	00059079	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/20/2013	00058940	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,212	1.000000	28,836	N
JUD 310		8/26/2013	00023424	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/26/2013	00057268	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N

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JUD 310		8/30/2013	00014473	Court Support Svcs Coordinator	N	SR20	13	P	A	1.000000	42,132	1.000000	43,812	N
JUD 310		8/30/2013	00026894	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/30/2013	00057267	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		8/30/2013	00057877	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		9/3/2013	00027005	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		9/3/2013	00057910	Clerk III	N	SR08	03	P	A	1.000000	25,668	1.000000	25,668	N
JUD 310		9/3/2013	00058003	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		9/3/2013	00058008	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		9/3/2013	00059673	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		9/3/2013	00500191	Social Worker IV	N	SR22	13	T	A	1.000000	45,576	1.000000	47,400	N
JUD 310		9/4/2013	00057876	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		9/4/2013	00059228	Law Clerk	Y	SR20	73	P	A	1.000000	53,241	1.000000	55,488	N
JUD 310		9/9/2013	00004732	Estate & Guardianship Clerk II	N	SR16	04	P	A	1.000000	36,516	1.000000	42,684	N
JUD 310		9/11/2013	00015392	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,212	1.000000	31,212	N
JUD 310		9/16/2013	00058521	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,212	1.000000	27,756	N
JUD 310		9/16/2013	00500051	Social Worker III	N	SR20	13	P	A	1.000000	45,576	1.000000	43,812	N
JUD 310		9/17/2013	00500013	Social Worker IV	N	SR22	13	T	A	1.000000	45,576	1.000000	47,400	N
JUD 310		9/23/2013	00057882	District Court Clerk I	N	SR15	03	P	A	1.000000	36,516	1.000000	39,480	N
JUD 310		9/25/2013	00004735	Estate & Guardianship Spclt	N	SR19	03	P	A	1.000000	41,040	1.000000	54,012	N
JUD 310		9/30/2013	00058032	District Judge	Y	JG06	00	P	A	1.000000	175,032	1.000000	175,032	N
JUD 310		9/30/2013	00058578	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,756	1.000000	32,424	N
JUD 310		10/1/2013	00014559	Court Admr II	N	SR26	23	P	A	1.000000	70,012	1.000000	57,720	N
JUD 310		10/1/2013	00057454	Judicial Clerk IV	N	SR16	03	P	A	1.000000	42,575	1.000000	42,684	N
JUD 310		10/1/2013	00058323	Law Clerk	Y	SR20	73	P	A	1.000000	55,347	1.000000	55,488	N
JUD 310		10/1/2013	00058333	Driver Educ Asst I	N	SR15	03	P	A	1.000000	40,963	1.000000	46,176	N
JUD 310		10/1/2013	00500475	Social Service Assistant IV	N	SR11	03	T	A	1.000000	0	1.000000	28,836	N
JUD 310		10/2/2013	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	40,963	1.000000	33,756	N
JUD 310		10/7/2013	00057798	Clerk III	N	SR08	03	P	A	1.000000	26,628	1.000000	25,668	N
JUD 310		10/7/2013	00500476	Social Service Assistant IV	N	SR11	03	T	A	1.000000	0	1.000000	28,836	N
JUD 310		10/16/2013	00057539	Court Bailiff III	N	SR17	04	P	A	1.000000	47,903	1.000000	51,936	N
JUD 310		10/16/2013	00058057	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	45,602	1.000000	41,448	N
JUD 310		10/16/2013	00058224	District Court Clerk I	N	SR15	03	P	A	1.000000	47,903	1.000000	37,968	N
JUD 310		10/16/2013	00058992	Juvenile Counselor I	N	SR16	13	P	A	1.000000	55,351	1.000000	37,464	N
JUD 310		10/16/2013	00059075	Electrician	N	BC10	01	P	A	1.000000	46,210	1.000000	47,160	N
JUD 310		10/17/2013	00007728	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	42,157	1.000000	41,448	N
JUD 310		10/18/2013	00004724	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	45,602	1.000000	41,448	N
JUD 310		10/21/2013	00014530	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,794	1.000000	27,756	N
JUD 310		10/21/2013	00015375	Clerk III	N	SR08	03	P	A	1.000000	35,014	1.000000	25,668	N

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JUD 310		10/21/2013	00021709	District Court Clerk I	N	SR15	03	P	A	1.000000	37,881	1.000000	33,756	N
JUD 310		10/21/2013	00021723	Circuit Court Clerk I	N	SR17	03	P	A	1.000000	37,885	1.000000	42,684	N
JUD 310		10/25/2013	00059218	Judicial Clerk IV	N	SR16	03	P	A	1.000000	39,391	1.000000	37,968	N
JUD 310		10/30/2013	00057249	Judicial Clerk III	N	SR14	03	P	A	1.000000	39,388	1.000000	32,424	N
JUD 310		11/1/2013	00057824	Data Entry Operator I	N	SR08	03	P	A	1.000000	26,627	1.000000	25,668	N
JUD 310		11/1/2013	00057964	Janitor II	N	BC02	01	P	A	1.000000	34,471	1.000000	33,888	N
JUD 310		11/1/2013	00059195	Social Worker I	N	SR16	13	P	A	1.000000	43,703	1.000000	37,464	N
JUD 310		11/4/2013	00018122	Judicial Clerk II	N	SR12	03	P	A	1.000000	33,639	1.000000	33,756	N
JUD 310		11/4/2013	00058989	Juvenile Counselor I	N	SR16	13	P	A	1.000000	47,280	1.000000	40,548	N
JUD 310		11/5/2013	00004716	Estate & Guardianship Clerk I	N	SR15	03	P	A	1.000000	47,908	1.000000	33,756	N
JUD 310		11/14/2013	00500045	Circuit Court Clerk I	N	SR17	03	P	A	1.000000	46,073	1.000000	36,516	N
JUD 310		11/15/2013	00058902	Social Worker IV	N	SR22	13	P	A	1.000000	49,180	1.000000	47,400	N
JUD 310		11/18/2013	00015703	District Court Clerk III	N	SR19	04	P	A	1.000000	63,016	1.000000	56,172	N
JUD 310		11/22/2013	00004789	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,381	1.000000	36,516	N
JUD 310		11/25/2013	00004728	Attorney (PROGRAM) I	N	SR24	13	P	A	1.000000	53,228	1.000000	53,364	N
JUD 310		12/2/2013	00500283	Social Service Assistant IV	N	SR11	03	T	A	1.000000	29,941	1.000000	28,836	N
JUD 310		12/2/2013	00014557	Circuit Court Clerk I	N	SR17	03	P	A	1.000000	47,947	1.000000	36,516	N
JUD 310		12/2/2013	00014912	Court Documents Clerk I	N	SR15	03	P	A	1.000000	37,920	1.000000	36,516	N
JUD 310		12/2/2013	00025264	District Court Clerk I	N	SR15	03	P	A	1.000000	42,616	1.000000	41,040	N
JUD 310		12/13/2013	00025257	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		12/16/2013	00059228	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		12/16/2013	00024359	Social Worker V	N	SR24	23	P	A	1.000000	49,308	1.000000	62,424	N
JUD 310		12/16/2013	00004749	Social Worker III	N	SR20	13	P	A	1.000000	43,813	1.000000	43,812	N
JUD 310		12/16/2013	00058342	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,826	1.000000	27,756	N
JUD 310		1/2/2014	00014470	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	44,412	N
JUD 310		1/2/2014	00014480	Judicial Clerk III	N	SR14	03	P	A	1.000000	29,988	1.000000	36,516	N
JUD 310		1/2/2014	00014525	Judicial Clerk II	N	SR12	03	P	A	1.000000	26,658	1.000000	30,036	N
JUD 310		1/2/2014	00014898	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	65,631	1.000000	63,204	N
JUD 310		1/2/2014	00025265	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,826	1.000000	27,756	N
JUD 310		1/2/2014	00025738	Driver Education Officer	N	SR24	13	P	B	1.000000	53,364	1.000000	53,364	N
JUD 310		1/2/2014	00057804	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		1/3/2014	00058358	Clerk III	N	SR08	03	P	A	1.000000	24,680	1.000000	25,668	N
JUD 310		1/6/2014	00058193	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,826	1.000000	27,756	N
JUD 310		1/7/2014	00057852	Judicial Clerk III	N	SR14	03	P	A	1.000000	35,056	1.000000	33,756	N
JUD 310		1/7/2014	00059001	Accountant III	N	SR20	13	P	A	1.000000	43,813	1.000000	43,812	N
JUD 310		1/7/2014	00500019	Social Worker IV	N	SR22	13	P	A	1.000000	62,228	1.000000	57,720	N
JUD 310		1/10/2014	00021810	Judicial Clerk IV	N	SR16	03	P	A	1.000000	49,888	1.000000	48,048	N
JUD 310		1/13/2014	00026946	Clerk III	N	SR08	03	P	B	1.000000	26,700	1.000000	25,668	N

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JUD 310		1/13/2014	00059133	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		1/14/2014	00057035	Data Entry Operator I	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		1/16/2014	00026299	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,409	1.000000	31,212	N
JUD 310		1/21/2014	00011935	Social Worker III	N	SR20	13	P	A	1.000000	43,813	1.000000	43,812	N
JUD 310		1/22/2014	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	35,056	1.000000	35,064	N
JUD 310		1/27/2014	00059363	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	30,036	N
JUD 310		1/27/2014	00500424	Social Worker IV	N	SR22	13	T	A	1.000000	55,314	1.000000	51,300	N
JUD 310		2/3/2014	00025249	District Court Clerk I	N	SR15	03	P	A	1.000000	36,410	1.000000	35,064	N
JUD 310		2/3/2014	00025604	Judicial Clerk II	N	SR12	03	P	A	1.000000	35,056	1.000000	33,756	N
JUD 310		2/3/2014	00057529	Clerk III	N	SR08	03	P	A	1.000000	32,408	1.000000	25,668	N
JUD 310		2/3/2014	00057635	Judicial Clerk II	N	SR12	03	P	A	1.000000	37,920	1.000000	36,516	N
JUD 310		2/3/2014	00058185	Judicial Clerk V	N	SR18	04	P	A	1.000000	39,429	1.000000	37,968	N
JUD 310		2/6/2014	00014905	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	60,683	1.000000	58,440	N
JUD 310		2/10/2014	00014417	Social Worker V	N	SR24	23	P	A	1.000000	57,539	1.000000	53,364	N
JUD 310		2/10/2014	00057809	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,941	1.000000	28,836	N
JUD 310		2/10/2014	00500048	Social Worker IV	N	SR22	13	P	A	1.000000	57,627	1.000000	55,488	N
JUD 310		2/10/2014	00500652	Social Worker IV	N	SR22	13	T	N	1.000000		1.000000	47,400	N
JUD 310		2/18/2014	00057591	Ct Optns Spclt V	N	SR24	13	P	A	1.000000	53,365	1.000000	53,364	N
JUD 310		2/18/2014	00057802	Account Clerk III	N	SR11	03	P	A	1.000000	31,187	1.000000	30,036	N
JUD 310		2/18/2014	00500576	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464	N
JUD 310		2/18/2014	00500648	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464	N
JUD 310		2/19/2014	00500298	Research Aide	Y	SR10	03	T	A	0.475000	17,328	0.475000	13,180	N
JUD 310		2/24/2014	00057400	Clerk IV	N	SR10	03	P	A	1.000000	28,826	1.000000	27,756	N
JUD 310		2/24/2014	00058224	District Court Clerk I	N	SR15	03	P	A	1.000000	36,410	1.000000	35,064	N
JUD 310		2/24/2014	00500584	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	43,155	1.000000	41,568	N
JUD 310		2/25/2014	00059486	Social Service Aid III	N	SR09	03	P	A	1.000000	27,724	1.000000	26,700	N
JUD 310		3/3/2014	00015369	Data Entry Operator I	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		3/3/2014	00057524	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	28,836	N
JUD 310		3/3/2014	00057538	Court Bailiff I	N	SR13	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		3/3/2014	00057781	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	53,926	1.000000	51,936	N
JUD 310		3/3/2014	00058252	Court Documents Clerk III	N	SR19	03	P	A	1.000000	47,947	1.000000	46,176	N
JUD 310		3/3/2014	00059430	Law Clerk	Y	SR20	73	T	A	1.000000	55,488	1.000000	55,488	N
JUD 310		3/5/2014	00015382	Judicial Clerk IV	N	SR16	03	P	A	1.000000	37,920	1.000000	36,516	N
JUD 310		3/5/2014	00057367	Deputy Chief Court Admr II	N	EM08	35	P	A	1.000000	95,918	1.000000	92,376	N
JUD 310		3/7/2014	00058588	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,409	1.000000	31,212	N
JUD 310		3/10/2014	00057393	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	28,836	N
JUD 310		3/10/2014	00057940	Clerk III	N	SR08	03	P	B	1.000000	26,700	1.000000	25,668	N
JUD 310		3/12/2014	00058025	Social Worker IV	N	SR22	13	P	A	1.000000	49,229	1.000000	47,400	N

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JUD 310		3/14/2014	00016873	Social Worker III	N	SR20	13	P	A	1.000000	45,503	1.000000	43,812	N
JUD 310		3/17/2014	00004722	Clerk III	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		3/17/2014	00006946	Court Documents Clerk III	N	SR19	03	P	A	1.000000	40,998	1.000000	39,480	N
JUD 310		3/17/2014	00025881	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		3/17/2014	00057973	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	33,888	N
JUD 310		3/17/2014	00500578	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464	N
JUD 310		3/17/2014	00500649	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464	N
JUD 310		3/18/2014	00014465	Data Entry Operator I	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		3/19/2014	00500583	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	43,155	1.000000	41,568	N
JUD 310		3/24/2014	00014573	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		3/24/2014	00057251	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		3/24/2014	00057623	Judicial Clerk II	N	SR12	03	P	A	1.000000	37,920	1.000000	31,212	N
JUD 310		3/24/2014	00058274	Clerk III	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		3/24/2014	00058358	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	30,036	N
JUD 310		3/24/2014	00500220	Clerk IV	N	SR10	03	P	A	1.000000	28,826	1.000000	27,756	N
JUD 310		3/24/2014	00500618	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	41,558	N
JUD 310		3/25/2014	00015741	Asst Court Admr	N	SR22	13	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		3/25/2014	00500616	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	41,558	N
JUD 310		3/31/2014	00017676	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,409	1.000000	31,212	N
JUD 310		4/1/2014	00014463	Data Entry Operator I	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		4/1/2014	00023007	Judicial Clerk III	N	SR14	03	P	A	1.000000	36,410	1.000000	35,064	N
JUD 310		4/1/2014	00024062	District Court Clerk I	N	SR15	03	P	A	1.000000	36,410	1.000000	35,064	N
JUD 310		4/1/2014	00057996	Judicial Clerk II	N	SR12	03	P	A	1.000000	40,998	1.000000	39,480	N
JUD 310		4/1/2014	00059484	Social Worker V	N	SR24	23	P	A	1.000000	53,365	1.000000	53,364	N
JUD 310		4/2/2014	00057221	Data Entry Operator I	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		4/7/2014	00057950	Assistant Facilities Manager	N	SR21	04	P	A	1.000000	51,841	1.000000	49,932	N
JUD 310		4/7/2014	00500586	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	41,558	N
JUD 310		4/7/2014	00500645	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464	N
JUD 310		4/8/2014	00058986	Juvenile Counselor I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464	N
JUD 310		4/8/2014	00059356	Judicial Assistant I	Y	SR21	03	P	A	1.000000	60,683	1.000000	58,440	N
JUD 310		4/9/2014	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	35,056	1.000000	33,756	N
JUD 310		4/10/2014	00057628	Social Worker III	N	SR20	13	P	A	1.000000	55,314	1.000000	51,300	N
JUD 310		4/15/2014	00059533	District Court Clerk I	N	SR15	03	P	A	1.000000	44,317	1.000000	42,684	N
JUD 310		4/16/2014	00057962	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	34,560	N
JUD 310		4/21/2014	00014525	Clerk III	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		4/21/2014	00023102	Clerk IV	N	SR10	03	P	A	1.000000	28,872	1.000000	27,756	N
JUD 310		4/21/2014	00057724	Secretary II	N	SR14	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		4/21/2014	00058003	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N

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JUD 310		4/21/2014	00500650	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464	N
JUD 310		4/24/2014	00500014	Social Worker IV	N	SR22	13	T	A	1.000000	53,364	1.000000	49,308	N
JUD 310		5/1/2014	00014572	Account Clerk II	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		5/1/2014	00027894	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,941	1.000000	28,836	N
JUD 310		5/1/2014	00057529	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,408	1.000000	31,212	N
JUD 310		5/1/2014	00058579	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		5/1/2014	00058966	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,941	1.000000	28,836	N
JUD 310		5/1/2014	00500615	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	41,558	N
JUD 310		5/5/2014	00024039	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		5/5/2014	00057294	Court Bailiff I	N	SR13	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		5/5/2014	00500647	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,464	N
JUD 310		5/6/2014	00500655	Social Worker IV	N	SR22	13	P	A	1.000000	59,824	1.000000	55,488	N
JUD 310		5/6/2014	00500656	Social Worker IV	N	SR22	13	P	A	1.000000	53,116	1.000000	47,400	N
JUD 310		5/7/2014	00005890	Clerk IV	N	SR10	03	P	A	1.000000	42,616	1.000000	41,040	N
JUD 310		5/7/2014	00058203	Clerk III	N	SR08	03	P	A	1.000000	26,658	1.000000	25,668	N
JUD 310		5/8/2014	00057191	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,409	1.000000	31,212	N
JUD 310		5/12/2014	00058654	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 310		5/15/2014	00057800	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,826	1.000000	27,756	N
JUD 310		5/16/2014	00500157	Account Clerk IV	N	SR13	03	T	A	1.000000	46,114	1.000000	44,412	N
JUD 310		5/19/2014	00010488	Judicial Clerk II	N	SR12	03	P	A	1.000000	42,616	1.000000	41,040	N
JUD 310		5/19/2014	00014528	Court Reporter II	N	SR25	03	P	A	1.000000	51,842	1.000000	49,932	N
JUD 310		5/20/2014	00027890	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	27,756	N
JUD 310		5/21/2014	00026943	Clerk III	N	SR08	03	P	B	1.000000	26,700	1.000000	25,668	N
JUD 310		5/27/2014	00004702	Judicial Assistant I	Y	SR21	03	P	A	1.000000	49,888	1.000000	48,048	N
JUD 310		5/27/2014	00014530	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,187	1.000000	30,036	N
JUD 310		5/27/2014	00015960	Court Bailiff I	N	SR13	03	P	A	1.000000	32,409	1.000000	31,212	N
JUD 310		5/27/2014	00019274	Judicial Clerk I	N	SR10	03	P	A	1.000000	40,998	1.000000	39,480	N
JUD 310		5/27/2014	00025881	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		5/28/2014	00014491	District Court Clerk I	N	SR15	03	P	A	1.000000	40,998	1.000000	39,480	N
JUD 310		6/2/2014	00017610	Clerk IV	N	SR10	03	P	A	1.000000	28,826	1.000000	27,756	N
JUD 310		6/2/2014	00058067	Social Worker III	N	SR20	13	P	A	1.000000	45,503	1.000000	43,812	N
JUD 310		6/2/2014	00500518	Kitchen Helper	N	BC02	01	T	A	1.000000	34,560	1.000000	34,560	N
JUD 310		6/3/2014	00500519	Kitchen Helper	N	BC02	01	T	A	1.000000	34,560	1.000000	34,560	N
JUD 310		6/9/2014	00026222	Registered Prof Nurse	N	SR22	09	P	A	1.000000	88,756	1.000000	85,248	N
JUD 310		6/9/2014	00058024	Social Worker III	N	SR20	13	P	A	1.000000	43,813	1.000000	43,812	N
JUD 310		6/16/2014	00014558	District Court Clerk III	N	SR19	04	P	A	1.000000	53,926	1.000000	51,936	N
JUD 310		6/16/2014	00015661	Court Documents Clerk I	N	SR15	03	P	A	1.000000	44,317	1.000000	42,684	N
JUD 310		6/16/2014	00058060	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,826	1.000000	27,756	N

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JUD 310		6/16/2014	00500462	Social Worker IV	N	SR22	13	T	N	1.000000		1.000000	47,400	N
JUD 310		6/17/2014	00059363	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	30,036	N
JUD 310		6/19/2014	00500395	Social Worker IV	N	SR22	13	T	A	1.000000	47,400	1.000000	47,400	N
JUD 310		6/23/2014	00004775	Social Worker IV	N	SR22	13	P	A	1.000000	46,677	1.000000	47,400	N
JUD 310		6/23/2014	00017613	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	57,720	N
JUD 310		6/23/2014	00058982	Juvenile Counselor I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464	N
JUD 310		6/23/2014	00058984	Juvenile Counselor I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464	N
JUD 310		6/23/2014	00500646	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,461	N
JUD 310		6/24/2014	00500300	Research Aide	Y	SR10	03	T	A	0.475000	17,328	0.475000	13,180	N
JUD 310		6/25/2014	00059002	Account Clerk IV	N	SR13	03	P	A	1.000000	33,666	1.000000	32,424	N
JUD 310		6/30/2014	00015957	Court Bailiff I	N	SR13	03	P	A	1.000000	31,108	1.000000	31,212	N
JUD 310		7/2/2014	00500659	IT Specialist IV	N	SR22	13	T	A	0.475000	0	0.475000	22,517	N
JUD 310		7/7/2014	00004746	Social Services Manager	N	EM05	35	P	A	1.000000	90,045	1.000000	93,960	N
JUD 310		7/7/2014	00057491	Social Worker IV	N	SR22	13	P	A	1.000000	62,424	1.000000	62,424	N
JUD 310		7/14/2014	00014470	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	33,720	N
JUD 310		7/14/2014	00014480	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	29,988	N
JUD 310		7/14/2014	00014602	District Court Clerk III	N	SR19	04	P	A	1.000000	54,012	1.000000	58,416	N
JUD 310		7/14/2014	00057541	Court Bailiff I	N	SR13	03	P	A	1.000000	32,460	1.000000	32,460	N
JUD 310		7/15/2014	00057813	Clerk III	N	SR08	03	P	A	1.000000	27,768	1.000000	27,768	N
JUD 310		7/22/2014	00500081	Law Clerk	N	SR20	73	T	A	1.000000	43,812	1.000000	45,576	N
JUD 310		8/1/2014	00058019	Social Worker I	N	SR16	13	P	A	1.000000	40,548	1.000000	37,464	N
JUD 310		8/1/2014	00059305	Judicial Assistant I	Y	SR21	03	P	A	1.000000	51,223	1.000000	48,024	N
JUD 310		8/6/2014	00023811	Court Bailiff II	N	SR15	03	P	A	1.000000	36,468	1.000000	36,468	N
JUD 310		8/8/2014	00057895	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	29,988	N
JUD 310		8/11/2014	00014477	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	33,720	N
JUD 310		8/11/2014	00023507	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		8/11/2014	00058085	Data Entry Operator I	N	SR08	03	P	A	1.000000	26,700	1.000000	26,700	N
JUD 310		8/11/2014	00059153	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	35,112	N
JUD 310		8/12/2014	00500287	Social Worker III	N	SR20	13	T	A	1.000000	43,812	1.000000	43,812	N
JUD 310		8/14/2014	00012074	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,236	N
JUD 310		8/18/2014	00058982	Juvenile Counselor I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464	N
JUD 310		8/18/2014	00500030	IT Support Technician I	N	SR13	03	T	A	1.000000	32,308	1.000000	32,460	N
JUD 310		8/19/2014	00025252	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	35,112	N
JUD 310		8/19/2014	00027005	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		8/22/2014	00058583	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		8/25/2014	00004796	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	43,224	1.000000	43,224	N
JUD 310		8/25/2014	00014890	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		8/25/2014	00024359	Social Worker V	N	SR24	23	P	A	1.000000	49,308	1.000000	53,364	N

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JUD 310		8/25/2014	00058195	Judicial Clerk II	N	SR12	03	P	A	1.000000	29,505	1.000000	31,236	N
JUD 310		8/25/2014	00059357	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488	N
JUD 310		8/26/2014	00500344	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	43,224	1.000000	43,224	N
JUD 310		8/28/2014	00004711	Court Admr II	N	SR26	23	P	A	1.000000	82,140	1.000000	70,188	N
JUD 310		8/28/2014	00057249	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	33,720	N
JUD 310		8/29/2014	00022197	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488	N
JUD 310		8/29/2014	00026894	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		8/29/2014	00057251	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		8/29/2014	00059073	Building Maintenance Worker I	N	BC09	01	P	A	1.000000	46,344	1.000000	46,344	N
JUD 310		9/2/2014	00023102	Clerk IV	N	SR10	03	P	A	1.000000	28,872	1.000000	28,872	N
JUD 310		9/2/2014	00057268	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		9/2/2014	00057374	IT Specialist V	N	SR24	13	P	A	1.000000	53,364	1.000000	73,032	N
JUD 310		9/2/2014	00057812	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	44,388	N
JUD 310		9/2/2014	00057877	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		9/2/2014	00058008	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		9/2/2014	00059399	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	44,388	1.000000	49,968	N
JUD 310		9/2/2014	00059562	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	34,560	N
JUD 310		9/3/2014	00025311	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488	N
JUD 310		9/3/2014	00058869	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		9/3/2014	00059228	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		9/5/2014	00057267	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 310		9/11/2014	00058242	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	47,400	N
JUD 310		9/15/2014	00059363	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,236	1.000000	28,872	N
JUD 310		9/16/2014	00011936	Social Worker III	N	SR20	13	P	A	1.000000	49,308	1.000000	45,576	N
JUD 310		9/16/2014	00023387	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	31,236	N
JUD 310		9/16/2014	00500189	Ct Optns Spclt V	N	SR24	13	P	A	1.000000	53,364	1.000000	53,364	N
JUD 310		9/16/2014	00500520	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	0	1.000000	43,224	N
JUD 310		9/17/2014	00500051	Social Worker IV	N	SR22	13	P	A	1.000000	45,576	1.000000	51,300	N
JUD 310		9/26/2014	00057524	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	28,872	N
JUD 310		9/29/2014	00059639	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	56,082	1.000000	56,172	N
JUD 310		10/1/2014	00014484	Ct Optns Spclt V	N	SR24	13	P	A	1.000000	53,364	1.000000	73,032	N
JUD 310		10/1/2014	00057393	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	36,468	N
JUD 310		10/1/2014	00057967	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	35,256	N
JUD 310		10/1/2014	00058037	Court Documents Clerk I	N	SR15	03	P	A	1.000000	35,056	1.000000	42,684	N
JUD 310		10/1/2014	00058308	Social Worker III	N	SR20	13	P	A	1.000000	49,308	1.000000	43,812	N
JUD 310		10/1/2014	00500502	Janitor II	N	BC02	01	P	A	1.000000	34,560	1.000000	35,256	N
JUD 310		10/6/2014	00500576	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,461	N
JUD 310		10/6/2014	00500649	Juvenile Counselor I	N	SR16	13	T	A	1.000000	0	1.000000	37,461	N

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JUD 310		10/8/2014	00027810	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,988	1.000000	28,872	N
JUD 310		10/13/2014	00014470	Judicial Clerk II	N	SR12	03	P	A	1.000000	33,720	1.000000	31,236	N
JUD 310		10/13/2014	00058881	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	55,488	N
JUD 310		10/20/2014	00015614	Social Worker VI	N	SR26	23	P	A	1.000000	82,140	1.000000	85,416	N
JUD 310		10/20/2014	00059644	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,236	1.000000	28,872	N
JUD 310		10/20/2014	00500190	Social Worker III	N	SR20	13	T	A	1.000000	49,308	1.000000	43,812	N
JUD 310		10/22/2014	00014222	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	57,720	N
JUD 310		10/23/2014	00059640	Circuit Court Clerk I	N	SR17	03	P	A	1.000000	42,685	1.000000	48,024	N
JUD 310		10/27/2014	00500476	Social Service Assistant IV	N	SR11	03	T	A	1.000000	0	1.000000	29,988	N
JUD 310		11/2/2014	00059088	Juvenile Counselor I	N	SR16	13	T	A	1.000000	37,464	1.000000	37,464	N
JUD 310		11/3/2014	00057996	Judicial Clerk II	N	SR12	03	P	A	1.000000	40,998	1.000000	31,236	N
JUD 310		11/3/2014	00058866	Clerk III	N	SR08	03	P	A	1.000000	27,768	1.000000	36,468	N
JUD 310		11/3/2014	00500168	Social Worker III	N	SR20	13	P	B	1.000000	49,308	1.000000	43,812	N
JUD 310		11/5/2014	00004765	Social Worker VI	N	SR26	23	P	A	1.000000	82,140	1.000000	85,416	N
JUD 310		11/10/2014	00011956	Juvenile Detention Worker I	N	CO03	10	P	A	1.000000	43,224	1.000000	43,224	N
JUD 310		11/10/2014	00500013	Social Worker IV	N	SR22	13	T	A	1.000000	49,308	1.000000	47,400	N
JUD 310		11/14/2014	00058027	Social Worker IV	N	SR22	13	P	A	1.000000	40,548	1.000000	55,488	N
JUD 310		11/17/2014	00025739	Driver Educ Asst I	N	SR15	03	P	B	1.000000	36,468	1.000000	35,112	N
JUD 310		11/17/2014	00057804	Judicial Clerk III	N	SR14	03	P	A	1.000000	33,720	1.000000	35,112	N
JUD 310		11/17/2014	00058196	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,187	1.000000	29,988	N
JUD 310		11/17/2014	00059719	Social Worker III	N	SR20	13	P	A	1.000000	43,812	1.000000	43,812	N
JUD 310		11/18/2014	00058902	Social Worker IV	N	SR22	13	P	A	1.000000	49,308	1.000000	47,400	N
JUD 310		11/25/2014	00000216	Circuit Judge	Y	JG05	00	P	A	1.000000	189,456	1.000000	189,456	N
JUD 310		11/25/2014	00057872	Circuit Judge	Y	JG05	00	P	A	1.000000	189,456	1.000000	189,456	N
JUD 310		11/26/2014	00004700	Judicial Assistant I	Y	SR21	03	P	A	1.000000	49,968	1.000000	63,168	N
JUD 310		11/26/2014	00025218	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488	N
JUD 310		11/26/2014	00057876	Law Clerk	Y	SR20	73	P	A	1.000000	56,988	1.000000	55,488	N
JUD 310		11/26/2014	00058003	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 320		7/1/2013	00500015	Social Worker VI	N	SR26	23	P	A	1.000000	55,500	1.000000	57,720	N
JUD 320		7/19/2013	00058139	Judicial Clerk IV	N	SR16	03	P	A	1.000000	41,010	1.000000	41,040	N
JUD 320		7/22/2013	00058858	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,836	1.000000	28,836	N
JUD 320		8/1/2013	00500107	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488	N
JUD 320		8/23/2013	00023704	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488	N
JUD 320		8/23/2013	00500589	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000	0	1.000000	53,364	N
JUD 320		9/9/2013	00057850	Social Worker IV	N	SR22	13	P	A	1.000000	28,088	1.000000	47,400	N
JUD 320		9/16/2013	00500185	Social Worker III	N	SR20	13	P	A	1.000000	45,576	1.000000	43,812	N
JUD 320		9/23/2013	00004818	Social Worker IV	N	SR22	13	P	A	1.000000	49,332	1.000000	47,400	N
JUD 320		10/23/2013	00057049	Clerk III	N	SR08	03	P	A	1.000000	36,376	1.000000	25,668	N

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JUD 320		11/1/2013	00058332	Clerk III	N	SR08	03	P	A	1.000000	26,628	1.000000	25,668	N
JUD 320		12/5/2013	00058157	Social Worker I	N	SR16	13	P	A	1.000000	47,400	1.000000	37,464	N
JUD 320		12/13/2013	00058751	District Judge	Y	JG06	00	P	A	1.000000	178,536	1.000000	175,032	N
JUD 320		12/23/2013	00057193	Court Documents Clerk III	N	SR19	03	P	A	1.000000	41,064	1.000000	39,480	N
JUD 320		12/31/2013	00022961	Court Documents Supervisor	N	SR21	04	P	A	1.000000	60,780	1.000000	58,440	N
JUD 320		1/2/2014	00058559	Social Worker V	N	SR24	13	P	A	1.000000	55,488	1.000000	53,364	N
JUD 320		1/6/2014	00059683	Ct Optns Spclt IV	N	SR22	13	P	A	1.000000	53,364	1.000000	47,400	N
JUD 320		2/5/2014	00058858	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,460	1.000000	31,212	N
JUD 320		2/18/2014	00013244	Estate & Guardianship Spclt	N	SR19	03	P	A	1.000000	44,388	1.000000	42,684	N
JUD 320		2/18/2014	00500170	Social Service Assistant IV	N	SR11	03	P	B	1.000000	29,988	1.000000	28,836	N
JUD 320		2/18/2014	00500401	Clerk III	N	SR08	03	P	A	1.000000	26,700	1.000000	25,668	N
JUD 320		2/24/2014	00059729	Social Worker III	N	SR20	13	P	A	1.000000	43,812	1.000000	43,812	N
JUD 320		3/3/2014	00004824	Secretary III	N	SR16	03	P	A	1.000000	37,980	1.000000	35,064	N
JUD 320		3/3/2014	00057775	Social Worker III	N	SR20	13	P	A	1.000000	43,812	1.000000	43,812	N
JUD 320		3/4/2014	00026781	Court Documents Clerk III	N	SR19	03	P	A	1.000000	49,968	1.000000	48,048	N
JUD 320		3/10/2014	00057372	Account Clerk V	N	SR15	03	P	A	1.000000	36,468	1.000000	35,064	N
JUD 320		3/27/2014	00058789	Judicial Clerk IV	N	SR16	03	P	A	1.000000	44,388	1.000000	42,684	N
JUD 320		4/1/2014	00057791	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 320		4/1/2014	00058815	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,460	1.000000	31,212	N
JUD 320		4/21/2014	00057328	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,872	1.000000	27,756	N
JUD 320		4/21/2014	00058141	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	30,036	N
JUD 320		4/28/2014	00057371	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,236	1.000000	30,036	N
JUD 320		5/1/2014	00500269	Social Worker IV	N	SR22	13	P	A	1.000000	53,364	1.000000	47,400	N
JUD 320		5/12/2014	00012047	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 320		5/19/2014	00059126	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 320		5/29/2014	00027879	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	42,684	1.000000	41,040	N
JUD 320		6/2/2014	00004809	Account Clerk IV	N	SR13	03	P	A	1.000000	32,460	1.000000	31,212	N
JUD 320		7/1/2014	00057770	Judicial Assistant I	Y	SR21	03	P	A	1.000000	48,024	1.000000	48,024	N
JUD 320		7/16/2014	00059078	Judicial Clerk I	N	SR10	03	P	A	1.000000	28,739	1.000000	29,988	N
JUD 320		7/21/2014	00059046	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	55,982	1.000000	58,416	N
JUD 320		7/22/2014	00500371	Social Worker III	N	SR20	13	P	A	1.000000	45,576	1.000000	45,576	N
JUD 320		8/1/2014	00057772	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 320		8/4/2014	00004824	Secretary III	N	SR16	03	P	A	1.000000	37,980	1.000000	36,468	N
JUD 320		8/4/2014	00500107	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 320		8/6/2014	00027881	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 320		8/18/2014	00009201	Social Worker I	N	SR16	13	P	A	1.000000	47,400	1.000000	37,464	N
JUD 320		8/18/2014	00023704	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 320		8/18/2014	00059151	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,460	1.000000	31,236	N

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JUD 320		8/18/2014	00500589	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000		1.000000	53,364	N
JUD 320		9/2/2014	00058157	Social Worker I	N	SR20	13	P	A	1.000000	47,400	1.000000	37,464	N
JUD 320		9/2/2014	00058563	Social Worker I	N	SR16	13	P	A	1.000000	47,400	1.000000	37,464	N
JUD 320		9/8/2014	00500015	Social Worker VI	N	SR26	23	P	A	1.000000	70,188	1.000000	70,188	N
JUD 320		9/16/2014	00027880	Court Reporter II	N	SR25	03	P	A	1.000000	54,012	1.000000	51,924	N
JUD 320		9/22/2014	00012046	Social Worker III	N	SR20	13	P	A	1.000000	47,400	1.000000	43,812	N
JUD 320		10/20/2014	00026328	Judicial Clerk I	N	SR10	03	P	A	1.000000	33,344	1.000000	28,872	N
JUD 320		11/13/2014	00022466	Court Fiscal Officer II	N	SR26	23	P	A	1.000000	73,032	1.000000	62,424	N
JUD 320		11/18/2014	00014544	District Court Clerk III	N	SR19	04	P	A	1.000000	51,924	1.000000	56,172	N
JUD 330		7/1/2013	00058917	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,213	1.000000	30,036	N
JUD 330		8/1/2013	00500252	Clerk III	N	SR08	03	P	A	1.000000	25,668	1.000000	25,668	N
JUD 330		8/5/2013	00058530	Clerk III	N	SR08	03	P	A	1.000000	25,668	1.000000	25,668	N
JUD 330		8/12/2013	00500010	Clerk III	N	SR08	03	P	A	1.000000	27,756	1.000000	25,668	N
JUD 330		8/19/2013	00008875	Social Worker IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400	N
JUD 330		8/29/2013	00057200	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488	N
JUD 330		8/30/2013	00057122	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488	N
JUD 330		9/11/2013	00059054	Social Worker I	N	SR16	13	P	A	1.000000	49,332	1.000000	51,300	N
JUD 330		9/12/2013	00057006	Judicial Clerk II	N	SR12	03	P	A	1.000000	25,668	1.000000	30,036	N
JUD 330		9/16/2013	00059055	Social Worker IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400	N
JUD 330		9/23/2013	00057527	District Court Clerk I	N	SR15	03	P	A	1.000000	54,012	1.000000	35,064	N
JUD 330		9/24/2013	00057098	Court Bailiff I	N	SR13	03	P	A	1.000000	33,756	1.000000	31,212	N
JUD 330		9/25/2013	00057627	Account Clerk II	N	SR08	03	P	A	1.000000	28,836	1.000000	25,668	N
JUD 330		10/8/2013	00024378	Social Worker IV	N	SR22	13	P	A	1.000000	47,280	1.000000	47,400	N
JUD 330		10/14/2013	00059733	Social Worker IV	N	SR22	13	P	A	1.000000	57,576	1.000000	49,308	N
JUD 330		12/23/2013	00058657	Social Worker II	N	SR18	13	P	A	1.000000	40,549	1.000000	40,548	N
JUD 330		12/26/2013	00500254	Clerk III	N	SR08	03	T	A	1.000000	24,384	1.000000	25,668	N
JUD 330		1/2/2014	00004833	Estate & Guardianship Spclt	N	SR19	03	P	A	1.000000	40,998	1.000000	39,480	N
JUD 330		1/2/2014	00059198	Circuit Court Clerk II	N	SR20	03	P	A	1.000000	49,888	1.000000	48,048	N
JUD 330		1/6/2014	00059520	Judicial Clerk II	N	SR12	03	P	A	1.000000	32,304	1.000000	30,036	N
JUD 330		1/13/2014	00057382	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 330		1/21/2014	00059521	Judicial Clerk I	N	SR10	03	P	A	1.000000	29,348	1.000000	27,756	N
JUD 330		2/3/2014	00057329	Library Technician VII	N	SR16	03	P	A	1.000000	36,977	1.000000	35,064	N
JUD 330		2/3/2014	00058927	District Court Clerk I	N	SR15	03	P	A	1.000000	38,820	1.000000	36,516	N
JUD 330		2/3/2014	00500148	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 330		2/10/2014	00058572	Account Clerk IV	N	SR13	03	P	A	1.000000	29,988	1.000000	31,212	N
JUD 330		3/5/2014	00058247	Clerk III	N	SR08	03	P	A	1.000000	26,881	1.000000	25,668	N
JUD 330		3/10/2014	00057365	Judicial Clerk II	N	SR12	03	P	A	1.000000	31,187	1.000000	30,036	N
JUD 330		3/10/2014	00058105	Social Worker V	N	SR24	13	P	A	1.000000	59,736	1.000000	53,364	N

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JUD 330		3/10/2014	00058544	Social Worker IV	N	SR22	13	P	A	1.000000	49,229	1.000000	47,400	N
JUD 330		4/21/2014	00018677	Assistant Court Admr	N	SR22	13	P	A	1.000000	49,229	1.000000	62,424	N
JUD 330		5/1/2014	00058175	Judicial Clerk III	N	SR14	03	P	A	1.000000	35,226	1.000000	33,756	N
JUD 330		5/8/2014	00059714	Social Worker IV	N	SR22	13	P	A	1.000000	49,893	1.000000	47,400	N
JUD 330		5/23/2014	00059320	Court Bailiff I	N	SR13	03	P	A	1.000000	32,567	1.000000	31,212	N
JUD 330		6/9/2014	00059200	Social Worker IV	N	SR22	13	P	A	1.000000	53,196	1.000000	49,308	N
JUD 330		6/10/2014	00059605	District Judge	Y	JG06	00	P	A	1.000000	178,390	1.000000	175,032	N
JUD 330		6/16/2014	00058920	Clerk III	N	SR08	03	P	A	1.000000	27,835	1.000000	25,668	N
JUD 330		6/30/2014	00059004	Circuit Court Clerk III	N	SR22	04	P	A	1.000000	53,842	1.000000	54,012	N
JUD 330		7/1/2014	00500658	Attorney(PROG)1	Y	SR24	13	P	A	1.000000	51,938	1.000000	53,364	N
JUD 330		8/1/2014	00500592	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000		1.000000	53,364	N
JUD 330		8/12/2014	00024378	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	62,424	N
JUD 330		8/18/2014	00058572	Account Clerk III	N	SR11	03	P	A	1.000000	29,988	1.000000	29,988	N
JUD 330		8/25/2014	00057200	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 330		8/25/2014	00500252	Clerk III	N	SR08	03	P	A	1.000000	27,768	1.000000	26,700	N
JUD 330		8/27/2014	00057122	Law Clerk	Y	SR20	73	P	A	1.000000	665,856	1.000000	55,488	N
JUD 330		9/2/2014	00059311	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 330		9/15/2014	00059733	Social Worker IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 330		9/18/2014	00026477	Account Clerk V	N	SR15	03	P	A	1.000000	46,114	1.000000	41,064	N
JUD 330		10/13/2014	00058109	Judicial Clerk I	N	SR10	03	P	A	1.000000	31,236	1.000000	28,872	N
JUD 350		8/19/2013	00058855	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488	N
JUD 350		8/19/2013	00059669	Law Clerk	Y	SR20	73	P	A	1.000000	53,352	1.000000	55,488	N
JUD 350		8/26/2013	00059080	Social Worker II	N	SR18	13	P	A	1.000000	42,132	1.000000	40,548	N
JUD 350		8/28/2013	00500573	Social Service Assistant IV	N	SR11	03	P	A	1.000000	28,836	1.000000	28,836	N
JUD 350		9/3/2013	00059668	Judicial Assistant I	Y	SR21	03	P	A	1.000000	49,932	1.000000	46,176	N
JUD 350		12/16/2013	00059237	Social Worker V	N	SR24	23	P	A	1.000000	60,012	1.000000	55,488	N
JUD 350		12/16/2013	00500033	Drug Ct Subst Abuse Cnslr IV	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 350		1/21/2014	00026939	District Court Clerk I	N	SR15	03	P	A	1.000000	30,723	1.000000	33,756	N
JUD 350		2/10/2014	00059312	Social Worker II	N	SR18	13	P	A	1.000000	37,464	1.000000	40,548	N
JUD 350		3/3/2014	00058860	Clerk III	N	SR08	03	P	A	1.000000	26,700	1.000000	25,668	N
JUD 350		3/3/2014	00500572	Social Worker I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464	N
JUD 350		4/7/2014	00027613	Social Worker II	N	SR18	13	P	A	1.000000	43,812	1.000000	40,548	N
JUD 350		5/1/2014	00021292	Social Worker I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464	N
JUD 350		5/27/2014	00057878	Social Worker III	N	SR20	13	P	A	1.000000	43,812	1.000000	43,812	N
JUD 350		6/2/2014	00059312	Social Worker I	N	SR16	13	P	A	1.000000	37,464	1.000000	37,464	N
JUD 350		6/9/2014	00058855	Law Clerk	Y	SR20	73	P	A	1.000000	55,488	1.000000	55,488	N
JUD 350		7/7/2014	00027613	Social Worker III	N	SR20	13	P	A	1.000000	43,812	1.000000	43,812	N
JUD 350		8/1/2014	00500573	Social Service Assistant IV	N	SR11	03	P	A	1.000000	32,186	1.000000	35,112	N

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JUD 350		9/2/2014	00059669	Law Clerk	Y	SR20	73	P	A	1.000000	46,240	1.000000	55,488	N
JUD 350		9/2/2014	00500162	Janitor II	N	BC02	01	P	A	1.000000	30,240	1.000000	34,560	N
JUD 350		9/8/2014	00057983	Judicial Clerk II	N	SR12	03	P	A	1.000000	24,060	1.000000	36,468	N
JUD 350		9/8/2014	00058111	Social Worker III	N	SR20	13	P	A	1.000000	37,980	1.000000	45,576	N
JUD 350		9/9/2014	00026939	District Court Clerk II	N	SR17	03	P	A	1.000000	30,723	1.000000	49,968	N
JUD 350		10/1/2014	00057676	Social Worker IV	N	SR22	13	P	A	1.000000	41,778	1.000000	49,308	N
JUD 350		11/3/2014	00500661	Social Worker IV	N	SR22	13	T	A	1.000000	0	1.000000	51,300	N
JUD 350		11/24/2014	00059117	Social Worker I	N	SR16	13	P	A	1.000000	47,400	1.000000	43,812	N
JUD 350		11/25/2014	00058861	Judicial Clerk II	N	SR12	03	P	A	1.000000	29,988	1.000000	32,460	N
JUD 601		7/1/2013	00059259	Private Secretary II	Y	SR24	63	P	A	1.000000	56,172	1.000000	56,172	N
JUD 601		7/23/2013	00058251	Human Resources Manager II	N	EM05	35	P	A	1.000000	83,280	1.000000	83,280	N
JUD 601		8/1/2013	00058895	IT Specialist IV	N	SR22	13	P	A	1.000000	45,576	1.000000	47,400	N
JUD 601		8/5/2013	00058932	Research Statistician V	N	SR24	13	P	A	1.000000	55,500	1.000000	57,720	N
JUD 601		9/4/2013	00057489	Program Budget Analyst IV	N	SR22	73	P	A	1.000000	51,312	1.000000	47,400	N
JUD 601		9/16/2013	00500388	Human Resources Clerk IV	N	SR11	63	P	A	1.000000	30,036	1.000000	30,036	N
JUD 601		10/23/2013	00059170	DUI Review Technician	Y	SR15	03	P	A	1.000000	46,073	1.000000	36,516	N
JUD 601		11/18/2013	00059222	Account Clerk IV	N	SR13	03	P	A	1.000000	40,957	1.000000	32,424	N
JUD 601		12/4/2013	00057027	Audit Manager	N	EM05	35	P	A	1.000000	78,372	1.000000	75,360	N
JUD 601		1/6/2014	00500543	JIMS Spclt (Bus Analyst)	Y		13	T	B	1.000000	47,400	1.000000	47,400	N
JUD 601		1/16/2014	00500642	Forensic Interview Specialist	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 601		1/27/2014	00500643	Forensic Interview Specialist	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 601		1/30/2014	00059171	DUI Review Technician	Y	SR15	03	P	A	1.000000	44,388	1.000000	33,756	N
JUD 601		2/3/2014	00003310	Law Librarian	N	SR29	23	P	A	1.000000	78,996	1.000000	78,996	N
JUD 601		2/4/2014	00500640	Secretary IV	N	SR18	63	T	A	1.000000	39,492	1.000000	37,968	N
JUD 601		2/6/2014	00059174	DUI Clerk	Y	SR10	03	P	A	1.000000	28,872	1.000000	27,756	N
JUD 601		3/6/2014	00500402	DUI Clerk	Y	SR10	03	T	A	1.000000	28,872	1.000000	27,756	N
JUD 601		4/1/2014	00058835	Secretary I	N	SR12	03	P	A	1.000000	31,236	1.000000	30,036	N
JUD 601		4/21/2014	00059222	Account Clerk IV	N	SR13	03	P	A	1.000000	32,460	1.000000	31,212	N
JUD 601		4/28/2014	00058065	IT Specialist VI	N	SR26	23	P	A	1.000000	64,920	1.000000	64,920	N
JUD 601		5/1/2014	00059274	IT Specialist VI	N	SR26	23	P	A	1.000000	64,920	1.000000	64,920	N
JUD 601		5/1/2014	00500653	IT Specialist V	N	SR24	13	T	A	1.000000	57,720	1.000000	57,720	N
JUD 601		5/6/2014	00021730	Research Statistician IV	N	SR22	13	P	A	1.000000	53,364	1.000000	53,364	N
JUD 601		5/12/2014	00058841	ADR Director	Y	EM03	35	P	A	1.000000	78,000	1.000000	75,000	N
JUD 601		5/16/2014	00500331	Clerk IV	N	SR10	03	P	A	1.000000	31,236	1.000000	30,036	N
JUD 601		6/10/2014	00015366	Library Technician VI	N	SR14	03	P	A	1.000000	33,720	1.000000	32,424	N
JUD 601		7/1/2014	00059171	DUI Review Technician	Y	SR15	03	P	A	1.000000	44,388	1.000000	44,388	N
JUD 601		7/1/2014	00059678	DUI Review Tech/Acct Clk	Y	SR15	03	P	A	1.000000	35,112	1.000000	35,112	N
JUD 601		7/7/2014	00059172	DUI Clerk	Y	SR10	03	P	A	1.000000	28,872	1.000000	28,872	N

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JUD 601		7/7/2014	00059173	DUI Clerk	Y	SR10	03	P	A	1.000000	28,872	1.000000	28,872	N
JUD 601		7/28/2014	00059175	DUI Clerk	Y	SR10	03	T	A	1.000000	28,872	1.000000	28,872	N
JUD 601		8/18/2014	00058145	IT Specialist V	N	SR24	13	P	A	1.000000	62,424	1.000000	53,364	N
JUD 601		9/2/2014	00058071	Program Budget Analyst V	N	SR24	73	P	A	1.000000	51,312	1.000000	73,032	N
JUD 601		9/29/2014	00500406	JIMS Specialist(Technical Lead	Y		13	T	B	1.000000	82,140	1.000000	82,140	N
JUD 601		10/16/2014	00500641	Forensic Interview Specialist	N	SR22	13	P	A	1.000000	47,400	1.000000	47,400	N
JUD 601		10/27/2014	00058934	Social Worker IV	N	SR22	13	P	A	1.000000	55,488	1.000000	47,400	N
JUD 601		11/3/2014	00057169	Human Resources Manager II	N	EM05	35	P	A	1.000000	107,640	1.000000	83,988	N
*Note: Special Fund and Grant Funded positions are listed in red.														

Unauthorized Positions as of November 30, 2014

<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>
GENERAL FUND POSITIONS														
JUD 310		8/8/2008	HRS 601-2	00500462	Social Worker IV	N	SR22	13	T	A	1.000000	\$49,308.00	Y	N
JUD 310		8/27/2009	HRS 601-2	00500475	Social Service Assistant IV	N	SR11	03	T	A	1.000000	\$29,988.00	Y	N
JUD 310		8/27/2009	HRS 601-2	00500476	Social Service Assistant IV	N	SR11	03	T	A	1.000000	\$29,988.00	Y	N
JUD 310		7/26/2010	HRS 601-2	00500518	Kitchen Helper	N	BC02	01	T	A	1.000000	\$35,256.00	Y	N
JUD 310		7/26/2010	HRS 601-2	00500519	Kitchen Helper	N	BC02	01	T	A	1.000000	\$35,256.00	Y	N
JUD 310		7/28/2010	HRS 601-2	00500520	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	\$43,224.00	Y	N
JUD 310		7/28/2010	HRS 601-2	00500521	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	\$43,224.00	Y	N
JUD 310		7/28/2010	HRS 601-2	00500522	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500523	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500524	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500525	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	N	N
JUD 310		7/28/2010	HRS 601-2	00500526	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500527	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	N	N
JUD 310		7/28/2010	HRS 601-2	00500529	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/28/2010	HRS 601-2	00500531	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/22/2011	HRS 601-2	00500547	Registered Prof Nurse	N	SR22	79	T	A	1.000000	42.74H	N	N
JUD 310		10/22/2012	HRS 601-2	00500576	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	N	N
JUD 310		10/22/2012	HRS 601-2	00500577	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	Y	N
JUD 310		10/22/2012	HRS 601-2	00500578	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	N	N
JUD 310		10/22/2012	HRS 601-2	00500579	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	N	N
JUD 310		10/22/2012	HRS 601-2	00500582	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	\$43,224.00	Y	N
JUD 310		10/22/2012	HRS 601-2	00500584	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	\$43,224.00	Y	N
JUD 310		10/22/2012	HRS 601-2	00500585	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	\$43,224.00	Y	N
JUD 310		10/22/2012	HRS 601-2	00500586	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	\$43,224.00	Y	N
JUD 310		10/22/2012	HRS 601-2	00500587	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	\$43,224.00	Y	N
JUD 310		11/20/2012	HRS 601-2	00500590	Juvenile Counselor I	N	SR16	73	T	A	1.000000	\$37,464.00	Y	N
JUD 310		7/15/2013	HRS 601-2	00500614	Juvenile Detention Worker I	N	CO03	10	T	A	1.000000	\$43,224.00	Y	N
JUD 310		7/15/2013	HRS 601-2	00500615	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/15/2013	HRS 601-2	00500616	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/15/2013	HRS 601-2	00500617	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		7/15/2013	HRS 601-2	00500618	Juvenile Detention Worker I	N	CO03	70	T	A	1.000000	20.78H	Y	N
JUD 310		8/29/2013	HRS 601-2	00500645	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	N	N
JUD 310		8/29/2013	HRS 601-2	00500646	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	Y	N
JUD 310		8/29/2013	HRS 601-2	00500647	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	Y	N
JUD 310		8/29/2013	HRS 601-2	00500648	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	N	N
JUD 310		8/29/2013	HRS 601-2	00500649	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	Y	N
JUD 310		8/29/2013	HRS 601-2	00500650	Juvenile Counselor I	N	SR16	73	T	A	1.000000	18.01H	Y	N
JUD 310		6/13/2014	HRS 601-2	00500659	IT Specialist IV	N	SR22	13	T	A	0.475000	22.79H	Y	N

Judiciary

Unauthorized Positions as of November 30, 2014

<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 330		10/28/2014	HRS 601-2	00500670	Social Worker IV	N	SR22	13	T	A	1.000000	\$47,400.00	N	N
JUD 350		8/5/2014	HRS 601-2	00500661	Social Worker IV	N	SR22	13	T	A	1.000000	\$51,300.00	Y	N
JUD 601		12/1/2014	HRS 601-2	00500663	Admin Assistant (JUD) II	N	SR21	03	T	A	1.000000	\$63,168.00	Y	N
JUD 601		9/19/2013	HRS 601-2	00500651	Social Worker V	N	SR24	13	T	A	1.000000	\$53,364.00	Y	N
JUD 601		11/6/2013	HRS 601-2	00500653	IT Specialist V	N	SR24	13	T	A	1.000000	\$57,720.00	Y	N
JUD 601		11/14/2014	HRS 601-2	00500671	DUI Adjudicator (PD)	Y	SR26	13	T	A	1.000000	\$57,720.00	Y	N
FEDERAL GRANT FUNDED POSITIONS														
JUD 310		12/31/2012	HRS 76-16(b)(12)	00500595	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000	\$53,364.00	Y	N
JUD 310		2/10/2012	HRS 76-16(b)(12)	00500555	DWI COURT COORDINATOR	Y	SR24	13	T	N	1.000000	\$60,012.00	Y	N
JUD 310		9/27/2013	HRS 76-16(b)(12)	00500652	Social Worker IV	N	SR22	13	T	N	1.000000	\$47,400.00	N	N
JUD 320		11/21/2012	HRS 76-16(b)(12)	00500589	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000	\$53,364.00	Y	N
JUD 330		12/7/2012	HRS 76-16(b)(12)	00500591	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000	\$53,364.00	Y	N
JUD 330		12/7/2012	HRS 76-16(b)(12)	00500592	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000	\$53,364.00	Y	N
JUD 350		12/20/2012	HRS 76-16(b)(12)	00500593	Foreclosure Legal Researcher	Y	SR20	13	T	N	1.000000	\$53,364.00	Y	N
* Positions filled as of November 30, 2014.														

Judiciary
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY14 (actual)			FY15 (estimated)			FY16 (budgeted)			FY17 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
JUD 101		Courts of Appeal	A	5,845,509	885	0.0%	6,162,126	0	0.0%	6,392,402	0	0.0%	6,545,148	0	0.0%
JUD 310		First Circuit	A	54,280,721	1,049,626	1.9%	59,553,870	559,546	0.9%	61,556,201	559,546	0.9%	62,977,236	559,546	0.9%
			B	1,259,811	0	0.0%	1,469,838	0	0.0%	1,469,838	0	0.0%	1,475,360	0	0.0%
JUD 320		Second Circuit	A	10,367,786	35,577	0.3%	11,365,788	34,600	0.3%	11,744,052	34,600	0.3%	12,114,904	34,600	0.3%
JUD 330		Third Circuit	A	11,874,722	22,082	0.2%	12,649,226	23,477	0.2%	13,389,620	23,477	0.2%	13,673,410	23,477	0.2%
JUD 350		Fifth Circuit	A	4,859,564	12,803	0.3%	5,266,509	18,600	0.4%	5,666,264	18,600	0.3%	5,803,544	18,600	0.3%
JUD 501		Jud Selection Commission	A	62,975	0	0.0%	73,076	0	0.0%	73,076	0	0.0%	73,076	0	0.0%
JUD 601		Administration	A	12,886,600	75,094	0.6%	14,533,861	54,643	0.4%	15,043,503	54,643	0.4%	15,554,805	54,643	0.4%
			B	560,089	3,607	0.6%	649,017	3,607	0.6%	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)

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 14						
											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 2	41,568	708.04	11,962	28.8%	253.50	5,065	12.2%	17,026	41.0%
JUD310	004793	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	219.99	2,705	6.0%	293.00	6,329	14.1%	9,033	20.1%
JUD310	004794	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 3	62,172	212.32	5,210	8.4%	647.00	19,339	31.1%	24,549	39.5%
JUD310	004796	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,049.35	13,565	30.2%	39.00	842	1.9%	14,407	32.1%
JUD310	004797	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	263.67	2,794	6.2%	133.00	2,873	6.4%	5,667	12.6%
JUD310	004798	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,163.58	14,331	31.9%	350.50	7,571	16.9%	21,902	48.7%
JUD310	004801	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	254.29	3,268	7.3%	277.00	5,983	13.3%	9,251	20.6%
JUD310	004803	13	Y	N	P	A	Juvenile Counselor IV	SR 22 10	62,424	798.55	17,951	28.8%	-	-	0.0%	17,951	28.8%
JUD310	004804	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	964.18	11,969	26.6%	12.00	259	0.6%	12,228	27.2%
JUD310	004814	10	Y	N	P	A	Juvenile Detention Officer	CO 07 2	50,676	335.18	4,874	9.6%	35.00	853	1.7%	5,727	11.3%
JUD310	005891	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	5,200.91	65,761	146.4%	11.00	238	0.5%	65,999	146.9%
JUD310	005893	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,004.07	12,820	28.5%	407.25	8,797	19.6%	21,617	48.1%
JUD310	007728	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	41,568	1,008.16	16,752	40.3%	207.50	4,146	10.0%	20,898	50.3%
JUD310	007730	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	940.18	12,635	28.1%	-	-	0.0%	12,635	28.1%
JUD310	008928	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 15	50,676	1,968.68	22,667	44.7%	243.50	5,932	11.7%	28,599	56.4%
JUD310	010253	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	758.28	9,166	20.4%	417.50	9,018	20.1%	18,184	40.5%
JUD310	010254	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	3,639.43	46,391	103.3%	-	-	0.0%	46,391	103.3%
JUD310	011954	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	872.86	9,138	20.3%	7.38	159	0.4%	9,298	20.7%
JUD310	012718	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 3	62,172	1,896.38	36,376	58.5%	296.50	8,862	14.3%	45,239	72.8%
JUD310	012719	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	543.95	6,687	14.9%	198.00	4,277	9.5%	10,964	24.4%
JUD310	012721	01	Y	N	P	A	Cook II	BC 08 1	43,272	287.00	5,850	13.5%	24.00	499	1.2%	6,349	14.7%
JUD310	014469	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,455.45	18,458	41.1%	10.00	216	0.5%	18,674	41.6%
JUD310	016873	13	Y	N	P	A	Social Worker III	SR 20 3	43,812	497.15	7,549	17.2%	-	-	0.0%	7,549	17.2%
JUD310	017611	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	2,918.73	33,251	74.0%	140.75	3,040	6.8%	36,291	80.8%
JUD310	019222	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 3	62,172	1,315.12	25,301	40.7%	241.00	7,203	11.6%	32,505	52.3%
JUD310	019244	13	Y	N	P	A	Accountant III	SR 20 9	55,488	281.26	6,049	10.9%	-	-	0.0%	6,049	10.9%
JUD310	024261	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	777.72	7,231	16.1%	250.50	5,411	12.0%	12,641	28.1%
JUD310	026160	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,213.40	15,640	34.8%	268.00	5,789	12.9%	21,429	47.7%
JUD310	026161	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 3	62,172	933.97	16,124	25.9%	345.00	10,312	16.6%	26,436	42.5%
JUD310	026222	09	Y	N	P	A	Registered Prof Nurse	SR 22 2	94,512	389.24	14,462	15.3%	-	-	0.0%	14,462	15.3%
JUD310	057042	09	Y	N	P	A	Registered Prof Nurse	SR 22 13	98,292	925.84	23,650	24.1%	47.00	2,221	2.3%	25,871	26.3%
JUD601	057394	13	Y	N	P	A	Research Analyst	SR 24 3	53,364	352.51	9,045	17.0%	-	-	0.0%	9,045	17.0%
JUD310	057494	04	Y	N	P	A	Facilities Manager II	SR 24 2	49,932	492.26	11,788	23.6%	-	-	0.0%	11,788	23.6%
JUD310	057680	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,059.60	10,502	23.4%	363.00	7,841	17.5%	18,343	40.8%
JUD601	057980	03	Y	N	P	A	Legislaure Office Asst I	SR 12 5	35,064	352.14	5,937	16.9%	-	-	0.0%	5,937	16.9%
JUD310	058026	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 2	41,568	409.46	4,166	10.0%	239.50	4,785	11.5%	8,951	21.5%
JUD310	058057	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 2	41,568	284.33	4,985	12.0%	166.00	3,317	8.0%	8,301	20.0%
JUD310	058245	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	860.32	8,773	19.5%	372.75	8,051	17.9%	16,824	37.4%
JUD310	058257	20	Y	N	P	A	Juvenile Detention Supervisor	CO 09 3	62,172	539.42	12,030	19.3%	80.75	2,414	3.9%	14,443	23.2%
JUD310	058573	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	41,568	1,348.57	16,033	38.6%	77.00	1,538	3.7%	17,572	42.3%

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)

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 14						
											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	058670	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	41,568	1,243.67	13,674	32.9%	290.00	5,794	13.9%	19,469	46.8%
JUD310	058757	13	Y	N	P	A	Juvenile Counselor III	SR 20 5	47,400	307.15	5,225	11.0%	223.50	5,094	10.7%	10,319	21.8%
JUD310	058759	13	Y	N	P	A	Juvenile Counselor III	SR 20 8	53,364	872.65	16,973	31.8%	11.00	282	0.5%	17,255	32.3%
JUD310	058983	13	Y	N	P	A	Juvenile Counselor III	SR 20 7	51,300	379.27	7,051	13.7%	36.00	888	1.7%	7,939	15.5%
JUD310	058984	13	Y	N	P	A	Juvenile Counselor III	SR 16 3	45,576	415.26	6,264	13.7%	-	-	0.0%	6,264	13.7%
JUD310	058985	09	Y	N	P	A	Registered Prof Nurse	SR 22 13	98,292	911.10	22,178	22.6%	6.00	284	0.3%	22,461	22.9%
JUD310	058986	13	Y	N	P	A	Juvenile Counselor I	SR 16 3	37,464	669.30	8,553	22.8%	-	-	0.0%	8,553	22.8%
JUD310	058988	13	Y	N	P	A	Juvenile Counselor III	SR 20 6	49,308	728.13	11,636	23.6%	105.00	2,490	5.0%	14,125	28.6%
JUD310	058989	13	Y	N	P	A	Juvenile Counselor II	SR 18 5	40,548	316.76	6,174	15.2%	40.00	780	1.9%	6,953	17.1%
JUD310	058990	13	Y	N	P	A	Juvenile Counselor III	SR 20 7	51,300	377.28	7,044	13.7%	174.00	4,291	8.4%	11,335	22.1%
JUD310	058992	13	Y	N	P	A	Juvenile Counselor I	SR 16 3	37,464	319.01	4,584	12.2%	99.00	1,783	4.8%	6,367	17.0%
JUD310	058993	13	Y	N	P	A	Juvenile Counselor II	SR 18 3	37,464	604.39	7,837	20.9%	-	-	0.0%	7,837	20.9%
JUD310	059088	13	Y	N	P	A	Juvenile Counselor I	SR 16 3	37,464	1,462.31	18,688	49.9%	-	-	0.0%	18,688	49.9%
JUD601	059438	13	Y	Y	P	A	Spec Projects Coordinator	SR 26 12	82,140	352.51	13,921	16.9%	-	-	0.0%	13,921	16.9%
JUD310	059606	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,993.19	20,312	45.2%	84.00	1,814	4.0%	22,126	49.2%
JUD310	500342	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,899.26	23,978	53.4%	80.50	1,739	3.9%	25,716	57.2%
JUD310	500343	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	424.23	4,849	10.8%	151.00	3,262	7.3%	8,111	18.1%
JUD310	500344	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,923.51	20,732	46.1%	12.00	259	0.6%	20,991	46.7%
JUD310	500345	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	696.51	13,598	30.3%	-	-	0.0%	13,598	30.3%
JUD310	500346	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	387.62	4,365	9.7%	80.00	1,728	3.8%	6,093	13.6%
JUD310	500521	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 2	41,568	719.51	12,270	29.5%	148.00	2,957	7.1%	15,227	36.6%
JUD310	500558	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	41,568	676.94	6,835	16.4%	285.50	5,704	13.7%	12,539	30.2%
JUD310	500559	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	44,928	1,091.07	10,634	23.7%	277.25	5,989	13.3%	16,622	37.0%
JUD310	500560	10	Y	N	P	A	Juvenile Detention Worker II	CO 05 2	41,568	1,073.45	12,553	30.2%	201.75	4,031	9.7%	16,584	39.9%
JUD310	500561	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 2	41,568	1,568.96	18,677	44.9%	4.75	95	0.2%	18,772	45.2%
JUD310	500584	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 2	41,568	197.13	3,939	9.5%	42.00	839	2.0%	4,778	11.5%
JUD310	500585	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 2	41,568	362.77	7,002	16.8%	6.00	120	0.3%	7,122	17.1%
JUD310	500587	10	Y	N	P	A	Juvenile Detention Worker I	CO 03 2	41,568	359.01	6,026	14.5%	246.50	4,925	11.8%	10,951	26.3%
GRAND TOTAL									3,325,968	62,827.49	899,415	27.0%	9,057.63	208,326	6.3%	1,107,741	33.3%
Totals by MOF						A	3,325,968	62,827.49	899,415	27.0%	9,057.63	208,326	6.3%	1,107,741	33.3%		
						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!		

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)

											FY 14						
											OT		Comp Time			Total OT/Comp	
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
						X			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!

Judiciary
Overpayments as of November 30, 2014

<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
*Employee returned to work on 12/01/14. Employee to repay overpayment over 5 pay dates starting with the 12/19/14 pay date.										

Judiciary
Active Contracts as of December 1, 2014

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Frequency</u>		<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Term of Contract</u>			<u>Organization</u>	<u>Category</u> E/L/P/C/ G/S	<u>Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS</u> Y/N
		<u>Amount</u>	<u>(M/A/O)</u>			<u>Date Executed</u>	<u>From</u>	<u>To</u>					

Judiciary
FY15 Appropriation Status

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act133/13	JUD101	90001	JUDICIARY REQUEST: ADD FUNDS FOR TEMPORARY POSITION.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: (1) TEMPORARY ACCOUNT CLERK III SR11 (#500534; 28,836) SEE JUD101 SEQ. NO. 80-001.	A		-	28,836			12,015	
Act133/13	JUD101	91001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY RESTORATION.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: SUPREME COURT (277,377) INTERMEDIATE COURT OF APPEALS (307,976)	A		-	585,353			243,897	
Act127/14	JUD101	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. FUNDS TO COVER TWO PERCENT SALARY INCREASE SET BY 2013 COMMISSION ON SALARIES. DETAIL OF JUDICIARY'S REQUEST: SUPREME COURT (20,784) INTERMEDIATE COURT OF APPEALS (23,052)	A		-	43,836			18,265	
Act133/13	JUD310	90001	JUDICIARY REQUEST: ADD (2) POSITIONS AND FUNDS FOR JUVENILE RESTITUTION AND WEEKEND PROGRAM FOR JUVENILE PROBATION VIOLATORS.	LEGISLATURE DOES NOT CONCUR. REDUCES FY14 AMOUNTS TO REFLECT SIX MONTH DELAY IN HIRE. DETAIL OF JUDICIARY'S REQUEST: (2) SOCIAL WORKER IV SR22 (#914100J, #914101J; 45,576 EACH) (2) COMPUTER AND SOFTWARE (FY14: 2,250 EACH) (1) PRINTER (FY14: 1,150) (4) CHAIR (FY14: 400 EACH) (2) FILE CABINET (FY14: 500 EACH) (2) DESK (FY14: 800 EACH)	A		2.00	91,152		2.00	47,240	
Act133/13	JUD310	91001	JUDICIARY REQUEST: ADD (2) TEMPORARY POSITIONS AND FUNDS FOR HAWAII'S OPPORTUNITY PROBATION WITH ENFORCEMENT (HOPE) PROJECT.	LEGISLATURE CONCURS. ADDS FUNDS FOR FULL-TIME EQUIVALENT SALARY. DETAIL OF JUDICIARY'S REQUEST: (1) SOCIAL WORKER IV SR22 (#914102J; 45,576) (2) TEMPORARY RESEARCH AIDE S10 (#500298, #500300; 13,184 EACH) SEE JUD310 SEQ. NO. 83-001.	A	2.00	-	71,944	1.00	-	11,428	914102J = 500657 -This position is in the process of being redescribed to a lower level by the court program.
Act133/13	JUD310	93001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY RESTORATION.	LEGISLATURE CONCURS.	A		-	2,572,501			1,071,875	
Act133/13	JUD310	96001	JUDICIARY REQUEST: ADD FUNDS FOR INCREASED UTILITIES COSTS.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: WATER (50,000) SEWER (100,000) GAS (50,000)	A		-	200,000			161,000	

Judiciary
FY15 Appropriation Status

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act133/13	JUD310	97001	JUDICIARY REQUEST: ADD FUNDS FOR PURCHASE OF SERVICE CONTRACTS FOR TREATMENT AND PROGRAM SERVICES TO REDUCE RECIDIVISM.	LEGISLATURE DOES NOT CONCUR. ADDS 107,234.	A		-	643,406			343,002	
Act127/14	JUD310	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. FUNDS TO COVER TWO PERCENT SALARY INCREASE SET BY 2013 COMMISSION ON SALARIES. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (192,886)	A		-	192,886			80,369	
Act127/14	JUD310	102001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR KAPOLEI COURTHOUSE AUDIO AND VISUAL EQUIPMENT AND SOFTWARE UPGRADE.	LEGISLATURE DOES NOT CONCUR. DESIGNATE AS "NON-RECURRING." DETAIL OF JUDICIARY'S REQUEST: UPGRADE RECORDING EQUIPMENT AND SOFTWARE USED TO PRODUCE OFFICIAL COURT RECORD (281,314) NON-RECURRING.	A		-	281,314			249,236	Purchase order issued on 10/7/14, remaining balance will be used to acquire a JAVS archive server.
Act127/14	JUD310	103001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR PURCHASE OF SERVICE FUNDING FOR JUVENILE AND ADULT CLIENT SERVICES.	LEGISLATURE DOES NOT CONCUR. REDUCE \$358,000. DETAIL OF JUDICIARY'S REQUEST: OTHER CURRENT EXPENSES (300,000)	A		-	300,000			161,412	
Act127/14	JUD310	104001	SUPPLEMENTAL REQUEST: ADD (1) POSITION AND FUNDS FOR INTERPRETER SERVICES.	LEGISLATURE DOES NOT CONCUR. REDUCE (1) JUDICIAL CLERK II. ADD (1) TEMPORARY JUDICIAL CLERK II. DETAIL OF ADJUSTED JUDICIARY'S REQUEST: (1) TEMPORARY JUDICIAL CLERK II SR12 (#915107J; 30,036)	A	1.00	-	30,036	1.00		-	915107J=500662 position filled 12/1/14 , therefore no expenditures noted.
Act127/14	JUD310	1000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR FAMILY COURT MEDIATOR PILOT PROGRAM.	NON-RECURRING.	A		-	12,000			4,895	
Act127/14	JUD310	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO DOMESTIC VIOLENCE ACTION CENTER.	NON-RECURRING.	A		-	200,000			83,330	
Act127/14	JUD310	4001001	LEGISLATIVE ADJUSTMENT: ADD FUNDS AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO HAWAII FAMILY LAW CLINIC.	NON-RECURRING.	A		-	355,000			147,915	
Act133/13	JUD320	92001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY RESTORATION.	LEGISLATURE CONCURS.	A		-	491,287			204,703	

Judiciary
FY15 Appropriation Status

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act127/14	JUD320	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. FUNDS TO COVER TWO PERCENT SALARY INCREASE SET BY 2013 COMMISSION ON SALARIES. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (36,836)	A		-	36,836			15,348	
Act133/13	JUD330	91001	JUDICIARY REQUEST: ADD FUNDS FOR DRUG COURT PURCHASE OF SERVICE CONTRACTS.	LEGISLATURE CONCURS. OFFSETS LOSS OF FEDERAL FUNDS.	A		-	75,032			31,263	
Act133/13	JUD330	92001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY RESTORATION.	LEGISLATURE CONCURS.	A		-	597,561			248,984	
Act127/14	JUD330	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. FUNDS TO COVER TWO PERCENT SALARY INCREASE SET BY 2013 COMMISSION ON SALARIES. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (44,804)	A		-	44,804			18,668	
Act127/14	JUD330	101001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR (2) SPECIAL DUTY POLICE OFFICERS IN KONA.	LEGISLATURE DOES NOT CONCUR. DESIGNATE AS "NON-RECURRING." DETAIL OF ADJUSTED JUDICIARY'S REQUEST: OTHER SERVICE ON A FEE (147,600) NON-RECURRING.	A		-	147,600			50,831	
Act127/14	JUD330	2100001	LEGISLATIVE ADJUSTMENT: ADD (1) POSITION AND FUNDS FOR THE JUDICIARY'S THIRD CIRCUIT.	DETAIL OF LEGISLATIVE ADJUSTMENT: (1) PROGRAM ATTORNEY (53,364)	A		1.00	53,364		1.00	22,235	
Act133/13	JUD350	91001	JUDICIARY REQUEST: ADD FUNDS FOR JUDGES' SALARY RESTORATION.	LEGISLATURE CONCURS.	A		-	219,075			91,281	
Act127/14	JUD350	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR JUDGES' SALARY DIFFERENTIAL.	LEGISLATURE CONCURS. FUNDS TO COVER TWO PERCENT SALARY INCREASE SET BY 2013 COMMISSION ON SALARIES. DETAIL OF JUDICIARY'S REQUEST: PAYROLL (16,426)	A		-	16,426			6,844	

Judiciary
FY15 Appropriation Status

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act133/13	JUD601	90001	JUDICIARY REQUEST: ADD (4) POSITIONS AND FUNDS FOR NEIGHBOR ISLAND CHILDREN JUSTICE CENTERS.	LEGISLATURE DOES NOT CONCUR. REDUCES FY14 SALARY AMOUNTS TO REFLECT SIX MONTH DELAY IN HIRE, AND 18,760 FOR FY14 AND 3,300 FOR FY15 FOR NON-SALARY EXPENSES. DETAIL OF JUDICIARY'S REQUEST: (4) FORENSIC INTERVIEW SPECIALIST SR22 (#914902J, #914903J, #914904J, #914905J; 45,576 EACH) EDUCATIONAL SUPPLIES (2,000) OFFICE SUPPLIES (1,800) CAR MILEAGE (2,000) INTRA-STATE TRANSPORTATION (2,000) (4) DESK (FY14: 977 EACH) (4) BOOKCASE (FY14: 188 EACH) (4) CONFERENCE CHAIR (FY14: 450 EACH) (4) COMPUTER AND SOFTWARE (FY14: 2,250 EACH)	A		4.00	186,804		4.00	39,500	The East Hawaii, West Hawaii and Maui CJs have hired new Forensic Interviewers in 2014. The CJC of Kauai has been actively recruiting to fill their position. They have made job offers to 2 candidates who initially accepted but subsequently declined. A recommendation was made this month (Dec 2014) to hire a 3rd candidate who accepted.
Act133/13	JUD601	95001	JUDICIARY REQUEST: ADD FUNDS FOR THE INDIGENT LEGAL ASSISTANCE FUND.	LEGISLATURE CONCURS.	B		-	1,000,000			574,441	
Act127/14	JUD601	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR SALARY INCREASE.	LEGISLATURE CONCURS. DETAIL OF JUDICIARY'S REQUEST: ADMINISTRATIVE DIRECTOR AND ADMINISTRATIVE DEPUTY DIRECTOR SALARY DIFFERENTIAL (26,906)	A		-	26,906			11,211	
Act127/14	JUD601	101001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR STATE-WIDE REPLACEMENT OF CHILDREN'S JUSTICE CENTER INTERVIEW RECORDING EQUIPMENT.	LEGISLATURE DOES NOT CONCUR. DESIGNATE AS "NON-RECURRING." DETAIL OF JUDICIARY'S REQUEST: (2) OAHU INTERVIEW RECORDING SYSTEMS (19,800) (2) HAWAII INTERVIEW RECORDING SYSTEMS (22,200) (1) MAUI INTERVIEW RECORDING SYSTEM (11,100) (1) MOLOKAI INTERVIEW RECORDING SYSTEM (9,100) (1) KAUAI INTERVIEW RECORDING SYSTEM (12,700) INSTALLATION AND TRAINING (20,000) NON-RECURRING.	A		-	94,900			-	Vendor selected and notice to proceed issued by Judiciary Procurement Office.
Act127/14	JUD601	2080001	LEGISLATIVE ADJUSTMENT: CONVERT (1) POSITION FROM TEMPORARY TO PERMANENT AND ADD FUNDS TO SUPPORT THE ADMINISTRATIVE DIRECTOR AND DEPUTY ADMINISTRATIVE DIRECTOR OF THE COURTS.	DETAIL OF LEGISLATIVE ADJUSTMENT: (1) SPECIAL ASSISTANT (#500562; 107,640)	A		1.00	107,640		1.00	44,850	

Judiciary
FY15 Appropriation Status

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act127/14	JUD601	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO FRIENDS OF THE CHILDREN'S JUSTICE CENTER OF OAHU.	NON-RECURRING.	A		-	120,000			17,498	
Act127/14	JUD601	4001001	LEGISLATIVE ADJUSTMENT: ADD FUNDS AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO HALE OPIO KAUAI, INC.	NON-RECURRING.	A		-	105,406			13,236	For appropriate placement and management of GIA, funding transferred to JUD 350.
Act127/14	JUD601	4002001	LEGISLATIVE ADJUSTMENT: ADD FUNDS AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO LEGAL AID SOCIETY OF HAWAII.	NON-RECURRING.	A		-	150,000			75,000	
Act127/14	JUD601	4003001	LEGISLATIVE ADJUSTMENT: ADD FUNDS AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO VOLUNTEER LEGAL SERVICES HAWAII.	NON-RECURRING.	A		-	250,000			125,000	

Judiciary
Capital Improvements Program (CIP) Requests

Table 22

<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>FY16 \$\$\$</u>	<u>FY17 \$\$\$</u>
JUD 601	1	1	3	6	KONA JUDICIARY COMPLEX, HAWAI'I	C	55,000	-
JUD 601	2	2	13	26	KA'AHUMANU HALE FIRE ALARM SYSTEM UPGRADE AND IMPROVEMENTS, O'AHU	C	2,719	-
JUD 601	3	3	13	26	KA'AHUMANU HALE ELEVATOR SYSTEMS UPGRADE AND MODERNIZATION, O'AHU	C	100	5,000
JUD 601	4	4	13	26	KA'AHUMANU HALE BASEMENT LEAK REPAIRS AND IMPROVEMENTS, O'AHU	C	260	-
JUD 601	5	5	24	49	KANE'OHE DISTRICT COURT FACILITY GENERATOR BACK-UP SYSTEM, O'AHU	C	150	1,350
JUD 601	6	6	13	26	KAUIKEAOULI HALE NEW FIRE SUPPRESSION SYSTEM FOR JUDICIARY CENTRAL DATA CENTER, O'AHU	C	280	-
JUD 601	7	7	8	15	KAUA'I JUDICIARY COMPLEX BUILDING EXTERIOR REMEDIAL IMPROVEMENTS, KAUA'I	C	950	-
JUD 601	8	8	Statewide	Statewide	LUMP SUM C I P FOR JUDICIARY FACILITIES, STATEWIDE	C	3,000	3,000

Judiciary
CIP Lapses

Table 23

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Amount \$\$\$\$</u>	<u>Reason</u>
-----	-----	(NO LAPSES BEING PROPOSED FOR FB 2015-2017.)	-----	-----	-----

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

Table 26

<u>Year of Change</u> FY15/FY16	<u>Page</u> Number	<u>Description of Change</u>
FY 15	Second Circuit, Ct & Op Support Srvcs Branch, Traffic Ops Sec. Page 2	Second Circuit, Court & Operational Support Services Division, Court and Operational Support Services Branch, Traffic Operations Section - Restructure the organization to create a full supervisory level for the District Court (DC) Clerks Unit.
No pending organizational changes for FY 16		

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.

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; apprises 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.

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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 matters 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

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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.

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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.

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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.

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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: 5/5/10
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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, or testamentary guardian of the person. Coordinates public guardianship petitions. Maintains the master calendar for public guardianship hearings and annual reports to the courts. Advises and assists persons and agencies seeking appointment as guardians. 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. Initiates and participates in the formulation of guardianship policies and procedures. Researches and develops standards for the guardian's roles and responsibilities. Serves as a clearinghouse for guardianship information, referral, and technical assistance. Drafts written material on the guardianship petitioning process and alternatives to guardianship and disseminates these to social workers, family members, and interested parties. Researches the medical, family, educational, and financial background of the ward. Evaluates the appropriateness of public guardianship referrals received from nursing homes, hospitals, care homes, and individuals. Monitors the ward's care and welfare. Provides consent for education, medical treatment, and placement of the ward. Signs contracts on behalf of the ward. Completes ward's income tax returns. Disposes of the ward's personal belongings. Arranges funeral plans and oversees the ward's monies when no guardian of the property has been appointed.

FUNCTIONAL STATEMENT

Approved Date:

JAN 17 2013**Policy & Planning Department**

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

Budget & CIP Division

Plans, develops and administers the Judiciary's budget, CIP, and statistical reporting for budget and judicial evaluation programs.

Budget

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 Coordinator 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. Participates with the Financial Services Division and court fiscal officers in the review and development of the Judiciary's six year plans for the purchase of service program, development of rules relating to the Judiciary's purchase of service program, and development of the timetable for the preparation, review, compilation submittal of the Judiciary's purchase of service budget to the Legislature. Monitors the movement of proposed legislation affecting the Judiciary's budget and purchase of service program.

Statistics

Plans, develops and administers the statistical reporting for budget and judicial evaluation. Analyzes and insures that the data collected are valid and reliable; and provides recommendations based on data analysis for budget and judicial evaluation purposes. Provides statistical data and descriptive information on the courts' caseload for presentation in the Judiciary's Budget and Variance Report.

Capital Improvements Project (CIP)

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

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Policy & Planning Department	

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 (April 2010)	Approved Date: 5/5/10
Policy & Planning Department	
Planning & Program Evaluation Division	

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

Planning

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

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 (April 2010)

Approved Date: 5/5/10

Policy & Planning Department**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 prescribed 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 (April 2010)	Approved Date: 5/5/10
Policy & Planning Department	

Administrative Driver's License Revocation Office
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Implements the provisions of HRS Chapter 286 Part XIV, 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.

FUNCTIONAL STATEMENT

Approved Date:

JAN 17 2013**Information Technology & Systems Department**

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:

JAN 17 2013**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.

Reporting & 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 variance report and analysis 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.

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

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: 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.

FUNCTIONAL STATEMENT

Approved Date: 9/29/08 (Rev 9/09)

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

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 data related to accidents and

FUNCTIONAL STATEMENT	Approved Date: 9/29/08 (Rev 9/09)
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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.

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
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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
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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: 5/18/11
First Circuit	
Administrative Services Division	
Fiscal Management & Support Services Branch	

Kapolei Court Section

Payables/Procurement Family Court Unit, Payables/Procurement Detention 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.

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

- 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

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
--

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)
--

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.

FUNCTIONAL STATEMENT (Aug 2008)

Approved Date: 8/14/08 (Rev 9/09)

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 of 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 Court Appointed Special Advocates 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 Conclerge 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, Wahlawā (Wahiawa/Walalua), 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)
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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: 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: 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: 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
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
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
Third Circuit	
Court Support & Operations Division	
Hilo Support & Operations Branch; Kona Support & Operations Branch	

Court Services Section

Provides courtroom clerical and bailiff 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 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 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
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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
--

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.

THE JUDICIARY

STATE OF HAWAII

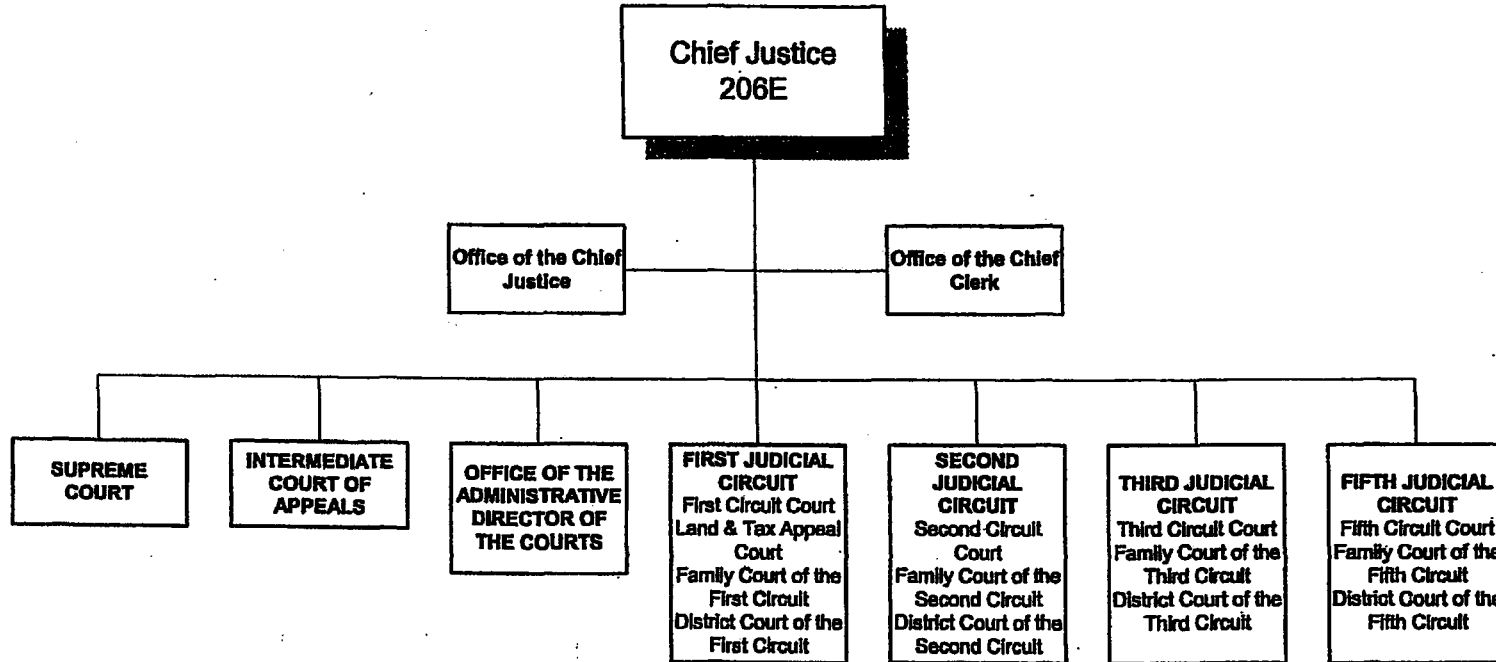
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

1/26/04



THE JUDICIARY

STATE OF HAWAII

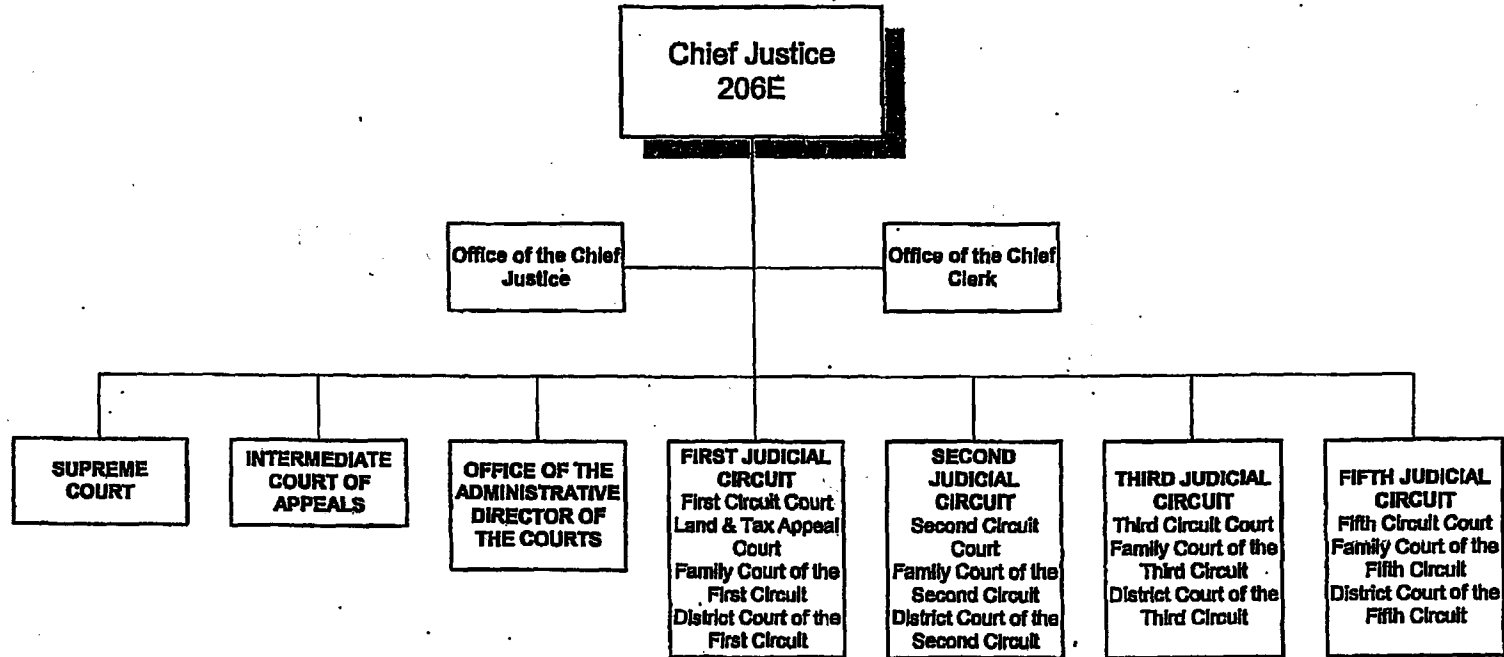
APPROVED: _____

Ronald T. Y. Moon
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: _____

1/25/04

COA - Page 1

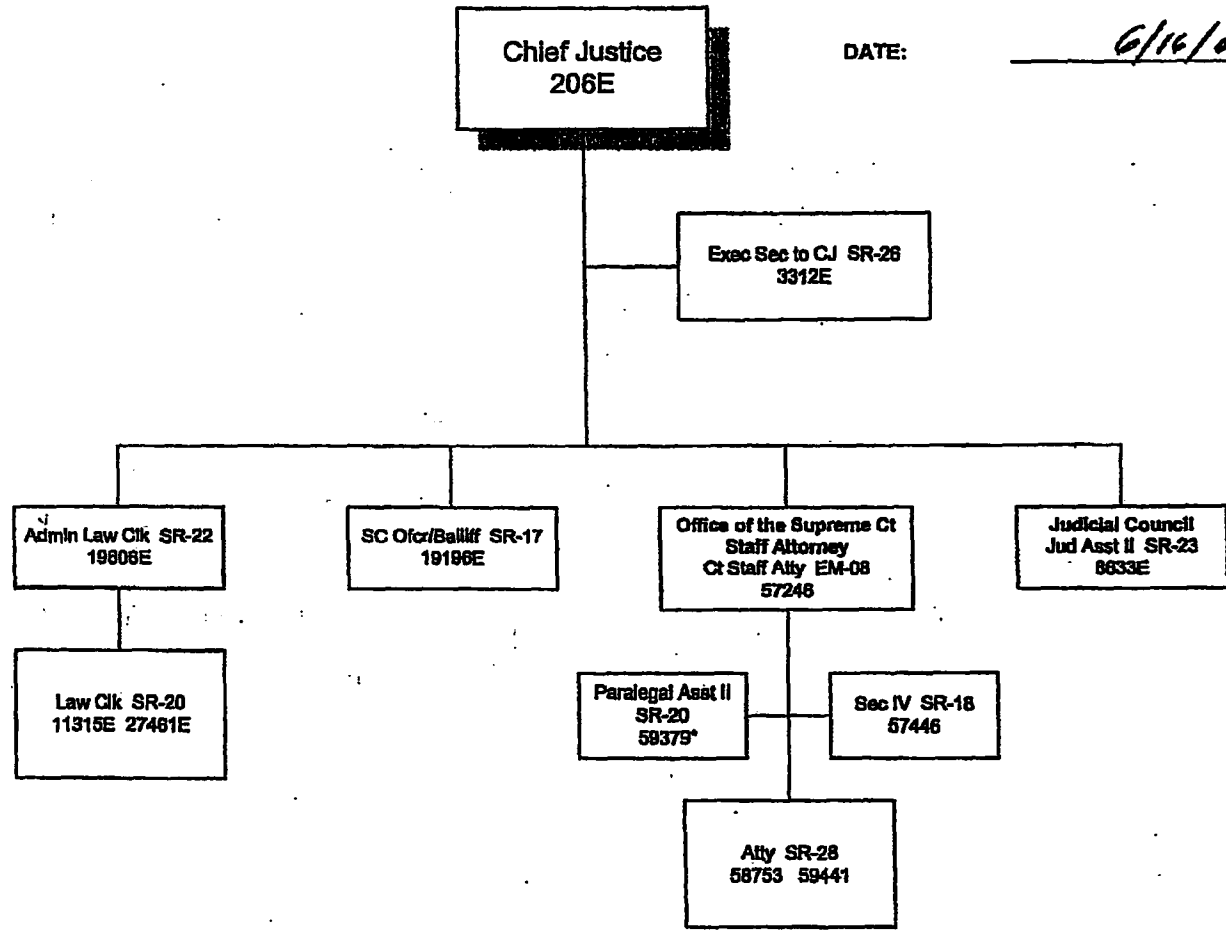


SUPREME COURT Office of the Chief Justice

APPROVED: *R. T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 6/16/06

COA - Page 2



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

SUPREME COURT

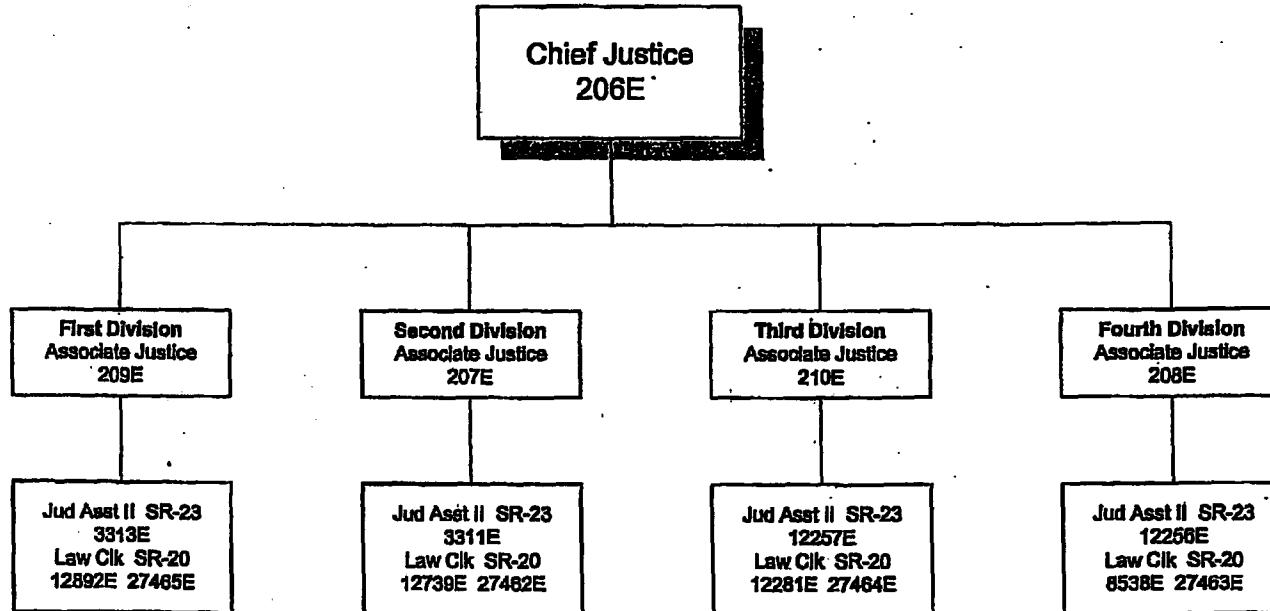
APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

1/26/04

COA - Page 3



INTERMEDIATE COURT OF APPEALS

APPROVED:

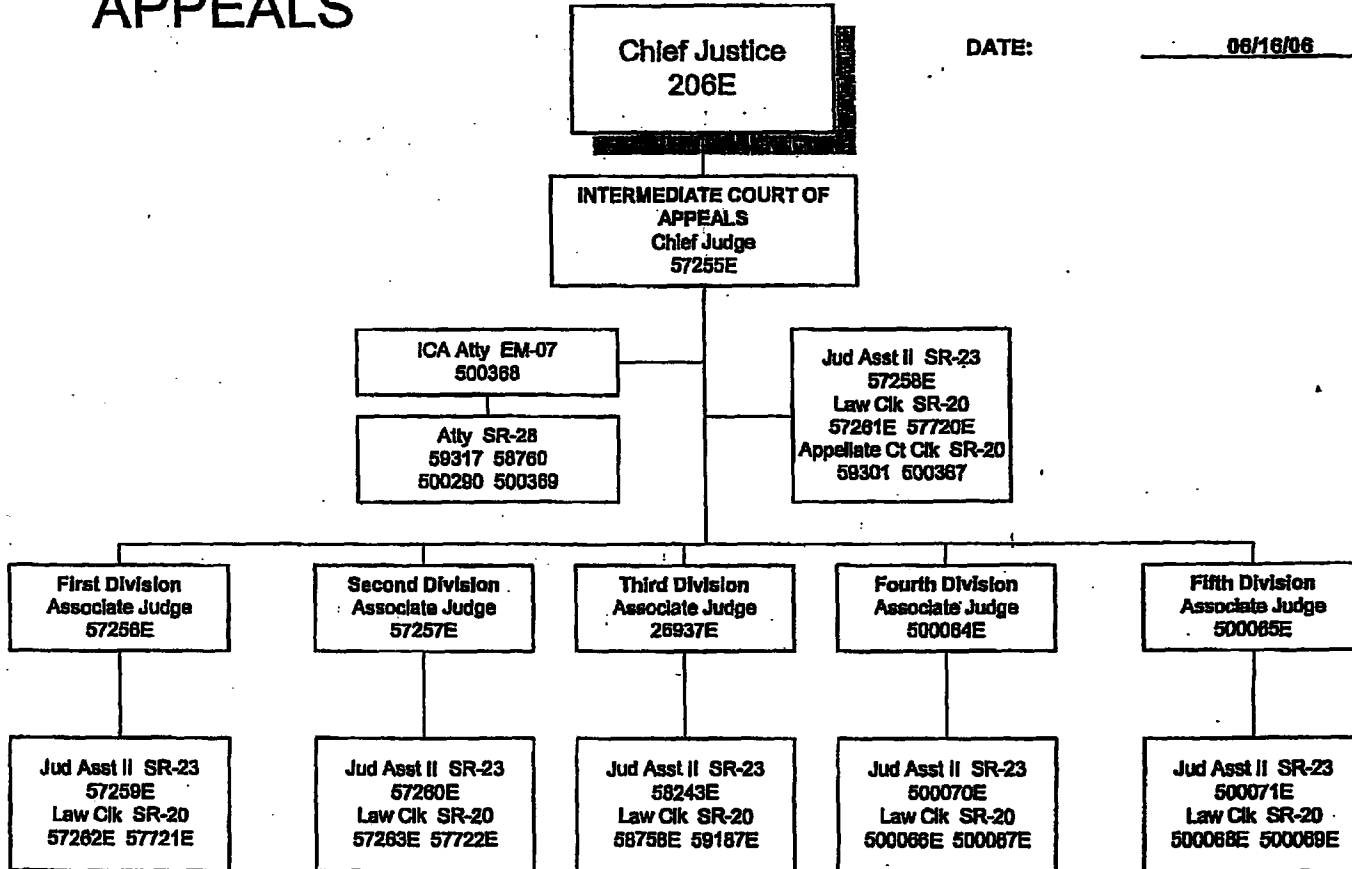
Ronald T. Y. Moon

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

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

CCA - Page 4

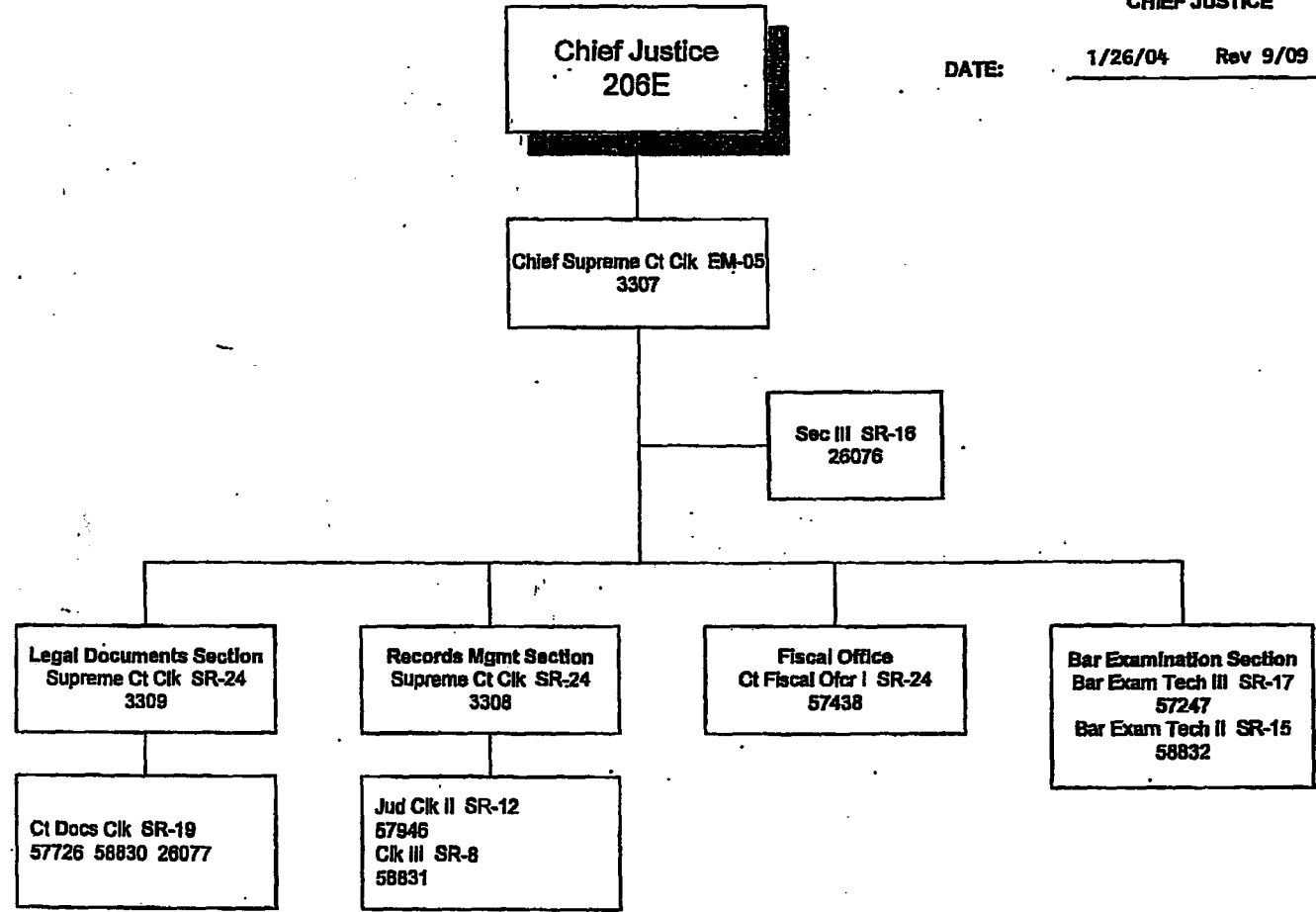


Courts of Appeal
Office of the Chief Clerk

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 1/26/04 Rev 9/09

COA - Page 5



Office of the Administrative Director of the Courts

Chief Justice
206E

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE

**Administrative Director
of the Courts**
223E

DATE: JAN 17 2013

Prvt Sec II SR-24
59259E
Ck 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 *

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

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

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

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 Ck V SR-15
59222
Account Ck IV SR-13
57236

**Intergovernmental/
Community Relations Dept**
1)

Policy & Planning Dept
Budget & Prog Rev Director
58698 EM-08

IT & Systems Dept
Dir of IT & Bus Svcs EM-08
4710 2)

Human Resources Dept
HR Director EM-08
15275

Financial Services Dept
Financial Svcs Admr EM-07
59572 3)

Sec IV SR-18
57127

Sec IV SR-18
58086

JIMS
Reporting &
Statistics

Sec IV SR-18
19068

Judicial
Education Ofc

Sec IV SR-18
57243

-Communications &
Community Relations Ofc
-Law Library
-Jud History Ctr
-Ctr Alternative Dispute Res
-Children's Justice Ctr
-Ofc on Equality & Access
-Ofc of Public Guardian

-Budget & CIP Division
-Plan & Prog Evaluation Div
-Internal Audit Ofc
-Leg Coord/Special Proj Ofc

-IT & Communications Div
-Records Mgmt Office
-Reprographics Center

-Employee Svcs Div
-Compensation Mgmt Div
-Administrative Svcs Div
-Labor Relations Division
-Staffing Svcs Div
-Disability Claims Mgmt Div

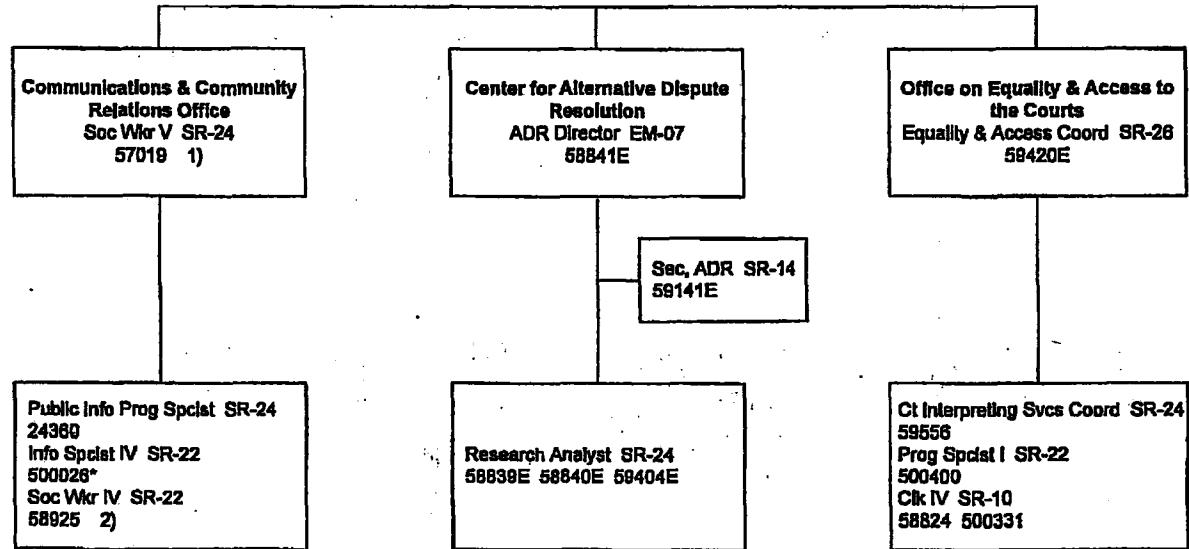
-Fiscal Services Division
-Contracts & Purchasing
Division
-Adm Drivers' Lic Rev Ofc

Intergovernmental/ Community Relations Dept

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 5/5/10

Intergov Comm Rel Dept-Page 1



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

*Special Funded

Intergovernmental/ Community Relations

APPROVED:

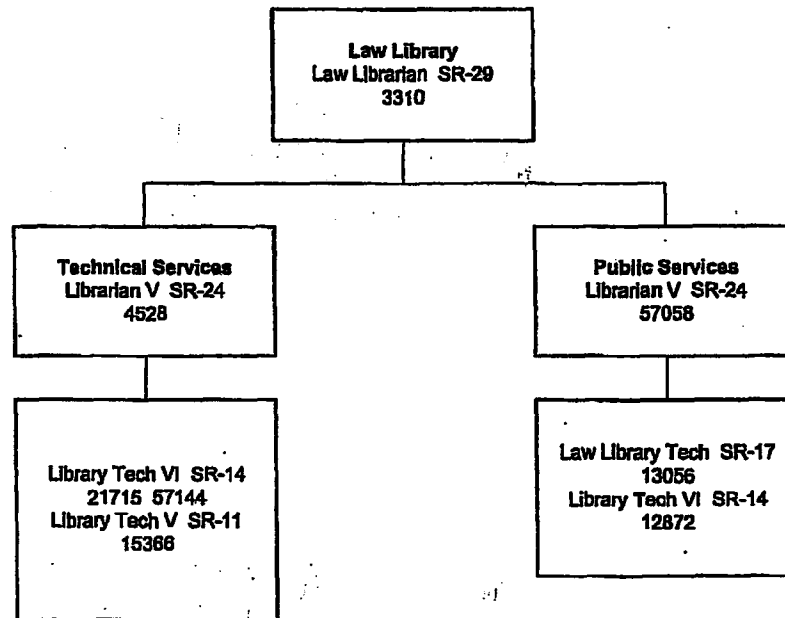


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

11/06/01 (Rev. 08/06)

Intergov Comm Rel Dept-Page 2



Intergovernmental/
Community Relations Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/6/01 Rev 9/09

Intergov Comm Rel Dept-Page 3

Judiciary History Center
Executive Director SR-26
59067E

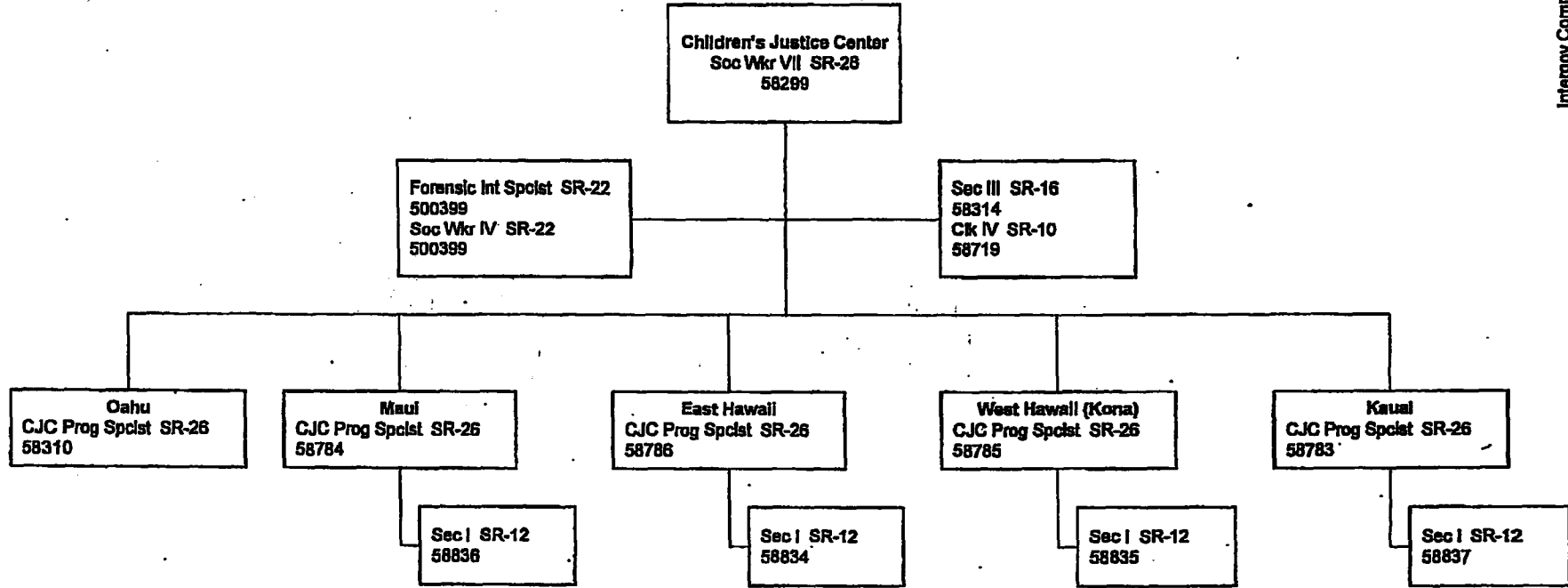
Education Spclst SR-22
59069E
Program Spclst SR-22
59293E
Education Asst SR-10
59452E

Intergovernmental/ Community Relations Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/6/01 Rev 9/09

Intergov Comm Rel Dept-Page 4

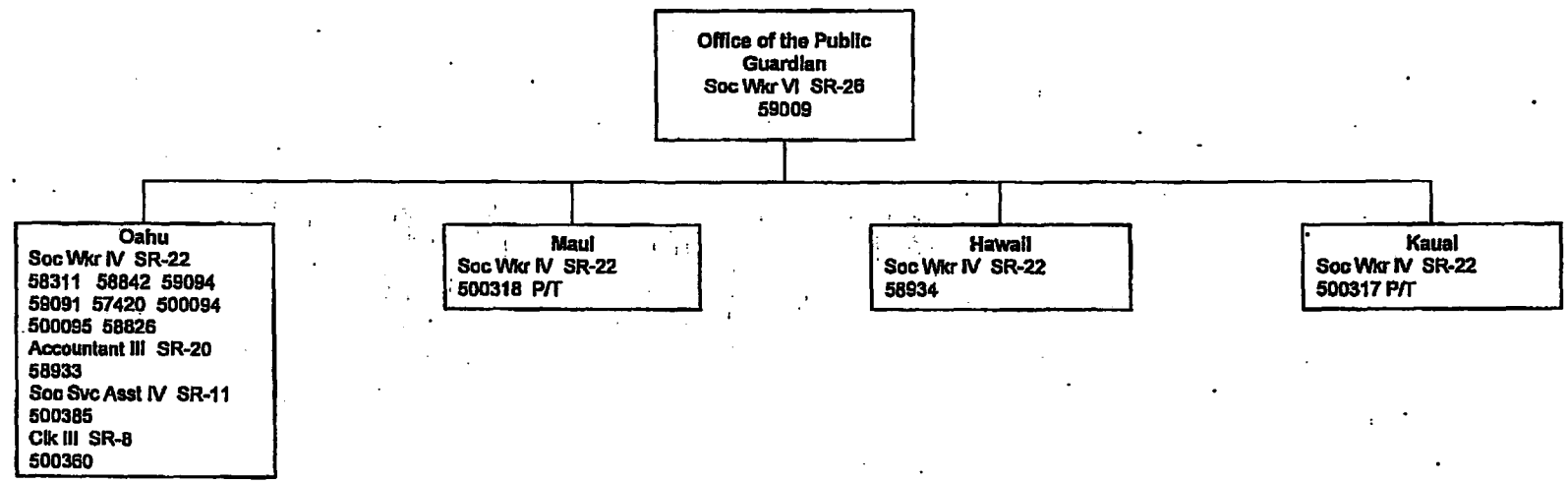


Intergovernmental/ Community Relations Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 12/13/04 Rev 9/09

Intergov Comm Rel Dept-Page 6

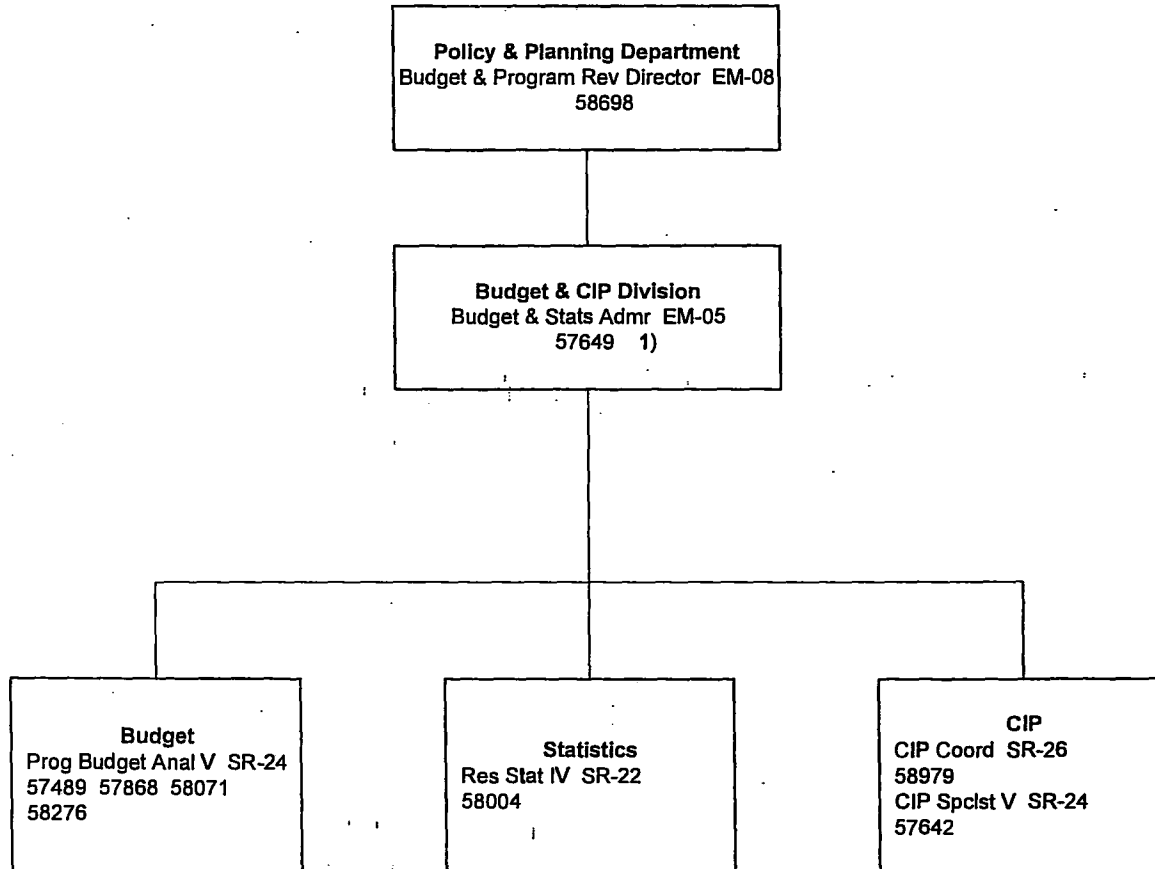


Policy & Planning Dept

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE

DATE: JAN 17 2013

Policy & Planning Dept-Page 11

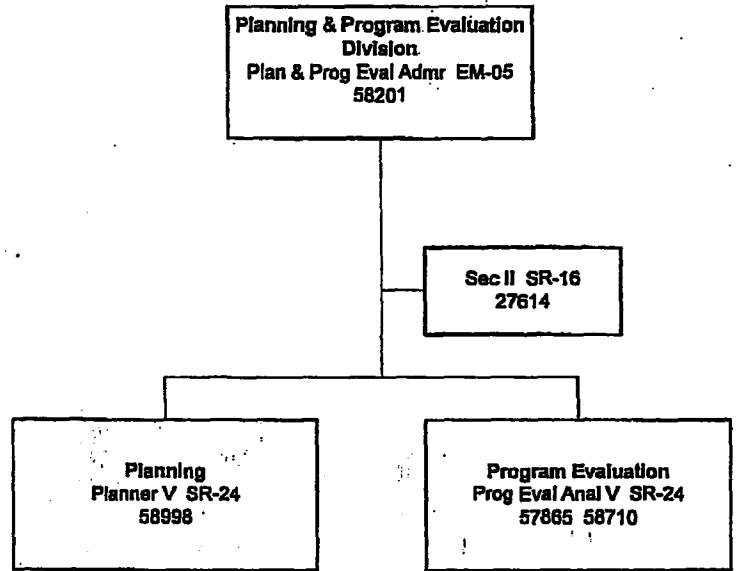


1) Position to be retitled.

Policy & Planning Dept

APPROVED: Mark E. Rackenwald
Mark E. Rackenwald
CHIEF JUSTICE

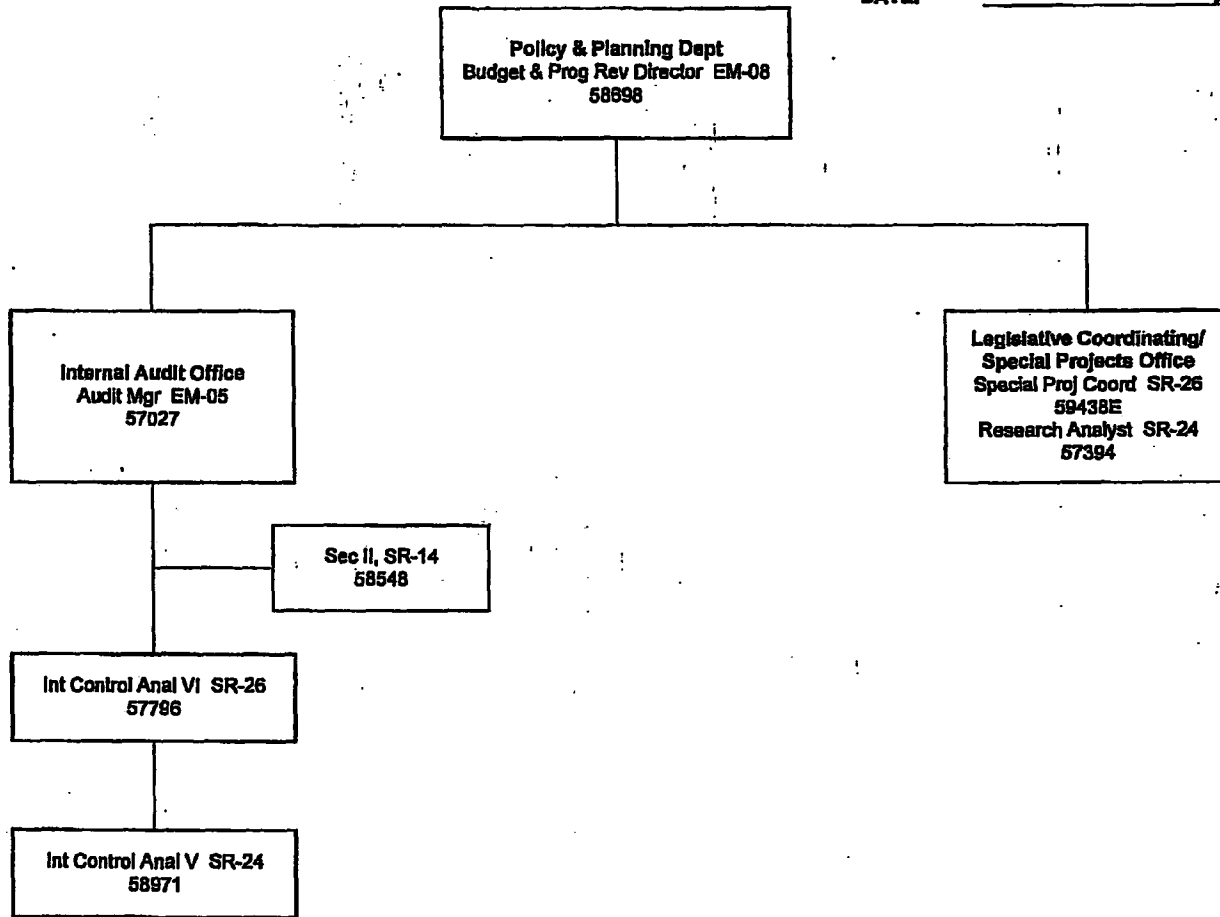
DATE: 7/21/11



Policy & Planning Dept

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE

DATE: March 12, 2012

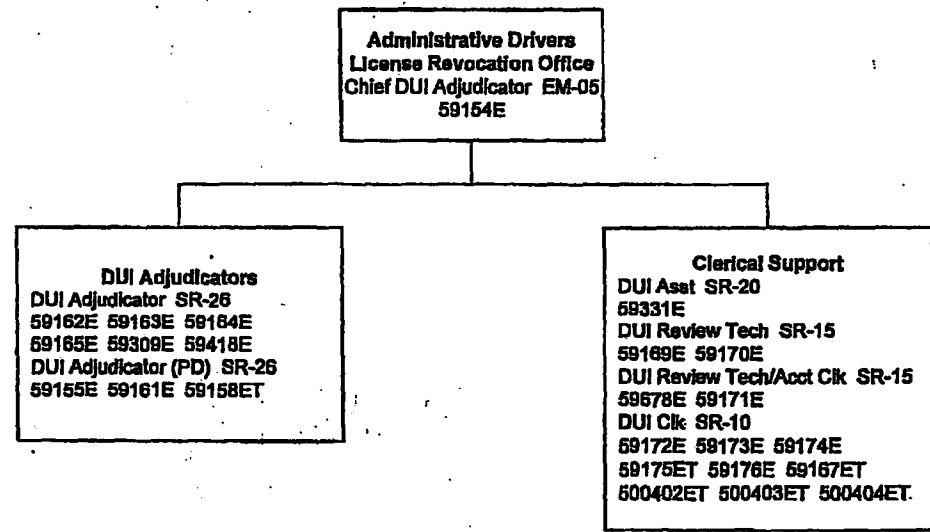


Policy & Planning Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 12/13/04 Rev 9/09

Policy & Planning Dept Org Charts-Page 4

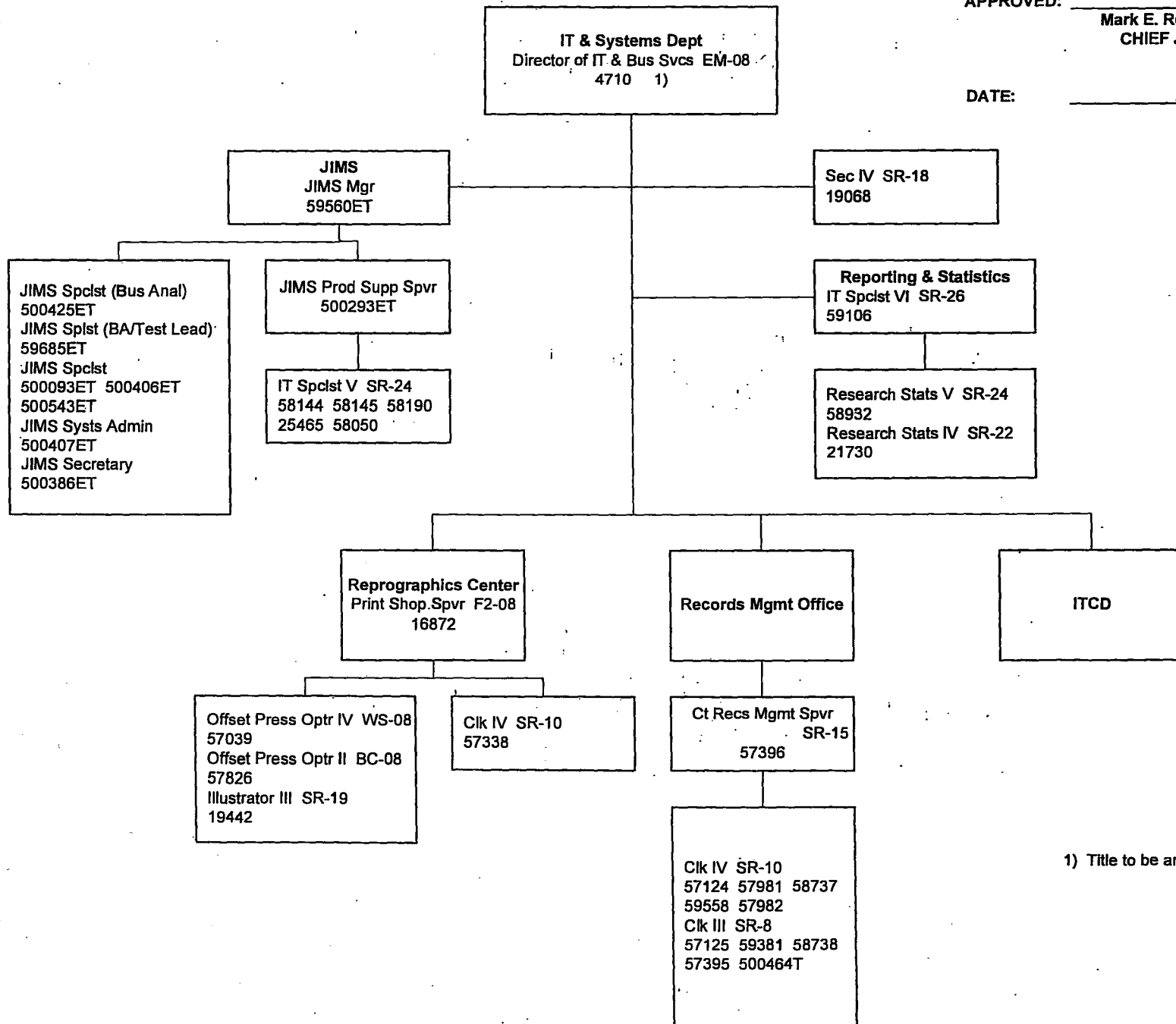


IT & Systems Dept

APPROVED: Mark E. Recktenwald
 Mark E. Recktenwald
 CHIEF JUSTICE

DATE: JAN 17 2013

IT & Systems Dept-Page-1



1) Title to be amended.

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

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

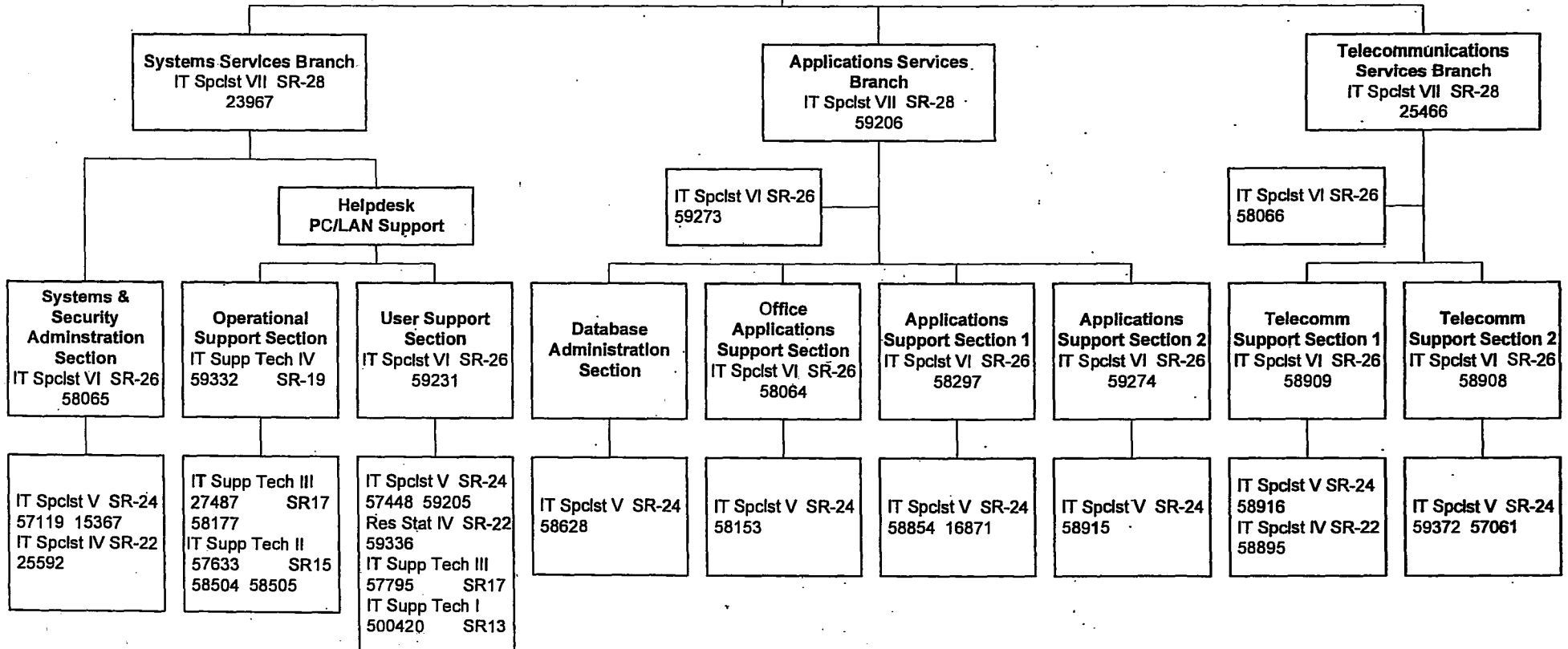
Chief Information Officer EM-08
58936 2)

APPROVED: *Mark E. Recktenwald*
Mark E. Recktenwald
CHIEF JUSTICE

DATE: JAN 17 2013

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

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



1) Title to be amended.

2) Psn to be reviewed.

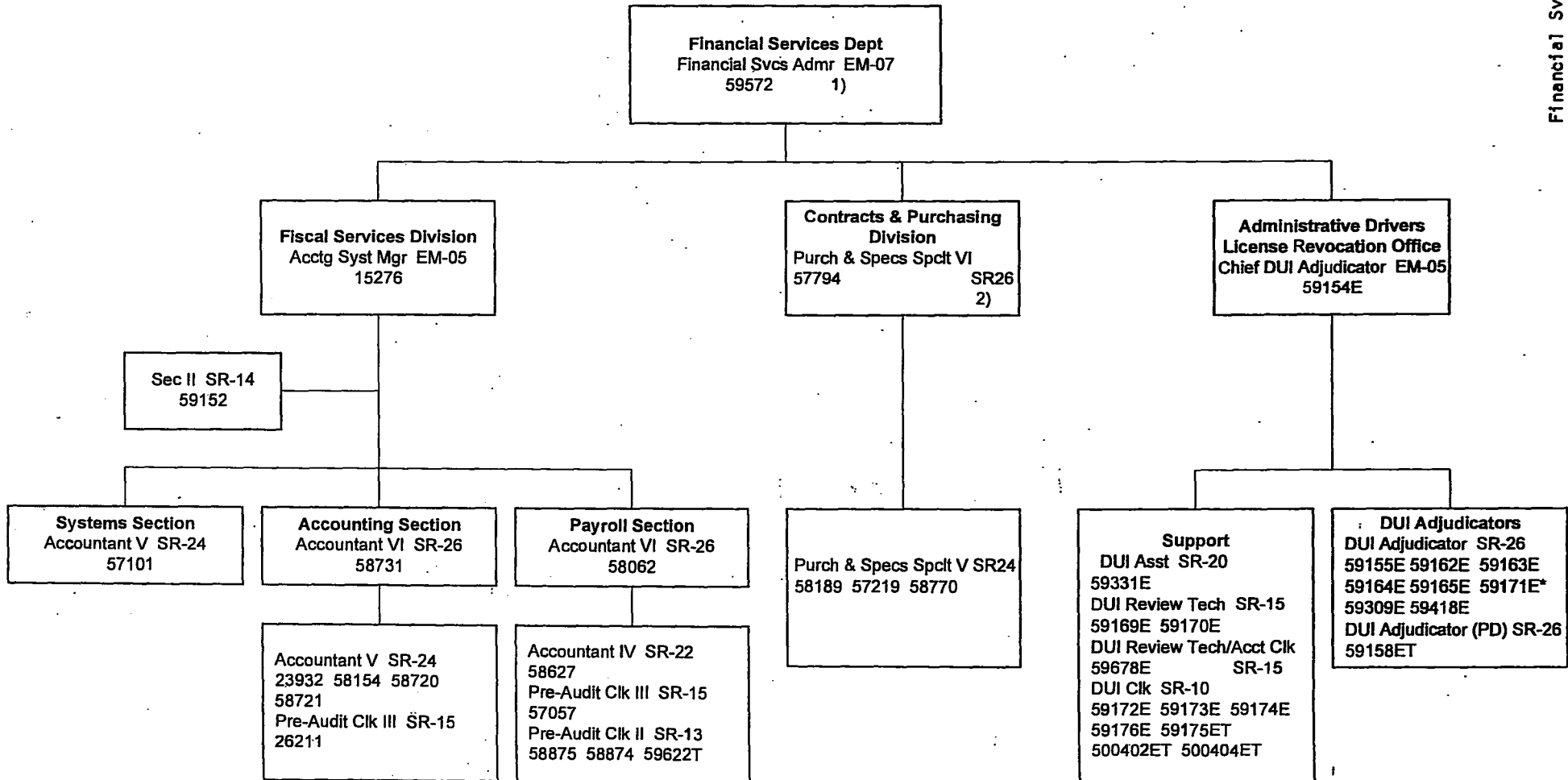
*Psn downgraded for recruitment purposes.

Financial Services Dept

APPROVED: 
 Mark E. Recktenwald
 CHIEF JUSTICE

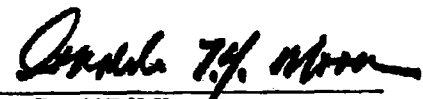
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Financial Svcs Dept-Page1



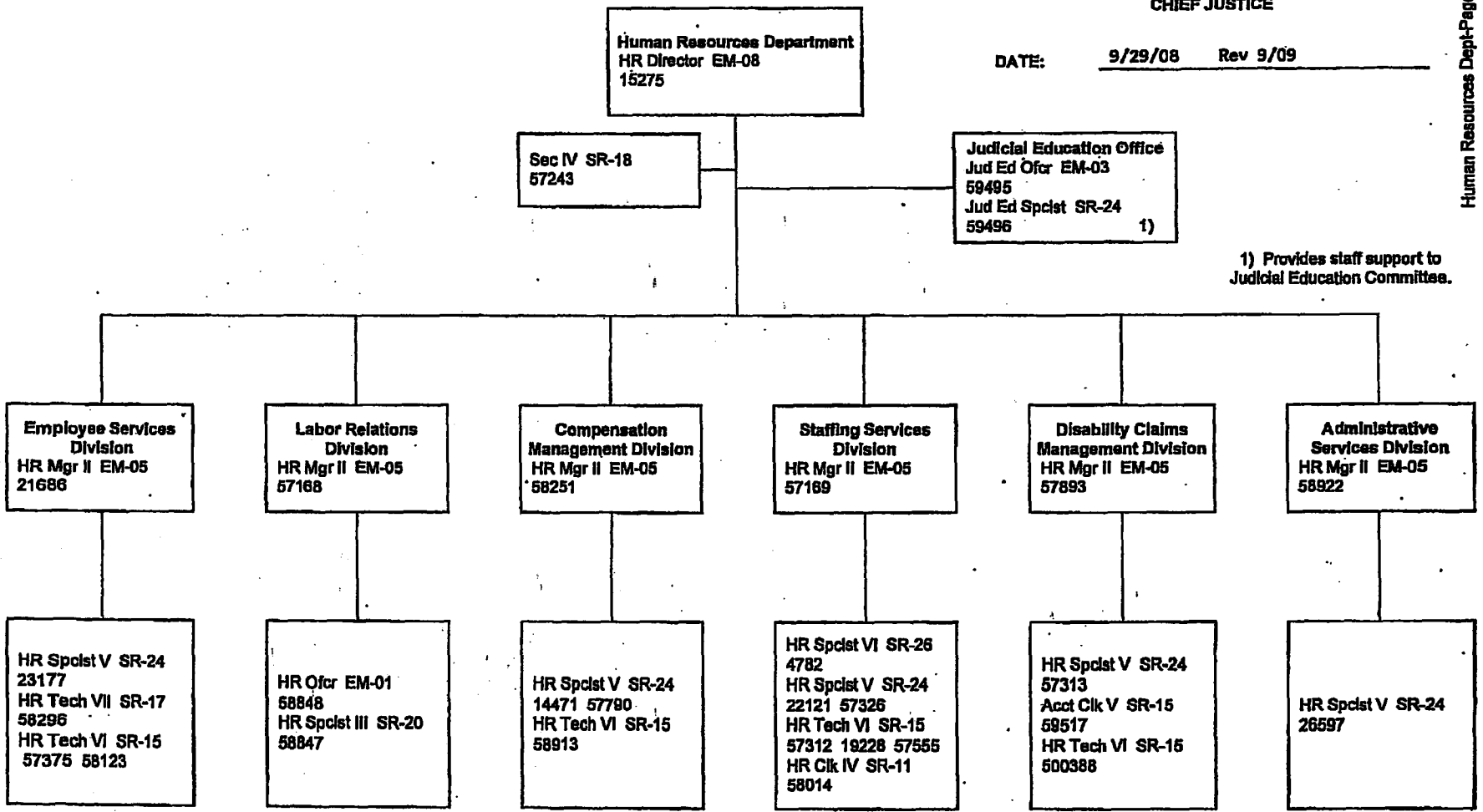
1) Psn to be reviewed.
 2) Psn to be reviewed.
 * Psn redescribed to ADLRO Prog Spclst..

Human Resources Dept

APPROVED: 
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 9/29/08 Rev 9/09

Human Resources Dept-Page 1



FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

APPROVED:

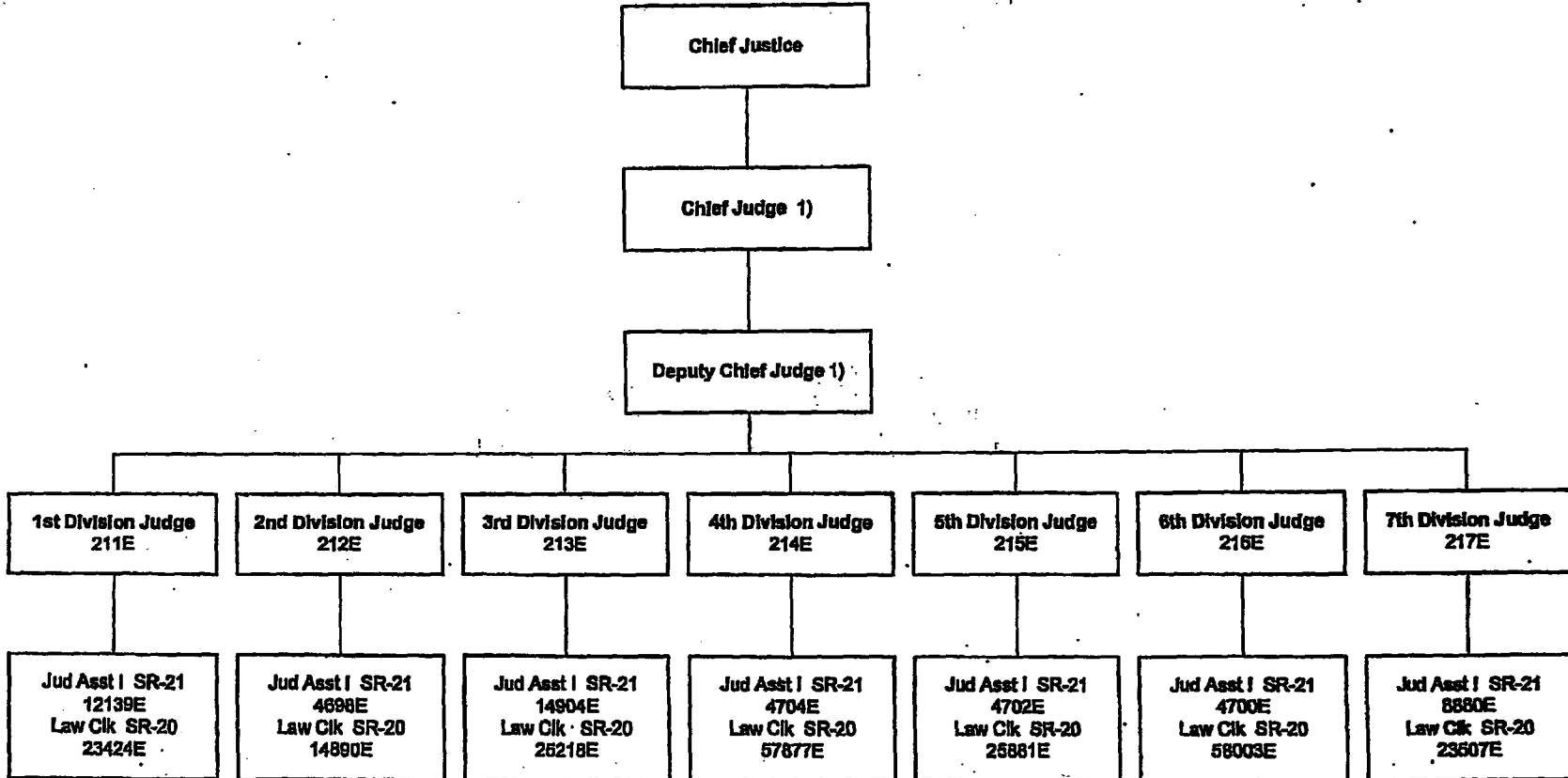


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 1



1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

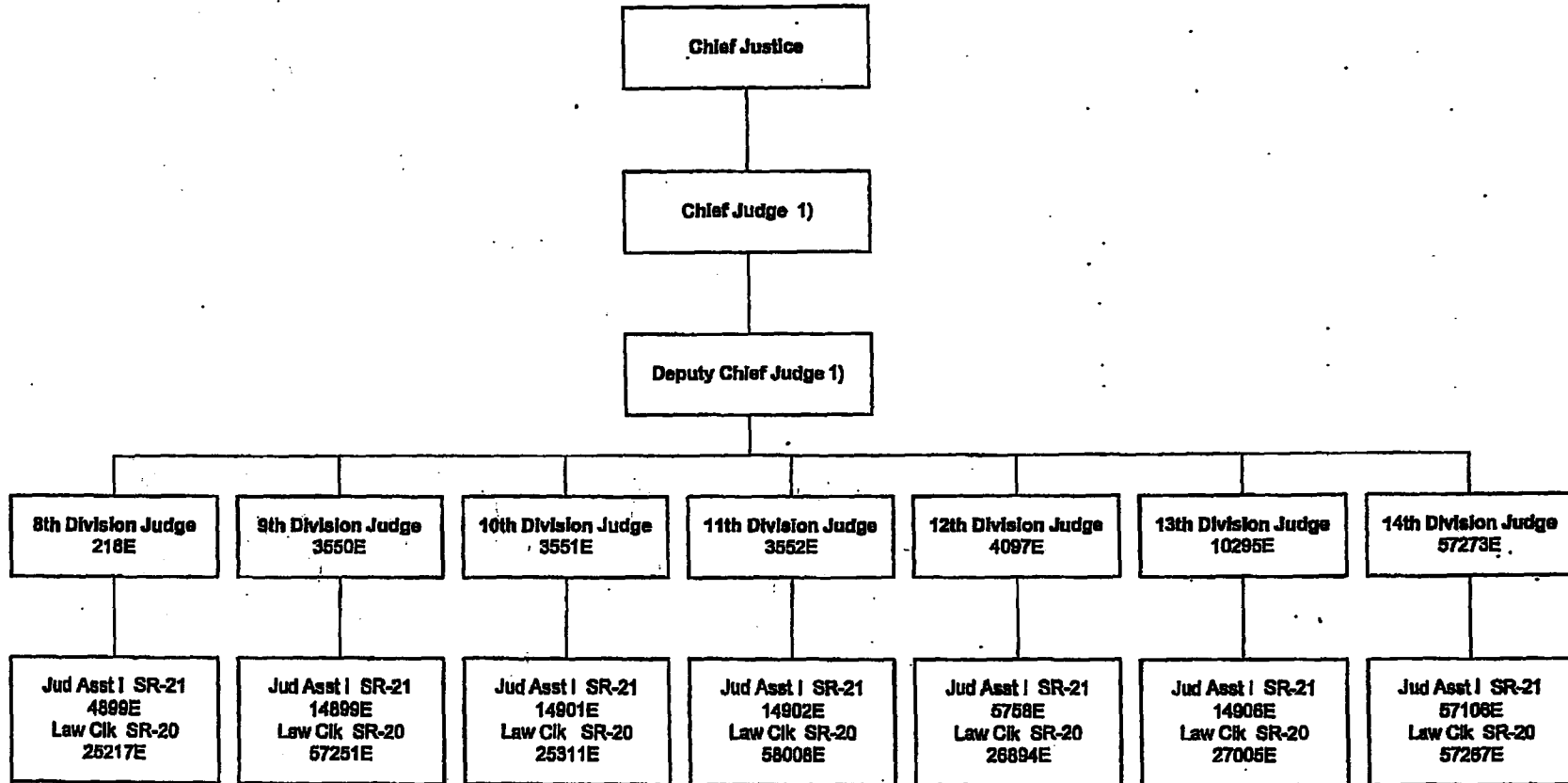
APPROVED:

Ronald T. Y. Moon
Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 2

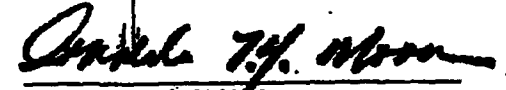


1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

APPROVED:

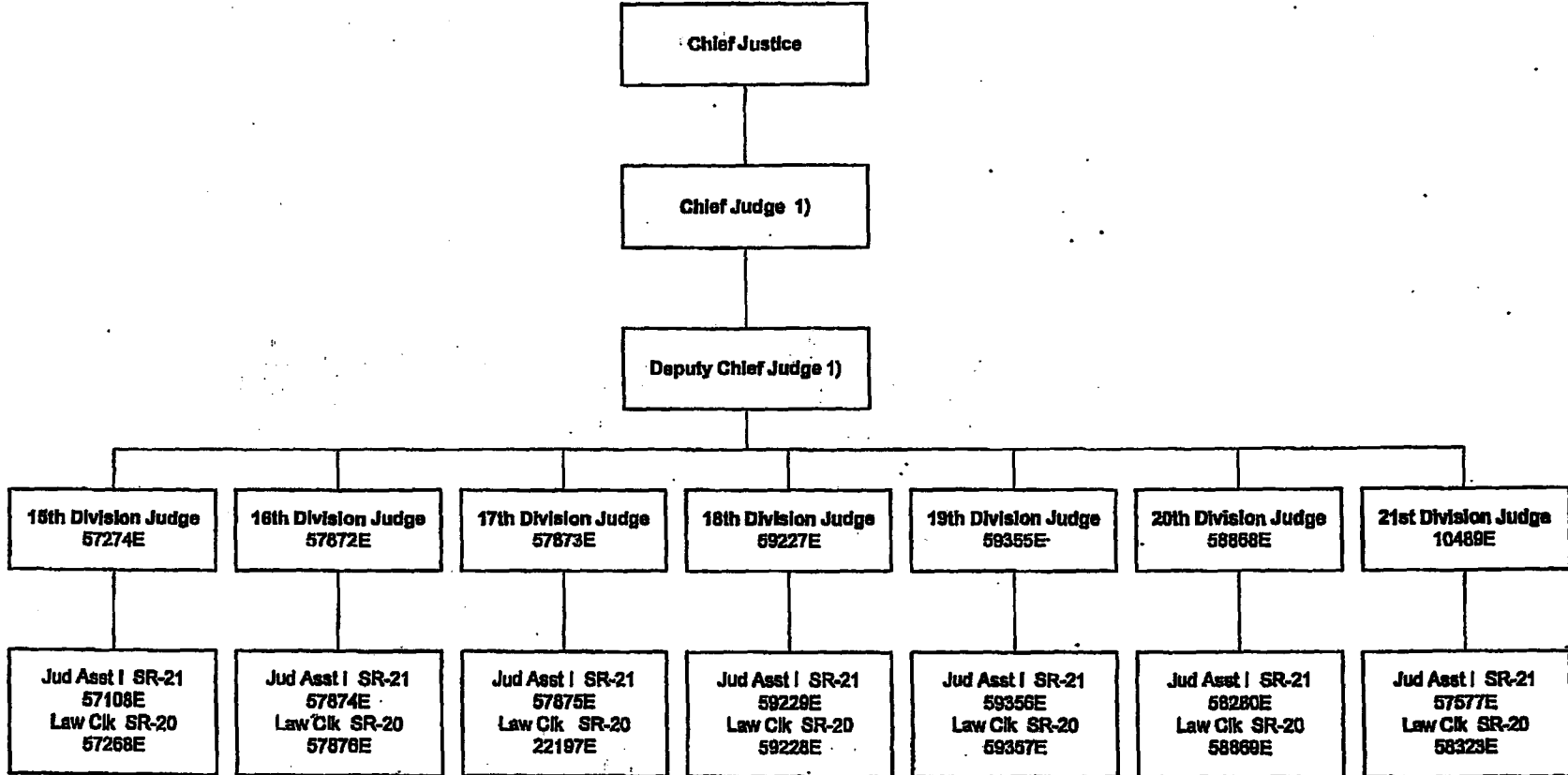


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 3

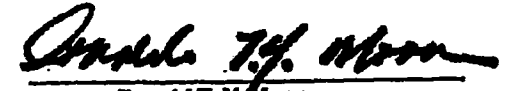


1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

APPROVED:

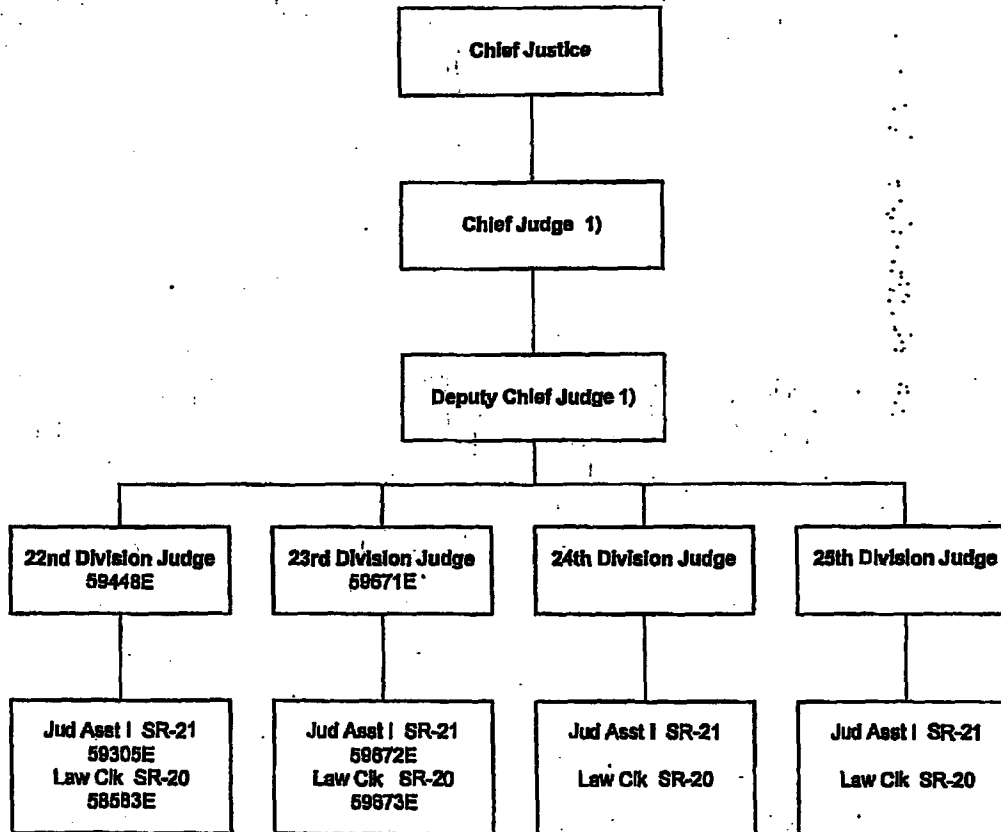


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 4

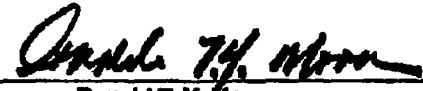


1) Per Chief Justice's order of assignment.

FIRST CIRCUIT

CIVIL ADMINISTRATION

APPROVED:

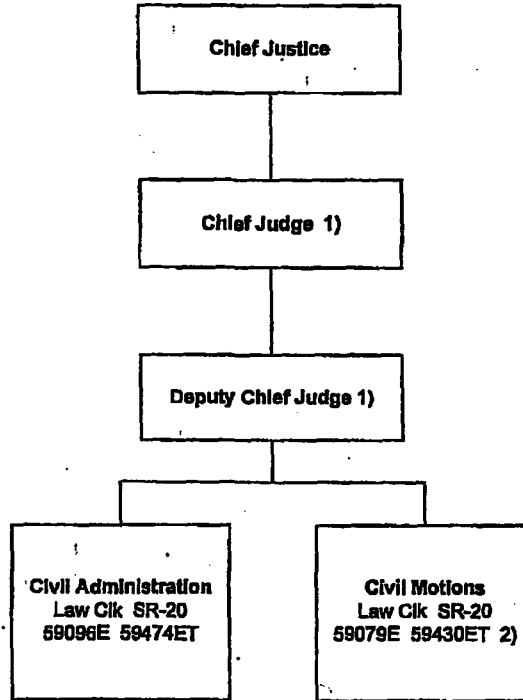


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

8/23/02 Rev 9/09

First Circuit-Judges-Page 6



1) Per Chief Justice's order of assignment.

2) Reports to Civil Motions Judge.

FIRST JUDICIAL CIRCUIT

CRIMINAL ADMINISTRATION

APPROVED:

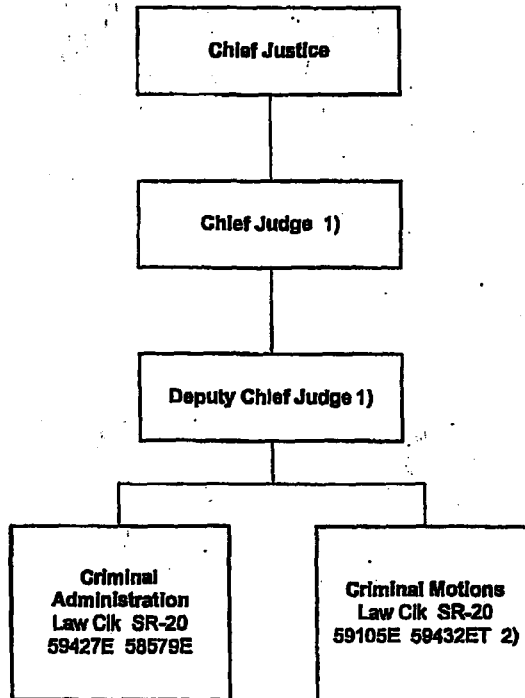
Ronald T. Y. Moon

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 6



1) Per Chief Justice's order of assignment.

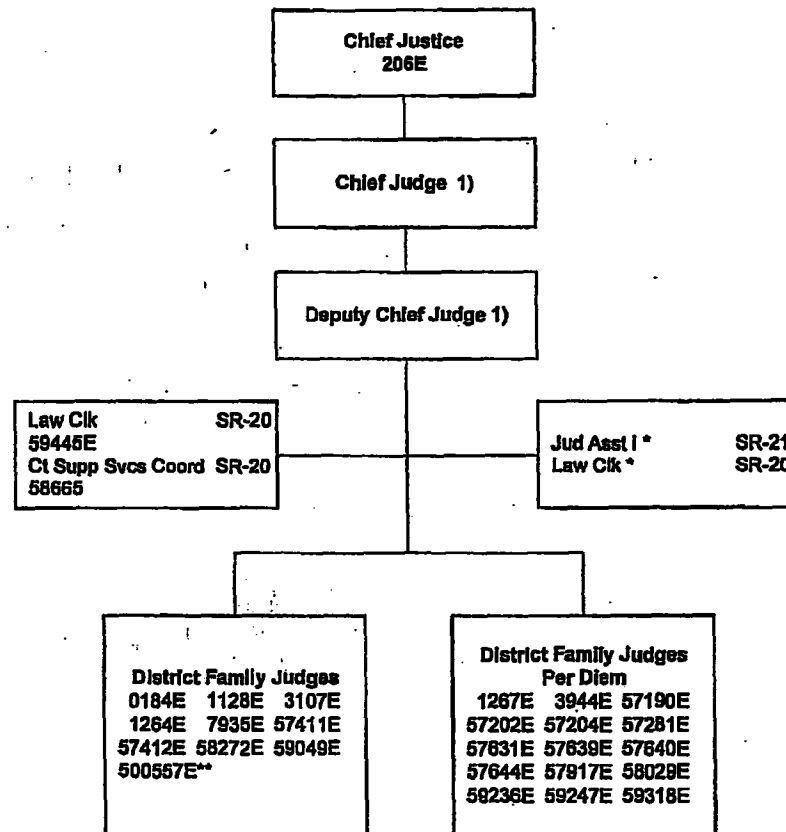
2) Reports to Criminal Motions Judge.

FIRST CIRCUIT

FAMILY JUDGES

APPROVED: Mark E. Recktenwald
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:

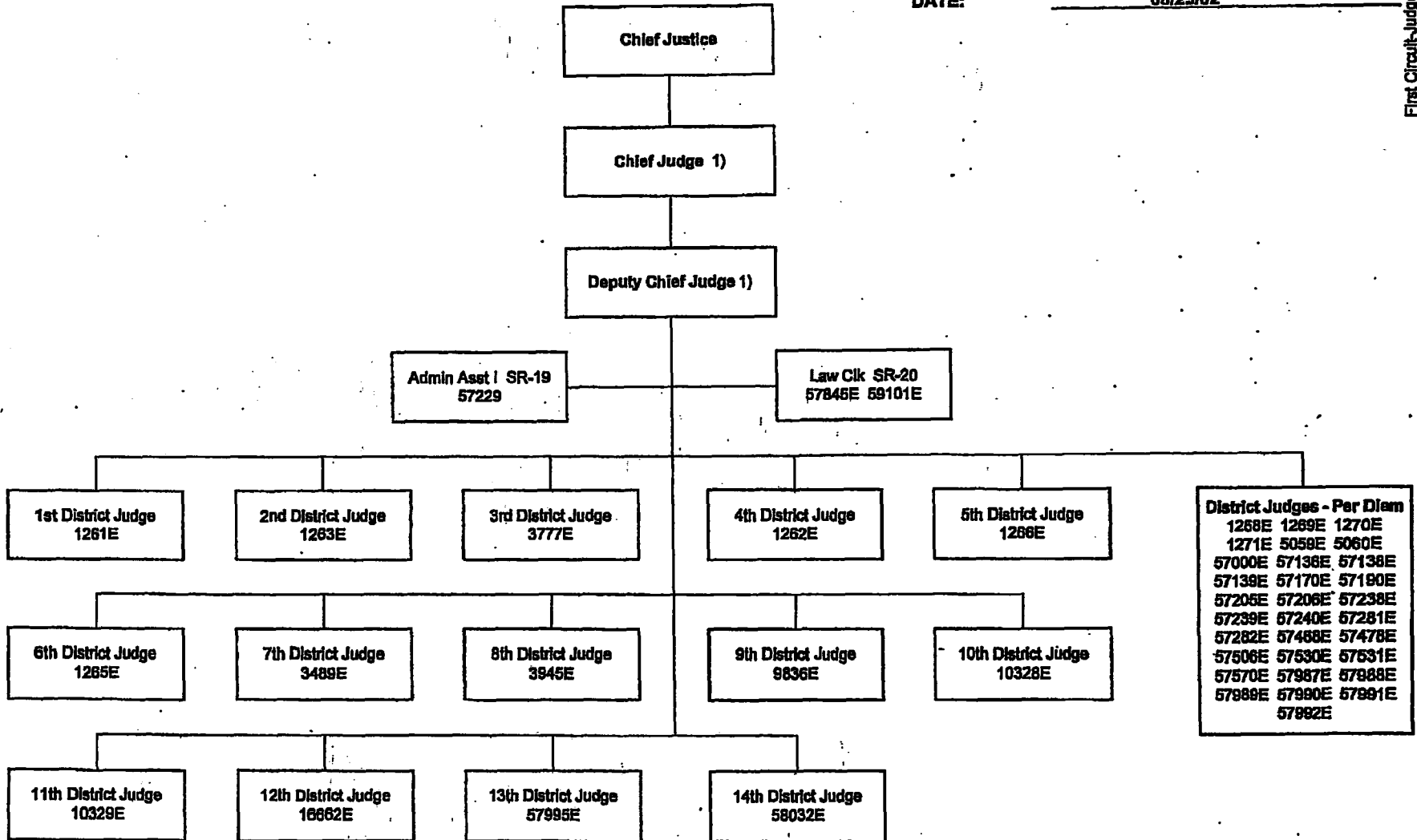
Ronald T. Y. Moon

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

First Circuit-Judges-Page 8



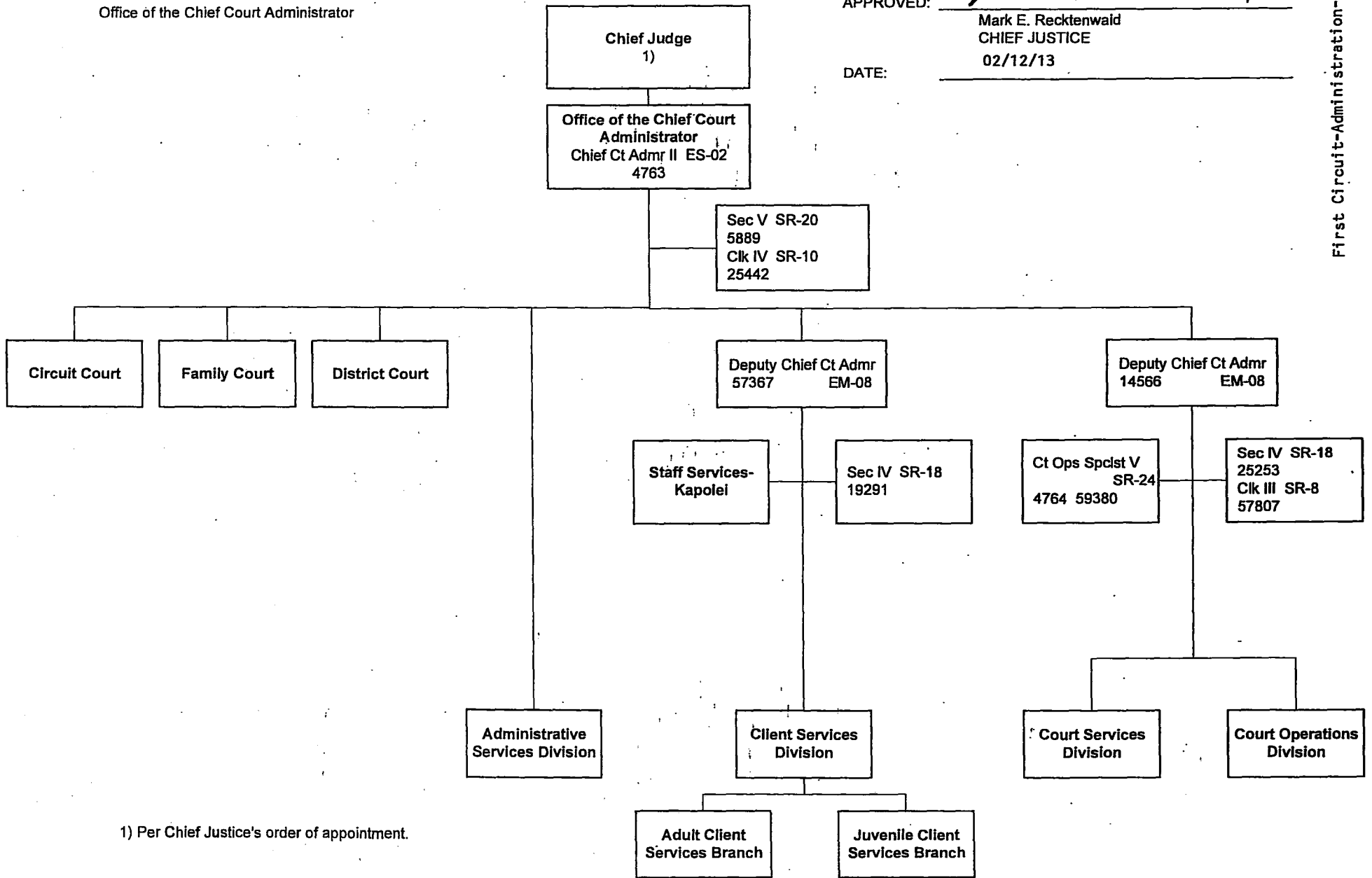
1) Per Chief Justice's order of assignment.

First Circuit

Office of the Chief Court Administrator

APPROVED: *Mark E. Reckenwald*
Mark E. Reckenwald
CHIEF JUSTICE
02/12/13

DATE: _____



1) Per Chief Justice's order of appointment.

First Circuit

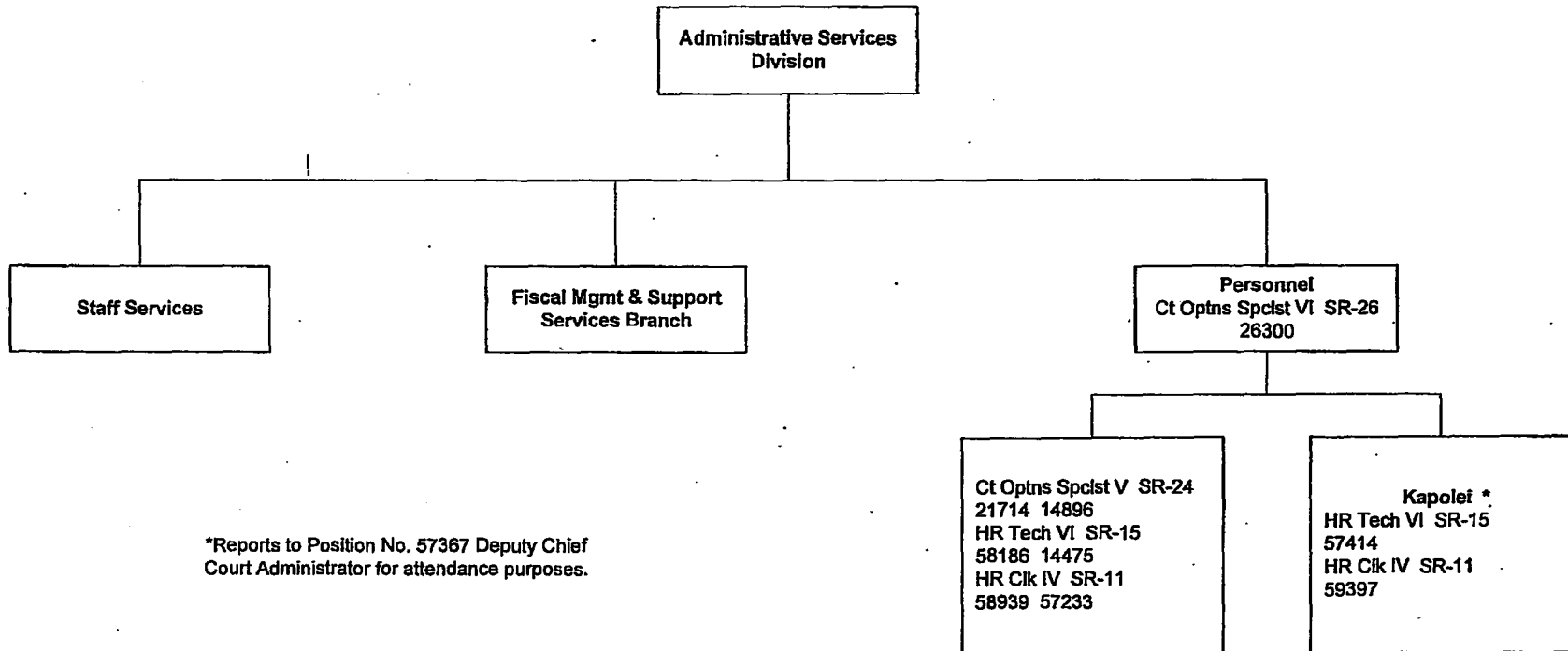
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

11/04/09

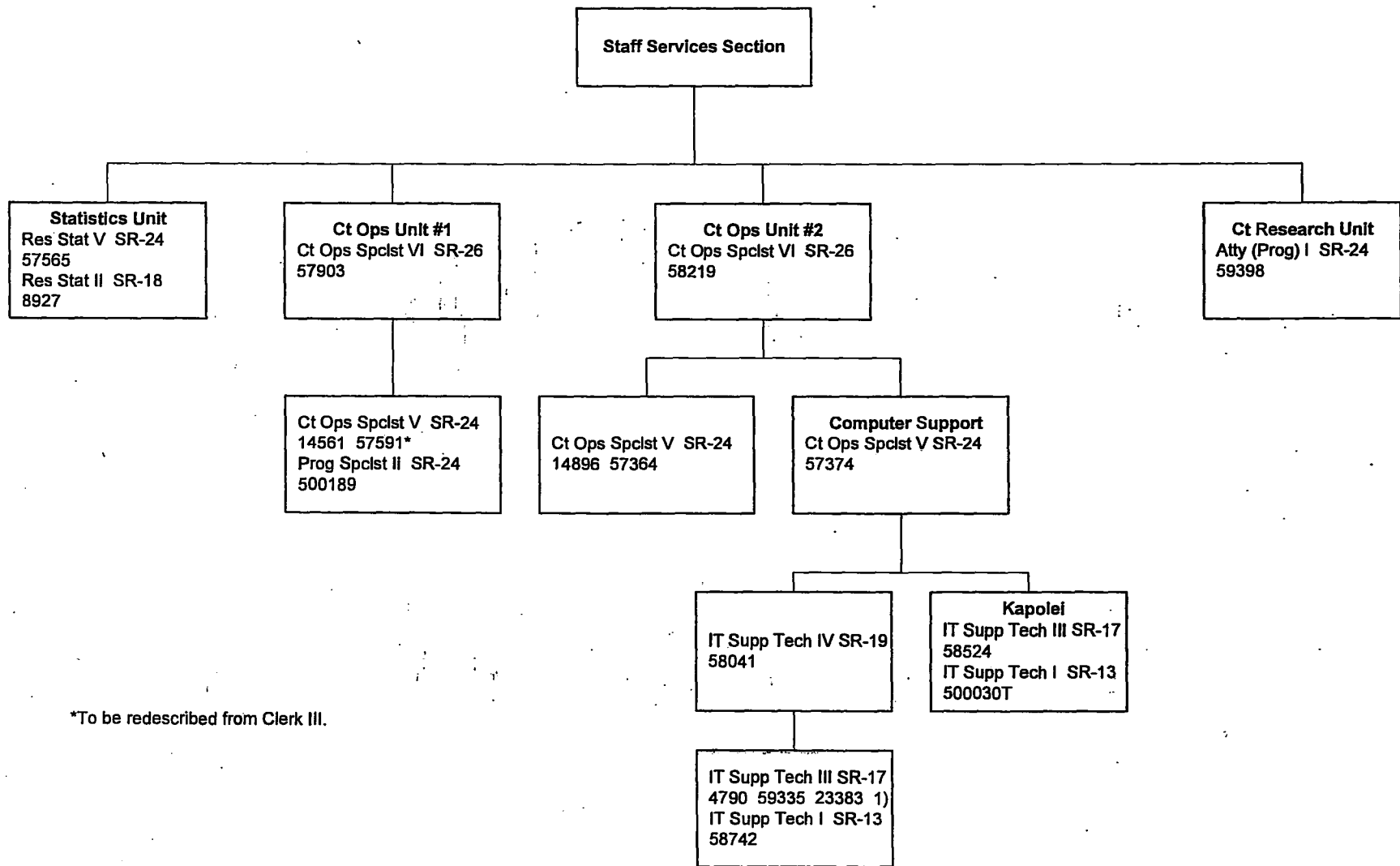


*Reports to Position No. 57367 Deputy Chief Court Administrator for attendance purposes.

First Circuit

Administrative Services Division
Staff Services Section

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE
DATE: 5/22/13



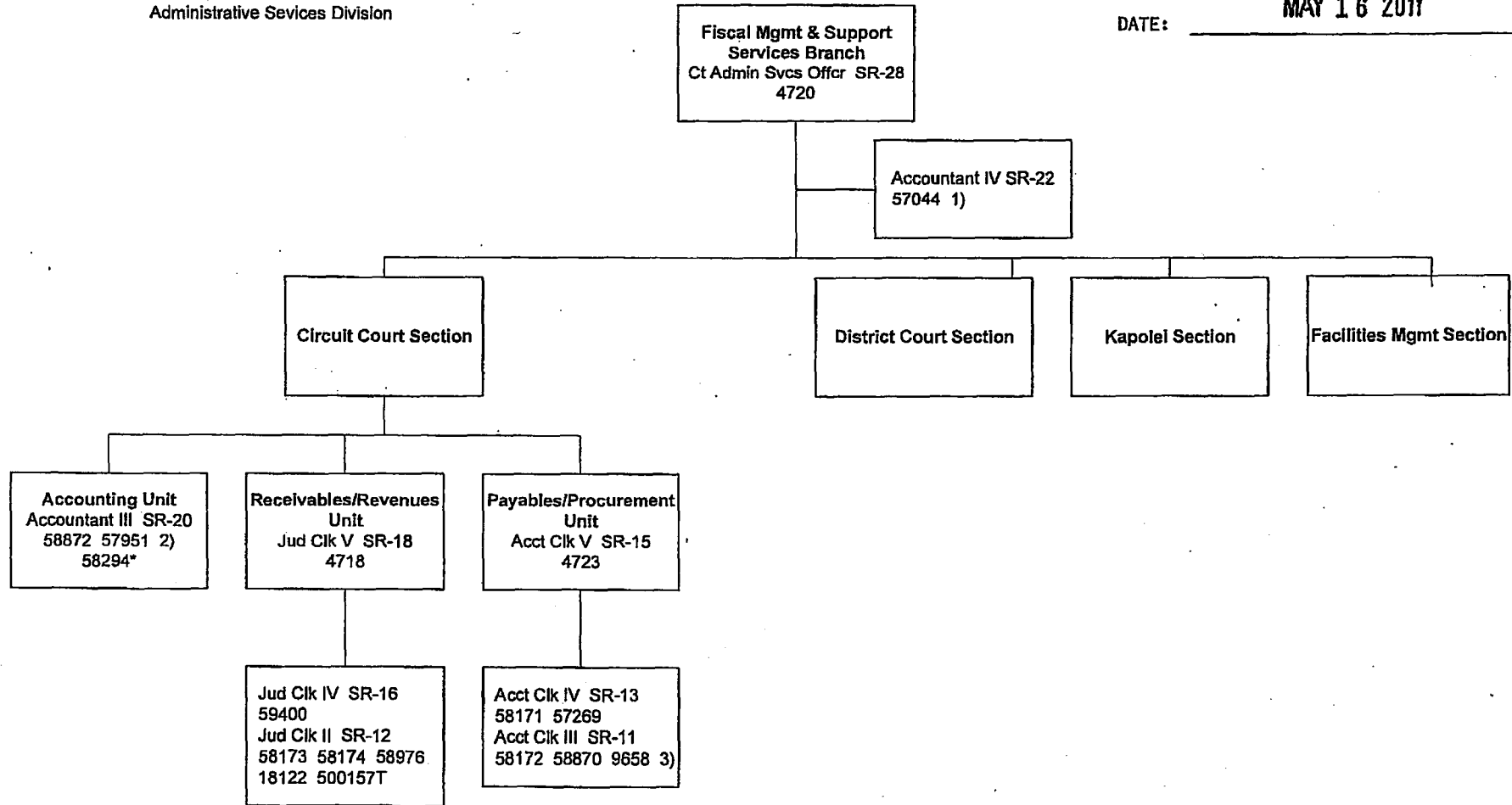
*To be redescrbed from Clerk III.

First Circuit

Administrative Services Division

APPROVED: Man dechew

DATE: MAY 16 2011



*Provides support to the Land & Tax Appeal Court.

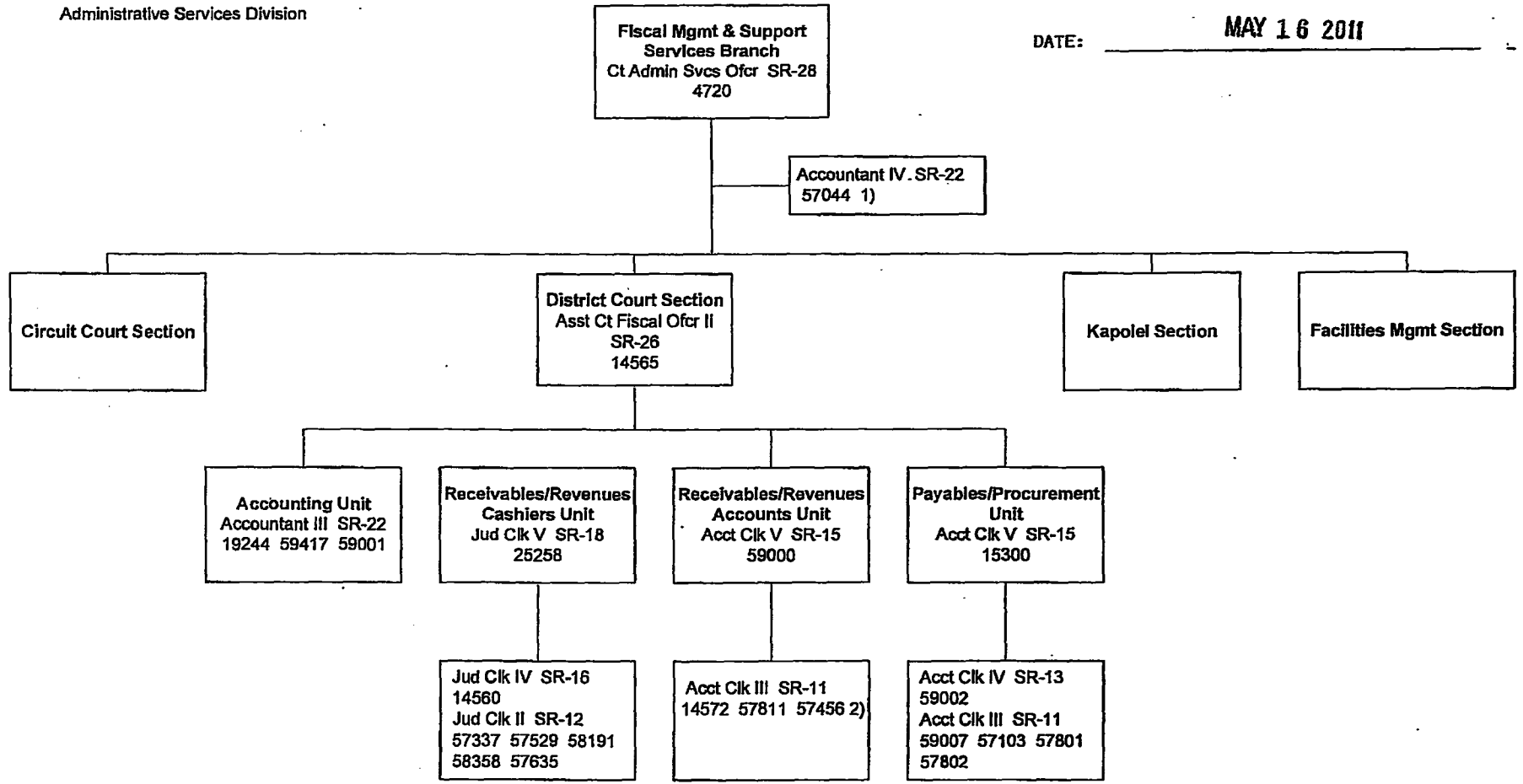
- 1) Vacant Position No. 57044 Accountant IV transferred from District Court Section, Accounting Unit.
- 2) Vacant Position No. 57951 transferred from Facilities Management Section, Circuit Court; and redescribed to Accountant III.
- 3) Vacant Position No. 9658 Acct Clk V to be reallocated to Acct Clk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

First Circuit

Administrative Services Division

APPROVED: Man Reddick

DATE: MAY 16 2011



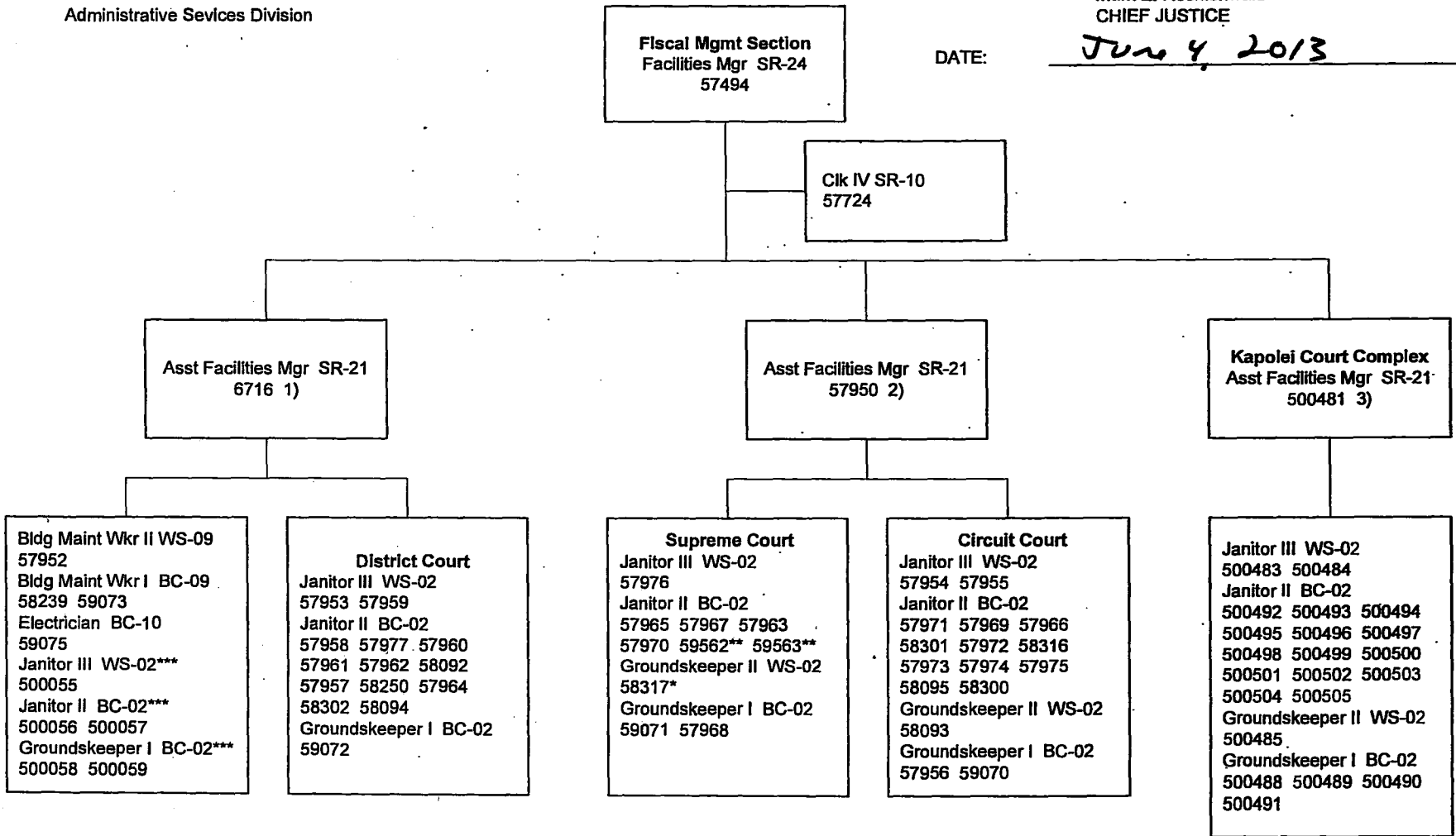
- 1) Vacant Position No. 57044 Accountant IV transferred from District Court Section, Accounting Unit.
- 2) Vacant Position No. 57456 reallocated from Acct Clk IV.

First Circuit

Administrative Services Division

APPROVED: Mark E. Recktenwald
 Mark E. Recktenwald
 CHIEF JUSTICE

DATE: June 4, 2013



*Responsible for DC & SC.

**Assigned to Kapuaiwa 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.

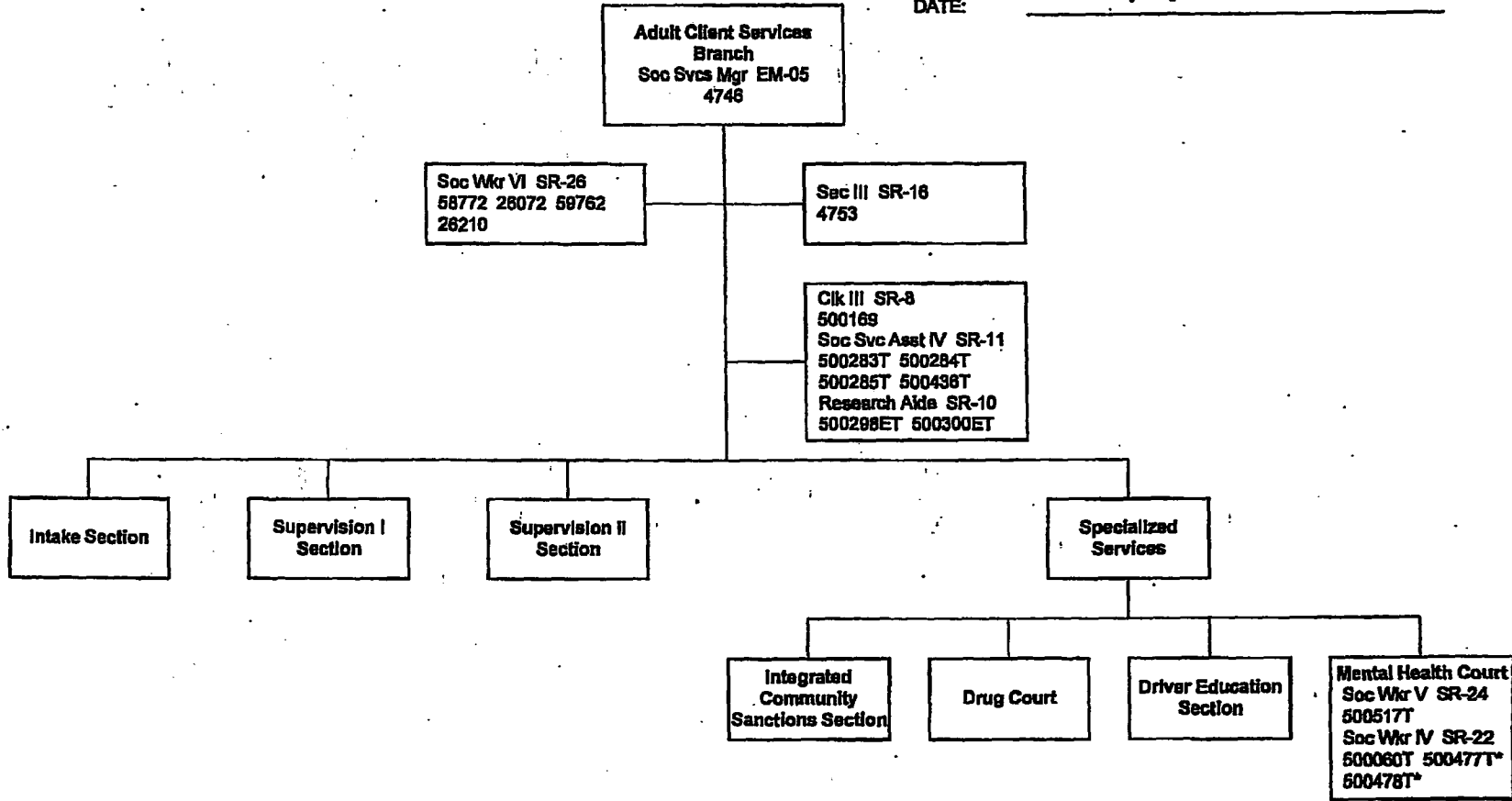
2) Responsible for other buildings in the absence of other Asst Facilities Mgrs.

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
Mark E. Recktenwald
CHIEF JUSTICE
DATE: 2/10/12



First Circuit-Client Svcs-Page 1

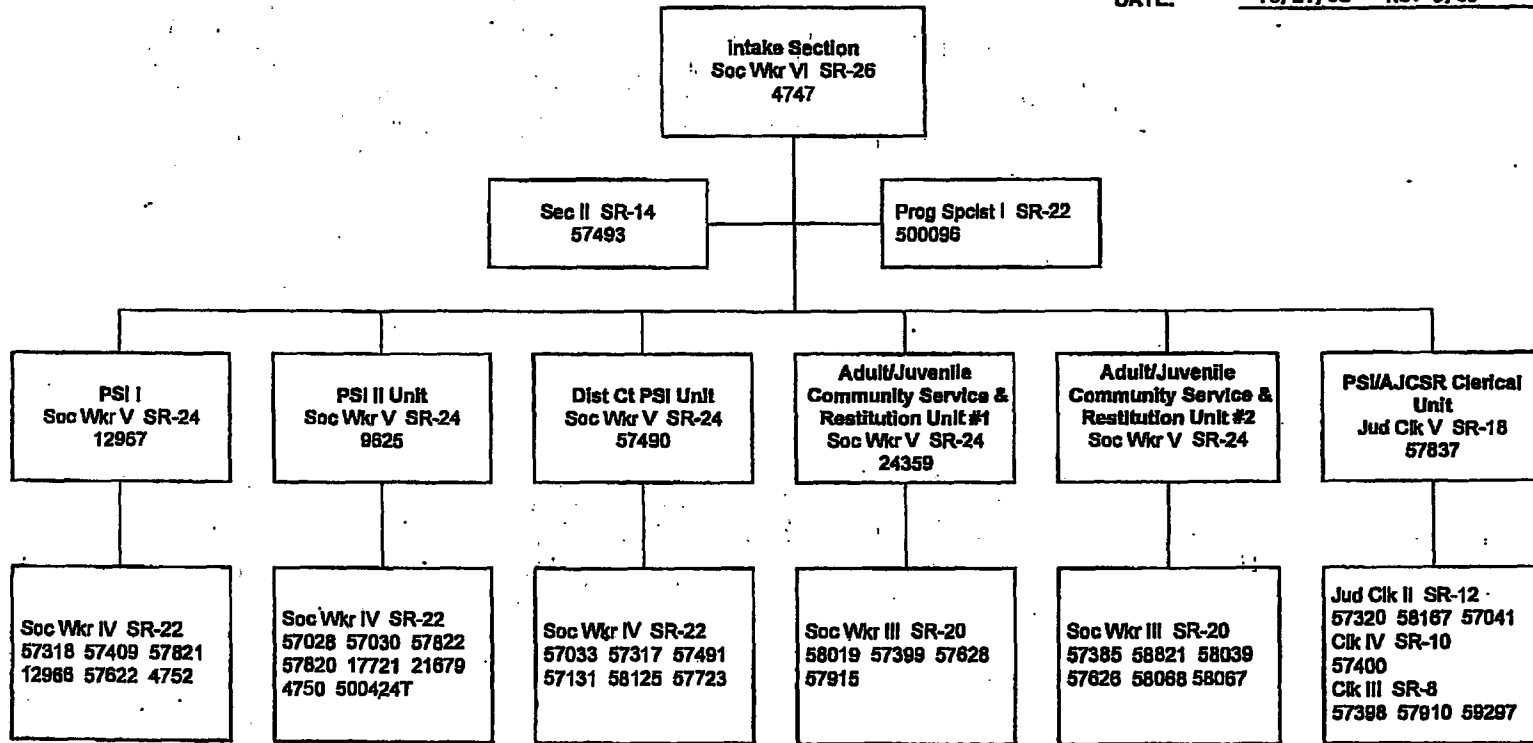
*Temp Pans funded by Project Success; assigned to MHC for supervision purposes only.

First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 10/21/08 Rev 9/09

First Circuit-Client Svcs-Page 2

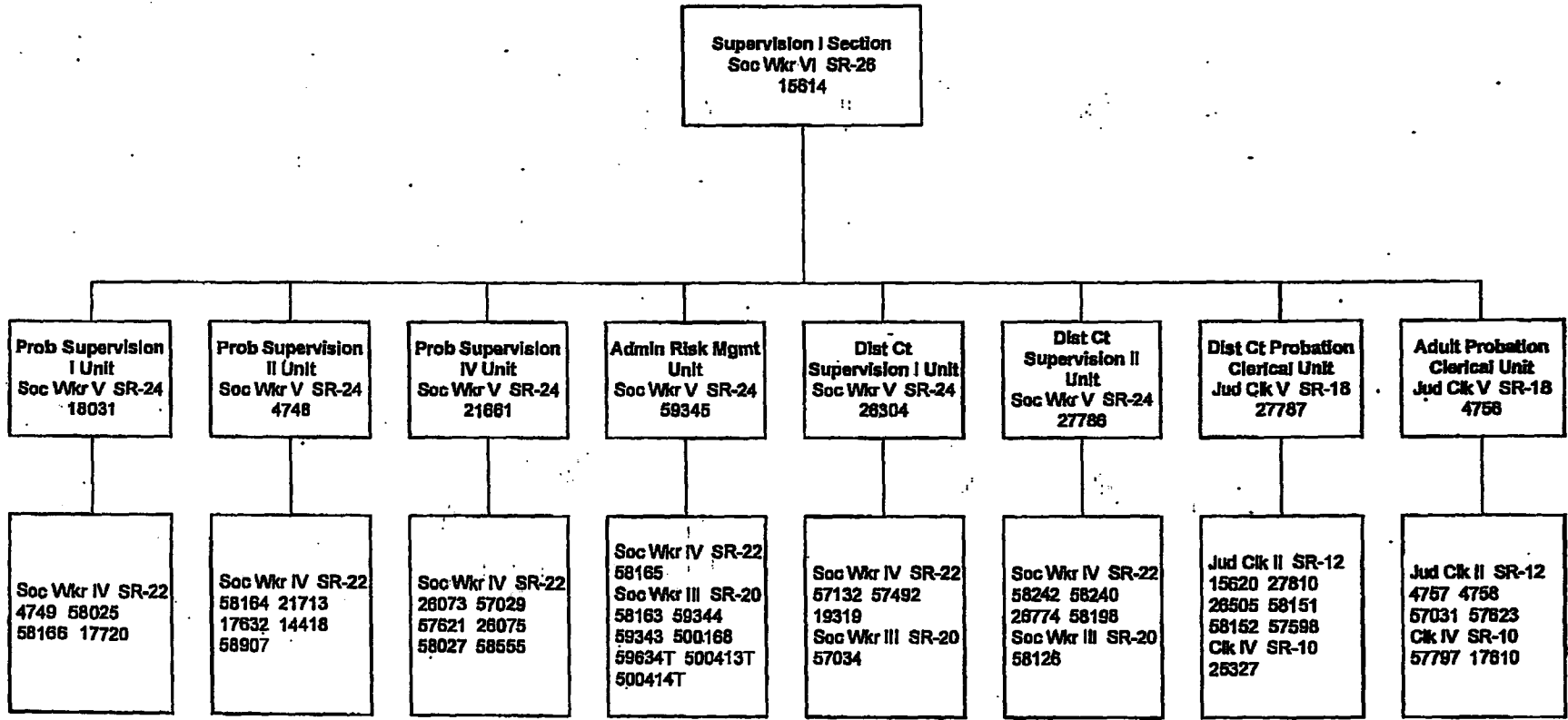


First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 10/21/08 Rev 9/09

First Circuit-Client Svcs-Page 3

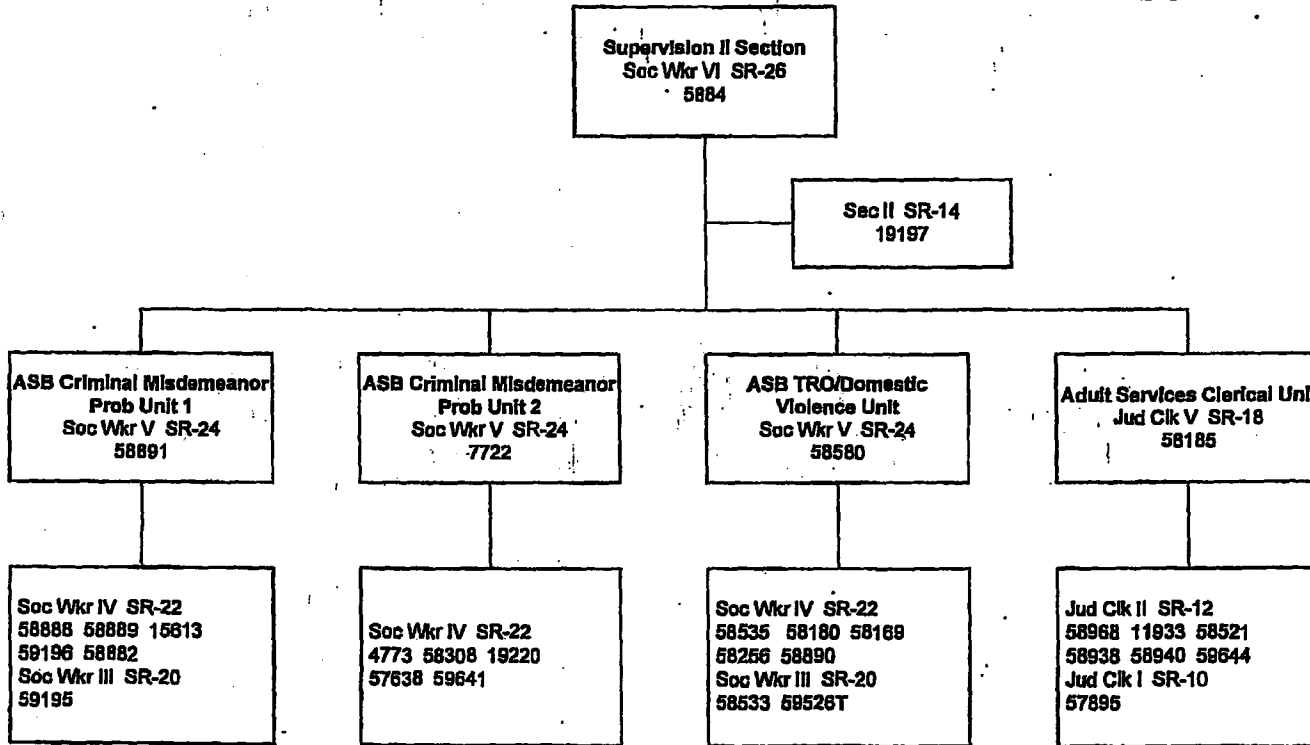


First Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 10/21/08 Rev 9/09

First Circuit-Client Svcs-Page 4



First Circuit

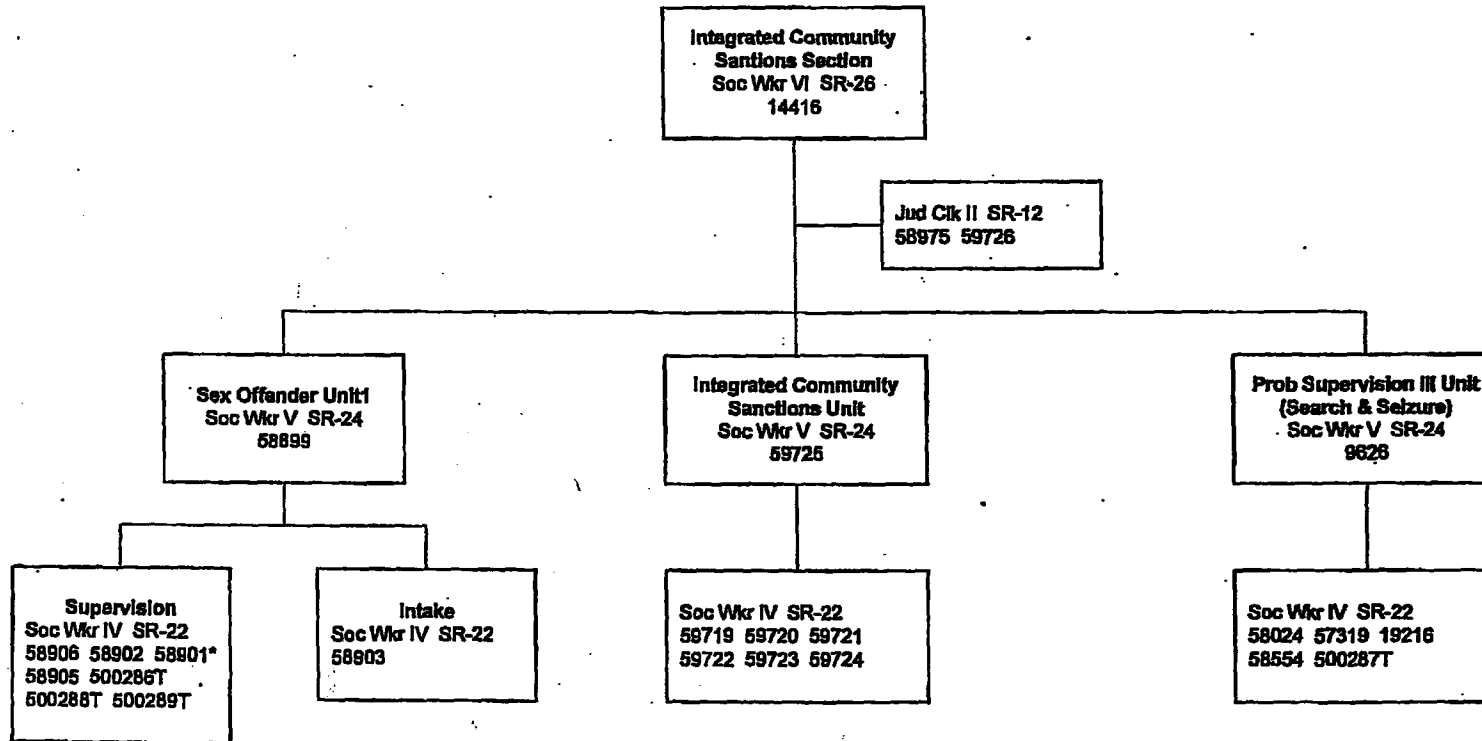
APPROVED:

Ronald T. Y. Moon
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE:

2/1/02 Rev 9/09

First Circuit-Client Svcs-Page 5



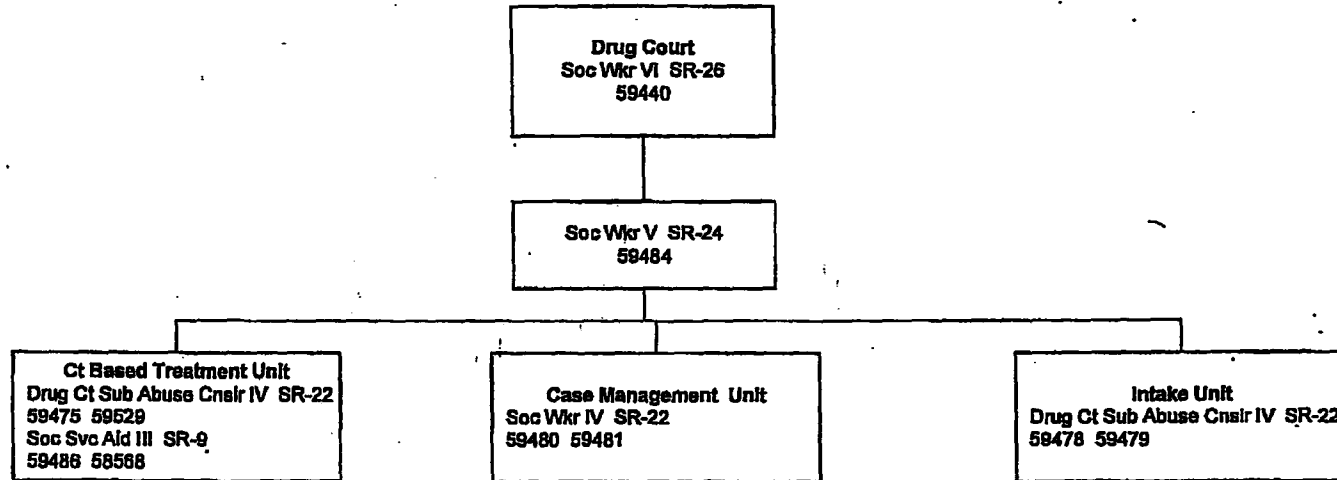
*Authorized level.

First Circuit

APPROVED: *Ronald T. Y. Moor*
Ronald T. Y. Moor
CHIEF JUSTICE

DATE: 2/1/02 Rev 9/09

First Circuit-Client Svcs-Page 8

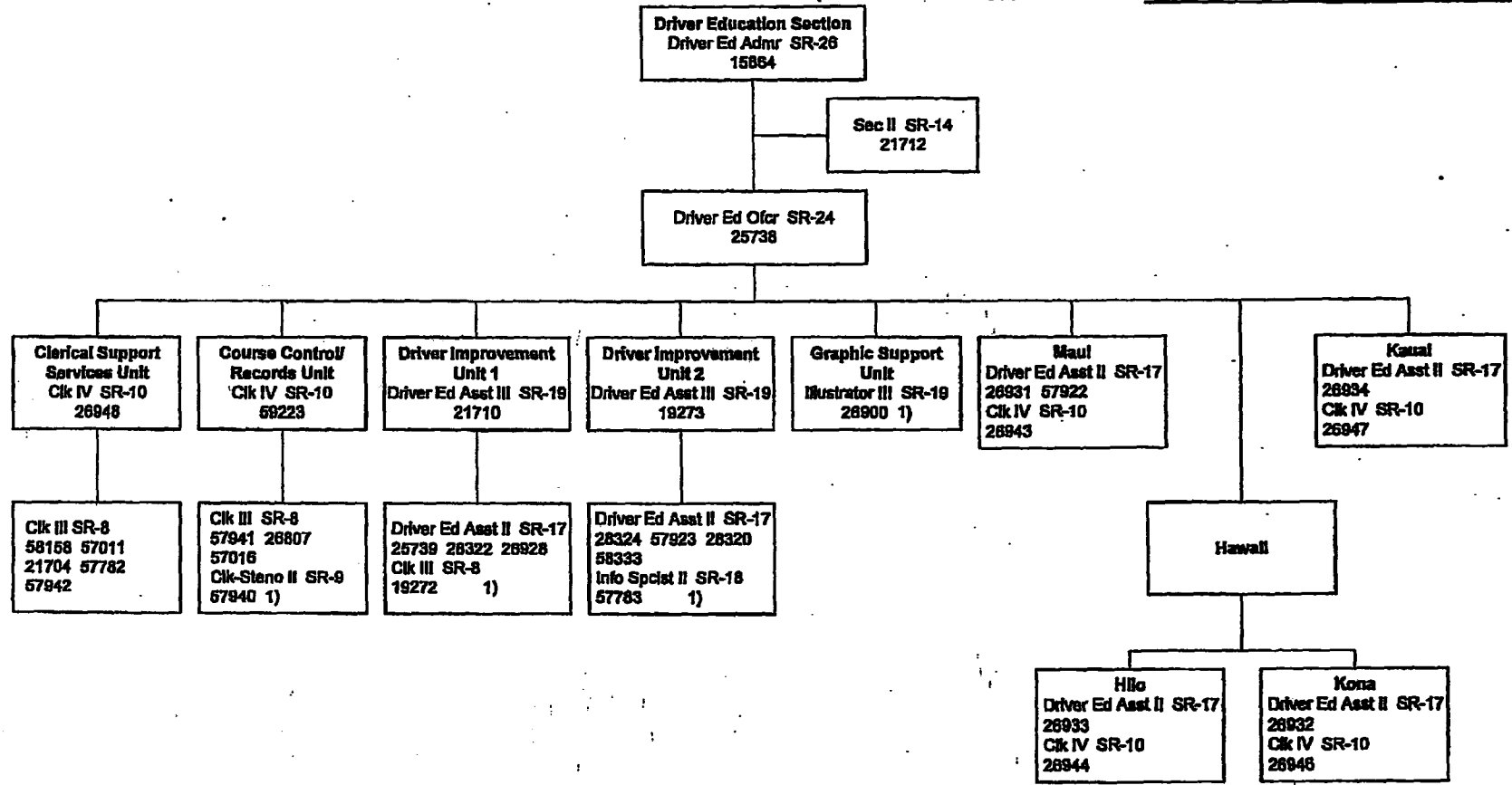


First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: November 10, 2009

First Circuit-Client Svcs-Page 7



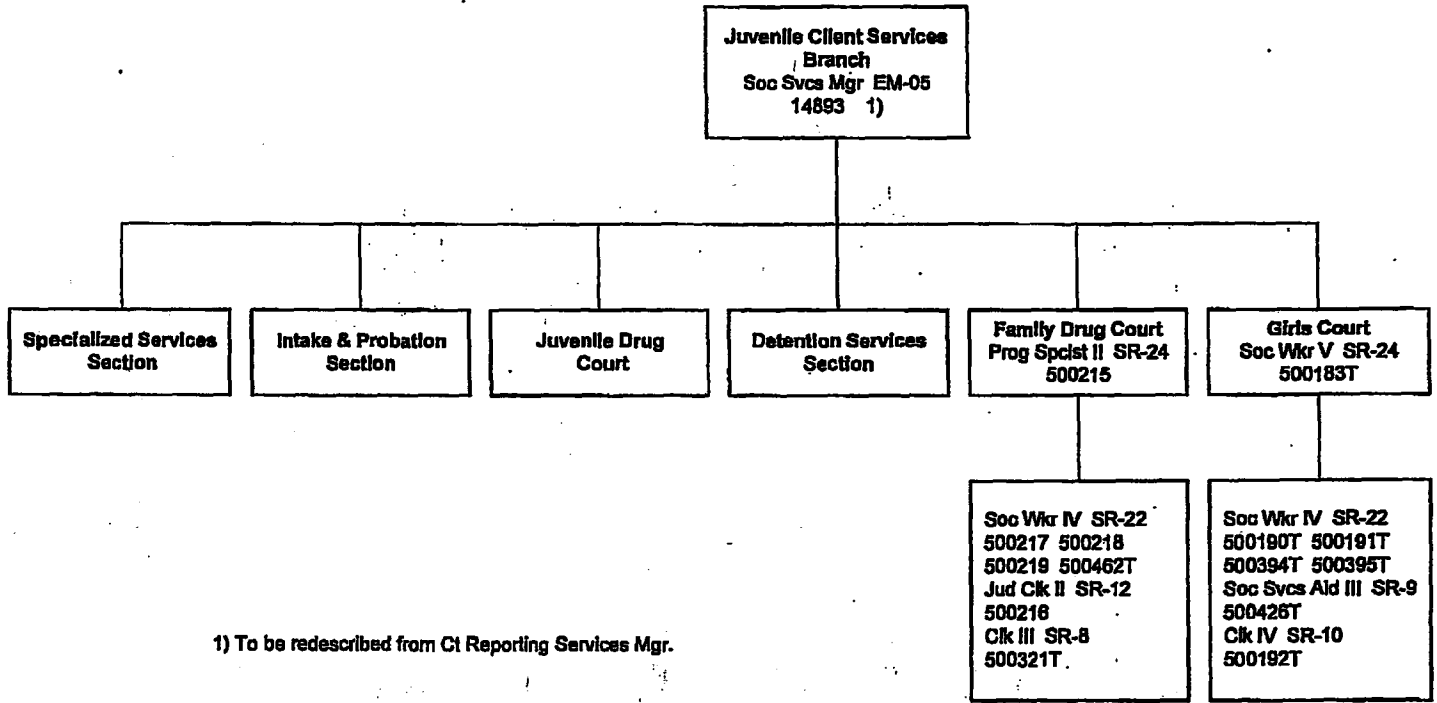
1) To be redescribed..

First Circuit

Client Services Division
Juvenile Client Services Branch

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE
DATE: 2/11/12

First Circuit-Client Svcs-Page 8



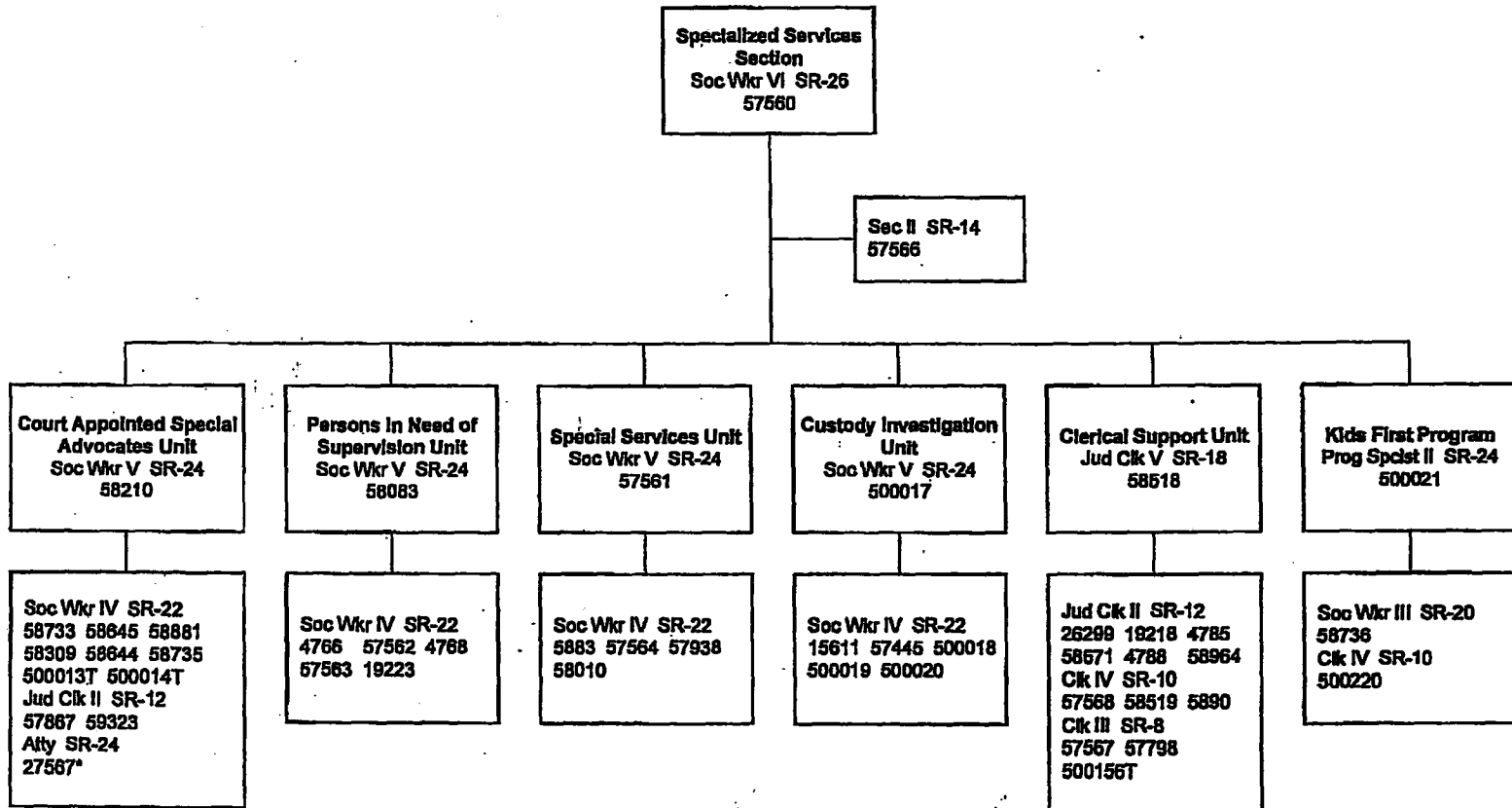
1) To be redescribed from Ct Reporting Services Mgr.

First Circuit

Client Services Division
Juvenile Client Services Branch

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE
DATE: 2/11/12

First Circuit-Client Svcs-Page 8



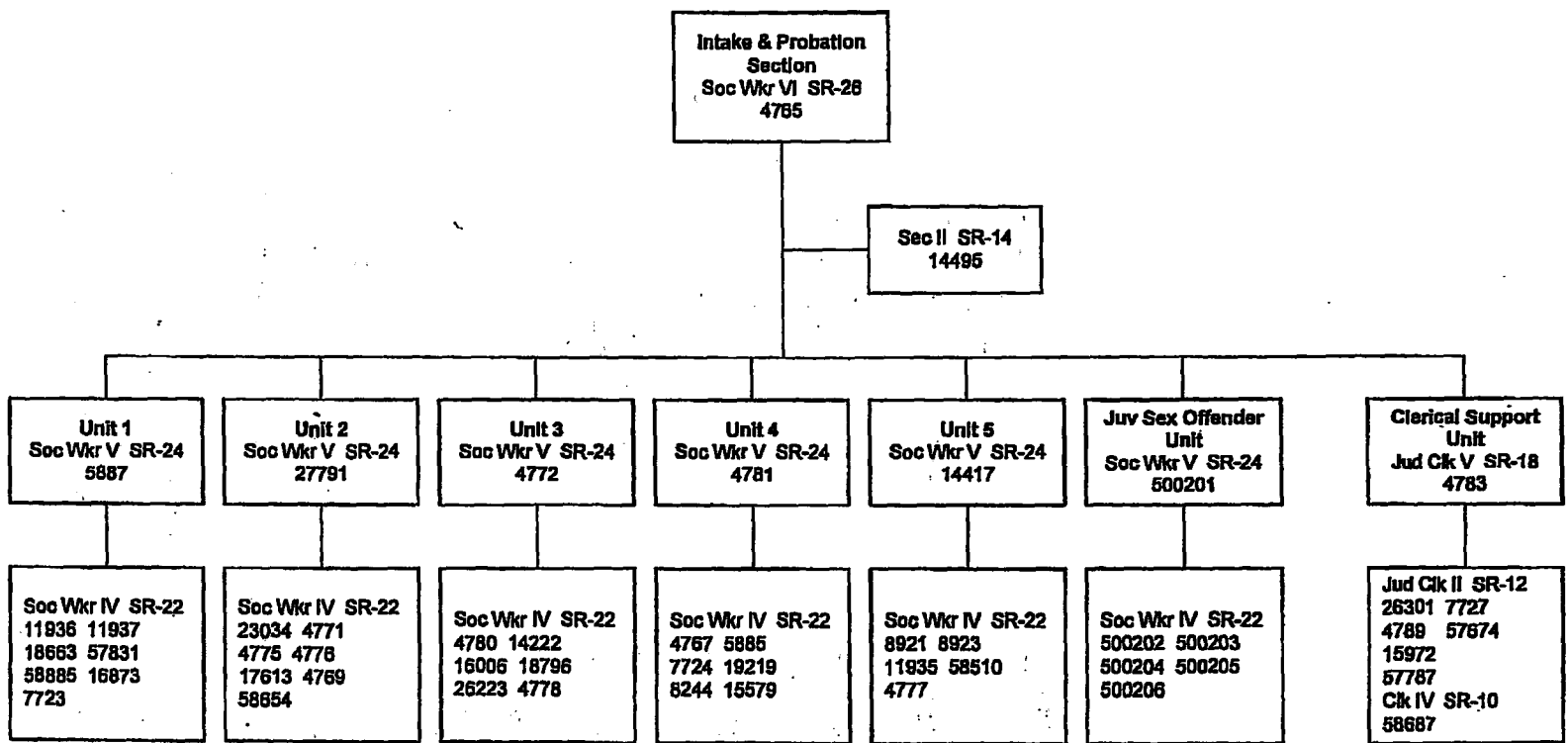
*Administrative supervision from Soc Wkr V; receives technical guidance from higher level Attorney positions in First Circuit.

First Circuit

Client Services Division
Juvenile Client Services Branch

APPROVED: *Mark E. Reckdenwald*
Mark E. Reckdenwald
CHIEF JUSTICE

DATE: February 11, 2012

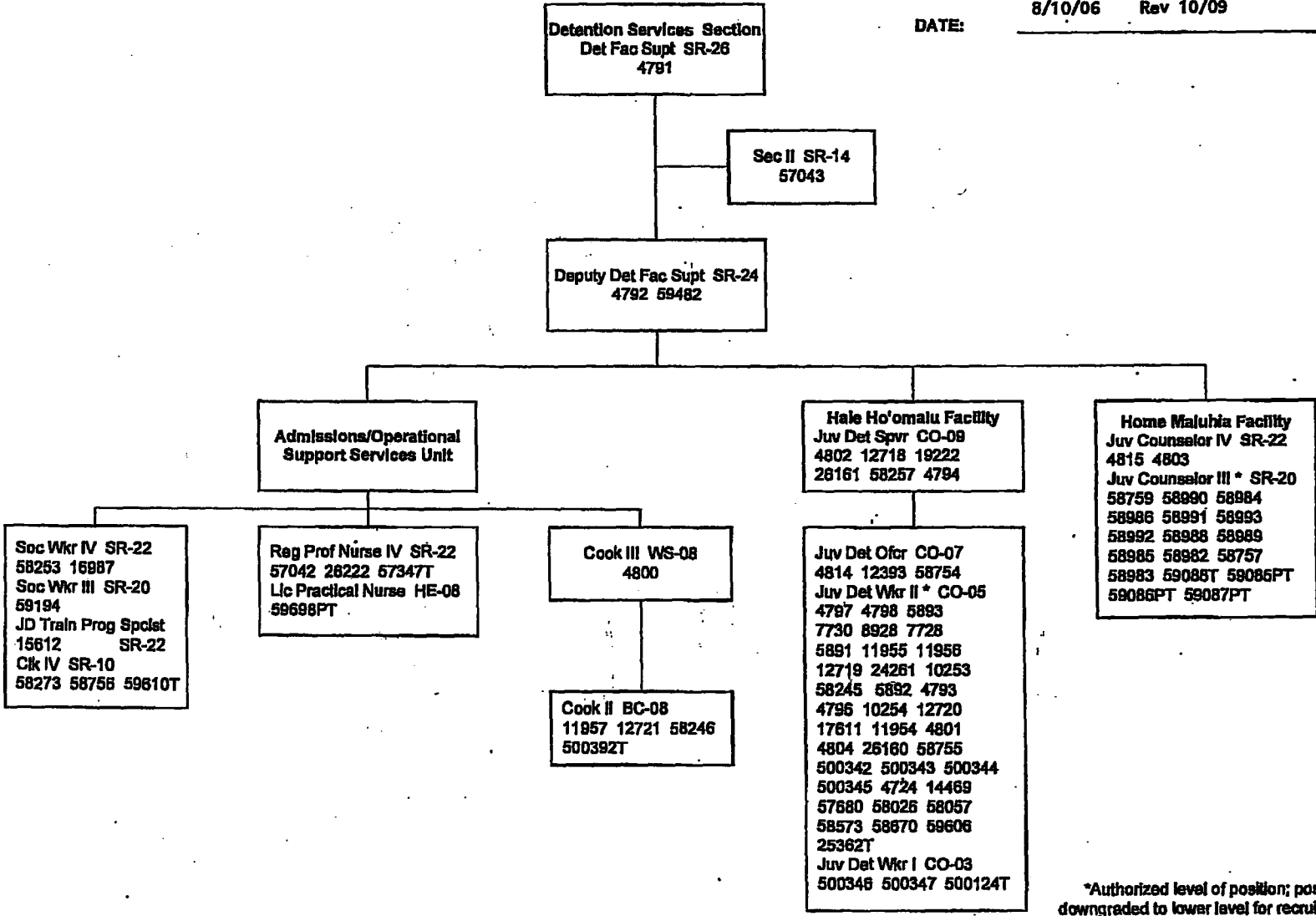


First Circuit

APPROVED: *Ronald T. Y. Moore*
 Ronald T. Y. Moore
 CHIEF JUSTICE

DATE: 8/10/06 Rev 10/09

First Circuit-Client Svcs-Page 11



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

First Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 7/27/06 Rev 9/09

Juvenile Drug Court
Soc Wkr VI SR-25
500044

Soc Wkr V SR-24
59656

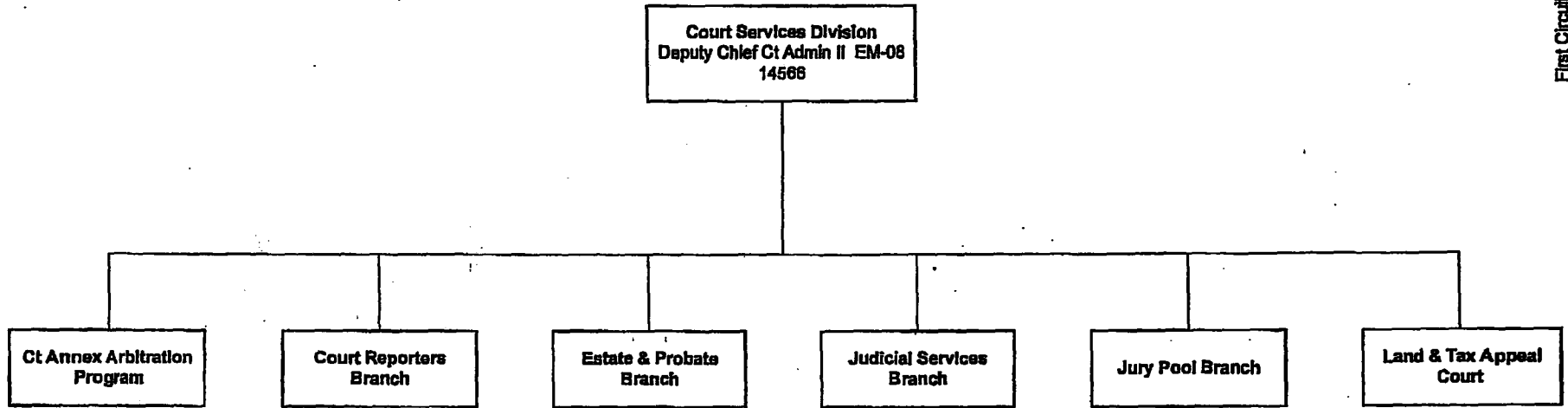
Soc Wkr IV SR-22
500048 500048
500049 500050
500051
Jud Clk II SR-12
600295T

First Circuit

Court Services Division

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE
DATE: 2/11/12

First Circuit-Ct Svcs-Page 1



First Circuit

APPROVED: *Ronald T. Y. Moon*
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

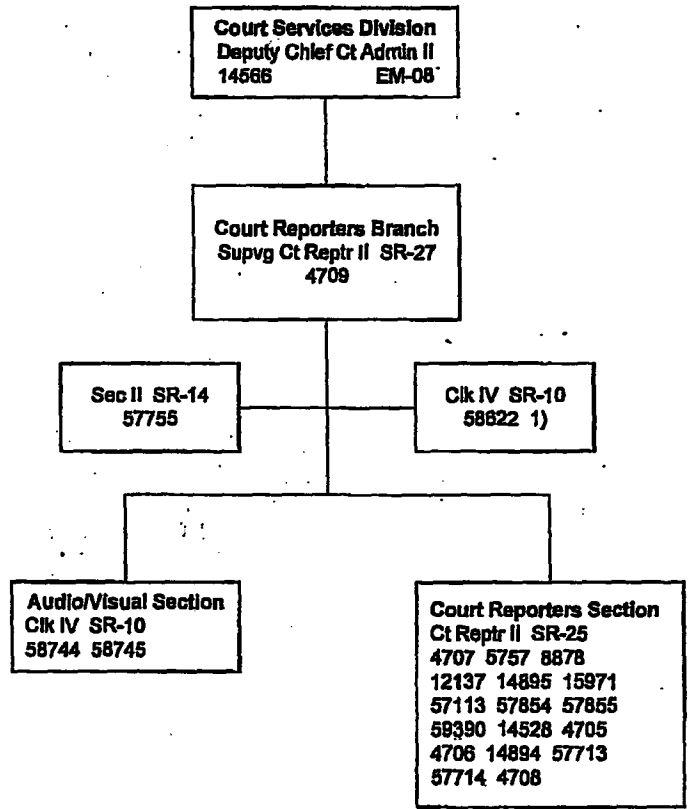
First Circuit-Ct Svcs-Page 2

First Circuit

Court Services Division
Court Reporters Branch

APPROVED: Mark E. Reckertwald
Mark E. Reckertwald
CHIEF JUSTICE
2/10/12

DATE: _____



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

First Circuit

Estate & Probate

APPROVED:

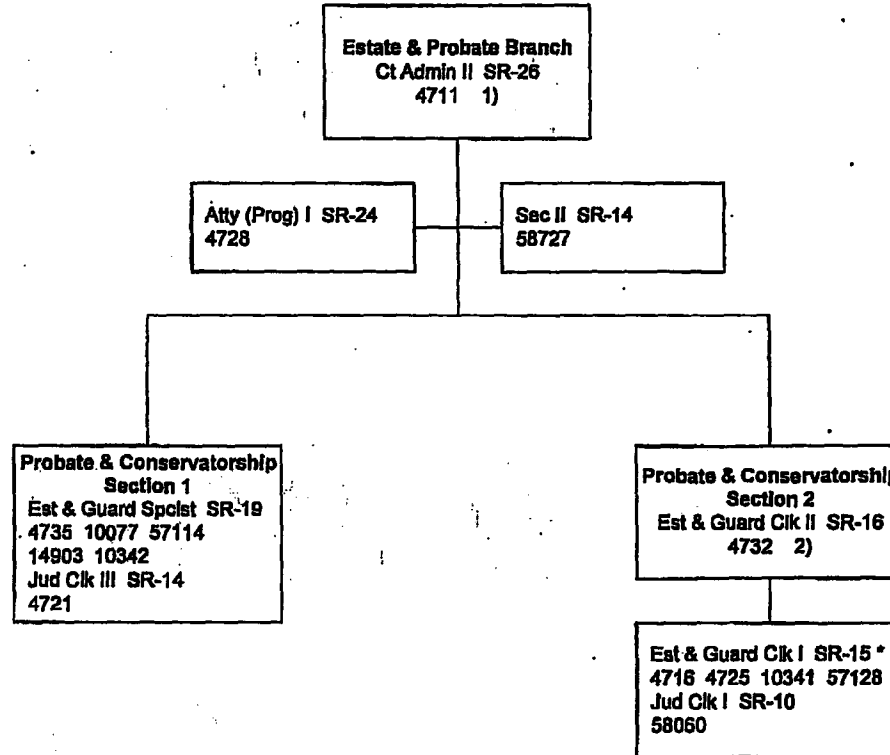


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

11/04/09

First Circuit-Ct Svcs-Page 4



- 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

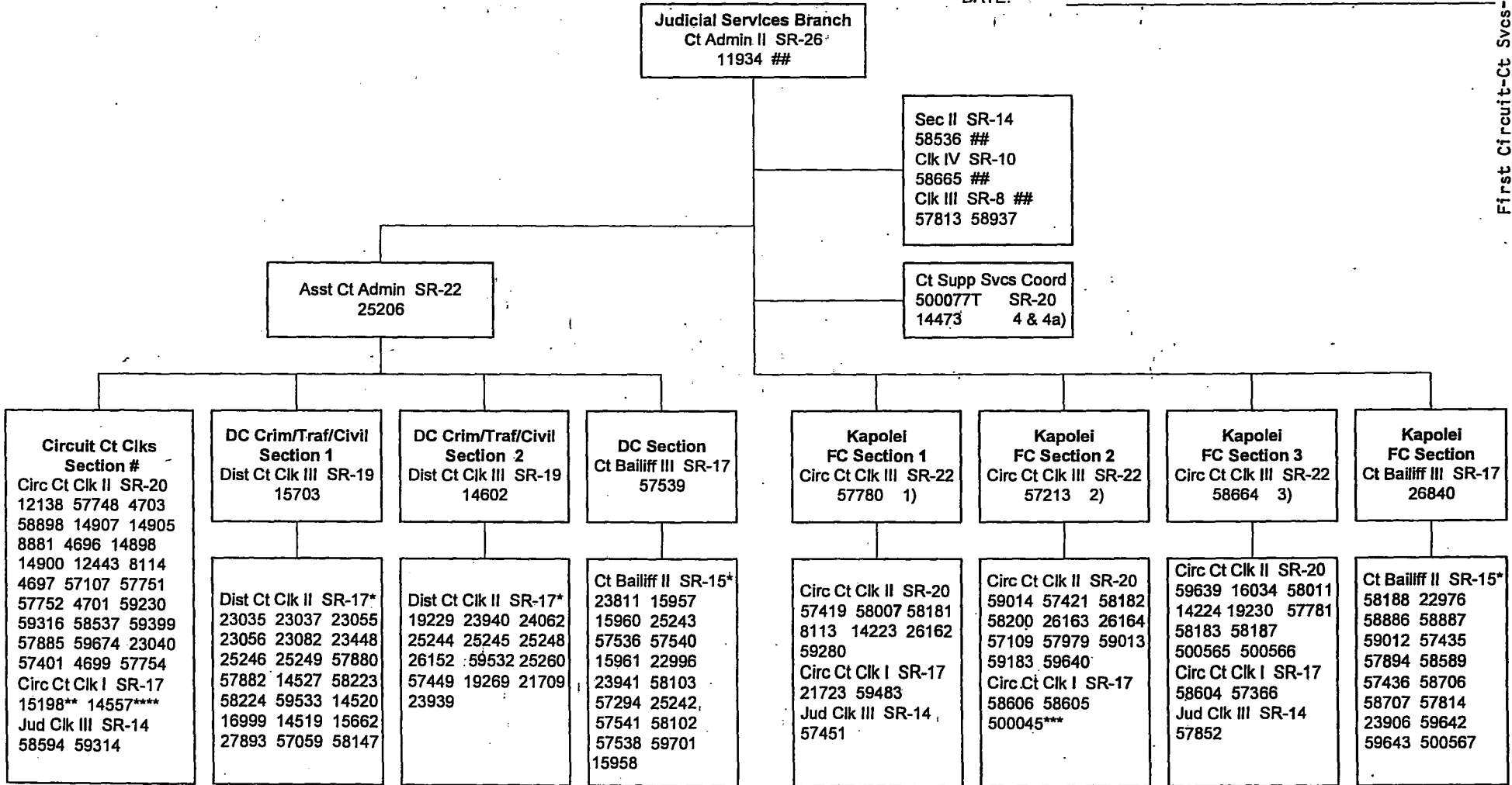
First Circuit

Court Services Division
Judicial Services Branch

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE

DATE: 5/22/13

First Circuit-Ct Svcs-Page 5



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 filling of permanent position.

4a) Redescribed from Jud Clk III.

First Circuit

APPROVED:

Ronald T. Y. Moon
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
Mark E. Recktenwald
CHIEF JUSTICE

DATE: 5/22/13

Land & Tax Appeal Court
Registrar Land Ct VI SR-26
15

Registrar Land Ct V SR-24
14

Land & Tax App Ct Clk SR-17
57407 11946 58924
Jud Clk II SR-12
57996 25211

First Judicial Circuit

APPROVED:

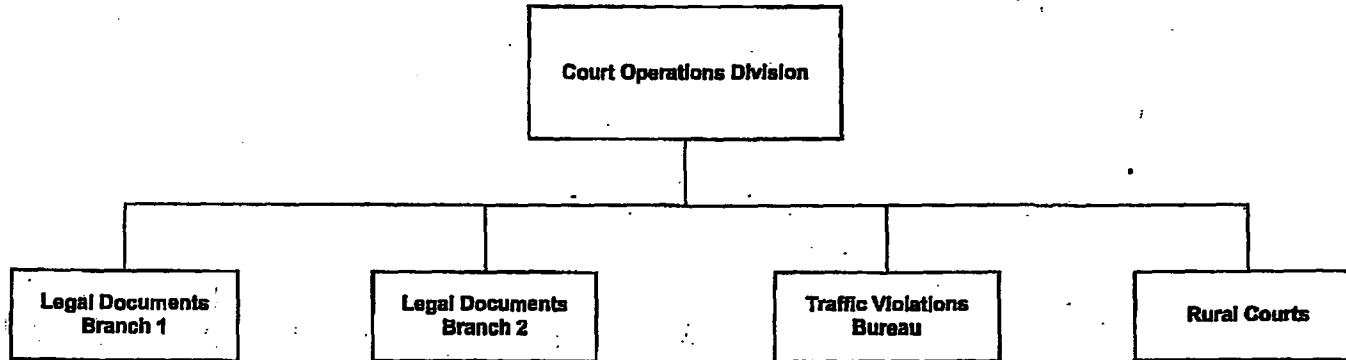


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

9/17/04

Final Circuit-Ct Ops-Page 1



First Circuit

Court Operations Division

APPROVED:

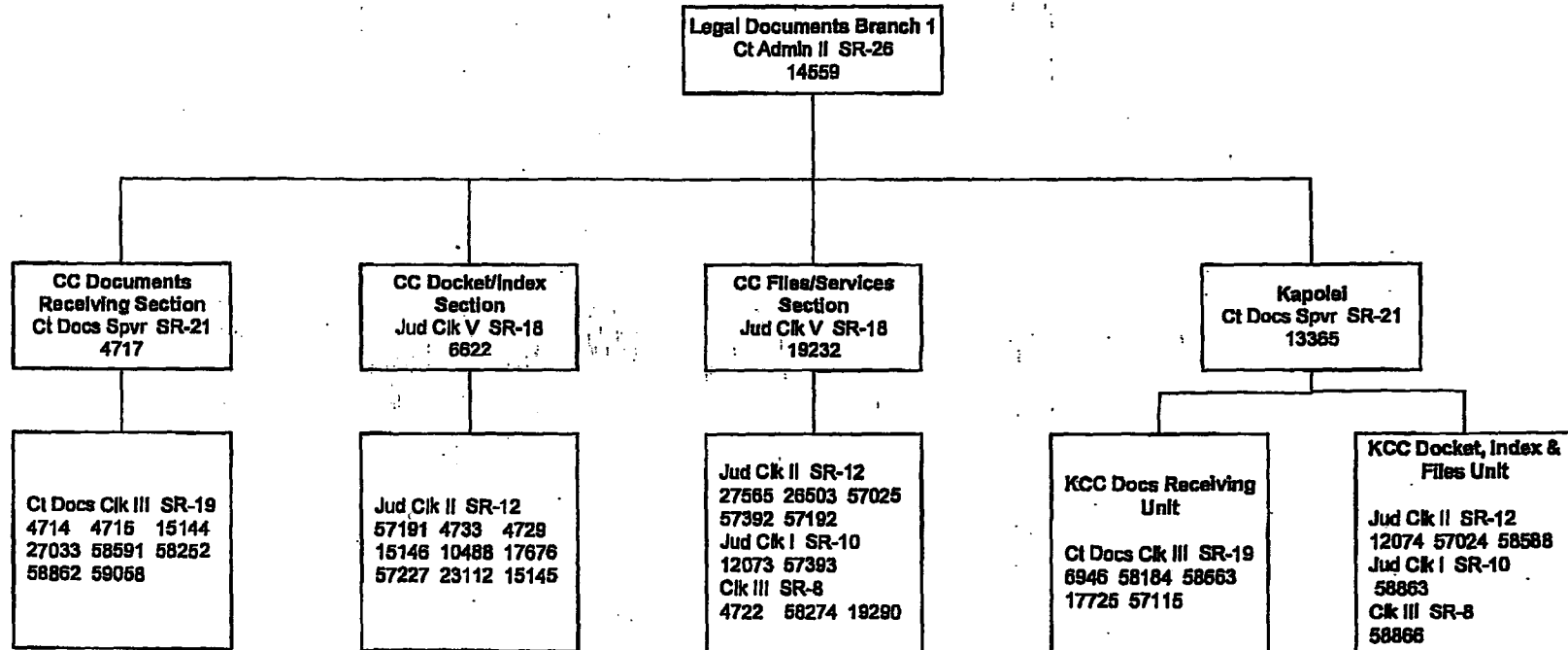
Mark E. Rackenwald

Mark E. Rackenwald
CHIEF JUSTICE

DATE:

11/17/11

First Circuit-Ct Ope-Page 2



First Circuit

Court Operations Division

APPROVED: _____

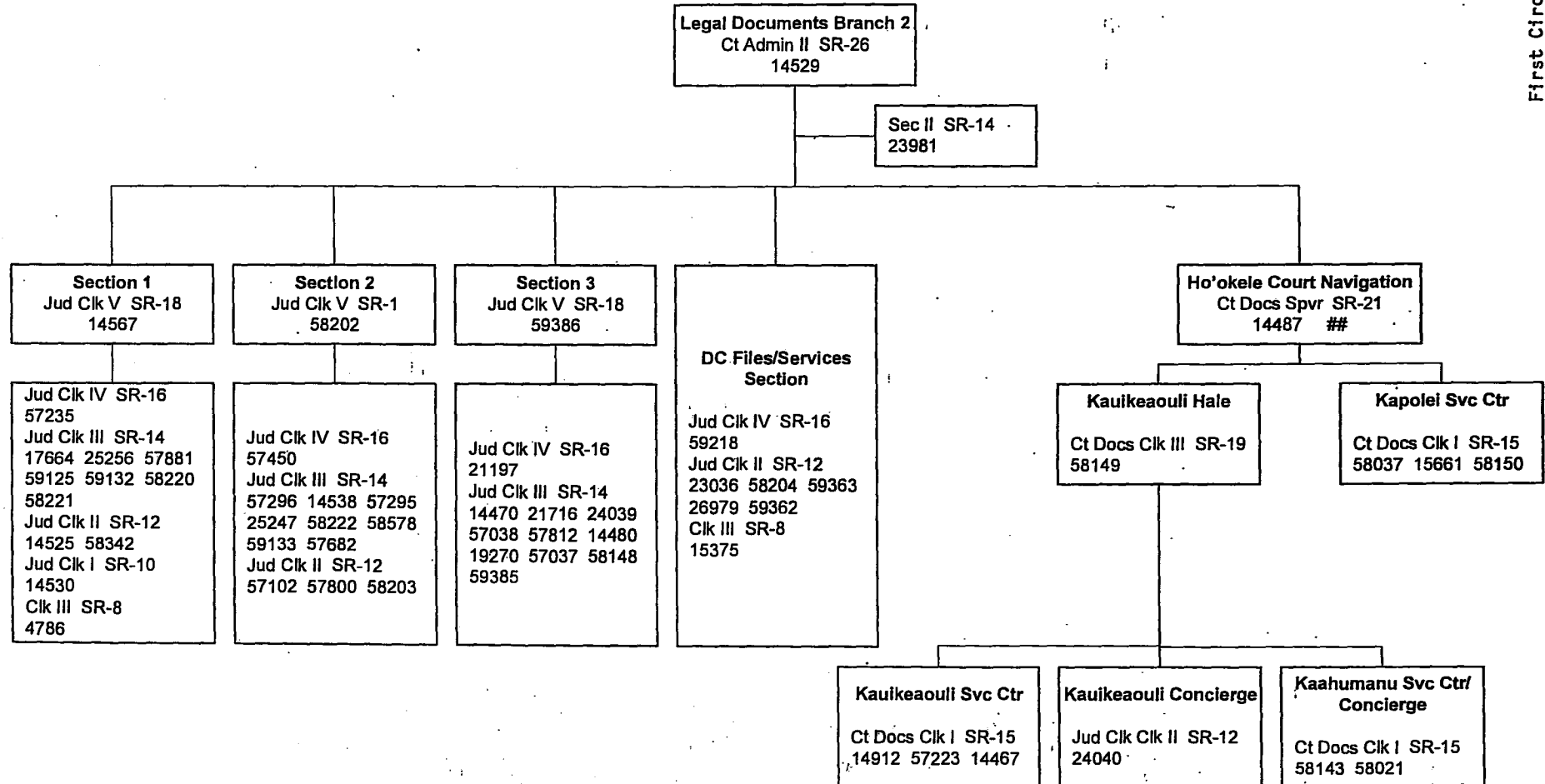
Mark E. Recktenwald

Mark E. Recktenwald
CHIEF JUSTICE

DATE: _____

02/12/13

First Circuit-Ct Ops-Page 3



Psn located in Kapolei

First Circuit

Court Operations Division
Traffic Violations Bureau

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE

DATE: 5/22/13

First Circuit-Ct Ops-Page 4

Traffic Violation Bureau
Ct Admin II SR-26
14562

Sec II SR-14
21198
Clk IV SR-10
23102

Asst Ct Admin SR-22
15523

Customer Services Section 1
Jud Clk V SR-18
14556

Customer Services Section 2
Jud Clk V SR-18
14474

Support Section 1
Jud Clk V SR-18
14555

Support Section 2
Jud Clk V SR-18
27908

Unit 1

Jud Clk IV SR-16
25259
Jud Clk III SR-14
15673 25261
57590 14477
19266 23380
Jud Clk II SR-12
57808 57810

Unit 2

Jud Clk IV SR-16
15382
Jud Clk III SR-14
58146 58666
25138 57827
57828
Jud Clk II SR-12
19267 23857
27894

Unit 3

Jud Clk IV SR-16
14476
Jud Clk III SR-14
14472 25265
57036 23385
57250
Jud Clk II SR-12
14571 57232
23387
Clk III SR-8
14484

Unit 4

Jud Clk IV SR-16
15302
Jud Clk III SR-14
17649 25262
57809 14573
14483
Jud Clk II SR-12
58197 59384
Jud Clk I SR-10
23381

Data Entry Unit

Jud Clk IV SR-16
57222
Jud Clk II SR-12
14466 19275
4787
Jud Clk I SR-10
14463 14465
19274 57035
15369 57221
DE Optr I SR-08
57824 58085

Control Unit

Jud Clk IV SR-16
21810
DP Cont Clk I SR-12
25254 25255
57224
Clk III SR-08
14478

Unit 5

Jud Clk IV SR-16
14550
Jud Clk II SR-12
15392 19271
25604

Unit 6

Jud Clk IV SR-16
15374
Jud Clk II SR-12
14482 23382
Jud Clk I SR-10
23007 14468 P/T

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

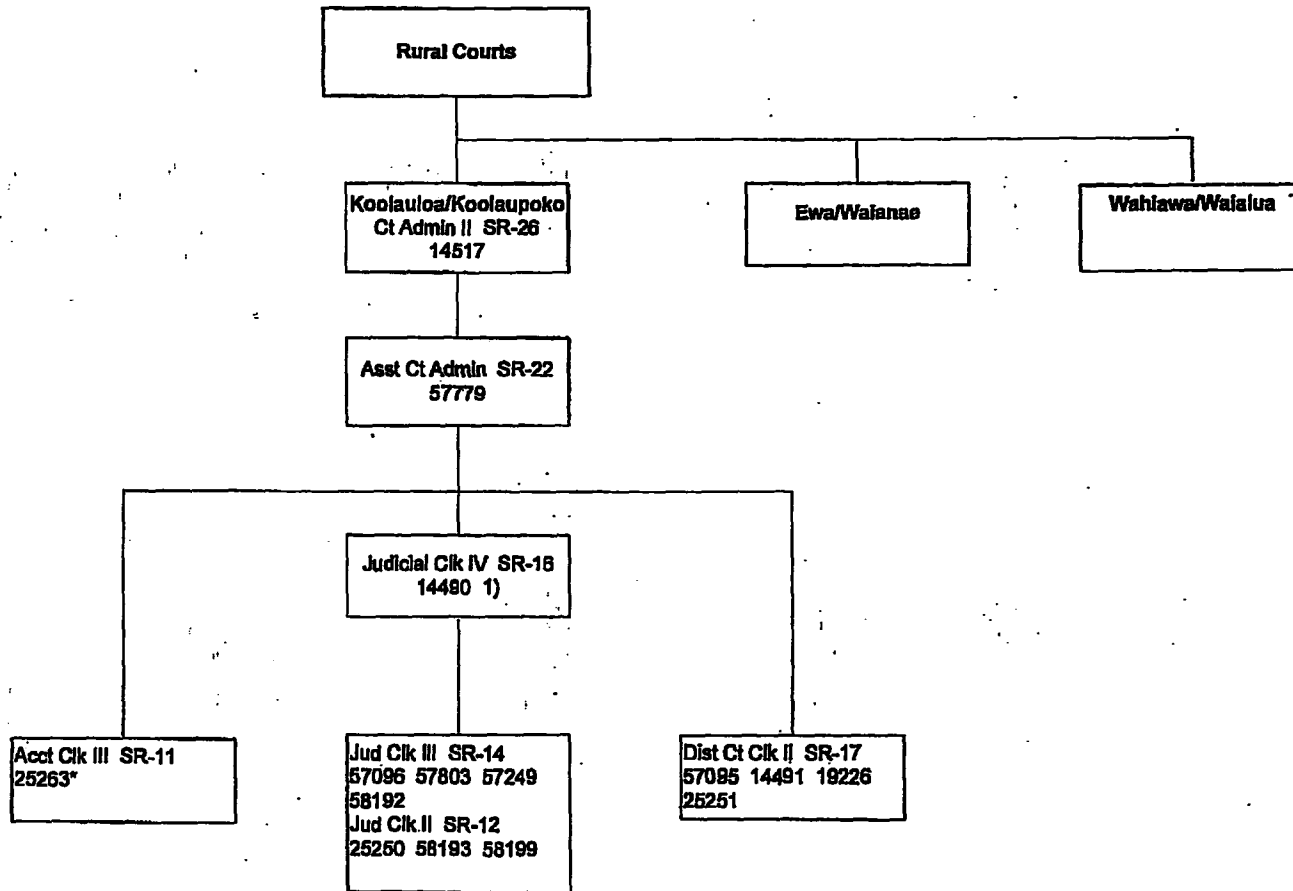
First Circuit

COURT OPERATIONS DIVISION
RURAL COURTS

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
Chief Justice

DATE: Oct. 19, 2011

First Circuit-Ct Ops-Page 5



1) Vacant position no. 14490 District Court Clerk III, SR-19, to be redescribed to Judicial Clerk IV, SR-16.

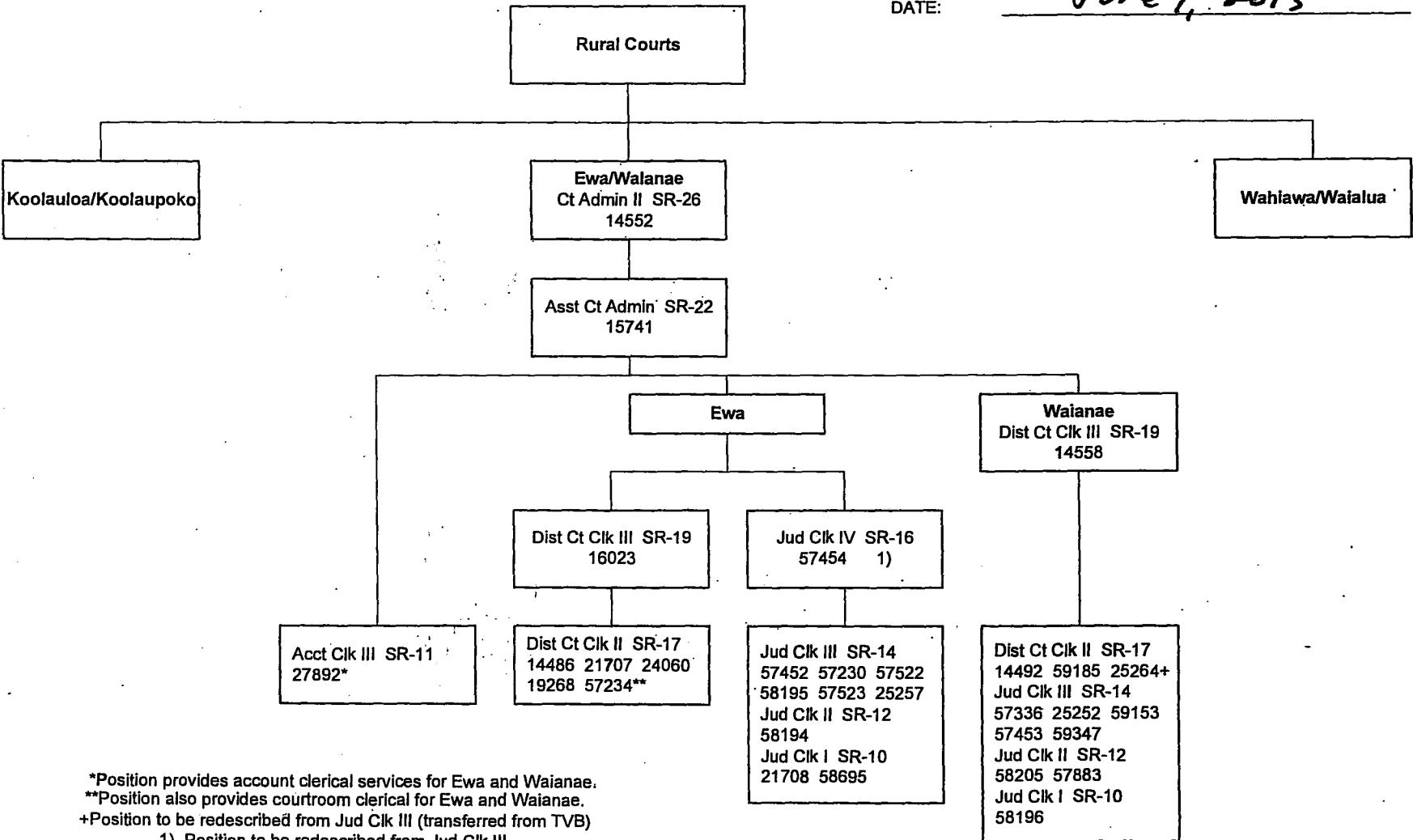
* Position provides account clerical services for Kaneohe and Wahiawa.
Positions reflect their authorized level.

First Circuit

Rural Courts
Ewa/Waianae

APPROVED: Mark E. Recktenwald
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.

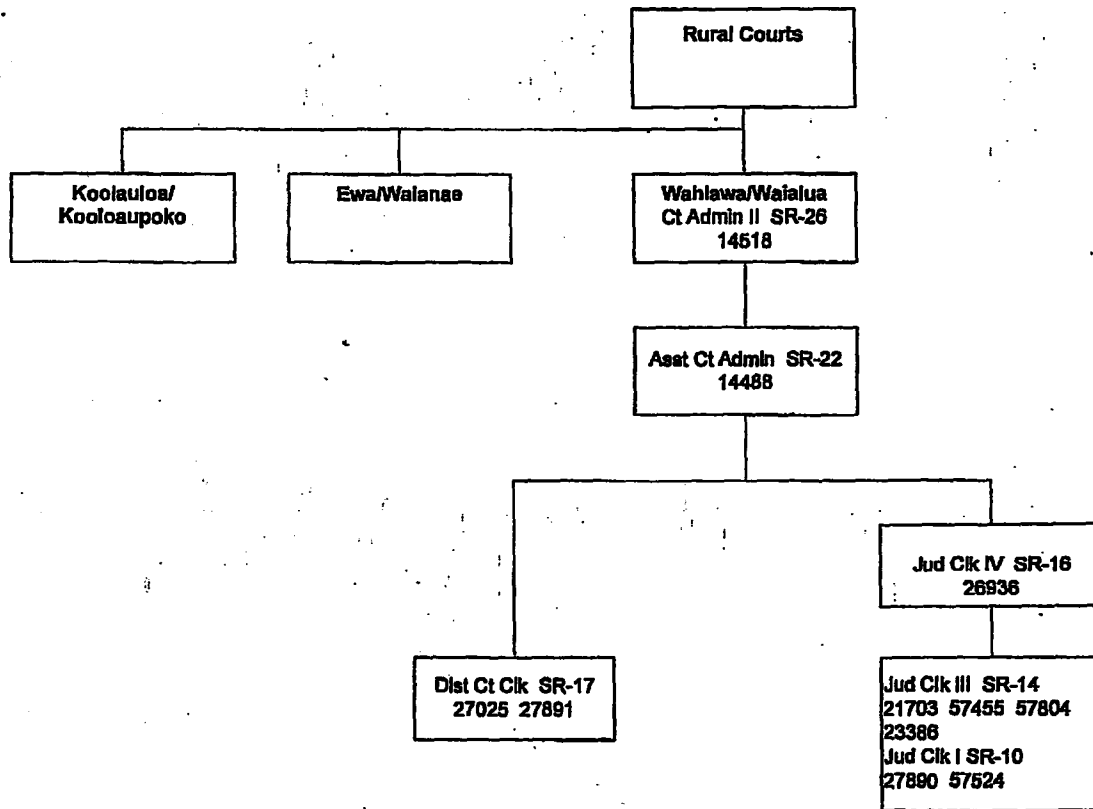
First Circuit

COURT OPERATIONS DIVISION
RURAL COURTS

APPROVED: Mark E. Reckenwald
Mark E. Reckenwald
Chief Justice

DATE: Oct. 19, 2011

First Circuit-Ct Ops-Page 7



Positions reflect their authorized level.

SECOND JUDICIAL CIRCUIT

CIRCUIT JUDGES

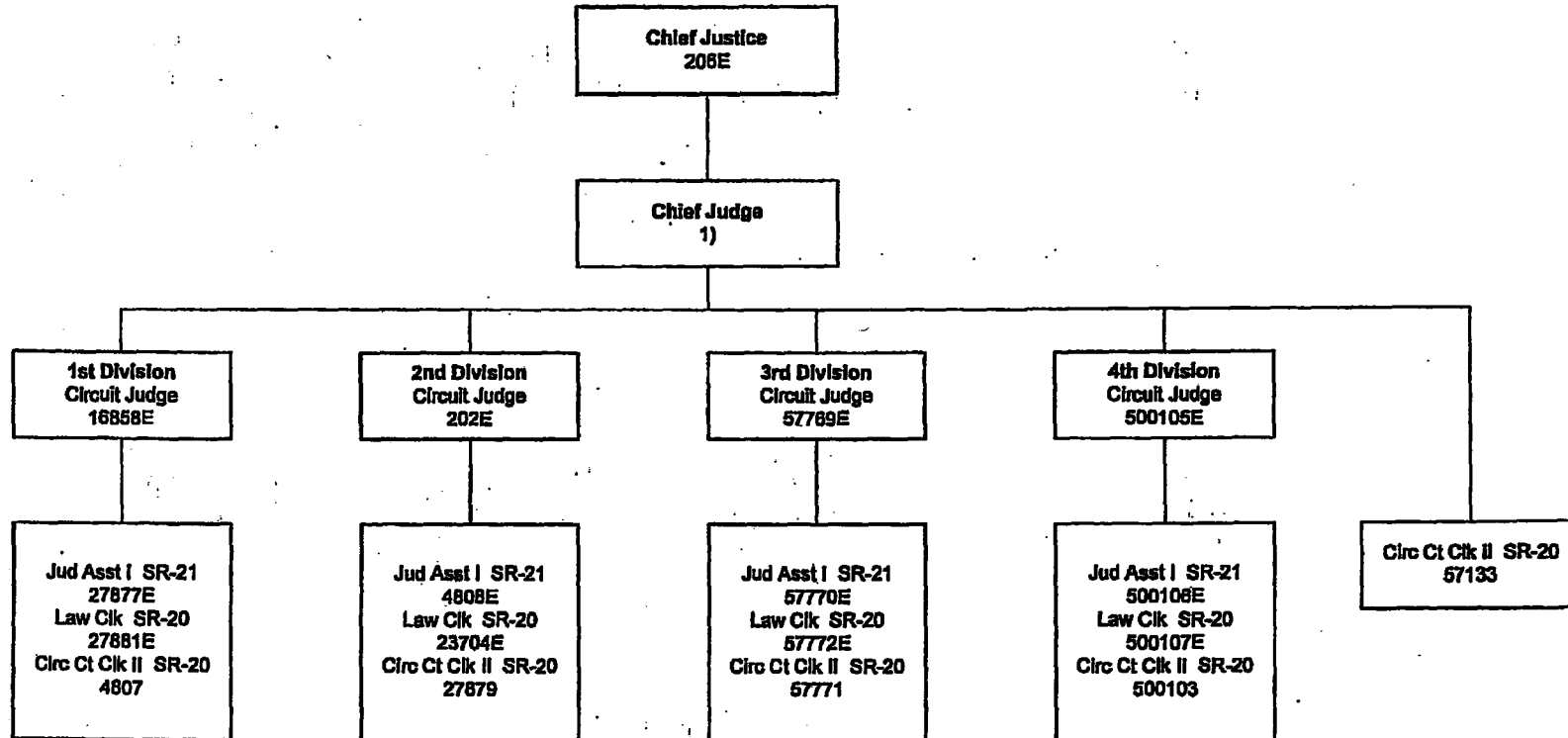
APPROVED:


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

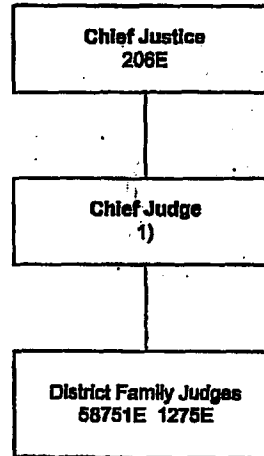
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

02/21/03



1) Per Chief Justice's order of appointment.

Second Circuit-Judges-Page 2

SECOND JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED:

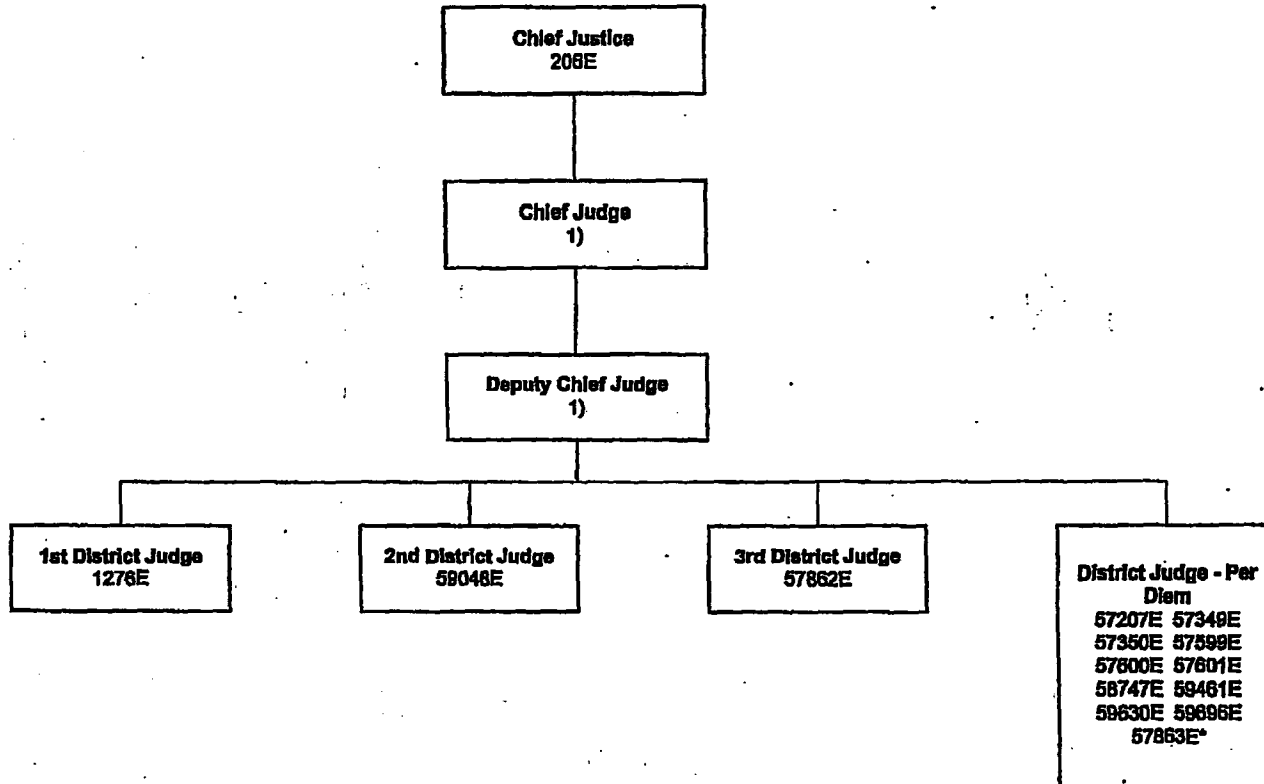


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

02/21/03

Second Circuit-Judges-Page 3



1) Per Chief Justice's order of appointment.

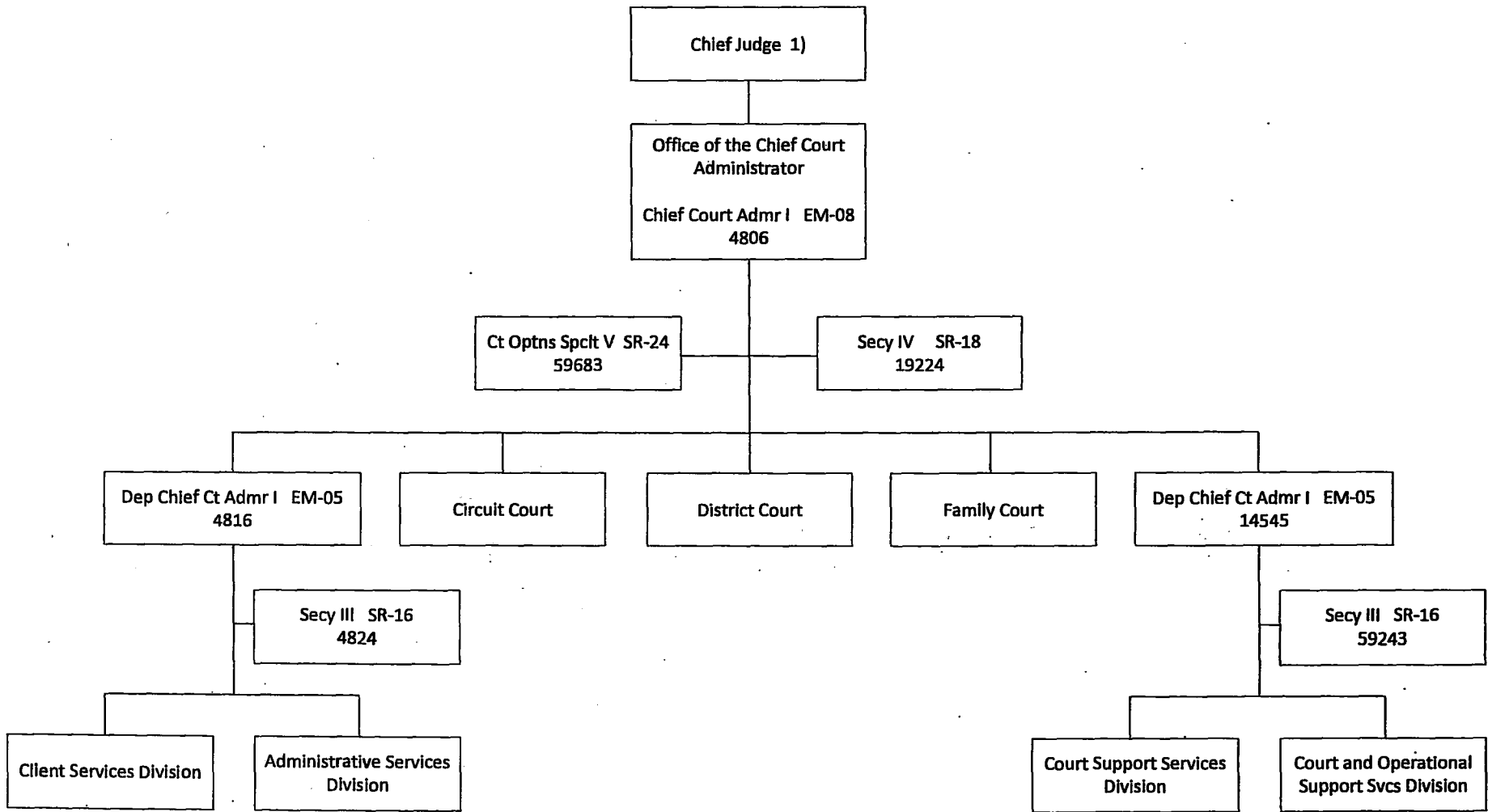
*Assigned to Molokai.

Second Circuit

Approved: Mark E. Recktenwald
Mark E. Recktenwald
Chief Justice

Date: Oct. 8, 2013

Second Circuit-Admin-Page 1



1) Per Chief Justice's order of appointment.

Second Circuit

APPROVED:

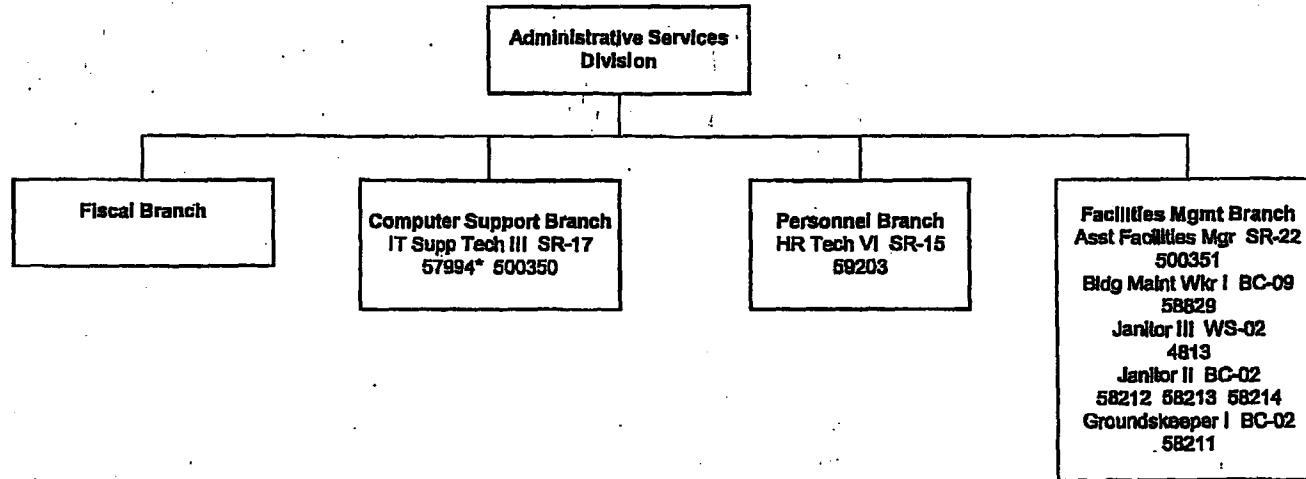
Ronald T. Y. Moon

Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

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

Second Circuit-Admin-Page 2



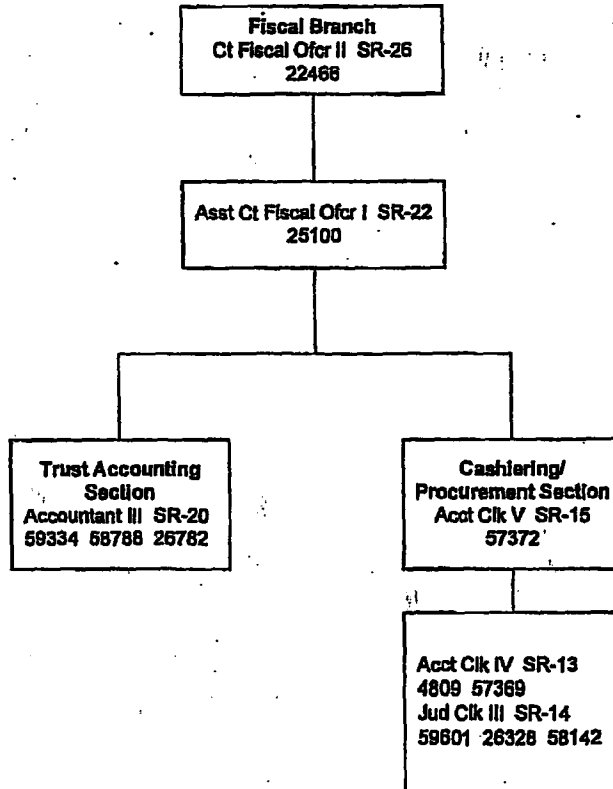
*Psn reallocated.

Second Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 5/7/02 Rev 9/09

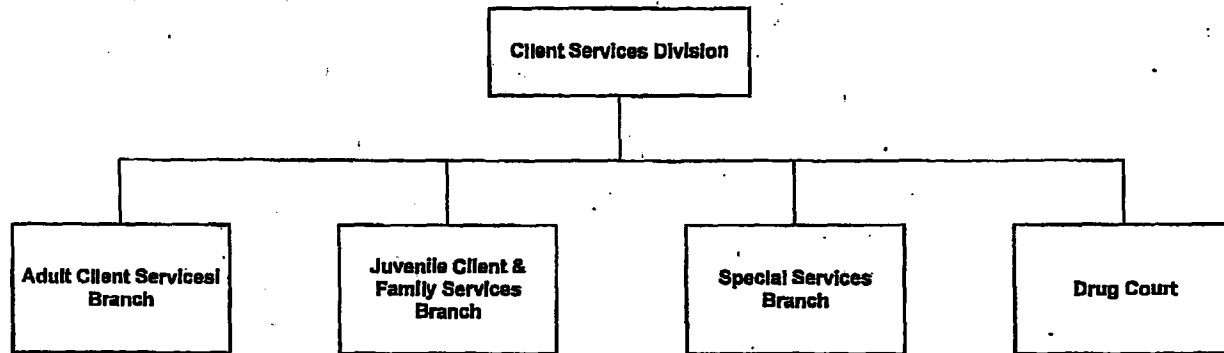
Second Circuit-Admin-Page 3



Second Circuit

APPROVED: *Ronald T. Y. Moore*
Ronald T. Y. Moore
CHIEF JUSTICE

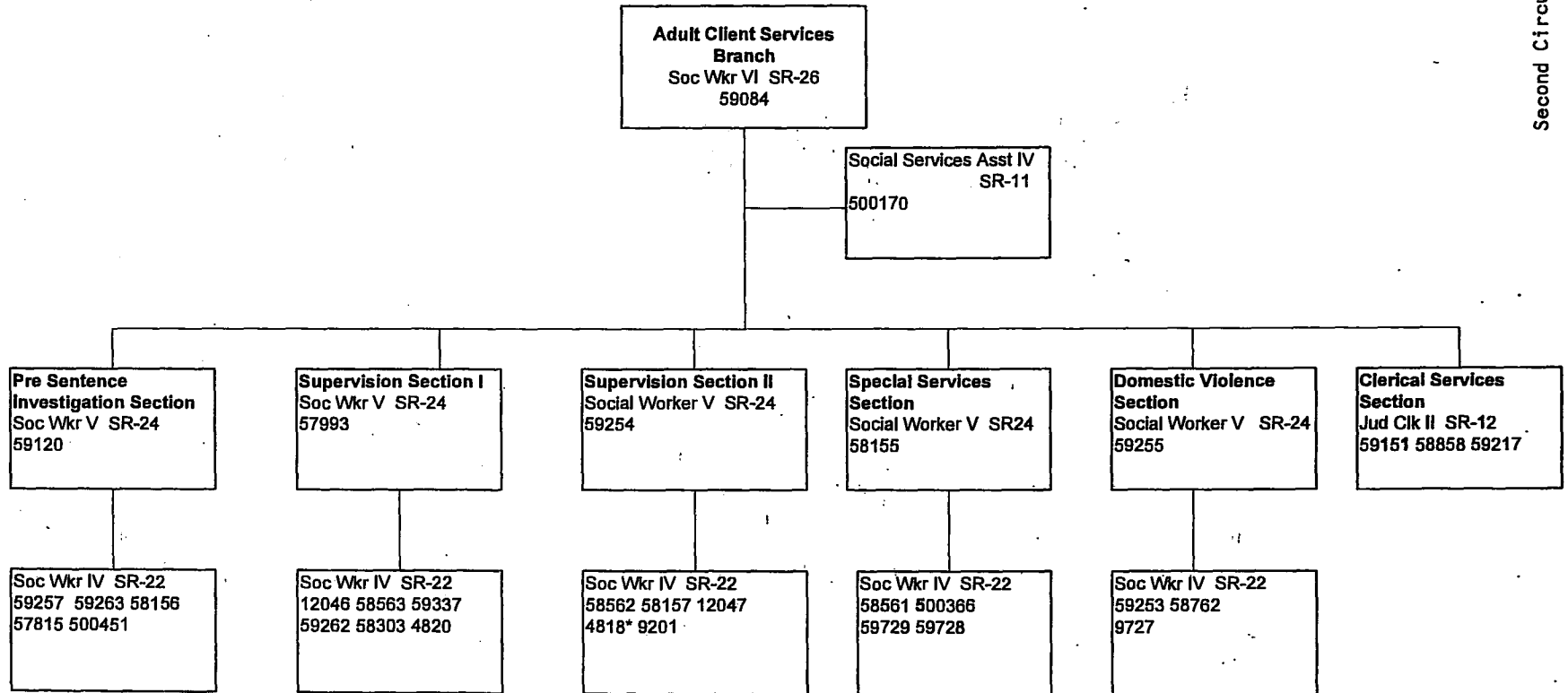
DATE: 10/27/04 Rev 9/09



SECOND CIRCUIT
 Client Services Division
 Adult Client Services Branch

APPROVED: Mark E. Recktenwald 9
 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.

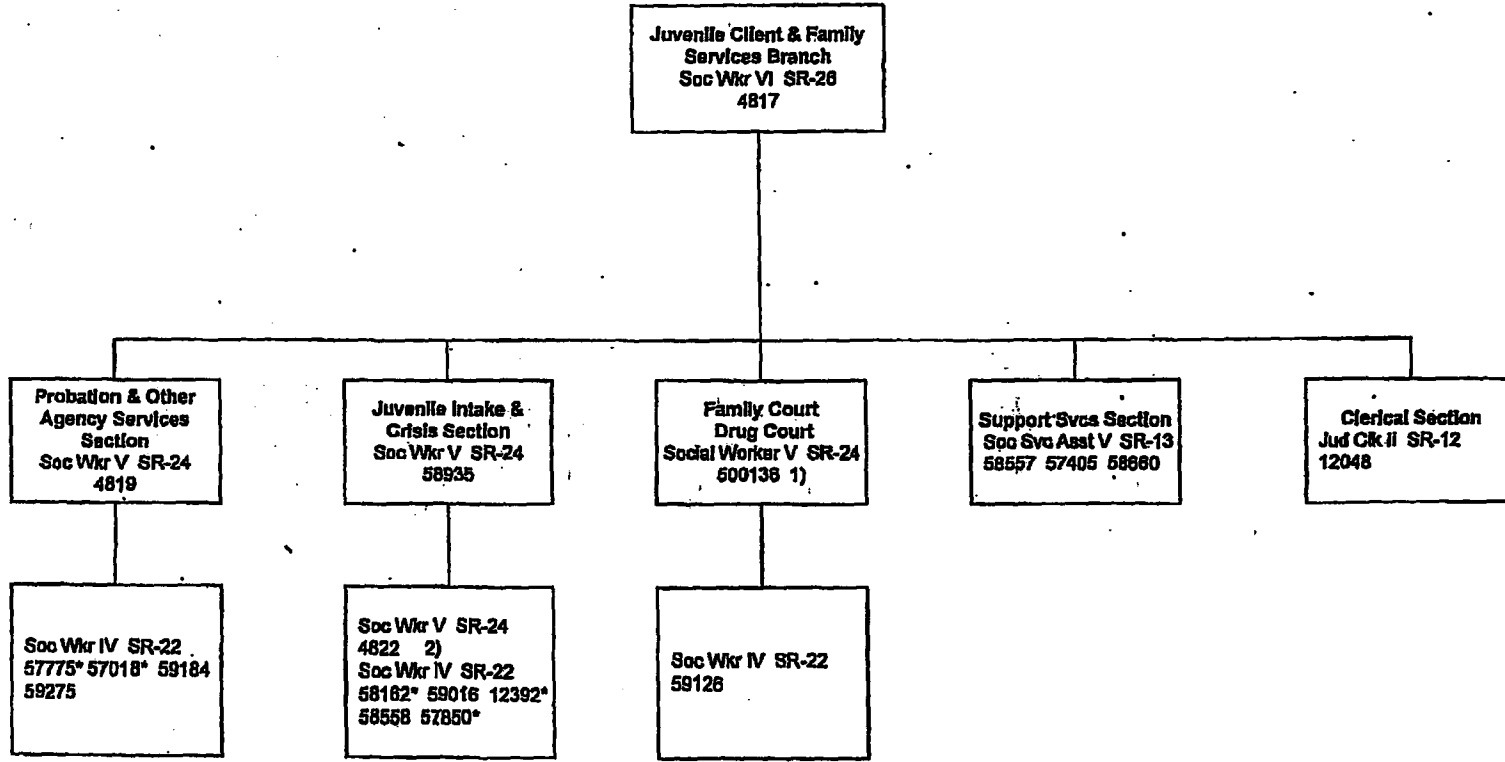
Second Circuit

APPROVED:

R. Y. Moon
 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 reclassified.

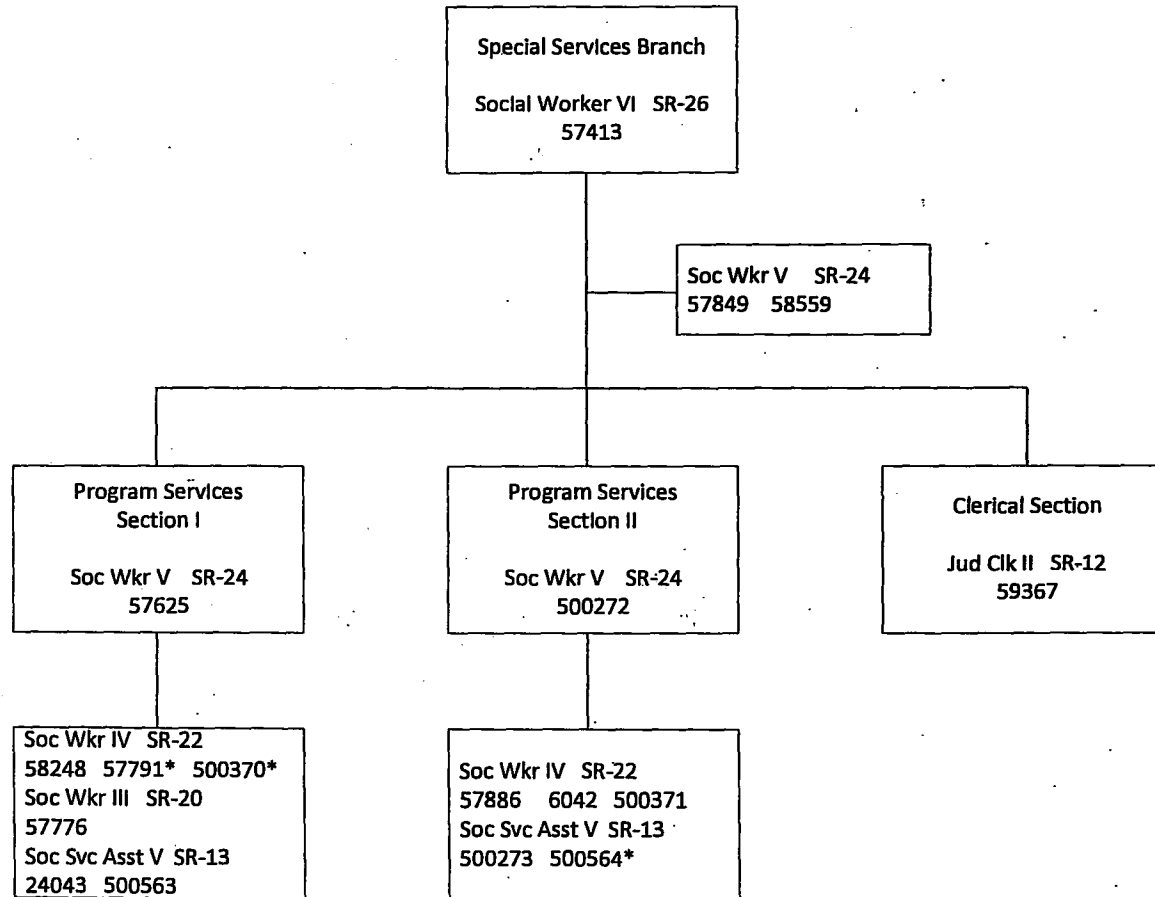
Second Circuit

Client Services Division

Approved: Mark E. Recktenwald
Mark E. Recktenwald
Chief Justice

Date: Oct. 8, 2013

Second Circuit-Client Svcs-Page 4

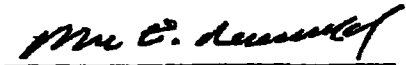


* Position downgraded for recruitment purposes.

SECOND CIRCUIT

CLIENT SERVICES DIVISION

APPROVED:



Mark E. Recktenwald
CHIEF JUSTICE

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

Drug Court
Soc Wkr VI SR-26
500015

Soc Wkr V SR-24
500179
Soc Wkr IV SR-22*
59747 500098 500099 500185
D/C Subst Abuse Cnslr IV SR-22*
59746 500138 500269
Jud Clk II SR-12
500104

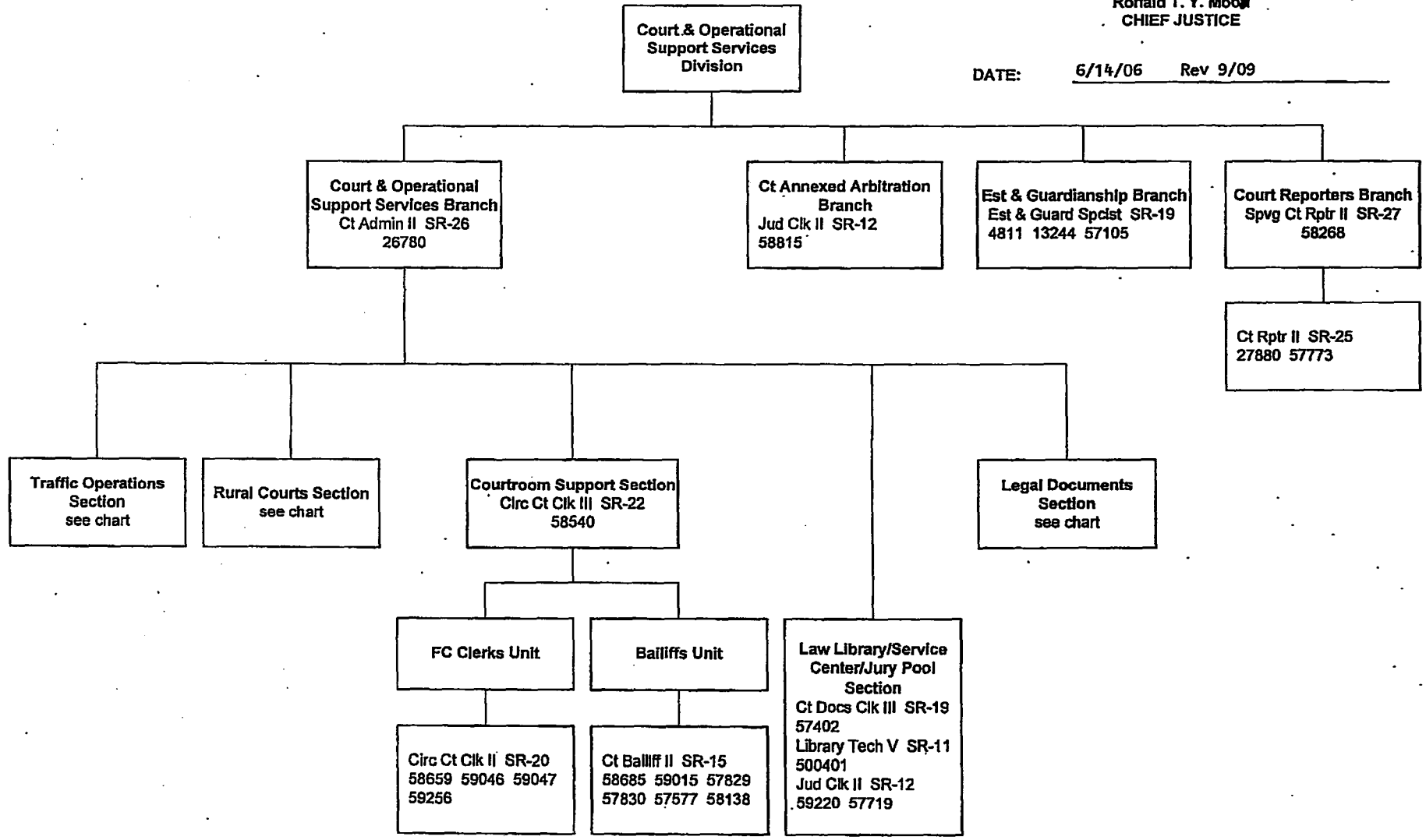
*Positions redescribed from D/C Subst Abuse Cnslr III.

Second Circuit

APPROVED: *Ronald T. Y. Moore*
 Ronald T. Y. Moore
 CHIEF JUSTICE

DATE: 6/14/06 Rev 9/09

Second Circuit-Ct & Op Supp-Page 1



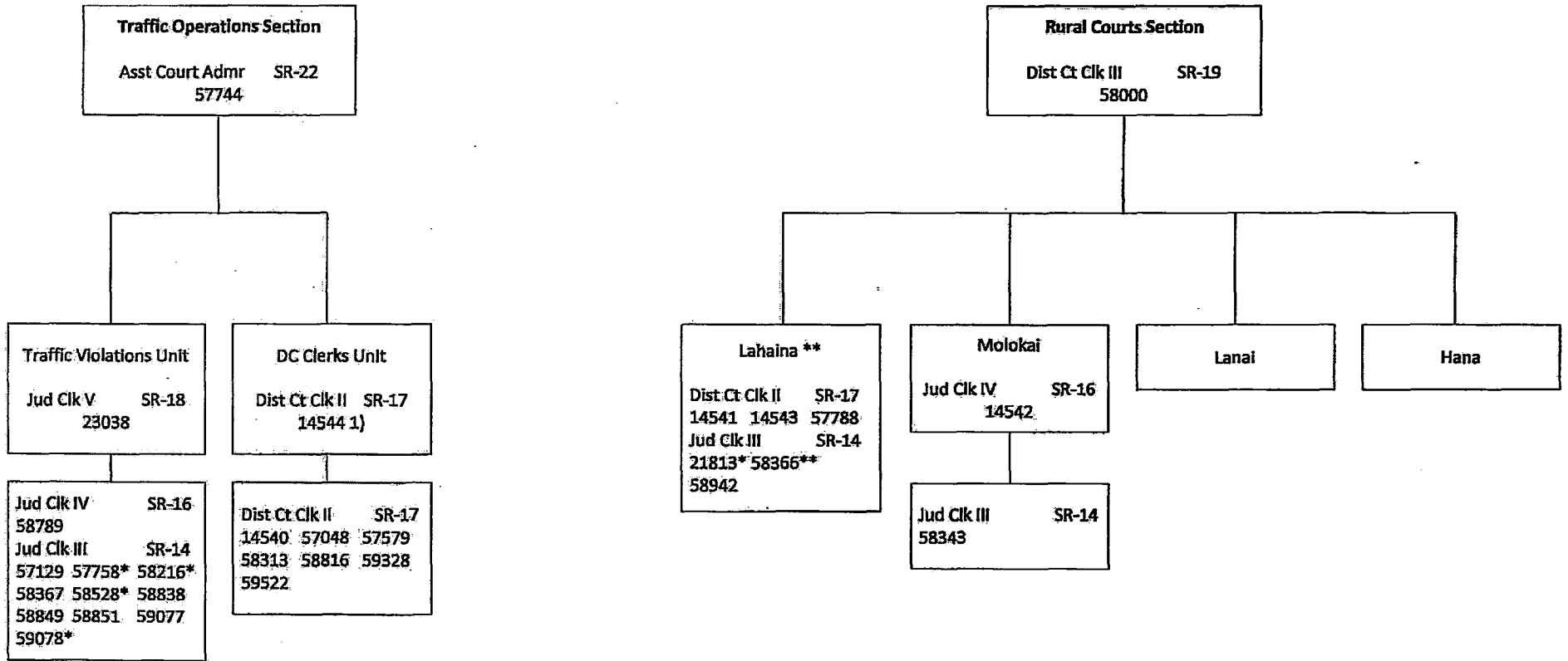
Second Circuit

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

Approved: Mark E. Recktenwald
 Mark E. Recktenwald
 Chief Justice

Date: 10-13-14

Second Circuit-Ct & Op Supp-Page 2

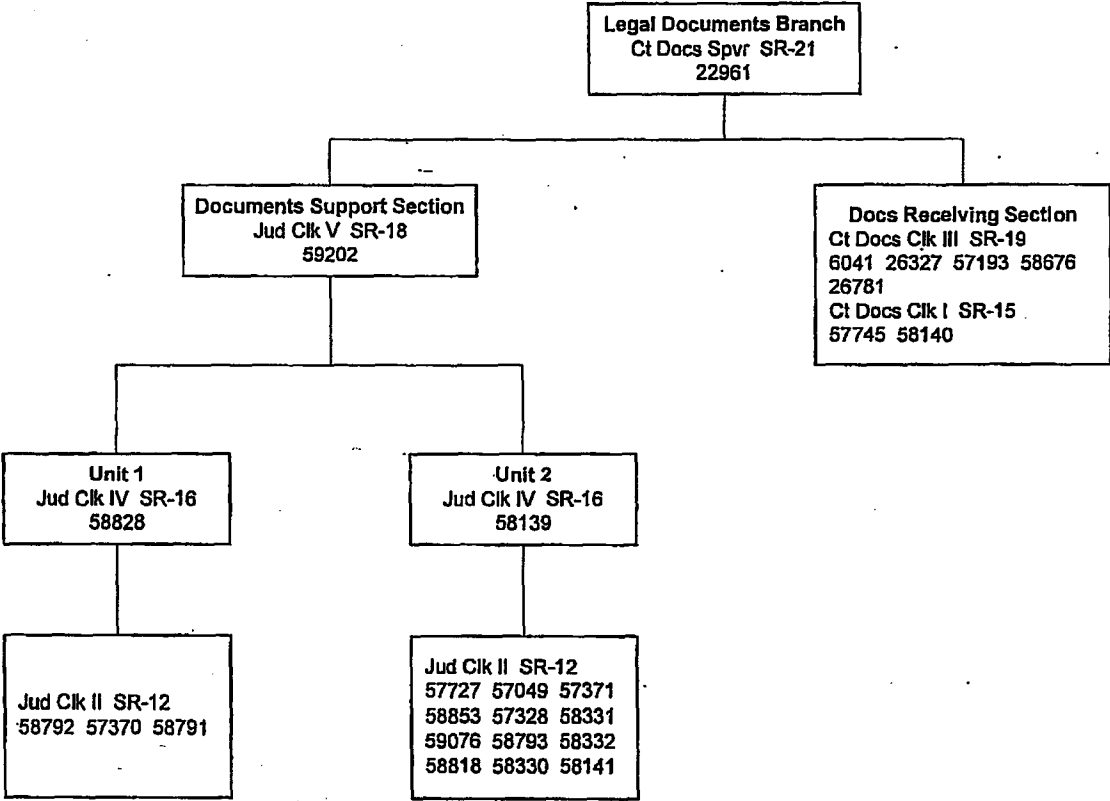


1) To be redescribed.
 * Authorized level. Downgraded for recruitment purposes.
 ** Provides staff coverage for Lanai and Hana District Courts.

Second Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 10/21/08 Rev 9/09



THIRD CIRCUIT

CIRCUIT JUDGES

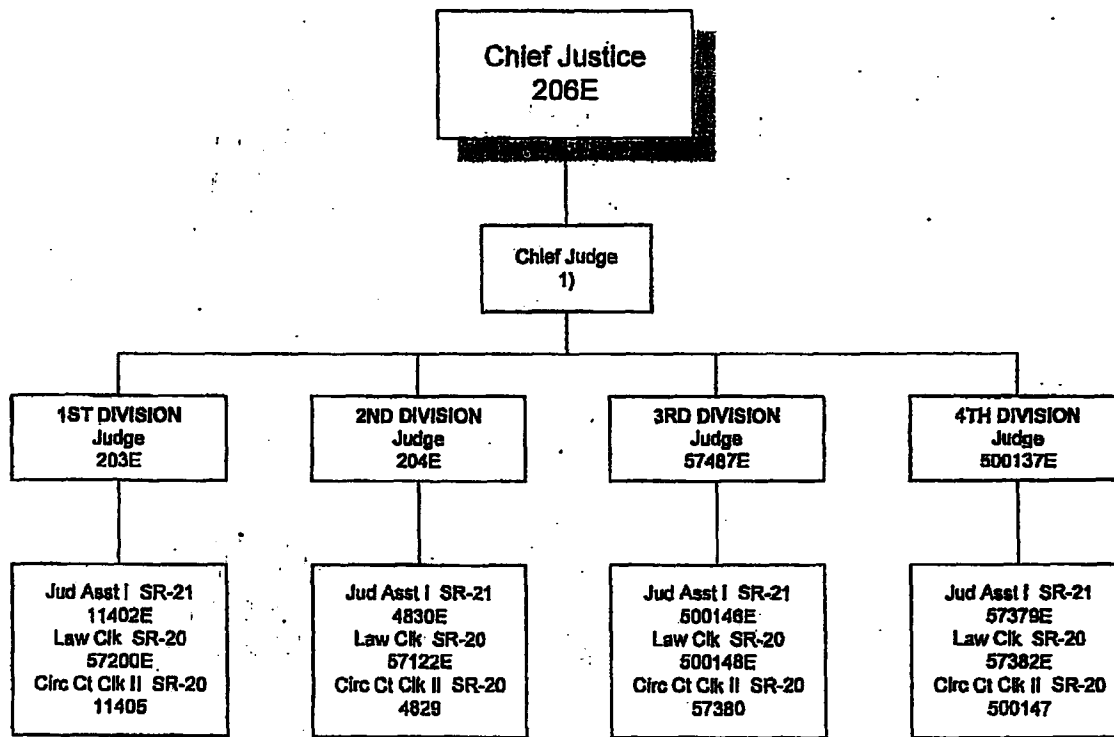
APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

10/14/08

Third Circuit-Judges-Page 1



1) Per Chief Justice's order of assignment.

THIRD CIRCUIT

FAMILY JUDGES

APPROVED: _____

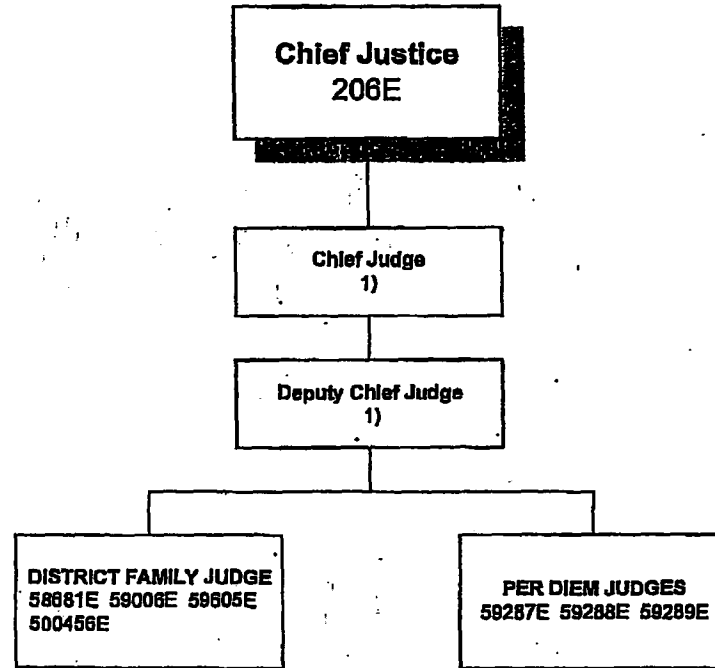


Ronald T. Y. Moon
CHIEF JUSTICE

DATE: _____

3/16/04 Rev 9/09

Third Circuit-Judges-Page 2



1) Per Chief Justice's order of assignment.

THIRD JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED:

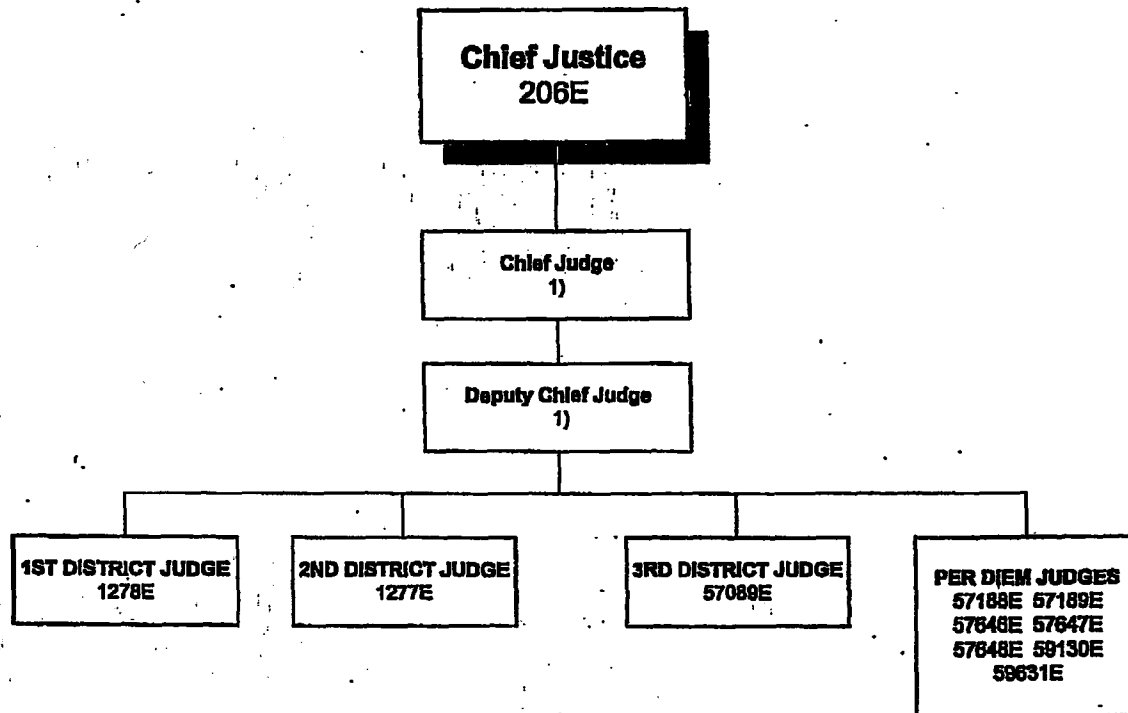


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

MAR 16 2004

Third Circuit-Judges-Page 3



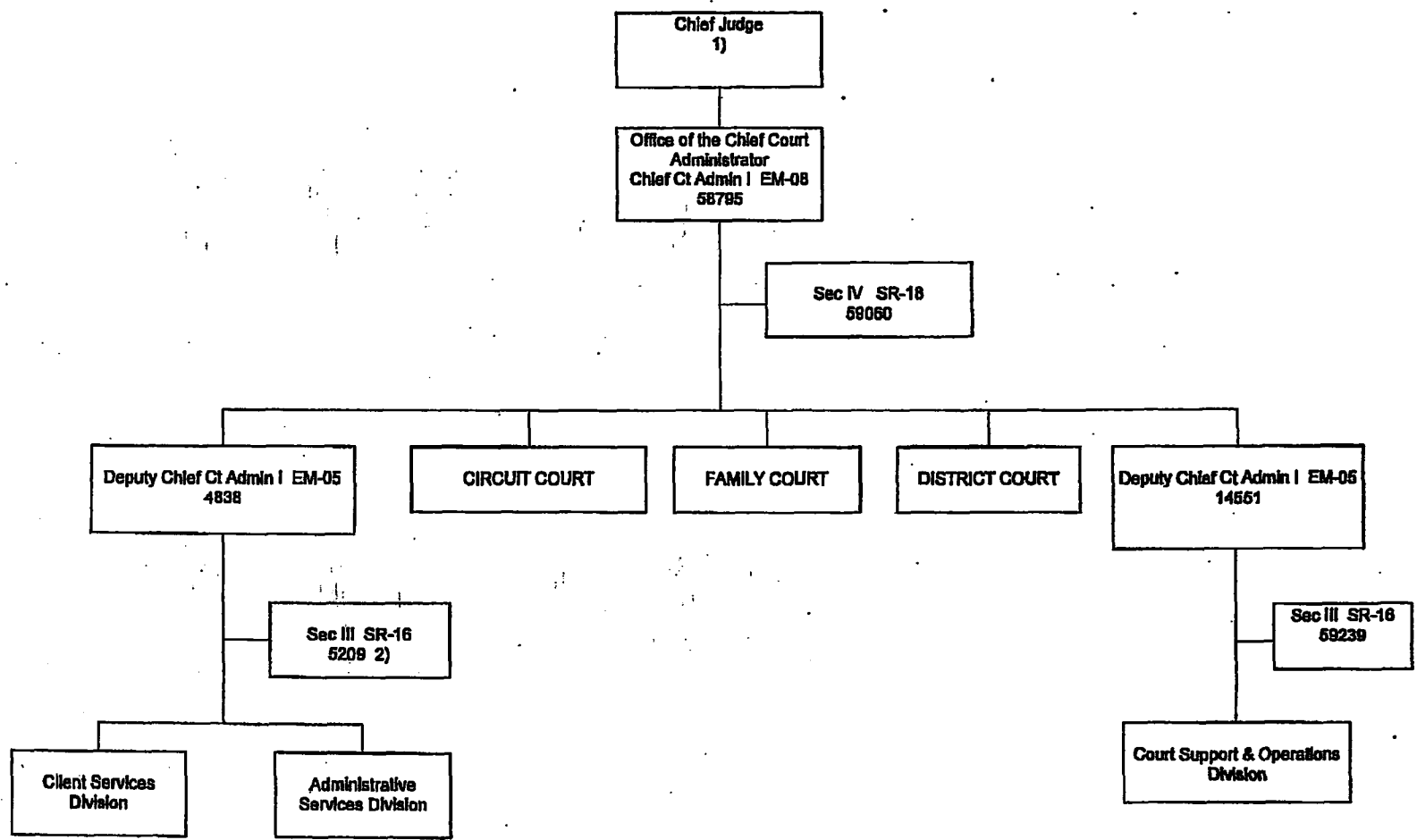
1) Per Chief Justice's order of assignment.

THIRD CIRCUIT

APPROVED: Mark E. Reckenwald
Mark E. Reckenwald
Chief Justice

DATE: 9/28/12

Third Circuit-Admin-Page 1



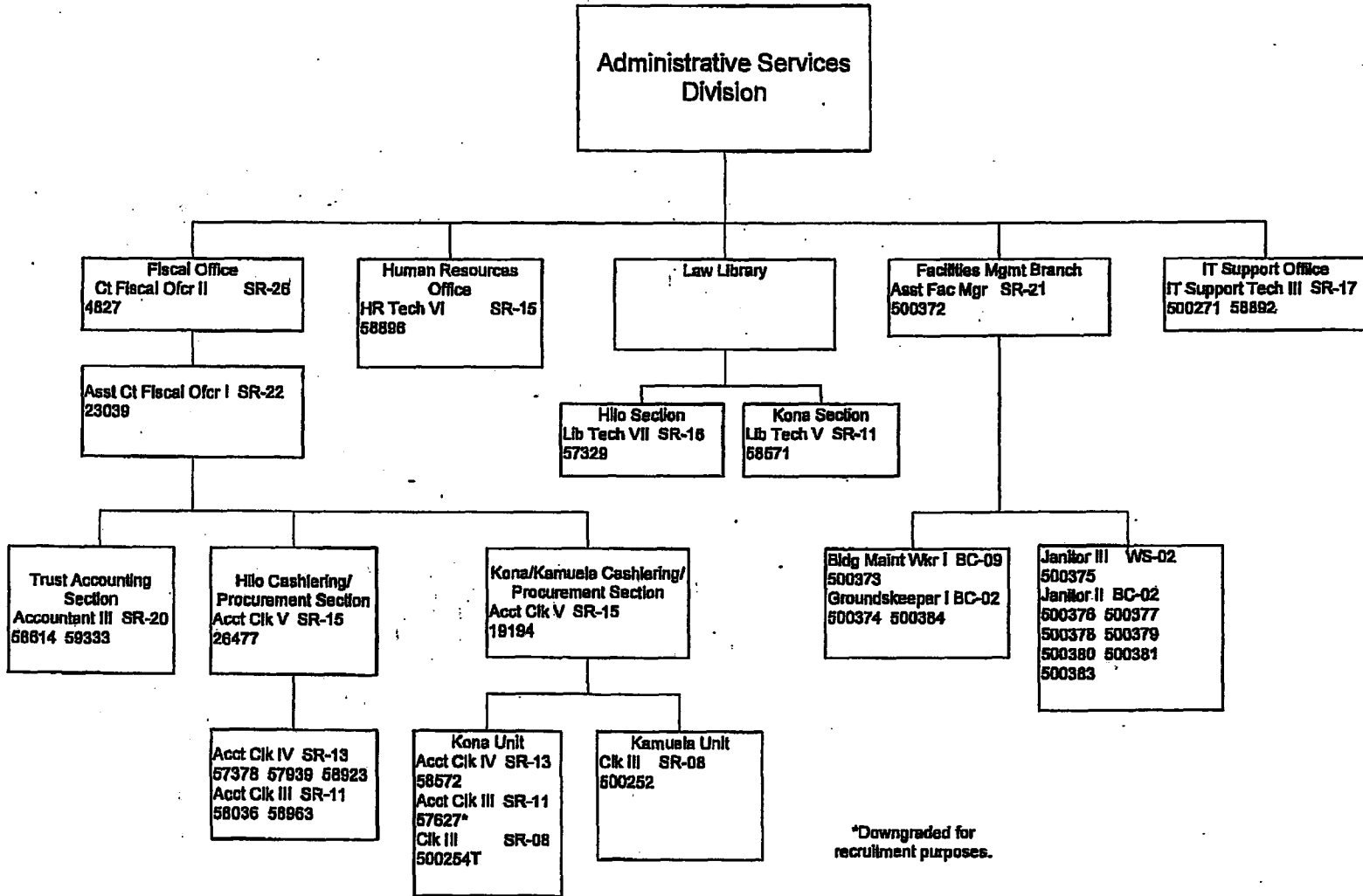
1) Per Chief Justice order of assignment.
2) Position located in Kona.

THIRD CIRCUIT

OFFICE OF THE CHIEF COURT ADMINISTRATOR

APPROVED: Mark E. Recktenwald
 Mark E. Recktenwald
 Chief Justice

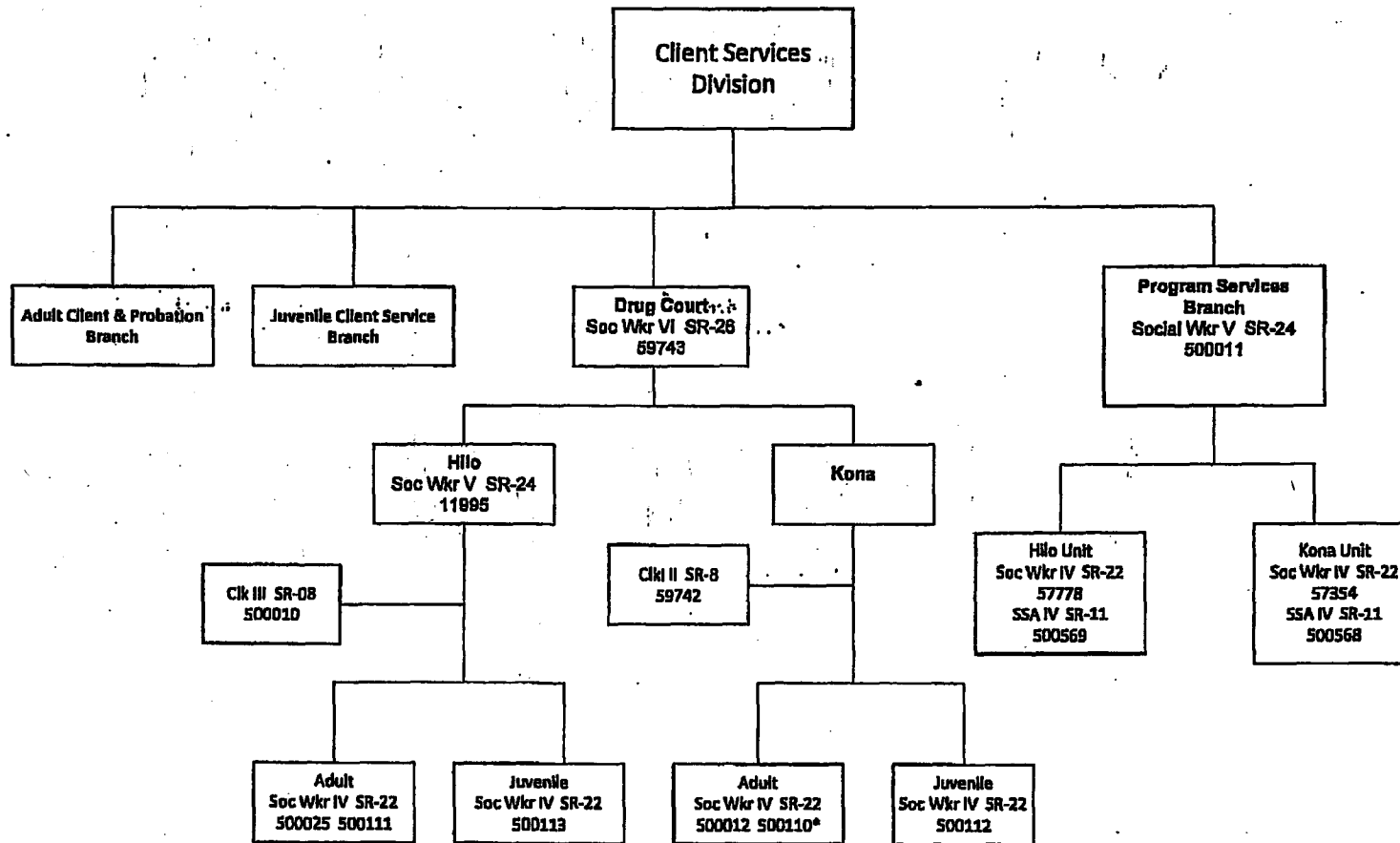
DATE: 9/28/12



Third Circuit

OFFICE OF THE CHIEF COURT ADMINISTRATOR

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
Chief Justice
DATE: 9/28/12

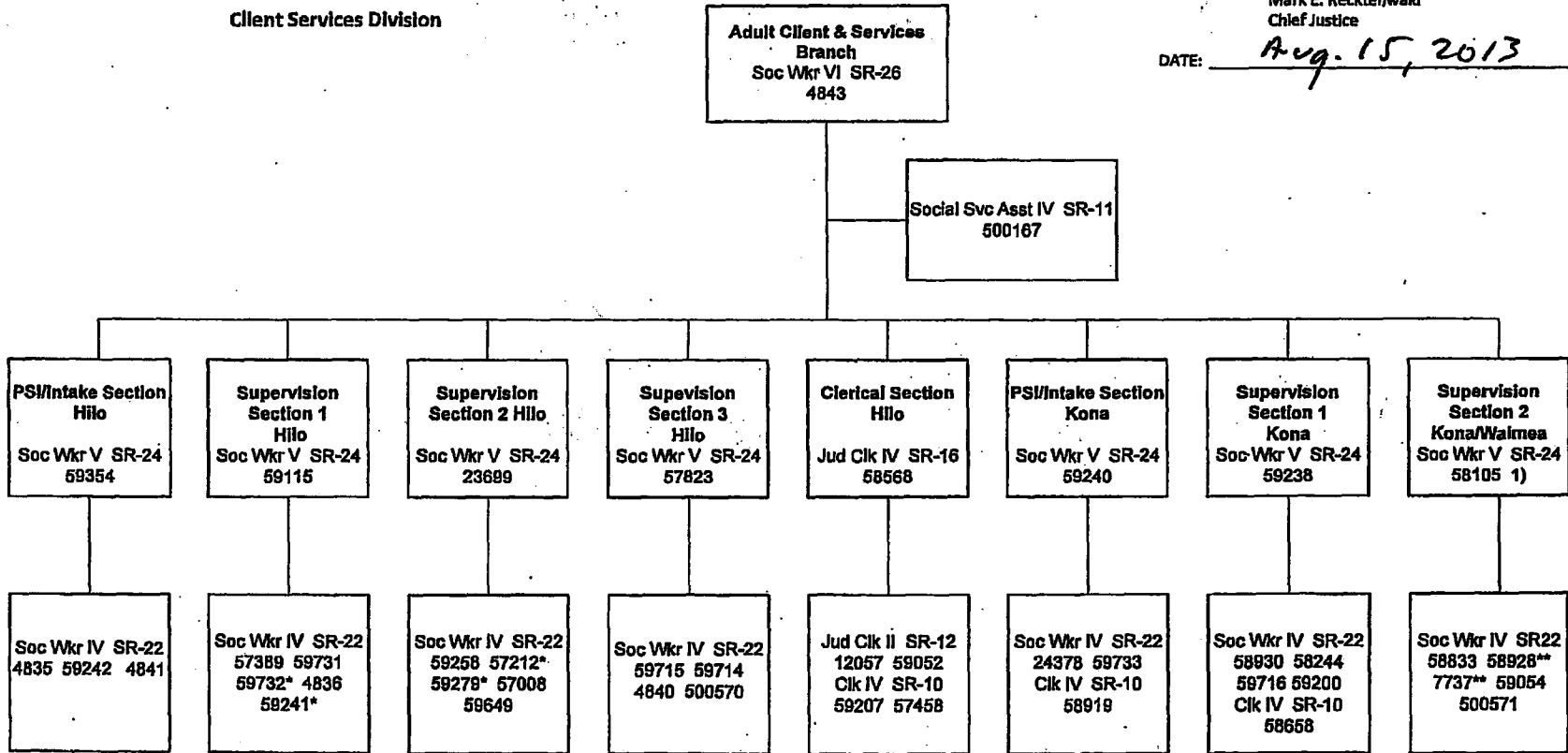


*Downgraded for recruitment purposes.

Third Circuit

Client Services Division

APPROVED: Mark E. Recktenwald
 Mark E. Recktenwald
 Chief Justice
 DATE: Aug. 15, 2013



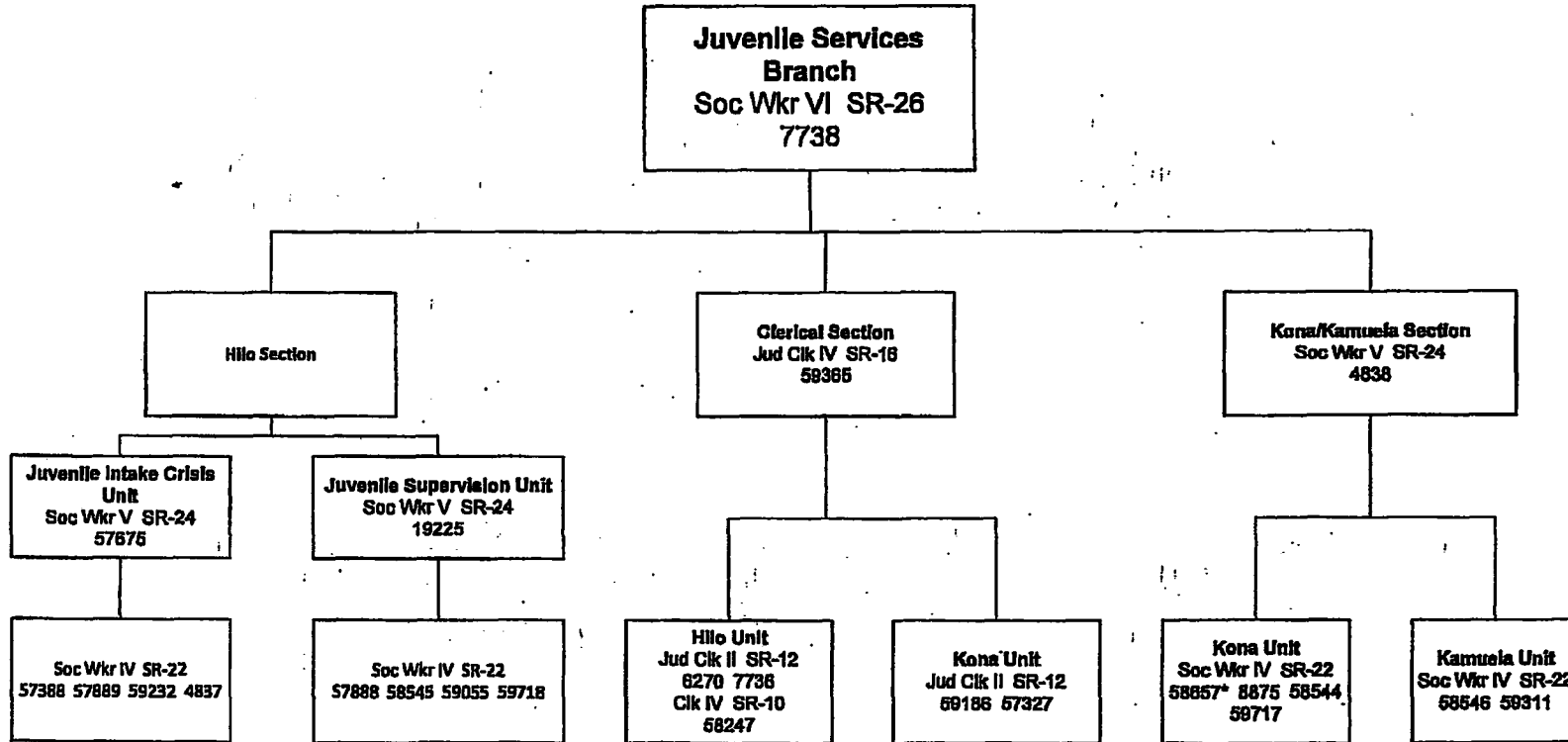
1) Position redescribed from Social Worker IV.
 * Position downgraded for recruitment purposes.
 ** Position located in Waimea/Kamuela Office.

THIRD CIRCUIT

Client Services Division

APPROVED: Mark E. Reckerwald
Mark E. Reckerwald
Chief Justice

DATE: 9/28/12



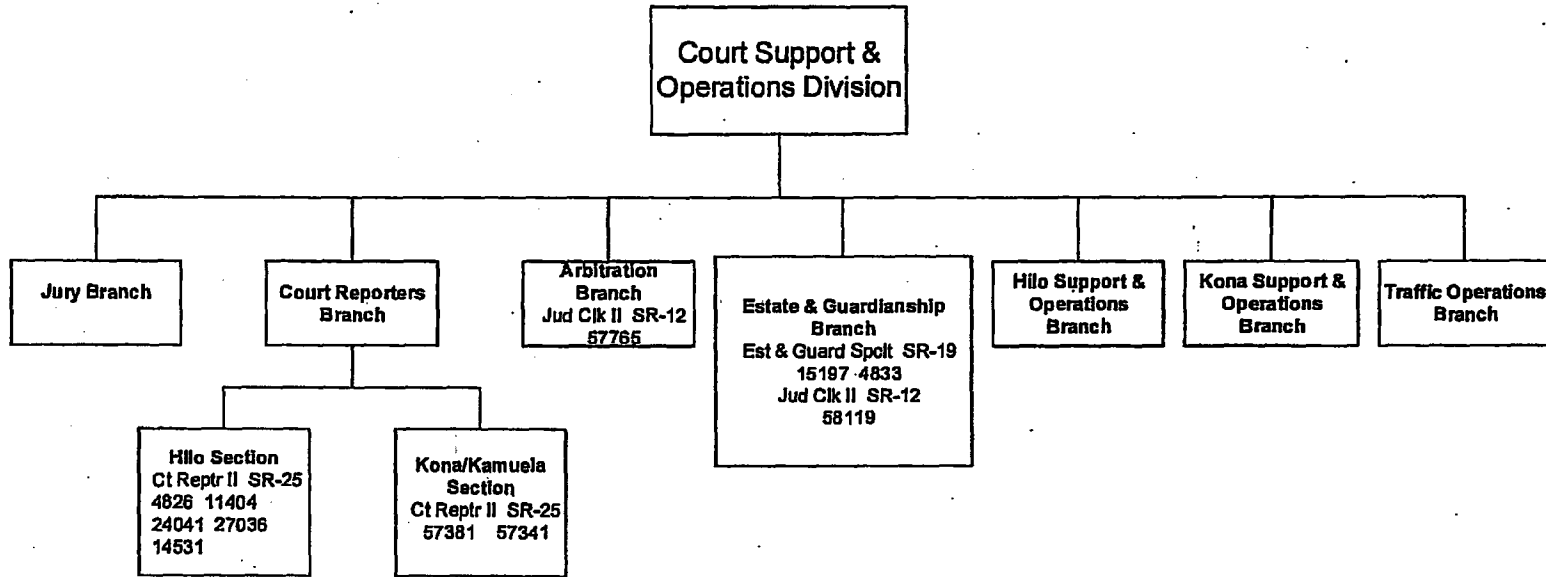
* Psn downgraded for recruitment purposes.

Third Circuit

Court Support & Operations
Division

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE

DATE: 8/28/13



Third Circuit-Ct Supp & Ops-Page

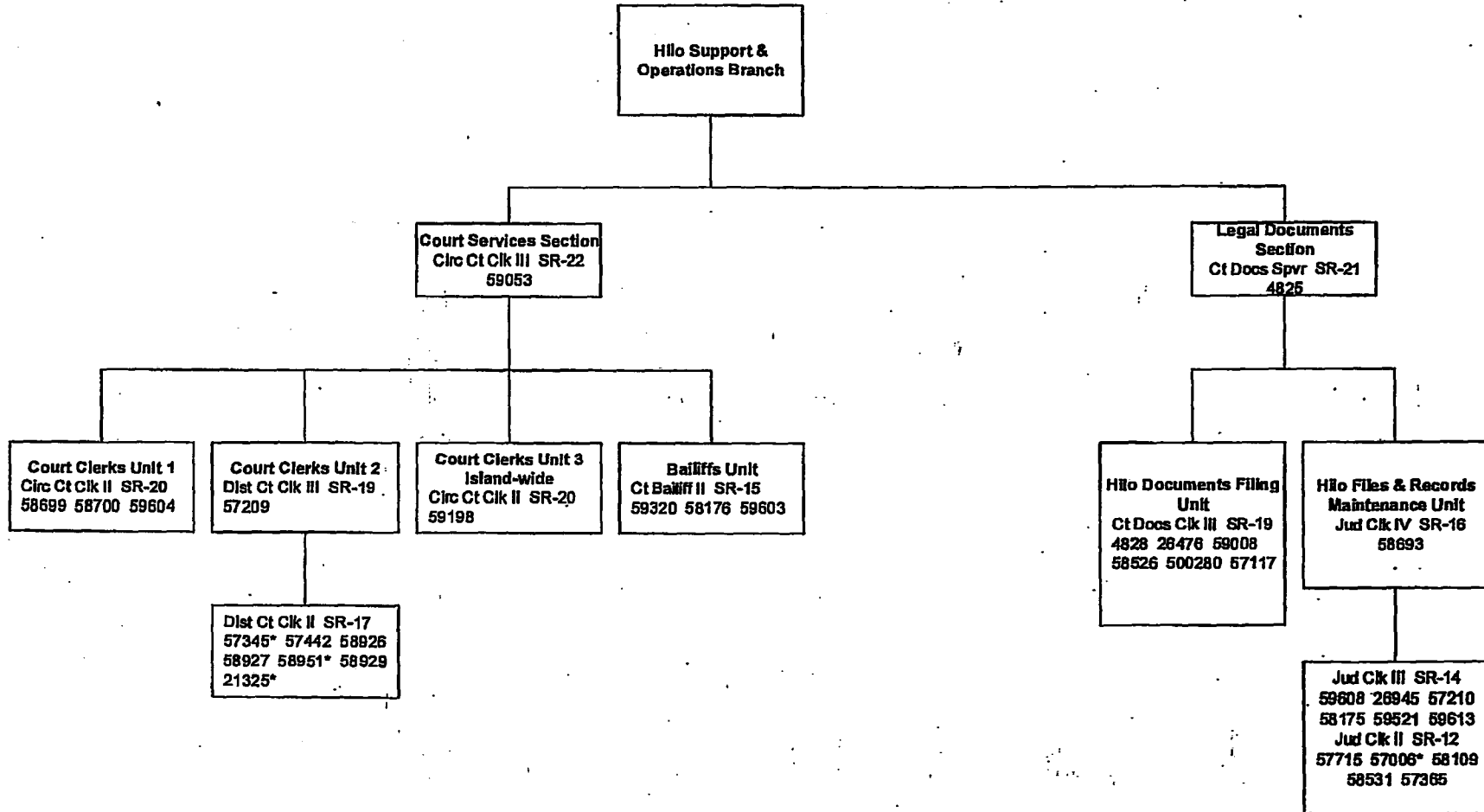
Third Circuit

Court Support &
Operations Division

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE

DATE: 8/28/17

Third Circuit-Ct. Supp. & Ops-Page 2



*Position downgraded for recruitment purposes.

Third Circuit

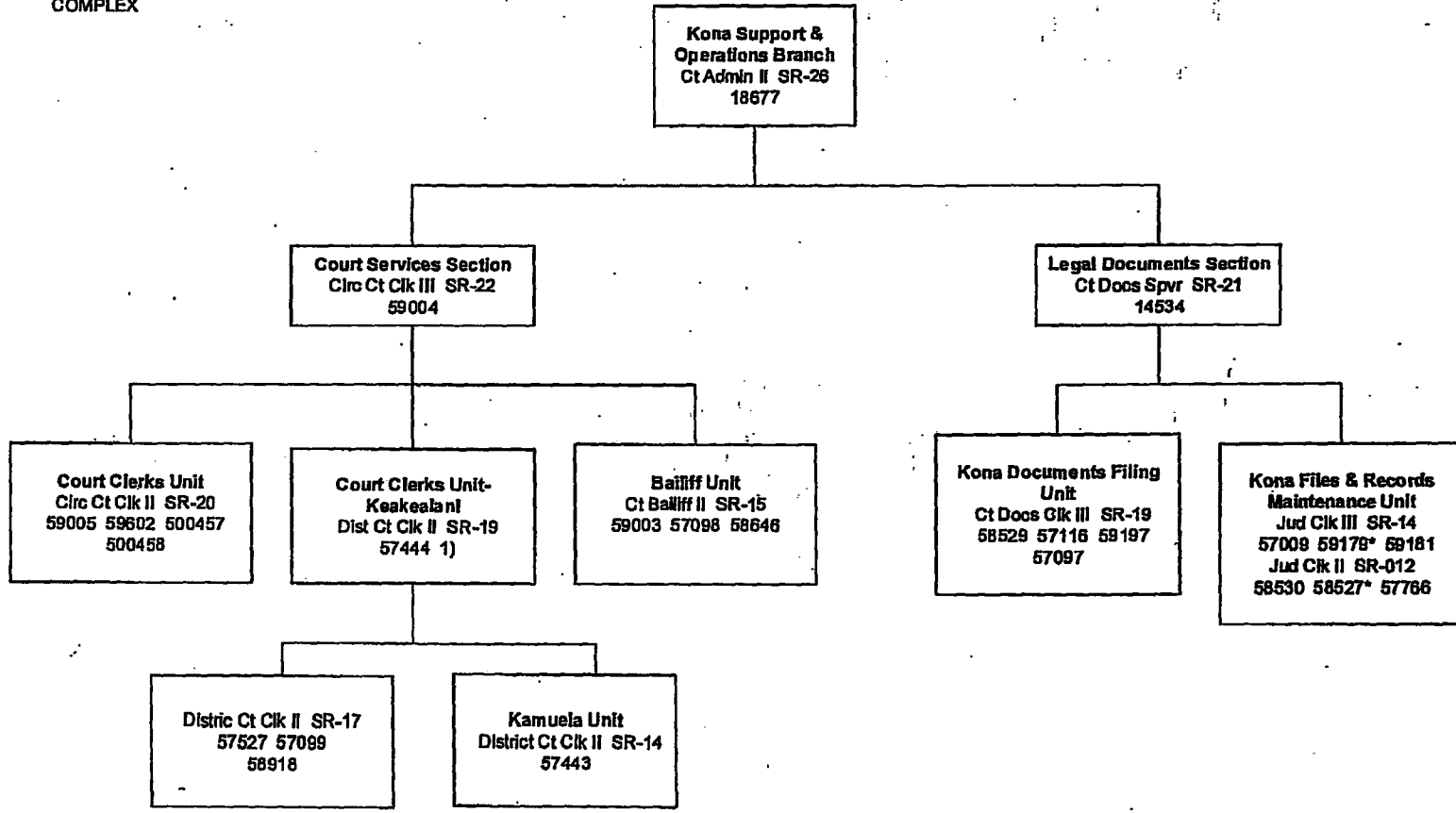
Court Support &
Operations Division

TEMPORARY REORGANIZATION
NTE: OPENING OF NEW KONA JUDICIARY
COMPLEX

APPROVED: Mark E. Recktenwald
Mark E. Recktenwald
CHIEF JUSTICE

DATE: 8/28/13

Third Circuit-Ct Supp & Ops-Page 3




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

Third Circuit

Traffic Operations Branch

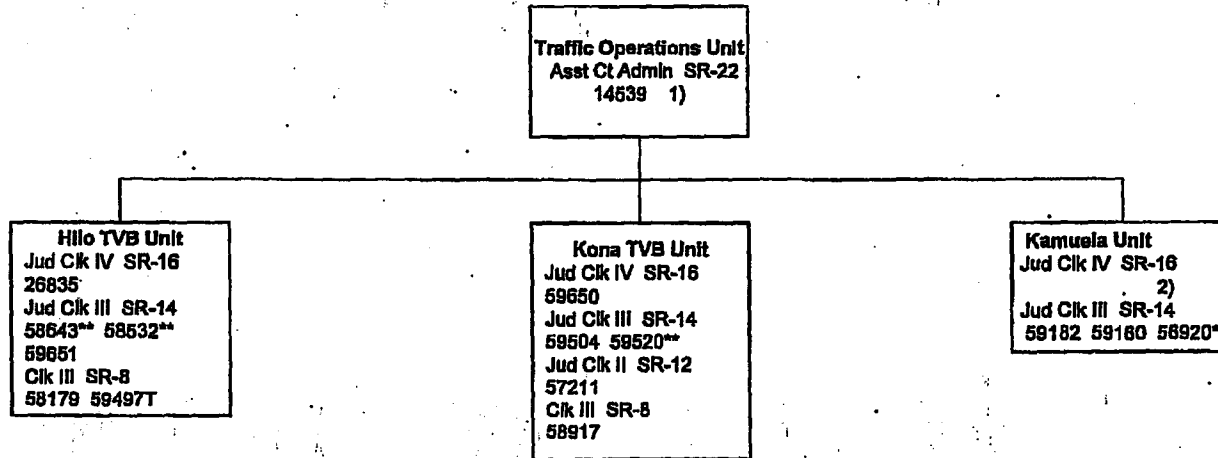
APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

9/1/09

Third Circuit-Ct Supp & Ops-Page 4

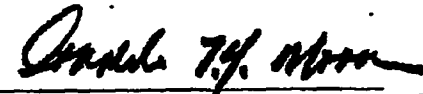


- 1) To be redesignated from Jud Ck V.
- 2) Position to be replaced.

FIFTH CIRCUIT

CIRCUIT JUDGES

APPROVED: _____

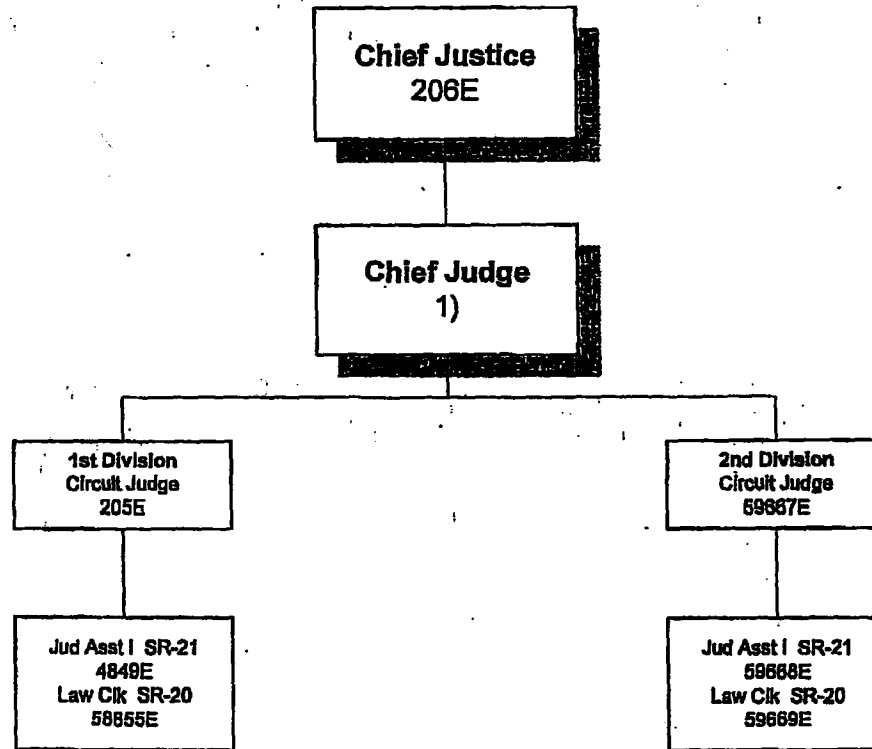


Ronald T. Y. Moon
CHIEF JUSTICE

DATE: _____

6/13/02 Rev 9/09

Fifth Circuit-Judges-Page 1

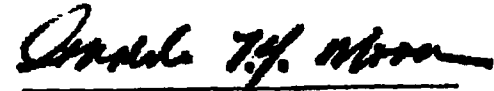


1) Per Chief Justice's order of assignment.

FIFTH JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED:

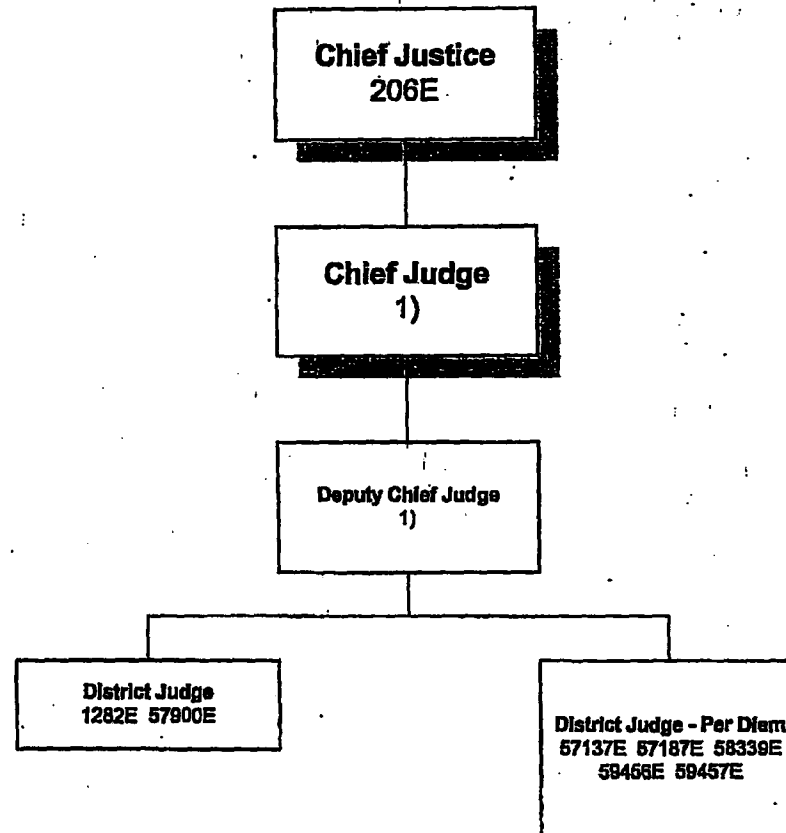


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

06/13/02

Fifth Circuit-Judges-Page 2

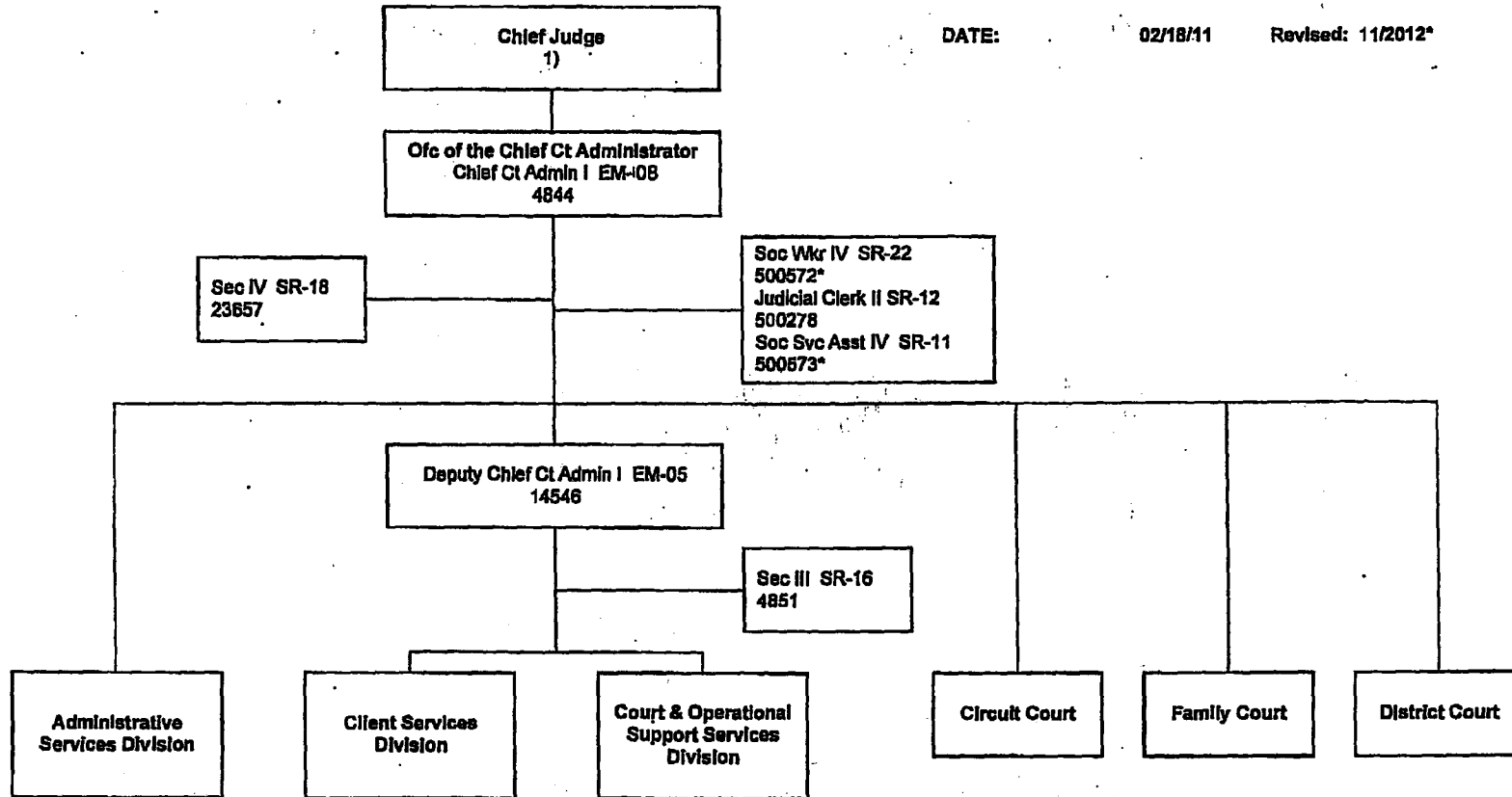


1) Per Chief Justice's order of assignment.

FIFTH CIRCUIT

APPROVED: *Mark E. Recktenwald*
 Mark E. Recktenwald
 CHIEF JUSTICE

DATE: 02/18/11 Revised: 11/2012*

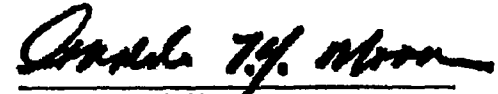


1) Per Chief Justice's Order of Appointment.

*New Position(s)-Authorized FY2013

Fifth Circuit

APPROVED:

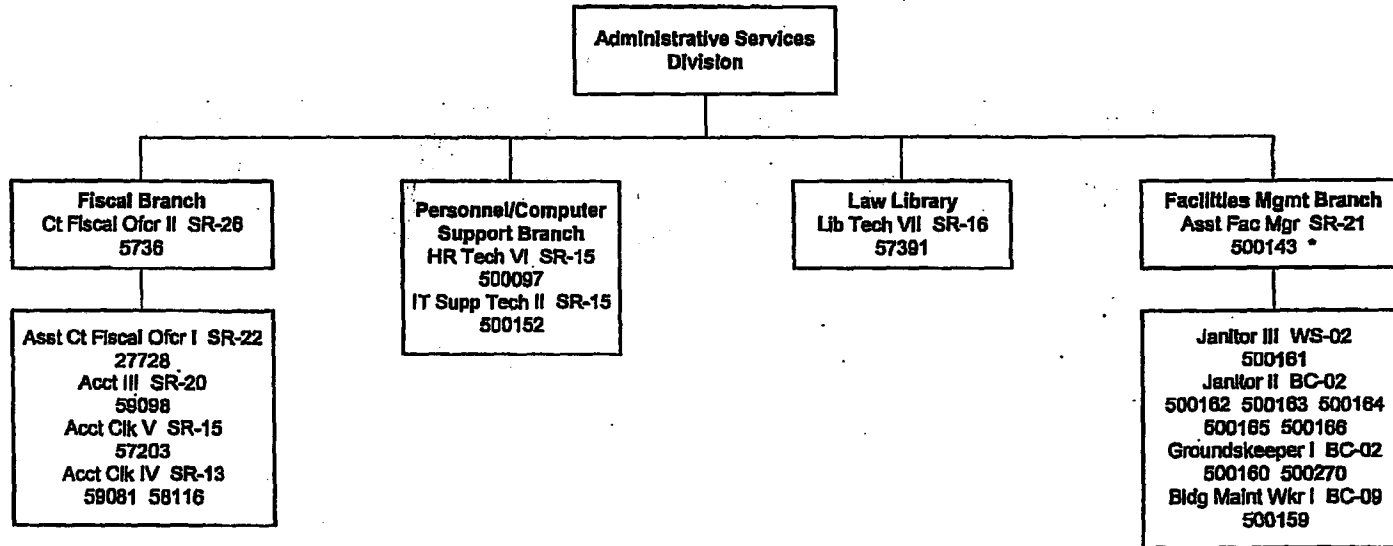


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

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

Fifth Circuit-Page 2



* Reports to Deputy Chief Court Administrator I.

Fifth Circuit

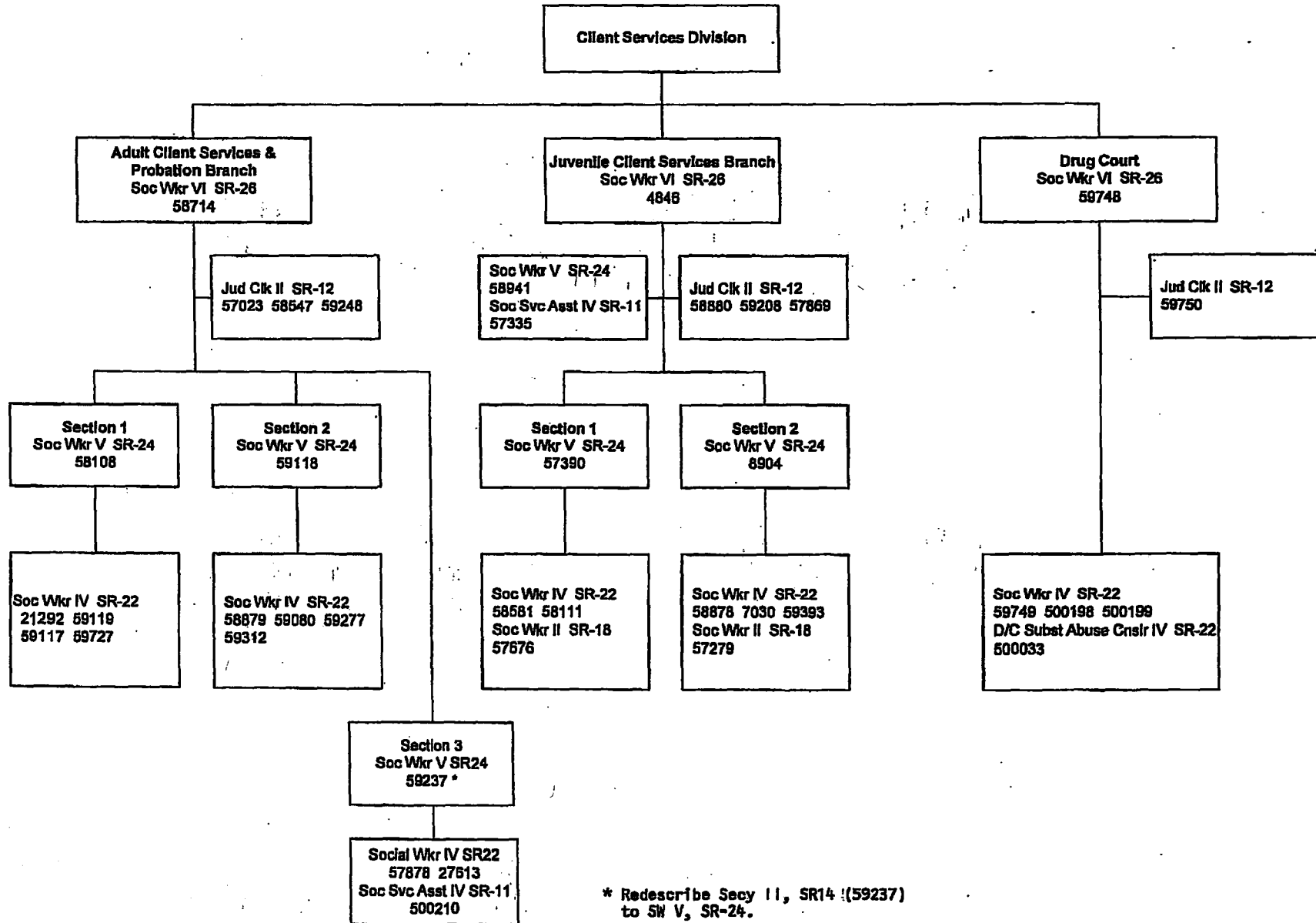
Client Services Division

APPROVED: Mark E. Recktenwald

Mark E. Recktenwald
CHIEF JUSTICE

DATE: Dec. 20, 2010

Fifth Circuit- Page 3



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

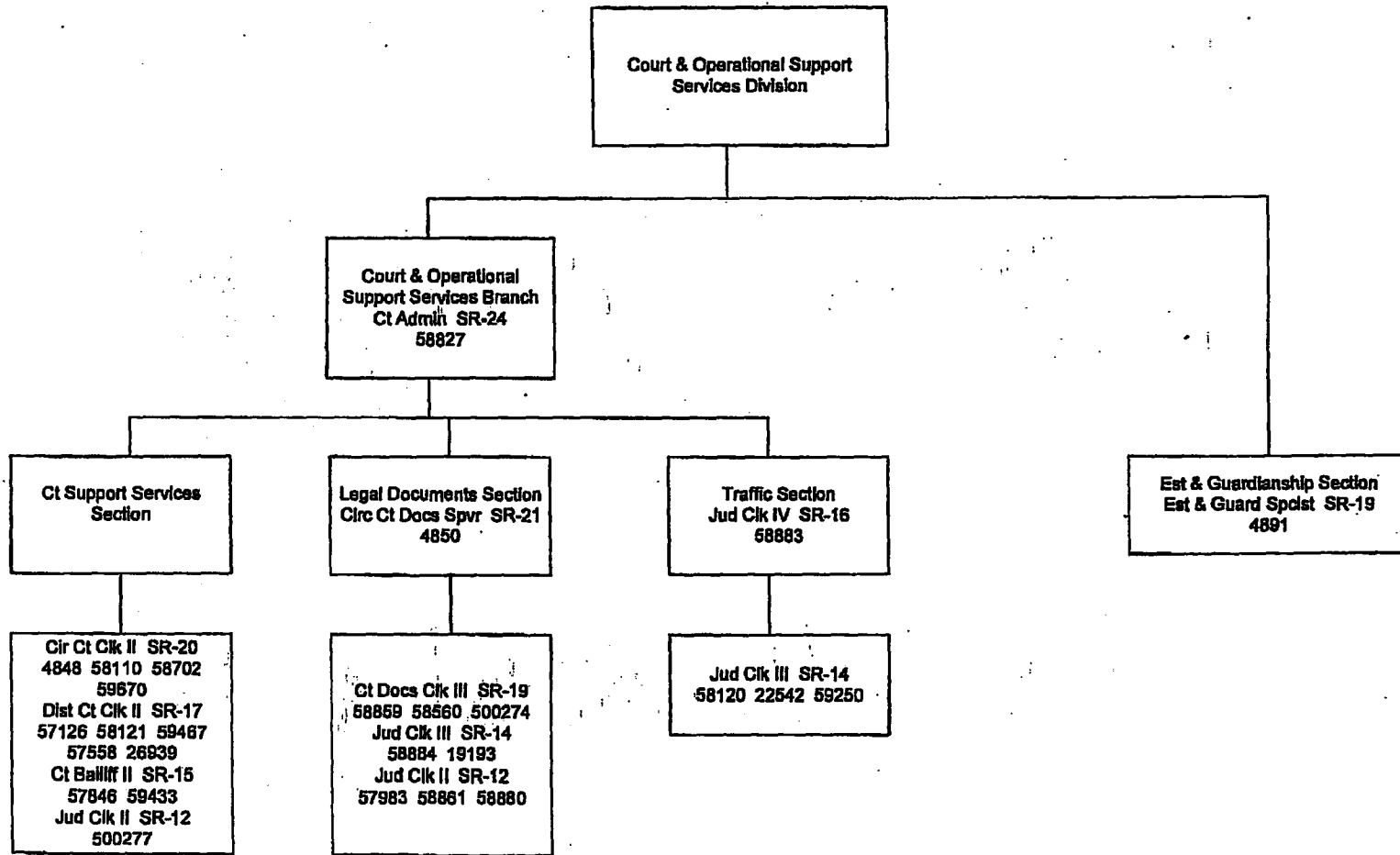
Fifth Circuit

APPROVED: Mark E. Recktenwald

Mark E. Recktenwald
Chief Justice

DATE: 2/18/11

Fifth Circuit- Page 4



CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

SCOPE CODES:

FINAL

EXPENDING AGENCY: JUD		
USER PROGRAM ID		CAPITAL PROJECT NUMBER
DEPT	NUMBER	-----
JUD	601	

ISLAND
HAWAI'I

SEN. DIST.
3RD

REP. DIST.
6TH

PRIORITY NO. (For FB 2015-2017)
1 OF 8

PREVIOUS PRIORITY NO.
1 OF 11

PROJECT SCOPE
N

N - NEW
I - RENOVATION
A - ADDITION
R - REPLACEMENT
O - ONGOING

DATE
27-Dec-2014

PROJECT TITLE:	KONA JUDICIARY COMPLEX, HAWAI'I
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PROJECT DESCRIPTION:	Construction for a new judiciary complex at Kona, Hawai'i.
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TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)															BUDGET REQUEST (MOF: General Obligation Bond Funds, Unless Otherwise Noted)			TOTAL (POTENTIAL) PROJECT COST			
	ACT			YR			ITEM			ACT			YR			ITEM				FY 2014-2015	FY 2014-2015	FUTURE YEARS
	315	1989	4	139	2009	3	61	2011	2	107	2012	2	127	2014	1							
PLANS	100			500															600			
LAND				50			4,500												4,550			
DESIGN							7,500			1,000									8,500			
CONSTRUCTION										34,000			55,000						89,000			
EQUIPMENT																		8,950	8,950			
TOTALS	100			550			4,500			7,500			35,000			55,000	0	8,950	111,600			

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

In March 2012, Chief Justice Mark E. Recktenwald announced the Judiciary's initial selection of an approximately ten acre site in the Kealakehe area for this project, located in the immediate vicinity of the County of Hawai'i's civic center complex and consisting primarily of State-owned land assigned by Executive Order to the Hawai'i Housing Finance and Development Corporation (HHFDC). Subsequently, however, this site, along with extensive State-owned and privately-owned surrounding acreage, was proposed to be designated for critical habitat status by the U. S. Fish and Wildlife Service (USFWS), and an endangered plant species was found on adjacent property which would result in possibly costly and lengthy negotiations with the USFWS. As a result, the Judiciary, together with DLNR, DAGS, and its architectural consultants, began critically re-evaluating and opening discussions with property owners of the other sites identified in the project final site selection / environmental impact study (SS/EIS) report. Thereafter, in October 2013, the Chief Justice announced a change in the site selected for the Kona Judiciary Complex to a property owned by Queen Lili'uokalani Trust (QLT). In the meantime, pre-design programming for the building, under DAGS and its architectural consultants proceeded, funded by appropriations from Fiscal Biennium 2011-2013. This effort led to the currently ongoing site and building design work, as the State and QLT agreed in principle to the site in the Keahuolu area for the judiciary complex. The request for this biennium is for \$55.0 million in construction funding, which, when put together with the \$35.0 million that the Legislature appropriated in Fiscal Biennium 2013-2015, will constitute the full \$90.0 million that is required for the project to be put out to bid for construction by June 30, 2016 (the lapse date of the aforementioned, already appropriated \$35.0 million). Funding related to the facility's fixtures, furniture, and equipment (FF&E) will likely be requested in the Fiscal Biennium 2017-2019 budget, which correlates with the anticipated occupancy of the facility in calendar year 2019.

The Kona community all the while remains sorely in need of new and more satisfactory court facilities. West Hawai'i residents have expressed a very real concern about the state of the facilities in which the Judiciary is currently housed, especially regarding the crowded and inadequate conditions at the Keākealani Building. These facilities were never designed or intended to house court operations, and certainly not to handle the sheer volume that they do at present. There is simply inadequate room for both Judiciary staff and members of the public. The security situation is also troublesome due to the unavoidable crossing of paths by custodies, staff, and members of the public, as well as the extremely limited custody holding accommodations. It is for these reasons that this project had been designated as the Judiciary's first CIP priority, starting in Fiscal Biennium 2013-2015, and continuing on into Fiscal Biennium 2015-2017 and for the foreseeable future.

The prospect of a new Kona Judiciary Complex has received widespread support from throughout the west Hawai'i community. Agencies and entities that have particularly expressed interest and support include the Hawai'i County Police Department, the Department of Public Safety, the Prosecuting Attorney's Office, the Public Defender's Office, the Department of the Attorney General, private attorneys, and various civic groups including rotary clubs, chambers of commerce, and area merchant associations.

b. Identification of Need and Evaluation of Existing Situation.

The Third Circuit (the Big Island) in general suffers from a gross lack of court facilities. In Hilo, the situation was finally relieved when the new Hilo Judiciary Complex came "on line" in the spring of 2009. In Kona, meanwhile, this lack of space has led to the leasing of space for Family Court and most probation functions in one private building since the early 1990's, and in another location more recently for the Third Circuit's growing drug court operations and other Circuit Court-level functions. The drivers' education program is in yet another separate leased location. These disparate locations and scattered operations have created functional and management difficulties, as well as diluting the already scarce security resources that are provided by the Department of Public Safety sheriffs.

c. Alternatives Considered and Impact If Project Is Deferred.

The alternative of leasing additional space indefinitely has been considered, but it is clearly not a plausible long-term strategy. As noted, the Judiciary is presently leasing space at several locations in the Kona area, which is not only costly, but also fragments the services provided to the community. Fragmenting court services in this way causes operational and management inefficiencies, as well as results in substandard service to the public. Moreover, additional lease space for normal expansion purposes that would be suited to the specialized requirements of Judiciary operations is in extremely short supply throughout the Kona coast, so that even if leasing space for the foreseeable future is what occurs, the problems of security, accessibility, and servicability would continue to hamper Third Circuit-Kona area operations.

If this project is deferred, the Third Circuit will be unable to satisfactorily meet the demands for its services throughout the western half of the island of Hawai'i. Court operations will continue to be fragmented with both people and case files shuttled about. Court operations will also remain inefficient due to the continued need to contend with the problems of security, witness-defendant contact, juror-party contact, and other overcrowding-related difficulties. Due to the unique nature of court operations, it remains imperative that court facilities be secure venues which promote a civil means for conflict resolution. Such can only be achieved within a facility that is specifically designed and constructed for the purposes of court operations.

d. Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct).

A new Kona Judiciary Complex would consolidate, for the first time, all of the Judiciary's programs in west Hawai'i in one location. The Third Circuit's operations in the Kona area are located in separate and dispersed facilities: the Keākealani ("Old Kona Hospital") Building and various separate leased properties. With the completion and occupancy of the new judiciary complex in Hilo, the goal for Kona is to similarly have a permanent, full-service court facility where persons having business with the courts can transact all of their court-related business at one centralized location. Documents and files can be handled directly without the need for courier services, and attorneys can move from court to court instead of driving around town, as is the case presently. Secured holding, law library, witness waiting and attorney interview rooms, jury accommodations, grand jury facilities, meeting / conference rooms, and full probation office services are among the many necessary, but currently non-existent amenities that a new judiciary complex could provide. Technologically equipped facilities, such as the Judiciary has begun to construct elsewhere in the state, will make the conducting of court business more efficient, effective, and secure.

e. Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year).

As construction completion, along with subsequent occupancy and operation, are well into the future beyond the current budgetary time frame, *operational* funding requirements / costs and related impacts cannot currently be estimated this far in advance with any degree of certainty or accuracy, especially with economic cycles fluctuating between now and then. The Judiciary anticipates having an increasingly better idea over time the closer we get to this project being built and occupied.

We do believe, however, based on current budgeting and planning for the facilities that have been completed at Hilo and Kapolei, that annual costs to operate a facility of this general size and type could run about \$2.0-2.2 million in today's dollars. The major recurring costs would be payroll for custodial and groundskeeping staff, maintenance service contracts for major building system equipment such as air conditioning and elevator machinery, monthly utility charges, and consumable cleaning and groundskeeping supplies. Additionally, the major initial non-capital improvement expenses would be for building maintenance equipment and utility set-up charges that would need to be funded within the Third Circuit's operating budget at the time of building opening, much as happened in FY 2008-2009 for the Hilo Judiciary Complex, and FY 2009-2010 for the now-occupied buildings at Kapolei in the First Circuit. These initial start-up operating costs can be expected to be \$275,000 or more in today's dollars.

f. Additional Information:

(None.)

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

EXPENDING AGENCY: JUD		
USER PROGRAM ID		CAPITAL PROJECT NUMBER
DEPT	NUMBER	-----
JUD	601	

ISLAND
O'AHU

SEN. DIST.
13TH

REP. DIST.
26TH

PRIORITY NO. (For FY2015-16)
2 OF 8

PREVIOUS PRIORITY NO.
5 OF 15

PROJECT SCOPE
I/R

SCOPE CODES:
 N - NEW
 I - RENOVATION
 A - ADDITION
 R - REPLACEMENT
 O - ONGOING

DATE
27-Dec-2014

PROJECT TITLE: KA'AHUMANIU HALE FIRE ALARM SYSTEM UPGRADE AND IMPROVEMENTS, O'AHU

PROJECT DESCRIPTION: Design and construction for fire alarm upgrade and improvements at Ka'ahumanu Hale, O'ahu.

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)					APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)			TOTAL (POTENTIAL) PROJECT COST	
	ACT 61	YR 2011	ITEM 5	ACT	YR	ITEM	ACT	YR		ITEM
PLANS		7								7
LAND										0
DESIGN		140								140
CONSTRUCTION							2,719			2,719
EQUIPMENT										0
TOTALS		147		0		0	2,719		0	2,866

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

The design study prepared by Ronald N.S. Ho & Associates, Inc. for the Ka'ahumanu Hale, Fire Alarm Upgrade and Improvements notes that the existing fire alarm system was installed in the early 1980's and is obsolete. Many components of the existing system do not function at full capacity and the sound levels do not come up to the current fire code level. The fire alarm system needs to be replaced and expanded to cover every occupied room to become compliant with the current codes. The new system will have to be installed alongside the existing system, and tested and approved before the the existing system can be removed. The project will be designed to be compliant to all current fire codes and ADA requirements.

b. Identification of Need and Evaluation of Existing Situation.

The existing Gamewell panel is obsolete and needs to be replaced. The audible and visual alarms are generally located in the public areas. The audible alarms are the older type bell devices. The system is ADA compliant only in the public walkways and corridors. Many of the bells are not functioning properly which is creating a low alarm volume level. Some of the air handling units (AHUs) are not equipped with supply or return air duct smoke detectors. For safety reasons, the fire alarm system must be upgraded and improved to meet current fire codes and ADA requirements.

c. Alternatives Considered and Impact If Project Is Deferred.

There were no alternatives considered in the design study. The only possible alternative to replacement is to continue to use the outdated thirty-plus year old system and continue to band-aid fix it as it goes down until it can no longer be fixed and a permanent fire watch (which would require a high personnel and overtime cost) has to be implemented. The cost of replacement will also increase yearly until this project is implemented.

d. Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct).

The completion of the project will provide an upgraded and modernized fire alarm system that will meet all current fire codes and ADA requirements. There will be devices in every occupied area so everyone will be notified in case of a fire on the property. It will provide for the safety of everyone, including those with disabilities by providing an audible, as well as a visual, alarm in case of a fire. Modern systems can also be equipped with public address capability through the audible device to provide instructions during emergencies.

e. Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year).

The short term implementation may cause noise or traffic disruption during the construction phase. The life expectancy of a new fire alarm system will eliminate the need to jury-rig or provide a "band-aid" fix for an obsolete system, and will provide for a safe facility that is up to code and meets ADA requirements.

f. Additional Information:

(None.)

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

EXPENDING AGENCY: JUD		
USER PROGRAM ID		CAPITAL PROJECT NUMBER
DEPT	NUMBER	NUMBER
JUD	601	-----

ISLAND
O'AHU

SEN. DIST.
13TH

REP. DIST.
26TH

PRIORITY NO. (For FB 2015-2017)
3 OF 8

PREVIOUS PRIORITY NOS.
6 OF 15

PROJECT SCOPE
I / R

SCOPE CODES:
 N - NEW
 I - RENOVATION
 A - ADDITION
 R - REPLACEMENT
 O - ONGOING

DATE
27-Dec-2014

PROJECT TITLE:	KA'AHUMANU HALE ELEVATOR SYSTEMS UPGRADE AND MODERNIZATION, O'AHU
PROJECT DESCRIPTION:	Design and construction for elevator systems upgrade and modernization at Ka'auhumanu Hale, O'ahu.

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)												APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)			TOTAL (POTENTIAL) PROJECT COST			
	ACT 61	YR 2011	ITEM 6	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM		FY 2015 - 2016	FY 2016-2017	FUTURE YEARS
PLANS		22																	22
LAND																			0
DESIGN		270													100				370
CONSTRUCTION																5,000			5,000
EQUIPMENT																			0
TOTALS		292			0		0		0		0		0		100	5,000	0		5,392

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

The design study prepared by Richard Matsunaga and Associates for the Ka'auhumanu Hale Elevator System Upgrade and Modernization project notes that the existing elevator system is obsolete and compromises safety and the ability to maintain the system. The current system is also not energy efficient. The project would include replacement of all cabs, renovation of machine rooms, and upgrades to elevator lobbies. The relay-logic control which operates on hundreds of relay and electro-mechanical contacts for every function will be replaced with new microprocessor-based controls. The door protection will be upgraded from the mechanical safe edges and light rays to new infrared door detector devices. All the machine room and hoistway wiring will be replaced as required by code. The project proposes to replace the existing geared traction machines with gearless machines. The new system would be safer, more energy efficient, less costly, and easier to maintain.

b. Identification of Need and Evaluation of Existing Situation.

The existing system is a geared elevator system and is sufficiently old that parts are difficult to get and often must come from a third party supplier which may or may not completely meet manufacturers specs. Should the system be retained, it will become increasingly difficult to obtain parts and to keep the system in safe working order. The system is currently not very energy efficient and as it deteriorates this will continue to be the case. The consultant feels that this system is in as poor a condition as the recently replaced District Court system, if not in worse condition. Geared elevator systems are generally considered obsolete and most systems are moving to a more energy-efficient gearless model. To continue to maintain the existing system will be increasingly difficult if not impossible as parts become more and more difficult to find, and the system deteriorates further with more down time and inconvenience to the public and other users of the building. Energy costs, should the existing system be retained, will also continue to rise. All of these conditions are documented in the Matsunaga study of August 2013. The antiquated analog relay logic controller operates on hundreds of relays and electro-mechanical contacts for every control function. This makes it extremely hard to pinpoint a malfunction cause unless the relay contacts stop at the exact problem. These will be replaced with a new microprocessor-based elevator controls.

c. Alternatives Considered and Impact If Project Is Deferred.

The report discussed the options of replacing the system with a geared system or a gearless system. A gearless system has been chosen for this project, as a geared system replacement would run the risk of replacing an obsolete system with a new system which would, in turn, most likely become obsolete prior to the end of its life. The recently completed elevator replacement / modernization project at Kauikeaouli Hale replaced a geared system with a gearless system for these very reasons. The "do nothing" alternative was not considered as it would compromise the ability to maintain the safety of the system in the near term. Project deferral would potentially compromise safety and thus the ability to keep the system functioning, especially when the existing elevators periodically stop for no reason, trapping people inside until service personnel can get to the facility to open the doors. The exact cause cannot be pinpointed with the relay-logic controls. The aging elevators also have a constant leveling problem where the cab will not stop level with the floor, creating a tripping hazard for the people on the elevator. Elevator maintenance personnel must be called to adjust the leveling of the cab on these occasions. Without upgrading the system, there is a potential injury liability claim waiting to happen when someone gets injured when they trip on the unlevelled cab and floor.

d. Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct).

The completion of the project will provide an upgraded elevator system which will increase safety, offset otherwise rising energy costs and provide for easier maintenance over the life of the system. Safety will be increased through the use of state-of-the-art technology, and provision of camera feeds and emergency PA systems in the elevators. Energy efficiency would be improved through the replacement of motor-generated drives with new solid-state direct-motor drive units.

e. Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year).

In the short term, implementation of the project will cause some inconvenience to those using the building as only three of the four public elevators will be able to operate at a time during construction. Likewise, only three of the four private elevators will operate at a time while construction is occurring. This should not be a major inconvenience as the building is only four floors. When the custody elevator is down, alternative arrangements will have to be made to transport custodies. For the long term, the project will result in increased safety, decreased energy utilization, and easier maintenance of

f. Additional Information:

(None.)

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

EXPENDING AGENCY: JUD		
USER PROGRAM ID		CAPITAL PROJECT NUMBER
DEPT	NUMBER	NUMBER
JUD	601	-----

ISLAND
O'AHU

SEN. DIST.
13TH

REP. DIST.
26TH

PRIORITY NO. (For FY2015-16)
4 OF 8

PREVIOUS PRIORITY NO.

PROJECT SCOPE
I

SCOPE CODES:
 N - NEW
 I - RENOVATION
 A - ADDITION
 R - REPLACEMENT
 O - ONGOING

DATE
27-Dec-2014

PROJECT TITLE: KA'AHUMANU HALE BASEMENT LEAK REPAIRS AND IMPROVEMENTS, O'AHU.

PROJECT DESCRIPTION: Construction for basement leak repairs and improvements at Ka'ahumanu Hale, O'ahu.

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)															APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)			TOTAL (POTENTIAL) PROJECT COST
	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	FY 2015-2016	FY 2016-2017	FUTURE YEARS	
PLANS																			0
LAND																			0
DESIGN																			0
CONSTRUCTION																260			260
EQUIPMENT																			0
TOTALS		0			0			0			0			0		260	0	0	260

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

The scope of the project is to repair ceiling and wall leaks in the evidence storage room and the telecommunications room in the basement parking area of Ka'ahumanu Hale. The telecommunications room is located in the 'Ewa-mauka end of the parking area under the 'Ewa plaza. The evidence storage room is located in the Diamond Head-makai end of the parking area under the Diamond Head plaza and ramp. Both rooms have leaks in the ceilings which are under the plazas, and through the walls where there is soil and foilage on the outside. At the 'Ewa terrace, the scope is to inject cracks with chemical grout, replace sealants at control joints, install a new waterproof coating system, and install new thin-set tile. At the Diamond Head plaza, the project will replace the existing concrete wearing slab and failed existing waterproofing. A new hot rubberized asphalt waterproofing system with a drainage mat will be installed under the new concrete wearing slab. Planter repairs will involve injection of cracks in the walls, installation of a new waterproofing system, sealant repairs at pipe penetrations and possibly installation of a covered system. All repairs noted will include incidental work including but not limited to louver replacement, sawcutting and miscellaneous sheet metal work.

b. Identification of Need and Evaluation of Existing Situation.

Water leaks into the evidence storage room and the telecommunications room in the basement parking of Ka'ahumanu Hale leak from the ceilings and through the walls whenever there is any significant amount of rain. This results in damaged equipment and evidence materials. There is also the possibility of mold buildup if all the moisture is not removed from the locations and files after the water leaks. The water leaks have been getting heavier with each rain event. A significant amount of time and effort is spent moving equipment, evidence, and files; creating catchments; and cleaning up the water after each rain event. Should leaks severely affect equipment in the telecommunications room, the entire phone and IT system for the building could go down.

c. Alternatives Considered and Impact If Project Is Deferred.

Alternatives were not considered as relocating the two functions would be difficult, as other secured space is not available at the facility. The impact on operations if the project is deferred would be the need to continue to address the problem everytime it rains, and to continue to spend the time and monies to move, clean, and replace damaged property, along with running the risk of one of the (telecommunications) systems going down.

d. Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct).

Upon completion of this project, the leaks in the ceiling and walls of the both the telecommunications room and the evidence storage room in the basement parking area will be stopped. The damage to equipment and evidence files will be stopped as no water will be coming into the rooms. The potential mold problem will also be eliminated with the sealing of the leaks.

e. Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year).

Once the project is complete, future operating requirements should not be impacted until the end of the life span of the waterproofing is reached.

f. Additional Information:

(None.)

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

SCOPE CODES:

FINAL

EXPENDING AGENCY: JUD		
USER PROGRAM ID	CAPITAL PROJECT NUMBER	
DEPT	NUMBER	PROJECT NUMBER
JUD	601	-----

ISLAND
O'AHU

SEN. DIST.
24TH

REP. DIST.
49TH

PRIORITY NO. (For FY2015-16)
5 OF 8

PREVIOUS PRIORITY NO.

PROJECT SCOPE
A / I

N - NEW
I - RENOVATION
A - ADDITION
R - REPLACEMENT
O - ONGOING

DATE
27-Dec-2014

PROJECT TITLE: KĀNE'OHE DISTRICT COURT FACILITY GENERATOR BACK-UP SYSTEM, O'AHU.

PROJECT DESCRIPTION: Design and construction for generator back-up system at the Kāne'ohē District Court Facility, O'ahu.

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)					APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)			TOTAL (POTENTIAL) PROJECT COST						
	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR		ITEM	FY 2015 - 2016	FY 2016-2017	FUTURE YEARS		
PLANS													0		
LAND													0		
DESIGN										150			150		
CONSTRUCTION											1,350		1,350		
EQUIPMENT													0		
TOTALS		0			0		0		0		150		1,350	0	1,500

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

The scope of this project is to design and construct a generator back-up power system for the Kāne'ohē District Court facility. The existing facility has no generator power back-up system. Consequently, it relies on individual equipment UPS units, which will have battery back-up for a short period of time in order for the operator to shut down and power off the system. The Kāne'ohē area has been plagued with power disruptions which can last from a few minutes to a few hours. Some of these longer disruptions have resulted in the complete closure of the facility. The installation of a full generator power back-up system will avoid this problem in the future.

b. Identification of Need and Evaluation of Existing Situation.

The Kāne'ohē court facility has experienced many power disruptions over the years. Some of these disruptions were long enough to warrant the closure of the facility. The computer system currently utilizes individual UPS units at each workstation to allow the staff time to close and save documents and close down the computers whenever there is a power disruption. There is no UPS unit for the keycard entry system, so keys are needed to unlock doors. The elevators have no UPS, so if people get stuck, elevator maintenance has to be called to get them out. The CCTV and duress alarms will work for a short time until their battery back-up fails. The emergency lights are powered by UPS ballasts so the lights will fail as soon as the power in the ballasts fail. For these reasons, that the facility has to be closed whenever there is power disruption lasting more than a few hours.

c. Alternatives Considered and Impact If Project Is Deferred.

There are no alternatives if this project is deferred except to continue with business as usual and replace the individual UPS units and power ballasts as needed, and close the facility whenever a prolonged power disruption occurs.

d. Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct).

When this project is completed, the Kaneohe Court staff will not have to scramble to save data and close down computers everytime there is a power failure. Security officers will not have to manually search for the public when the security equipment loses power. The facility will not have to be evacuated as the emergency lights are able to run on generator power, instead of the present battery ballasts. Services will be able to continue as usual whenever there is a power failure, because the generator power back-up system will start and the building will be on generator power until the power can be fully restored to the facility.

e. Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year).

The future operating requirements will be fuel cost and yearly maintenance charges that would occur as with any new or existing equipment.

f. Additional Information:

(None.)

TABLE R (5/97)

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

SCOPE CODES:

FINAL

EXPENDING AGENCY: JUD		
USER PROGRAM ID		CAPITAL PROJECT NUMBER
DEPT	NUMBER	
JUD	601	

ISLAND
OAHU

SEN. DIST.
13TH

REP. DIST.
26TH

PRIORITY NO. (For FY 2015-16)
6 OF 8

PREVIOUS PRIORITY NO.

PROJECT SCOPE
I / R

N - NEW
I - RENOVATION
A - ADDITION
R - REPLACEMENT
O - ONGOING

DATE
27-Dec-2014

PROJECT TITLE: KAUIKEAOULI HALE NEW FIRE SUPPRESSION SYSTEM FOR JUDICIARY CENTRAL DATA CENTER, O'AHU

PROJECT DESCRIPTION: Construction for new fire suppression system for the Judiciary central data center at Kauikeaouli Hale, O'ahu.

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)												APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)			TOTAL (POTENTIAL) PROJECT COST	
	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	FY 2015-2016	FY 2016-2017	FUTURE YEARS		
PLANS																	0
LAND																	0
DESIGN															0		0
CONSTRUCTION													280		0		280
EQUIPMENT																	0
TOTALS		0			0			0			0		280		0		280

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

This project will remove the current outdated HALON system and install a new clean agent fire suppression system in the judiciary data center. The new system will prevent potential accidental discharge by the current outdated HALON system and provide protection for critical judiciary network and data infrastructure. The new fire suppression system will be installed in the data center and areas that are connected to the data center to prevent fire from starting and spreading into the data center.

b. Identification of Need and Evaluation of Existing Situation.

The Judiciary's central data center facility that is located within Kauikeaouli Hale, 1111 Alakea Street in downtown Honolulu, is protected by a HALON-1301 fire-suppressant system that is over 10 years old. Pacific Fire Protection, the service contractor which has performed the maintenance for this system since its deployment, has advised that the system is at end of its functional life and should be replaced. HALON has been banned from manufacture and the replacement cost of the gas has risen from \$0.2512/lb to \$62.50/lb. The present data center fire suppression system stores 531lbs of HALON.

On Friday, August 2, 2013, the Executive Branch's Kalanimoku Building Data Center experienced a partial accidental discharge of their HALON fire suppression system. The incident resulted in a request for an Emergency Procurement estimated at \$200,000. The current HALON system at the judiciary data center can experience a similar incident that will be costly. The data center holds all of the Judiciary critical computer equipment. Loss of any critical computer equipment would catastrophically impact court operations..

c. Alternatives Considered and Impact If Project Is Deferred.

An alternative would be to have frequent inspections of the current HALON system to prevent accidental discharge and to replace defective components. Since the manufacture of HALON has been banned, repairs and replacement parts are increasingly expensive and eventually will not be available. Another alternative is to have 24/7 staffing; currently, the judiciary data center staffing is 24/5. Either alternative would lead to significantly higher costs in the long term.

d. Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct).

A new fire suppression system will provide a high level of protection against fire and accidental discharges for the Judiciary's critical and expensive I.T. infrastructure. Further, the project will be a timely investment to replace an outdated system that will eventually have to be taken out of service because the manufacture of HALON has been banned.

e. Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year).

The initial funding for the project is estimated to be \$280,000. Ongoing maintenance cost is anticipated to be lower than the maintenance cost for the current HALON system and is expected to be covered by the current operating budget.

f. Additional Information:

In order to expedite implementation of this replacement, design funding for this project will come from Judiciary's FY 2014-2015 lump sum appropriations.

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

SCOPE CODES: **FINAL**

EXPENDING AGENCY: JUD		
USER PROGRAM ID		CAPITAL PROJECT NUMBER
DEPT	NUMBER	-----
JUD	601	

ISLAND
KAUA'I

SEN. DIST.
8TH

REP. DIST.
15TH

PRIORITY NO. (For FB 2015-2017)
7 OF 8

PREVIOUS PRIORITY NO.

PROJECT SCOPE
I / R

N - NEW
I - RENOVATION
A - ADDITION
R - REPLACEMENT
O - ONGOING

DATE
27-Dec-2014

PROJECT TITLE: KAUA'I JUDICIARY COMPLEX BUILDING EXTERIOR REMEDIAL IMPROVEMENTS, KAUA'I

PROJECT DESCRIPTION: Construction for building exterior remedial improvements at the Kaua'i Judiciary Complex, Kaua'i.

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)												APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)			TOTAL (POTENTIAL) PROJECT COST
	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	FY2015-2016	FY 2016-2017	FUTURE YEARS	
PLANS													(see "f" below)			0
LAND																0
DESIGN													(see "f" below)			0
CONSTRUCTION													950			950
EQUIPMENT																0
TOTALS		0			0			0			0		950	0	0	950

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

This project will repair and/or remove and replace roofing, flashing, joints, sealants, exterior finish system, exterior insulated finish system, synthetic plaster, paint and possibly other elements of the building envelope system as required to mitigate deterioration and failures of portions of the building envelope and remediate water intrusion problems.

b. Identification of Need and Evaluation of Existing Situation.

The Kaua'i Judiciary Complex's wall structure is largely reinforced concrete with an applied exterior finish system (EFS), together with exterior insulated finish system (EIFS) trim, relief and column detailing, and EFS on silicone treated gypsum board at gable ends and fascia. The building has metal roofing, gutters, downspout leaders, flashings and major building expansion joints. EFS finish on the building is separating in areas that are out of reach of normal maintenance staff capabilities. Expansion, control and other joints on the sides and top of the building are cracking and leaking. Fasteners at a major building expansion joint have torn out of the substrate and/or the metal joint covers. Some damages and failures appear to be from differential movement of building elements where materials may be expanding and contracting at different rates and attachments and fastenings may not be adequately accommodating the differential movement. During high winds and heavy rains, water leaks into areas of the building near these joints. The leaking adds possible hazards such as mold and mildew conditions, and intrusion by insects and pests due to failure of the joint sealants. The building exterior facing the tradewinds is exposed to regular winds and rain, which tend to distress the finish surfaces, and accelerate deterioration. The inaccessible decorative molding trim that has excessive deterioration will allow moisture to seep into structural areas if left untreated. These will lead to more leaks into the building and exacerbation of mold and mildew conditions. Additionally, loose plaster and the finish system will start to detach from the concrete base structure, creating a hazardous condition for persons walking under the building structure. The deterioration of the joints and sealants in these areas, if unrepaired, will cause the current leaks now to become bigger. These joints are crucial to the structural integrity of the building. Further deterioration of these joints will lead to bigger leaks, delamination of building finishes, and more problems in the near future.

c. Alternatives Considered and Impact If Project Is Deferred.

If minimal interventions, such as painting with latex or an elastomeric paint, were made to temporarily mitigate the problem, they would simply delay the inevitable fixes for a few years at best. Paint, alone, will not restore the building envelope's integrity and may, in fact, exacerbate the problem by trapping moisture already in the building envelope system behind it. Spot replacements of some damaged flashings may help but would not likely address issues related to differential movement of elements of the building envelope system.

d. Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct).

The building will be quite functional, with all areas of the courthouse being available to the public. Well-designed and executed repairs followed by diligent inspection and maintenance should prevent untimely recurrence of the problems of water intrusion through the building envelope.

e. Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year).

Diligent maintenance will reduce regular expenditures for physical plant repair and major renovations. This relatively "new" building is about ten years old. Regular expenditures for basic maintenance will keep it functional, safe and an asset to the public infrastructure of the Judiciary.

f. Additional Information:

Due to nature/extent of water intrusion into the building and potential for development of mold and/or other damages, Judiciary will fund Planning/Design for this project out of FY 2014-2015 Lump Sum moneys, and thereby expedite our ability to move to Construction before the water intrusion problem gets out of hand.

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

EXPENDING AGENCY: JUD		
USER PROGRAM ID		CAPITAL PROJECT NUMBER
DEPT	NUMBER	NUMBER
JUD	601	-----

ISLAND
STATEWIDE

SEN. DIST.
STATEWIDE

REP. DIST.
STATEWIDE

PRIORITY NO.
8 OF 8

PREVIOUS PRIORITY NO.
6 OF 7

PROJECT SCOPE
O / I / R

SCOPE CODES:
 N - NEW
 I - RENOVATION
 A - ADDITION
 R - REPLACEMENT
 O - ONGOING

DATE
27-Dec-2014

PROJECT TITLE: LUMP SUM C I P FOR JUDICIARY FACILITIES, STATEWIDE (for Fiscal Biennium 2015-2017)

PROJECT DESCRIPTION: Plans, design, construction, and equipment for the general alterations, upgrades, and improvements to Judiciary facilities, statewide.

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)					APPROPRIATIONS (MOF: General Obligation Bond Funds, Unless Otherwise Noted)			TOTAL (POTENTIAL) PROJECT COST				
	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR		ITEM	FY 2011-2012	FY 2012-2013	FUTURE YEARS
PLANS										10	10	(Not Known)	20
LAND												(Not Known)	0
DESIGN										75	75	(Not Known)	150
CONSTRUCTION										2,900	2,900	(Not Known)	5,800
EQUIPMENT										15	15	(Not Known)	30
TOTALS						0		0		3,000	3,000	(Not Known)	6,000

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

This appropriation category focuses on general improvements, renovations, and other pertinent alterations of limited scope at various facilities occupied by the Judiciary across the state. Work performed under the "lump sum" appropriation title are part of the Judiciary's continuing overall effort to improve, renovate, and make pertinent alterations to its facilities across the state. Past projects funded by the previous "remodeling and upgrade" and "architectural barrier removal" appropriations have included renovations of court service areas that directly serve the public, interior alterations to various existing offices and support service facilities (e.g., records storage, telecommunications, etc.), and site and pedestrian-way improvements for Americans with Disabilities Act (ADA) compliance. Other efforts have been modifications for security-related alterations, minor improvements to various court facilities system wide, and most significantly, office interior alteration work prompted by the relocation and reorganization of programs.

Funding under this project title was first authorized by the Legislature under Act 120/2006, as an alternative to the appropriations that the Judiciary had received in previous years dating back to the 1980's for remodeling and upgrading, architectural barrier removal (i.e., physical plant alterations for ADA compliance and concurrent accessibility laws under the Hawai'i Revised Statutes), and similar general facility upkeep and improvement purposes. For Fiscal Biennium 2015-2017, this request again is in recognition of the continuing widespread upkeep and overall improvement needs for the Judiciary's physical facilities across the state.

b. Identification of Need and Evaluation of Existing Situation.

The Judiciary operates out of nearly 45 building locations across the state that require a continuing and constantly changing variety of alterations, improvements, and modifications for basic health and safety, and for improved efficiency. The focus remains on those types of urgent, near-term improvements, renovations, and other pertinent alterations of limited scope at various facilities occupied by the Judiciary, including security-related alterations, emergency repairs, and miscellaneous alteration work prompted by building code or other regulatory compliance requirements.

Situations regularly arise that need priority attention such as safety concerns, occupational safety and health (OSHA) violations, the need to meet building codes and similar requirements, immediate modifications to accommodate disabled persons, immediate changes in programmatic requirements or procedures, and other unforeseen emergencies of a substantive nature. Also, there are limited-scope projects which are often too small to warrant or command separate appropriation status.

c. Alternatives Considered and Impact If Project Is Deferred.

In most cases, the only available alternative is to do without the needed improvement(s). This may result in legal complications and/or problematic building conditions (e.g., non-compliance with facility safety, OSHA, ADA, EPA, current building codes and related regulatory requirements, etc.). If funding is deferred, there may be legal action, official complaints, and unwanted public attention that could result from non-compliance with these kinds of regulatory requirements. Programs would need to continue to deliver service from unsuitable or substandard spaces / facilities. Safety concerns will need to be tolerated until changes are undertaken. Until funding is available to undertake the remedial alterations to the facilities, the Judiciary will be compelled to "make do" in continuing to provide service to the public, despite physical impediments that may exist within its facilities.

d. Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct).

Among the continuing upgrade and improvement needs that are related to the overall lump sum request are the Judiciary's two historic properties in the downtown Honolulu civic center, Ali'iōlani Hale and Kapuāiwa Hale (also referred to as the Kapuāiwa Building). The oldest portions of these two buildings are approximately 120 years old. While major alterations were undertaken at both facilities in the period from the late 1970's through the mid-1980's, including thorough replacements of air conditioning equipment components, exterior and interior windows and doors, and electrical and plumbing systems, most of these elements have sustained the wear and tear of nearly 30 years of continual use, and have reached the age where they are in great need of overhaul, renewal, and/or replacement.

The Judiciary's other, more recently constructed existing buildings, particularly within the First and Second Circuits, for which the Judiciary has primary ownership, upkeep, and maintenance responsibility, are equally in need of major-scale improvements throughout. These include overdue chiller, cooling tower, and air handling equipment replacement and upgrading at Ka'ahumanu Hale, Kauikeaouli Hale, and the 'Ewa District Court facility. Exterior common areas at all three of these facilities, especially damaged, heavily utilized pedestrian walkways, plaza surfaces, and seating areas are also in substantial need of remedial upgrading and improvement.

Similar to the situation at Ali'iōlani Hale and Kapuāiwa Hale, the exterior surfaces of these buildings have weathered 30 or more years without repainting or recoating, and the time has arrived to begin to rectify these longstanding needs. Finally, building and site drainage concerns at all of our facilities remain items that require addressing in the very near term. In the Second Circuit, in the process of seeking building permits for current projects at Hoapili Hale on Maui, the County of Maui has advised that the existing water service lateral lines and sewer manhole construction are not in compliance with its required standards. The County originally threatened to hold up permit authorization until these two conditions are rectified. However, the County has consented to approve those permits on the condition that remediation of the two non-compliant items is completed as soon as funding can be obtained by the Judiciary, and before any further repair- and alteration-type construction takes place at Hoapili Hale. With lump sum funding from earlier biennia, the rectification of the laterals and sewer manhole at our Wailuku, Maui facility is proceeding.

e. Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year).

The limited-scope projects carried out under this appropriation are not expected to have notable impact on future operating requirements, other than enabling continued and effective building usage.

f. Additional Information:

The Judiciary's primary objective in seeking generalized facility upgrade and improvement funding for Fiscal Biennium 2015-2017 is to continue to address the ongoing backlog of these necessary and, in many cases, overdue areas of remedial work at our physical plant properties across the state. The Judiciary acknowledges that the restrained economic climate of the past several years continues to challenge the priorities and needs of our existing facilities. At the same time, part of the impetus for this type of work is the recognition of the potential for projects by governmental entities to assist in keeping the economy stimulated through appropriate construction-related activities for our public facility infrastructure. The kinds of remedial activities that we envision would be funded by this appropriation will involve many trades and disciplines, and ideally will promote the kind of economic activity that can benefit the state's economy.