

## 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 four departments – Intergovernmental and Community Relations, Policy and Planning, Support Services, and Human Resources. Further details on the functions and activities of the programs in each of the categories can be found in Table 2.

**ECONOMIC IMPACT:** The Judiciary is very mindful of the State's economic situation and continuing budget deficit concerns as a result of the slowed rate of growth in general fund revenue collections for the current fiscal biennium. These economic and revenue conditions, and the actions taken as a result of these conditions, have had severe effects on the Judiciary these past few years – 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 2011, the Judiciary's budget base was reduced by 13.1%, or \$19.3 million, and 79 vacant positions, or 4% of its authorized permanent staffing, were eliminated, although 22 new positions were provided for Kapolei. As a result, the Judiciary had to take various cost cutting measures, including significantly reducing expenditures for electricity, purchase of service (POS) contracts, guardian ad litem/legal counsel services, per diem judges, overtime, repair and maintenance, travel, temporary hire positions, forms/supplies/printing, and other miscellaneous items. Although funding for employee furloughs was restored beginning in FY 2012, a significant offset of more than \$4.1 million was taken to reflect the 5% reduction in State government employee wages. Further, the downward trend in resources available for basic Judiciary operating expenses was continued with the Legislature cutting an additional lump-sum of \$2 million from the Judiciary's budget base.

During the 20 months that furloughs were in effect in the Judiciary, more than 600,000 staff hours were lost. Even with the end of the two-day-per-month employee furloughs, the impact of these budget and personnel reductions is still being felt throughout the Judiciary and Hawai'i, especially considering that the Judiciary has no control over its workload and must now accommodate that workload with less financial resources and people. Taken together, these conditions have resulted in justice being delayed as cases and hearings take longer to get heard and resolved, and in the elimination or reduction of important services being provided by or through the Judiciary. During the furlough period, significant problems arose in scheduling trials and hearings as fewer days were available for scheduling, and because prosecutors, public defenders, and sheriffs did not all have the same furlough days as the Judiciary. With fewer days, there were more continuances which exacerbated the scheduling problems, and contributed to overcrowded calendars. The judges pointed out that they had less time to devote to individual cases.

Hawaii's families and most vulnerable citizens have been significantly impacted by the budget cuts and staff reductions. For example, between FY 2009 and FY 2011, the median age for adjudicating Family Court felony cases increased by 32%. The time it took to resolve an uncontested divorce increased by 29%. The wait time for children to participate in the Kids First program in Kapolei, which seeks to alleviate the impacts of divorce by having children attend group counseling sessions, increased.

Justice has been delayed in civil cases as well. The number of pending civil cases at the end of the fiscal year increased by 122% in our district courts and 32% in our circuit courts from FY 2008 through FY 2011. Not surprisingly, since the resources available to address that increased caseload were reduced, the median age of pending circuit court civil cases increased by more than 32% between FY 2009 and FY 2011. Prolonging the time it takes to resolve these civil disputes increases the cost and uncertainty of litigation and hinders our community's efforts at economic recovery.

As mentioned above, the budget situation resulted in the Judiciary reducing funding for POS contracts; actual POS contract expenditures decreased by almost \$2.8 million (23%) between FY 2009 and FY 2011. 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 (DV) 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 severely impacted treatment courts and resulted in fewer services being available and fewer clients served, and longer waits to access services resulting in less adherence to program goals and a slow-down in admittance. For example, between FY 2009 and FY 2011, expenditures for DV with Domestic Violence Action Center on Oahu decreased by 30% and with Child and Family Services on the Big Island by 40%; for substance abuse treatment for adults with Aloha House on Maui by 63% and for juveniles with Maui Youth and Family Services by 49%; for residential and shelter treatment services with Salvation Army on the Big island by 44%; and for juvenile client and family services with Parents and Children Together on Oahu by 30%. If further budget reductions or other conditions caused the Judiciary to have make further cuts in its POS contracts, many of which serve its specialty courts, the long-term effect to the State could be vastly increased costs to the prison, welfare, law enforcement, social services systems, and judicial communities.

While all the factors mentioned above certainly have affected the breadth, extent, and timeliness of services provided by the Judiciary, we are also very cognizant that the economy is still in the initial stages of recovery. We are also well aware of the need to replenish the State's rainy day and hurricane relief funds, to address the severely underfunded financial condition of the Employee Retirement System, to restore funding to certain State core functions, and to attend to numerous other situations resulting from the economic downturn and lagging general fund revenues during the past few years. Further, this is a supplemental budget year where supplemental resource requests should be kept limited and generally just address unforeseen developments, inadvertent oversights, and special circumstances. Considering all these factors, the Judiciary has attempted to strike a balance between significant additional operating program requirements and the severe limitations on general fund resources. Accordingly, the Judiciary's general fund supplemental budget request focuses on maintaining its existing infrastructure, providing very limited resources to ensure the safety and security of juveniles held at the Hale Hoomalu Juvenile Detention Facility (HHJDF) at Kapolei, and continuing certain essential services jeopardized due to recent budget cuts. To that end, we have included a total of ten new positions (including six additional Juvenile Detention Workers for the HHJDF) and only \$1.9 million in additional supplemental general fund resources in our budget request. In addition to the HHJDF positions, these requests also include staffing (four

positions) to provide community service sentencing options in the Second Circuit, and additional monetary resources to continue in-custody substance abuse treatment at the Maui Community Correctional Center and on-call nursing services for juveniles at our Kapolei and Home Maluhia facilities. Resources are also requested to provide for maintenance of essential operating systems and security at the Ronald T.Y. Moon Judiciary Complex, to cover unemployment insurance benefits that will no longer be paid by the Executive Branch, and to expand court interpreter services in accordance with federal mandates.

In the special fund area, \$1,350,000 in additional Indigent Legal Assistance Fund (ILAF) expenditure ceiling is being requested to accommodate the significant increase in revenues expected due to Act 180, SLH 2011 provisions that increase surcharges for indigent legal fees to provide low and moderate income residents with additional access to legal services.

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. Therefore, the Judiciary CIP request largely focuses on existing court buildings (Ali'iōlani Hale, Kauikeaouli Hale, and Hoapili Hale), and involves replacing essential facility components. CIP planning funding has also been included for an environmental assessment to begin the process to provide a status offender shelter and juvenile services center at the former site of the juvenile detention facility on Alder Street. This facility is vital to ensuring the continuum of services necessary to provide for Hawaii's juveniles exhibiting behaviors that could potentially lead to more serious problems with the law as they grow older and become adults.

In sum, the Judiciary recognizes the fiscal constraints imposed by the continuing economic and budget deficit concerns for the fiscal biennium. Our general fund budget request therefore is slightly more than \$134.5 million, which is just \$1.9 million more than our current budget base and still significantly less than our FY 2009 budget base of \$150 million. At the same time, we are also extremely concerned about the significant impact that the current economic environment has and will have on our citizens' access to justice. We believe that our focus on maintaining the Judiciary's existing infrastructure and continuing certain essential services jeopardized due to recent budget cuts indicates our intent to address and balance these concerns.

#### **ALTERNATIVES CONSIDERED:**

**Generating Additional Revenue** – Act 180 of the 2011 Legislative Session increases the surcharge for indigent legal services to expand the delivery of legal assistance to those low and moderate income individuals who are not having their legal needs met. In anticipation of the substantial rise in collections resulting from the fee increases administered over the next two year period, the Judiciary has included a request for a \$1,350,000 increase in the annual expenditure ceiling of the ILAF. This increase is critical to the goal of increasing access to justice by addressing the legal needs of those who do not have the financial means to seek assistance on their own. Without the ceiling increase, the projected increase in collections associated with Act 180 will remain inaccessible and the intended beneficiaries will be precluded from receiving the legal services they require. The use of ILAF funds provides increased access to justice to low and moderate income individuals without the use of additional general fund resources.

In 2010, the Judiciary submitted a bill with its legislative package to increase the traffic abstract fee from \$7 to \$10; the Legislature in turn increased this fee to \$20. In FY 2011, the increase in traffic abstract fees

brought in approximately \$2 million in additional State general fund revenues, and it is expected that this additional \$2 million in revenues will continue in future years.

**Shifting General Funded Operational Costs to Non-general Funds** – To complement scarce State general fund resources, the Judiciary’s Spouse and Child Abuse Special Fund (SPSF) provides resources to support statewide spouse and child abuse intervention or prevention activities. The SPSF is established by Section 601-3.6, HRS, and the proceeds of the account are used for staff programs, and grants or purchases of service that support or provide spouse or child abuse intervention or prevention activities. Since the creation of this special fund by the 1994 Legislature, the Judiciary has utilized its resources for a broad range of innovative programs relating to the prevention of family violence, including parenting classes, keiki intervention services, and activities geared toward reducing incidences of family violence and child abuse in the community. The SPSF continues to enable the Judiciary to develop and maintain a proactive stance in responding to the issues of DV and child abuse and neglect. One of the major benefits derived from the establishment of the fund has been the ability to provide funding for a comprehensive range of services and activities that could not have been supported without SPSF resources. As a direct result of SPSF resources, services to victims of DV and child abuse have improved, and access to effective intervention services to DV offenders has been expanded. Authorization to expend these special funds is provided by the legislatively authorized ceiling appropriated each year. In order to better fulfill the First Circuit’s mission without increasing the use of scarce general fund resources, the Judiciary last year requested and received authorization to increase the prior \$507,722 SPSF expenditure ceiling by \$92,278 each year to \$600,000 annually. The additional ceiling authorization provided for the purchase of additional DV services including counseling and advocacy services for 25 victims, as well as counseling services for 25 – 35 children (and their parents) who have been exposed to DV, and supervised child visitation services for 25 – 30 families. The Judiciary also is using the additional ceiling authorization to provide a minimum of one day of DV intervention training at the annual Family Court Symposium that is attended by Family Court Judges and staff. This training ensures that all Family Court Judges and staff involved in addressing acts of DV receive the most up-to-date and comprehensive information on treating DV. Providing such training at the Symposium is invaluable, as Family Court Judges and Judiciary staff have the opportunity to convene and learn from each other while discussing common themes and issues relevant to preventing instances of DV and child abuse.

The Judiciary has received a \$200,000 federal grant to provide treatment to 40 additional non-violent, mentally ill offenders, many of whom have co-occurring problems with substance abuse. The grant, which was awarded by the Office of Justice Programs of the U.S. Department of Justice, will fund 30 additional treatment slots for the Hawaii Drug Court and 10 additional treatment slots for the Mental Health Court for two years. Also, a portion of the grant will be used to put on two workshops for probation officers and community-based treatment providers who work with offenders who have a mental health disorder.

Increasing the expenditure ceiling of the SPSF, and the use of available federal grant funds, helps the Judiciary to improve the quality and quantity of DV services by ensuring that Family Court Judges and staff receive training on the latest, most effective means of addressing and preventing future instances of DV, and provides treatment services to additional court clients, without requesting additional general fund resources.

**Outsourcing Activities Performed by Eliminated Personnel** – No activities have been outsourced as a result of eliminated positions or personnel.

**Consolidation/Elimination of Programs** – The Judiciary eliminated the lunch and learn the law program, and the size of the Public Information Office and the Internal Audit Office was significantly reduced. Further, the Honolulu Traffic Violations Bureau’s night operating schedule, which was previously reduced from five to one open night a week to serve the public, is now closed at night altogether. It is hoped that the Judiciary’s internet and telephone payment systems and the fact that traffic abstracts and other documents can be obtained at any district court will continue to meet the needs of the large majority of those who were formerly served during evening hours. Questions regarding traffic citations can also be addressed by contacting any district court.

With the opening of the Ronald T.Y. Moon Court Complex in Spring 2010, the Waianae District Courthouse was closed and its functions were moved to Kapolei. The Puna District Courthouse on the Big Island was closed on August 1, 2009 and its cases were transferred to the new Hilo Court Complex. In early FY 2011, sheriff and related budget issues necessitated the closing of the rural courthouses in North Kohala, Hamakua, and Ka’u on the Big Island, requiring court customers to make a 20 to 60 minute drive to another courthouse.

Also, since the loss of a significant number of positions during the 2009 legislative session, programs have been trying to do more with less. One approach has been to consolidate programs/functions, restructure, maximize staff resources, re-establish/regroup to provide services, etc. In this regard, since July 1, 2010, nine staff reorganizations have occurred and one more is in progress.

**This concludes** the overview section of our testimony. It should be noted that the 22 tables and the organizational charts requested by the December 15, 2011 Budget Briefing Instructions follow this overview section.

Judiciary

Table 1

Department-Wide Budget Summary

Fiscal Year 2012				
Act 61/11 Appropriation	Restriction	Emergency Appropriation	Total FY12	MOF
\$ 132,665,657.00			\$ 132,665,657.00	A
\$ 10,932,910.00			\$ 10,932,910.00	B
			\$ -	N
			\$ -	R
			\$ -	S
			\$ -	T
			\$ -	U
			\$ -	V
\$ 343,261.00			\$ 343,261.00	W
			\$ -	X
\$ 143,941,828.00	\$ -	\$ -	\$ 143,941,828.00	Total
Fiscal Year 2013				
Act 61/11 Appropriation	Reductions	Additions	Total FY13	MOF
\$ 132,665,657.00		\$ 1,870,077.00	\$ 134,535,734.00	A
\$ 10,932,910.00		\$ 1,350,000.00	\$ 12,282,910.00	B
			\$ -	N
			\$ -	R
			\$ -	S
			\$ -	T
			\$ -	U
			\$ -	V
\$ 343,261.00			\$ 343,261.00	W
			\$ -	X
\$ 143,941,828.00	\$ -	\$ 3,220,077.00	\$ 147,161,905.00	Total

Judiciary  
Prioritized List of Functions

Table 2

<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.		
3	State Law Library System			
	The State Law Library System provides legal reference sources and services to the courts, the legal community, and the public. It collects, organizes, and	The State Law Library System collects, organizes, and disseminates information and materials relating to legal research		

Judiciary  
 Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
	disseminates information and materials relating to legal research and judicial administration through the central collection in Honolulu and satellite collections in the Second, Third, and Fifth Circuit Courts. Chamber libraries also are furnished and maintained for each district, circuit, and appellate court judge statewide.	and judicial administration in order to enhance the effectiveness of the judicial process.		
	Lower Court Programs*		JUD 310	Article VI of the Hawaii State Constitution HRS Section 603 HRS Section 604
1	Adjudication		JUD 320	
	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		

Judiciary  
 Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		<p>person") proceedings. Circuit Courts have exclusive jurisdiction in civil cases involving amounts greater than \$25,000, and concurrent jurisdiction with District Courts in civil cases involving amounts between \$10,000 and \$25,000. Jury trials are conducted exclusively by Circuit Court 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).</p>		
3	<p>Client Services</p>			
	<p>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.</p>	<p>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</p>		

Judiciary  
 Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		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.		
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</p>		

Judiciary  
 Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		<p>supervising and treating juveniles under legal status with the court. Family Court activities also include Foster Home placement and providing guardians ad-litem.</p>		
		<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</p>		

Judiciary  
Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		<p>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 \$25,000. If the amount in controversy 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 \$3,500). The civil divisions of the District Courts also handle temporary restraining orders and injunctions against harassment for non-household members.</p>		
<p>*all functions are an integral part of the Judiciary operation and are dependent on one another.</p>				
<p>Overall Judiciary Administration*</p>				
1	Office of the Administrative Director of the Courts		JUD 601 JUD 501	Article VI of the Hawaii State Constitution
	<p>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</p>	<p>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</p>		<p>HRS Section 601 HRS Section 6F HRS Section 551A HRS Section 588 HRS Section 613</p>

Judiciary  
 Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
	<p>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 Administrative Director provides direction to the respective Chief Court Administrators and other managers.</p>	<p>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.</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; and providing equality and accessibility in the State's justice system.</p>		

Judiciary  
Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
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.	The planning, program evaluation, budgeting, statistical, capital improvement, affirmative action, audit, legislative coordination, and administrative drivers' license revocation functions are carried out by the Policy and Planning Department. The financial, purchasing, data processing, reprographics, telecommunications, and records management functions are performed within the Support Services Department. The Human Resources Department manages centralized programs of recruitment, compensation, record keeping, employee and labor relations, employee benefits, and continuing education.		
3	Intergovernmental and Community Relations			
	The Intergovernmental and Community Relations 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: staff attorneys, public information, alternative dispute resolution, volunteers in public service, equality and access to the courts, children's justice advocacy, public guardian, and the Judiciary History Center.	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		

Judiciary  
 Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
		allows the Commission to issue advisory opinions to aid judges in the interpretation of the Code of Judicial Conduct.		
4	<p><b>Policy and Planning</b></p> <p>The Policy and Planning Department plans, directs, and coordinates the operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: budget, statistics, capital improvements, planning, program evaluation, internal audit, affirmative action and equal employment opportunity, legislative coordinating / special projects, and administrative driver's license revocation.</p>			
5	<p><b>Support Services</b></p> <p>The Support 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), fiscal office in administration, information technology and communication services, information management, records management, and reprographics.</p>			

Judiciary  
 Prioritized List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
6	Human Resources			
	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.			
*all functions are an integral part of the Judiciary operation, and are dependent upon one another.				

Judiciary  
Resources by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 61/11 (FY12)			Judiciary's Submittal (FY13)			Percent Change of \$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
JUD 101	Courts of Appeal	A	79.00	-	\$ 6,725,035	79.00	-	\$ 6,725,035	0.0%
		W	-	-	\$ 243,261	-	-	\$ 243,261	0.0%
JUD 310	First Circuit	A	1,057.50	38.00	\$ 68,247,563	1,063.50	38.00	\$ 69,353,842	1.6%
		B	41.00	-	\$ 4,002,620	41.00	-	\$ 4,002,620	0.0%
JUD 320	Second Circuit	A	205.00	-	\$ 14,120,020	209.00	-	\$ 14,449,090	2.3%
JUD 330	Third Circuit	A	223.00	1.00	\$ 16,673,734	223.00	1.00	\$ 16,673,734	0.0%
JUD 350	Fifth Circuit	A	97.00	-	\$ 6,411,853	97.00	-	\$ 6,411,853	0.0%
JUD 501	Judicial Selection Commission	A	1.00	-	\$ 85,940	1.00	-	\$ 85,940	0.0%
JUD 601	Administration	A	213.00	6.00	\$ 20,401,512	213.00	6.00	\$ 20,836,240	2.1%
		B	1.00	9.00	\$ 6,930,290	1.00	9.00	\$ 8,280,290	19.5%
		W	-	-	\$ 100,000	-	-	\$ 100,000	0.0%
		A	1,875.50	45.00	132,665,657	1,885.50	45.00	134,535,734	1.4%
		B	42.00	9.00	10,932,910	42.00	9.00	12,282,910	12.3%
		W	-	-	343,261	-	-	343,261	0.0%

Judiciary  
Current Year (FY12) Restrictions

Table 4

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 61/11 Appropriation</u>	<u>Impact</u>
None.				

Judiciary  
Proposed Budget Reductions

Table 5

<u>Request</u>					<u>Pos (P)</u>	<u>Pos (T)</u>		<u>Carry-over?</u>
<u>Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$\$ FY13</u>	<u>(Y/N)</u>
None.								

Judiciary  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
HS	JUD 310	Positions/Funds for Detention Facility Security	Six (6) Juvenile Detention Workers	A	6.00	-	\$ 231,624
HS	JUD 310	On-Call Nursing Services	Services at Hale Hoomalu and Home Maluhia	A	-	-	\$ 100,000
FC	JUD 310	Maintaining Facility Operating Systems	Ronald T. Y. Moon Judiciary Complex	A	-	-	\$ 696,446
HS	JUD 310	Contract Security Guard Services	Ronald T. Y. Moon Judiciary Complex	A	-	-	\$ 78,209
AP	JUD 320	Maui Adult Community Services Sentencing	Services Discontinued by Department of Public Safety	A	4.00	-	\$ 143,070
AP	JUD 320	Maui Drug Court In-Custody Treatment	County of Maui Discontinued Funding Support	A	-	-	\$ 186,000
FC	JUD 601	Unemployment Insurance Benefits	Funding Discontinued by Executive Branch	A	-	-	\$ 200,000
HS	JUD 601	Expansion of Court Interpreter Services	For Limited English Proficient Court Users	A	-	-	\$ 234,728
O	JUD 601	Special Fund Ceiling Increase	Indigent Legal Assistance Fund	B	-	-	\$ 1,350,000
				A	10.00	-	\$ 1,870,077
				B	-	-	\$ 1,350,000

Judiciary  
Non-General Fund Balances

Table 7

Name of Fund	Statutory Reference	MOF	<u>Beginning FY12 Unencumbered Cash Balance</u>	<u>Estimated FY12 Revenues</u>	<u>Estimated FY12 Expenditures and Encumbrances</u>	<u>Estimated FY12 Net Transfers</u>	<u>Estimated FY12 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs*</u>
Parent Education Special Fund	607-5.6, HRS	B	\$ 303,226	\$ 148,000	\$ 157,574	\$ -	\$ 293,652	None
Driver Education and Training Special Fund	286G-2, HRS	B	\$ 914,598	\$ 2,409,312	\$ 2,089,553	\$ -	\$ 1,234,357	None
Probation Services Special Fund	706-649, HRS	B	\$ 798,311	\$ 241,000	\$ 425,371	\$ -	\$ 613,940	None
Spouse and Child Abuse Special Account	601-3.6, HRS	B	\$ 933,988	\$ 426,000	\$ 600,000	\$ -	\$ 759,988	None
Judiciary Computer System Special Fund	Act 203/96, Act 299/99, Act 216/03, Act 230/04, Act 231/04	B	\$ 3,630,107	\$ 5,984,700	\$ 6,380,290	\$ -	\$ 3,234,517	None
Indigent Legal Assistance Fund	Act 121/98, Act 131/01, Act 180/11	B	\$ 155,026	\$ 891,932	\$ 366,010	\$ -	\$ 680,948	None
Supreme Court Law Library Revolving Fund	601-3.5, HRS	W	\$ 8,771	\$ 12,497	\$ 14,500	\$ -	\$ 6,768	None
Court Interpreter Services Revolving Fund	607-1.5, HRS	W	\$ 37,316	\$ 17,590	\$ 25,000	\$ -	\$ 29,906	None

\*At this time there are no Judiciary special or revolving funds with balances in excess of program needs. Judiciary funds are self-sustaining and require year-end cash carryover balances to ensure long-term fund solvency. Each year, fund revenues collected are added to prior year cash carryover balances to provide the operating resources which support the planned program operations of each Judiciary fund. Therefore, although cash carryover balances may appear to be in "excess" of program needs, this is not the case. In some years annual fund operating requirements have exceeded annual fund revenues meaning that funds were only able to carry out planned program activities and remain solvent by accessing carryover cash balances. Regarding the Driver Education and Training Special Fund (DETF), the recent transfer-out of -\$1.5 million to the State General Fund has significantly reduced the carryover cash balance, and created the potential for a "cash-flow" fund deficit. More specifically, the significant reduction in DETF carryover cash balance due to the transfer-out of the -\$1.5 million leaves the DETF vulnerable to fund insolvency if the payment of required operating expenses from the DETF is not matched by a timely offsetting revenue deposit.

Judiciary  
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>MOF</u>	<u>Pos (P) FY12</u>	<u>Pos (T) FY12</u>	<u>\$\$\$ FY12</u>
None.					

Judiciary  
Budget Decisions

Table 9

<u>Prog ID</u>	<u>Description</u>	<u>MOF</u>	<u>Initial Department Request</u>			<u>Budget and Finance Recommendation</u>			<u>Governor's Decision</u>		
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
Not Applicable to the Judiciary.											

Judiciary  
 Program Review Proposals

Table 10

<u>Prog ID</u>	<u>Description</u>	<u>MOF</u>	<u>Budget and Finance Proposal</u>			<u>Department Proposal</u>			<u>Governor's Final Decision</u>		
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
Not Applicable to the Judiciary.											

Judiciary  
Position Vacant as of November 30

Table 11

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
JUD310	4/10/2001	59432	Law Clerk	20	73	T	1	G	46,010	3,335.00	Y	Y	N
JUD310	11/21/2011	25442	Clerk IV	10	3	P	1	G	25,050	2,197.00	N	Y	N
JUD310	5/23/2011	58124	Social Worker VI	26	13	P	1	G	68,554	5,624.00	N	Y	N
JUD310	11/5/2011	58524	IT Support Technician III	17	3	P	1	G	32,956	3,006.00	N	Y	N
JUD310	8/29/2011	58191	Judicial Clerk II	12	3	P	1	G	29,263	2,378.00	N	Y	N
JUD310	9/16/2011	57811	Account Clerk III	11	3	P	1	G	29,263	2,567.00	N	Y	N
JUD310	10/3/2011	5888	Account Clerk IV	13	3	P	1	G	28,168	2,567.00	N	Y	N
JUD310	9/7/2011	500169	Clerk III	8	3	P	1	S	24,385	2,114.00	N	Y	N
JUD310	11/1/2011	58242	Social Worker IV	22	13	P	1	G	60,908	3,608.00	N	Y	N
JUD310	11/8/2011	19220	Social Worker IV	22	13	P	1	G	50,089	4,394.00	N	Y	N
JUD310	3/22/2011	500286	Social Worker IV	22	13	T	1	G	40,037	3,798.00	N	Y	N
JUD310	4/12/2011	500287	Social Worker IV	22	13	T	1	G	40,037	3,798.00	N	Y	N
JUD310	8/26/2011	59484	Social Worker V	24	23	P	1	G	48,150	4,062.00	N	Y	N
JUD310	11/8/2011	59529	Drug Ct Subst Abuse Cnslr II	18	13	P	1	G	41,132	3,087.00	N	Y	N
JUD310	9/1/2011	59480	Social Worker IV	22	13	P	1	G	42,789	3,608.00	N	Y	N
JUD310	9/24/2011	59479	Drug Ct Subst Abuse Cnslr I	16	13	P	1	G	41,132	2,852.00	N	Y	N
JUD310	4/1/2004	25738	Driver Education Officer	24	13	P	1	S	54,823	4,112.00	N	Y	N
JUD310	10/19/1999	19272	Driver Educ Asst I	15	3	P	1	S	28,534	2,672.00	N	Y	N
JUD310	12/14/1998	57783	Driver Educ Asst I	15	3	P	1	S	37,039	2,672.00	N	Y	N
JUD310	12/30/2006	26900	Illustrator II	17	3	P	1	S	53,363	4,680.00	N	Y	N
JUD310	7/18/2011	7728	Juvenile Detention Worker II	5	10	P	1	G	37,688	3,480.00	N	Y	N
JUD310	11/19/2011	500190	Social Worker IV	22	13	T	1	G	54,061	3,608.00	N	Y	N
JUD310	2/2/2009	500191	Social Worker IV	22	13	T	1	G	57,023	4,809.00	N	Y	N
JUD310	4/30/2011	14893	Court Reporting Services Mgr	29	4	P	1	G	81,247	7,502.00	N	Y	N
JUD310	7/1/2011	14894	Court Reporter II	25	3	P	1	G	45,063	4,161.00	N	Y	N
JUD310	8/6/2011	4728	Attorney(PROG)1	24	13	P	1	G	58,590	5,140.00	N	Y	N
JUD310	9/1/2011	19229	District Court Clerk II	17	3	P	1	G	46,872	4,112.00	N	Y	N
JUD310	10/25/2011	57540	Court Bailiff II	15	3	P	1	G	28,168	2,776.00	N	Y	N
JUD310	9/14/2011	57781	Circuit Court Clerk II	20	3	P	1	G	40,081	3,804.00	N	Y	N
JUD310	10/24/2011	59643	Court Bailiff I	13	3	P	1	G	37,039	2,471.00	N	Y	N
JUD310	11/21/2011	4722	Clerk III	8	3	P	1	G	26,024	2,283.00	N	Y	N
JUD310	9/2/2011	58866	Clerk III	8	3	P	1	G	23,166	2,032.00	N	Y	N
JUD310	11/15/2011	58202	Clerk III	8	3	P	1	G	23,166	2,032.00	N	Y	N
JUD310	10/25/2011	57800	Judicial Clerk II	12	3	P	1	G	28,168	2,378.00	N	Y	N
JUD310	11/1/2011	58149	Court Documents Clerk III	19	3	P	1	G	50,695	4,447.00	N	Y	N
JUD310	10/3/2011	57590	Judicial Clerk II	12	3	P	1	G	23,166	2,471.00	N	Y	N

Judiciary  
Position Vacant as of November 30

Table 11

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
JUD310	9/10/2011	25261	Judicial Clerk II	12	3	P	1	G	23,166	2,471.00	N	Y	N
JUD310	7/25/2011	23387	Judicial Clerk II	12	3	P	1	G	32,956	2,378.00	N	Y	N
JUD310	7/1/2011	23383	Judicial Clerk I	10	3	P	1	G	34,267	3,164.00	N	Y	N
JUD310	12/31/2010	57235	Judicial Clerk II	12	3	P	1	G	40,081	3,701.00	N	Y	N
JUD310	11/1/2011	23449	Judicial Clerk II	12	3	P	1	G	32,956	2,891.00	N	Y	N
JUD310	9/1/2011	23382	Judicial Clerk II	12	3	P	1	G	40,081	3,516.00	N	Y	N
JUD310	10/1/2011	27908	Judicial Clerk V	18	4	P	1	G	46,872	4,112.00	N	Y	N
JUD310	8/16/2011	57883	Judicial Clerk II	12	3	P	1	G	30,465	2,567.00	N	Y	N
JUD320	6/9/2011	1276	District Judge	6	0	P	1	G	124,447	10,691.30	Y	Y	N
JUD320	11/1/2011	58142	Judicial Clerk III	14	3	P	1	G	32,311	2,672.00	N	Y	N
JUD320	7/1/2011	59683	Social Worker V	24	13	P	1	G	69,997	5,852.00	N	Y	N
JUD320	6/1/2011	500516	Clerk III	8	3	T	1	G	0	2,139.00	N	Y	N
JUD320	11/29/2011	500098	Social Worker II	18	13	P	1	G	33,196	3,087.00	N	Y	N
JUD320	10/3/2011	500099	Social Worker IV	22	13	P	1	G	35,927	3,087.00	N	Y	N
JUD320	10/28/2011	500015	Social Worker VI	26	23	P	1	G	57,523	4,942.00	N	Y	N
JUD320	11/14/2011	59220	Judicial Clerk II	12	3	P	1	G	33,338	2,378.00	N	Y	N
JUD320	8/29/2011	58853	Judicial Clerk II	12	3	P	1	G	27,678	2,567.00	N	Y	N
JUD320	6/6/2011	58332	Judicial Clerk II	12	3	P	1	G	42,551	2,503.00	N	Y	N
JUD330	10/17/2011	500113	Social Worker IV	22	13	P	1	G	48,367	3,905.00	N	Y	N
JUD330	5/3/2011	58917	Judicial Clerk III	14	3	P	1	G	27,678	2,139.00	N	Y	N
JUD350	10/28/2011	57676	Social Worker II	18	13	P	1	G	38,521	3,210.00	N	Y	N
JUD350	11/1/2011	26939	District Court Clerk II	17	3	P	1	G	33,997	2,891.00	N	Y	N
JUD601	11/1/2011	58314	Secretary III	16	3	P	1	G	33,311	2,776.00	N	Y	N
JUD601	11/1/2011	12872	Library Technician VI	14	3	P	1	G	36,381	3,126.00	N	Y	N
JUD601	4/26/2008	500403	DUI Clerk	10	3	T	1	G	0	2,224.00	Y	Y	N
JUD601	4/11/2011	24063	Dir of Security & Emerg Mgmt	5	35	P	1	G	28,168	2,813.00	N	Y	N
JUD601	7/1/2011	500425	JIMS Spclt (Bus Analyst)	26	23	T	1	S	82,000	6,833.33	Y	Y	N
JUD601	10/3/2011	57119	IT Specialist III	20	13	P	1	G	37,039	3,335.00	N	Y	N
JUD601	9/10/2011	58505	IT Support Technician II	15	3	P	1	G	36,070	3,006.00	N	Y	N
JUD601	6/1/2011	58177	IT Support Technician II	15	3	P	1	G	43,867	2,813.00	N	Y	N

**Department of Judiciary  
Personnel Separations**

TABLE 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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>
<b>Report for: July - September 2010</b>											
Jud 101 - Courts of Appeal	9/1/10	00000206	Chief Justice	NoSR/Step	00	Permanent Exempt	G	1.00	152,030	1.00	156,727
Jud 101 - Courts of Appeal	9/1/10	00003312	Exec Secy to the Chief Justice	SR26	63	Permanent Exempt	G	1.00	77,592	1.00	79,992
Jud 101 - Courts of Appeal	9/1/10	00019606	Administrative Law Clerk	SR22	73	Permanent Exempt	G	1.00	58,223	1.00	60,024
Jud 101 - Courts of Appeal	9/1/10	00027461	Law Clerk	SR20	73	Permanent Exempt	G	1.00	58,223	1.00	55,500
Jud 101 - Courts of Appeal	9/1/10	00012892	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/14/10	00012739	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/24/10	00027462	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/14/10	00000210	Associate Justice	NoSR/Step	00	Permanent Exempt	G	1.00	146,594	1.00	151,118
Jud 101 - Courts of Appeal	9/15/10	00012257	Judicial Assistant II	SR23	63	Permanent Exempt	G	1.00	61,308	1.00	68,388
Jud 101 - Courts of Appeal	9/1/10	00012281	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/15/10	00027464	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	8/26/10	00008538	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/1/10	00057261	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/1/10	00057720	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	8/26/10	00500369	Attorney	SR28	73	Permanent Civil Service	G	1.00	86,183	1.00	88,848
Jud 101 - Courts of Appeal	9/1/10	00057262	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/1/10	00057721	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/1/10	00059187	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/1/10	00500066	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/1/10	00500069	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	7/1/10	00058830	Court Documents Clerk III	SR19	03	Permanent Civil Service	G	1.00	54,824	1.00	54,012
Jud 310 - 1st Circuit	9/1/10	00023424	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/15/10	00057877	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/16/10	00058003	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	8/10/10	00023507	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	7/31/10	00057251	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/1/10	00025311	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/1/10	00058008	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	8/3/10	00026894	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/1/10	00026894	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	8/28/10	00027005	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/1/10	00059228	Law Clerk	SR20	73	Permanent Exempt	G	1.00	57,023	1.00	53,352
Jud 310 - 1st Circuit	9/1/10	00058583	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/4/10	00059673	Law Clerk	SR20	73	Permanent Exempt	G	1.00	52,725	1.00	53,352
Jud 310 - 1st Circuit	9/25/10	00059474	Law Clerk	SR20	73	Temporary Exempt	G	1.00	23,015	1.00	53,352
Jud 310 - 1st Circuit	7/31/10	00058579	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	7/28/10	00059105	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/30/10	00058032	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296

**Department of Judiciary  
Personnel Separations**

TABLE 12

<u>Prog ID/Org</u>	<u>Separation</u>	<u>Position</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual Salary</u>
	<u>Date</u>	<u>Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	
Jud 310 - 1st Circuit	7/31/10	00057529	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	47,960	1.00	46,176
Jud 310 - 1st Circuit	9/1/10	00058250	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	7/23/10	00057973	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	8/9/10	00058301	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	9/11/10	00500436	Social Service Assistant IV	SR11	03	Temporary Civil Service	G	1.00	0	1.00	28,836
Jud 310 - 1st Circuit	7/31/10	00500424	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	42,144	1.00	60,024
Jud 310 - 1st Circuit	8/28/10	00057398	Clerk III	SR08	03	Permanent Civil Service	G	1.00	25,365	1.00	25,668
Jud 310 - 1st Circuit	8/11/10	00057034	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	41,633	1.00	42,132
Jud 310 - 1st Circuit	7/1/10	00058242	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	67,488
Jud 310 - 1st Circuit	7/1/10	00058126	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	40,025	1.00	38,988
Jud 310 - 1st Circuit	9/16/10	00058535	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	47,412
Jud 310 - 1st Circuit	9/9/10	00058533	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	43,297	1.00	38,988
Jud 310 - 1st Circuit	9/16/10	00009626	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	62,962	1.00	67,488
Jud 310 - 1st Circuit	7/1/10	00057560	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	78,022	1.00	82,128
Jud 310 - 1st Circuit	7/2/10	00058964	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	37,506	1.00	32,424
Jud 310 - 1st Circuit	9/3/10	00004785	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	38,988	1.00	41,040
Jud 310 - 1st Circuit	7/7/10	00016873	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	45,576
Jud 310 - 1st Circuit	7/27/10	00004767	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	57,023	1.00	45,576
Jud 310 - 1st Circuit	7/14/10	00500206	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	48,746	1.00	51,312
Jud 310 - 1st Circuit	8/5/10	00058687	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	26,368	1.00	28,836
Jud 310 - 1st Circuit	7/28/10	00059194	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	59,303	1.00	42,132
Jud 310 - 1st Circuit	7/10/10	00059088	Juvenile Counselor I	SR16	13	Temporary Civil Service	G	1.00	36,048	1.00	36,026
Jud 310 - 1st Circuit	8/17/10	00023082	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	34,690	1.00	33,756
Jud 310 - 1st Circuit	8/16/10	00057059	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	37,483	1.00	41,040
Jud 310 - 1st Circuit	8/31/10	00058183	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,191	1.00	44,412
Jud 310 - 1st Circuit	9/28/10	00057436	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	37,506	1.00	41,040
Jud 310 - 1st Circuit	7/12/10	00057115	Court Documents Clerk III	SR19	03	Permanent Civil Service	G	1.00	42,191	1.00	44,412
Jud 310 - 1st Circuit	7/1/10	00004786	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	39,480
Jud 310 - 1st Circuit	9/16/10	00014525	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,385	1.00	28,836
Jud 310 - 1st Circuit	8/30/10	00025259	Judicial Clerk IV	SR16	03	Permanent Civil Service	G	1.00	43,867	1.00	46,176
Jud 310 - 1st Circuit	8/2/10	00027894	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,385	1.00	28,836
Jud 310 - 1st Circuit	9/16/10	00058146	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,385	1.00	28,836
Jud 310 - 1st Circuit	8/2/10	00023381	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	28,534	1.00	30,036
Jud 310 - 1st Circuit	9/30/10	00014466	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	43,867	1.00	46,176
Jud 310 - 1st Circuit	7/26/10	00058085	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	7/31/10	00019270	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	36,070	1.00	37,968
Jud 310 - 1st Circuit	8/3/10	00057524	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	29,651	1.00	42,684
Jud 320 - 2nd Circuit	8/14/10	00023704	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 320 - 2nd Circuit	8/13/10	00057772	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 320 - 2nd Circuit	7/31/10	00058211	Groundskeeper I	BC02	01	Permanent Civil Service	G	1.00	31,870	1.00	33,228

**Department of Judiciary  
Personnel Separations**

**TABLE 12**

<u>Prog ID/Org</u>	<u>Separation</u>	<u>Position</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual Salary</u>
	<u>Date</u>	<u>Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	
Jud 320 - 2nd Circuit	7/9/10	00058562	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	44,209	1.00	38,988
Jud 320 - 2nd Circuit	9/1/10	00500185	Drug Ct Subst Abuse Cnslr III	SR20	13	Permanent Civil Service	G	1.00	42,509	1.00	43,824
Jud 320 - 2nd Circuit	7/21/10	00058942	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	41,403	1.00	42,684
Jud 320 - 2nd Circuit	8/9/10	00059202	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	29,135	1.00	46,176
Jud 330 - 3rd Circuit	9/1/10	00057200	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 330 - 3rd Circuit	8/19/10	00057122	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 330 - 3rd Circuit	9/2/10	00057382	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 330 - 3rd Circuit	8/9/10	00500254	Clerk III	SR08	03	Temporary Civil Service	G	1.00	0	1.00	25,668
Jud 330 - 3rd Circuit	9/16/10	00059241	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	47,852	1.00	49,332
Jud 330 - 3rd Circuit	9/1/10	00059054	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	47,852	1.00	51,312
Jud 330 - 3rd Circuit	9/14/10	00058544	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	55,977	1.00	57,708
Jud 330 - 3rd Circuit	7/12/10	00500112	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	52,834	1.00	51,312
Jud 330 - 3rd Circuit	8/2/10	00059603	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	32,743	1.00	31,212
Jud 330 - 3rd Circuit	7/1/10	00058176	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	32,743	1.00	31,212
Jud 330 - 3rd Circuit	9/1/10	00026945	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	41,403	1.00	42,684
Jud 330 - 3rd Circuit	7/27/10	00500010	Clerk III	SR08	03	Permanent Civil Service	G	1.00	26,923	1.00	27,756
Jud 350 - 5th Circuit	7/31/10	00059312	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	41,289	1.00	38,988
Jud 350 - 5th Circuit	7/31/10	00057126	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	37,209	1.00	33,756
Jud 610 - Admin Programs	7/1/10	00059452	Education Assistant	SR10	03	Permanent Exempt	G	1.00	27,756	1.00	27,756
Jud 610 - Admin Programs	8/20/10	00058785	CJC Program Specialist	SR26	13	Permanent Civil Service	G	1.00	55,500	1.00	55,500
Jud 610 - Admin Programs	8/16/10	00500331	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	27,756	1.00	27,756
Jud 610 - Admin Programs	9/1/10	00059154	Chief DUI Adjudicator	EM05	35	Permanent Exempt	G	1.00	99,660	1.00	99,660
Jud 610 - Admin Programs	8/23/10	00059205	IT Specialist IV	SR22	13	Permanent Civil Service	G	1.00	67,488	1.00	45,576
Jud 610 - Admin Programs	7/31/10	00015275	Human Resources Director	EM08	35	Permanent Civil Service	G	1.00	115,356	1.00	115,356
Jud 610 - Admin Programs	8/2/10	00057168	Human Resources Manager II	EM05	35	Permanent Civil Service	G	1.00	96,420	1.00	96,420
Jud 610 - Admin Programs	8/18/10	00058848	Human Resources Officer	EM01	35	Permanent Civil Service	G	1.00	65,568	1.00	65,568

**Report for: October - December 2010**

Jud 101 - Courts of Appeal	12/11/10	00057438	Court Fiscal Officer I	SR22	13	Permanent Civil Service	G	1.00	68,117	1.00	45,576
Jud 310 - 1st Circuit	12/1/10	00000184	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	10/7/10	00003777	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	12/31/10	00004700	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	57,707	1.00	56,172
Jud 310 - 1st Circuit	11/9/10	00004724	Juvenile Detention Worker I	CO03	10	Permanent Civil Service	G	1.00	39,672	1.00	38,604
Jud 310 - 1st Circuit	12/1/10	00004784	Ct Optns Spclt V	SR24	13	Permanent Civil Service	G	1.00	69,392	1.00	73,044
Jud 310 - 1st Circuit	10/30/10	00004899	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	60,044	1.00	60,744
Jud 310 - 1st Circuit	12/28/10	00007727	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,534	1.00	31,212
Jud 310 - 1st Circuit	12/1/10	00012138	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	60,044	1.00	63,204
Jud 310 - 1st Circuit	12/1/10	00012139	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	62,495	1.00	65,784
Jud 310 - 1st Circuit	11/22/10	00014484	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	26,700
Jud 310 - 1st Circuit	12/31/10	00014536	Social Worker VI	SR26	13	Permanent Civil Service	G	1.00	75,035	1.00	82,128

**Department of Judiciary  
Personnel Separations**

TABLE 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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 310 - 1st Circuit	12/13/10	00014572	Account Clerk II	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	26,700
Jud 310 - 1st Circuit	12/31/10	00014912	Court Documents Clerk I	SR15	03	Permanent Civil Service	G	1.00	49,339	1.00	51,936
Jud 310 - 1st Circuit	12/23/10	00015369	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	26,700
Jud 310 - 1st Circuit	12/1/10	00019230	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	57,707	1.00	60,744
Jud 310 - 1st Circuit	12/23/10	00019266	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	26,368	1.00	32,424
Jud 310 - 1st Circuit	12/22/10	00021723	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	45,646	1.00	37,968
Jud 310 - 1st Circuit	12/20/10	00023940	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	47,435	1.00	49,932
Jud 310 - 1st Circuit	10/4/10	00025263	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	27,394	1.00	30,036
Jud 310 - 1st Circuit	12/3/10	00025881	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	12/24/10	00057041	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	24,385	1.00	30,036
Jud 310 - 1st Circuit	11/3/10	00057044	Accountant IV	SR22	13	Permanent Civil Service	G	1.00	48,746	1.00	51,312
Jud 310 - 1st Circuit	12/10/10	00057114	Estate & Guardianship Spclt	SR19	03	Permanent Civil Service	G	1.00	57,707	1.00	39,480
Jud 310 - 1st Circuit	12/13/10	00057221	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	25,365	1.00	27,756
Jud 310 - 1st Circuit	12/1/10	00057234	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	51,311	1.00	54,012
Jud 310 - 1st Circuit	12/31/10	00057235	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	42,191	1.00	44,412
Jud 310 - 1st Circuit	12/31/10	00057367	Deputy Chief Court Admr II	EM08	35	Permanent Civil Service	G	1.00	91,337	1.00	97,896
Jud 310 - 1st Circuit	12/13/10	00057567	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	10/1/10	00057723	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	67,488
Jud 310 - 1st Circuit	12/1/10	00057781	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,191	1.00	46,176
Jud 310 - 1st Circuit	10/8/10	00057808	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	43,867	1.00	30,036
Jud 310 - 1st Circuit	12/1/10	00057885	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	45,646	1.00	48,048
Jud 310 - 1st Circuit	12/1/10	00058166	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	67,488
Jud 310 - 1st Circuit	12/31/10	00058167	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	37,506	1.00	41,040
Jud 310 - 1st Circuit	12/1/10	00058191	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	30,803	1.00	33,756
Jud 310 - 1st Circuit	11/6/10	00058192	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	30,803	1.00	33,756
Jud 310 - 1st Circuit	12/31/10	00058210	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	61,674	1.00	67,488
Jud 310 - 1st Circuit	10/1/10	00058294	Accountant III	SR20	13	Permanent Civil Service	G	1.00	57,023	1.00	60,024
Jud 310 - 1st Circuit	10/5/10	00058606	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	43,867	1.00	46,176
Jud 310 - 1st Circuit	11/12/10	00058901	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	52,725	1.00	55,500
Jud 310 - 1st Circuit	10/5/10	00058903	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	45,041	1.00	49,332
Jud 310 - 1st Circuit	10/19/10	00059096	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	55,500
Jud 310 - 1st Circuit	10/1/10	00059101	Law Clerk	SR20	73	Permanent Exempt	G	1.00	52,725	1.00	55,500
Jud 310 - 1st Circuit	10/1/10	00059355	Circuit Judge	NoSR/Step	00	Permanent Exempt	G	1.00	129,322	1.00	136,127
Jud 310 - 1st Circuit	12/2/10	00059357	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	10/30/11	00059427	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	10/16/10	00500041	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	30,803	1.00	28,836
Jud 310 - 1st Circuit	10/1/10	00500083	Law Clerk	SR20	73	Temporary Civil Service	G	1.00	39,781	1.00	43,824
Jud 310 - 1st Circuit	10/1/10	00500173	Mental Health Ct Coordinator	SR24	13	Temporary Exempt	G	1.00	0	1.00	70,224
Jud 320 - 2nd Circuit	12/31/10	00004813	Janitor III	WS02	01	Permanent Civil Service	G	1.00	33,919	1.00	35,544
Jud 320 - 2nd Circuit	10/30/10	00027881	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 320 - 2nd Circuit	10/15/10	00057328	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	25,899	1.00	30,036
Jud 320 - 2nd Circuit	10/11/10	00058157	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	55,977	1.00	42,132
Jud 320 - 2nd Circuit	11/15/10	00058528	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	36,829	1.00	37,968
Jud 320 - 2nd Circuit	10/4/10	00058789	Judicial Clerk IV	SR16	03	Permanent Civil Service	G	1.00	46,607	1.00	48,048
Jud 320 - 2nd Circuit	12/3/10	00059126	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	37,818	1.00	42,132

**Department of Judiciary  
Personnel Separations**

TABLE 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual Salary</u>
								<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	
Jud 320 - 2nd Circuit	12/31/10	00059184	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	58,223	1.00	60,024
Jud 320 - 2nd Circuit	10/22/10	00059263	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	34,943	1.00	38,988
Jud 320 - 2nd Circuit	10/13/10	00059747	Drug Ct Subst Abuse Cnslr II	SR18	13	Permanent Civil Service	G	1.00	40,868	1.00	38,988
Jud 330- 3rd Circuit	12/31/10	00004843	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	79,664	1.00	82,128
Jud 330- 3rd Circuit	10/30/10	00023699	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	70,853	1.00	75,960
Jud 330- 3rd Circuit	10/1/10	00057008	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	65,463	1.00	45,576
Jud 330- 3rd Circuit	12/13/10	00057212	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	60,551	1.00	64,920
Jud 330- 3rd Circuit	11/27/10	00057379	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	66,450	1.00	46,176
Jud 330- 3rd Circuit	12/28/10	00057627	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	45,057	1.00	28,836
Jud 330- 3rd Circuit	12/31/10	00057675	Social Worker V	SR24	13	Permanent Civil Service	G	1.00	65,463	1.00	67,488
Jud 330- 3rd Circuit	10/6/10	00058693	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	32,743	1.00	31,212
Jud 330- 3rd Circuit	11/1/10	00058699	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	61,308	1.00	54,012
Jud 330- 3rd Circuit	12/7/10	00058892	IT Support Technician III	SR17	03	Permanent Civil Service	G	1.00	60,551	1.00	44,412
Jud 330- 3rd Circuit	10/1/10	00058951	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	46,607	1.00	36,516
Jud 330- 3rd Circuit	12/1/10	00059354	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	73,681	1.00	75,960
Jud 330- 3rd Circuit	12/16/10	00059732	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	49,773	1.00	51,312
Jud 350 - 5th Circuit	12/31/10	00004844	Chief Court Administrator I	EM08	35	Permanent Civil Service	G	1.00	113,649	1.00	115,968
Jud 350 - 5th Circuit	12/31/10	00004846	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	75,960	1.00	75,960
Jud 350 - 5th Circuit	12/31/10	00014546	Deputy Chief Court Admr I	EM05	35	Permanent Civil Service	G	1.00	96,902	1.00	86,880
Jud 350 - 5th Circuit	12/31/10	00057900	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	128,296	1.00	128,296
Jud 350 - 5th Circuit	10/18/10	00059237	Secretary II	SR14	03	Permanent Civil Service	G	1.00	44,412	1.00	44,412
Jud 350 - 5th Circuit	11/6/10	00059433	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	33,081	1.00	33,756
Jud 350 - 5th Circuit (Special Funds)	12/16/10	00500210	Social Service Assistant IV	SR11	03	Permanent Civil Service	S	1.00	29,651	1.00	28,836
Jud 610 - Admin Programs	12/1/10	00000223	Admin Director Of The Courts	NoSR/Step	00	Permanent Exempt	G	1.00	116,416	1.00	124,708
Jud 610 - Admin Programs	12/31/10	00014563	Deputy Admin Dir Of The Cts	NoSR/Step	00	Permanent Exempt	G	1.00	110,872	1.00	118,769
Jud 610 - Admin Programs	12/31/10	00015366	Library Technician V	SR11	03	Permanent Civil Service	G	1.00	32,743	1.00	33,756
Jud 610 - Admin Programs (Special Funds)	10/1/10	00050002	Information Specialist IV	SR22	13	Permanent Civil Service	S	1.00	55,500	1.00	55,500
Jud 610 - Admin Programs	10/30/10	00057124	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	37,968	1.00	37,968
Jud 610 - Admin Programs	11/1/10	00058071	Program Budget Analyst V	SR24	73	Permanent Civil Service	G	1.00	75,960	1.00	75,960
Jud 610 - Admin Programs	10/1/10	00058915	IT Specialist III	SR20	13	Permanent Civil Service	G	1.00	42,132	1.00	42,132
Jud 610 - Admin Programs	12/31/10	00059112	Private Secretary I	SR22	63	Permanent Exempt	G	1.00	54,012	1.00	48,048
Jud 610 - Admin Programs	11/16/10	00500400	Program Specialist I	SR22	13	Permanent Civil Service	G	1.00	45,576	1.00	45,576
Jud 610 - Admin Programs (Special Funds)	12/2/10	00500471	JIMS Assistant	NA	03	Temporary Exempt	S	1.00	35,000	1.00	35,000

**Report for January - March 2011**

Jud 101 - Courts of Appeal	2/1/11	00058758	Law Clerk	SR20	73	Permanent Exempt	G	1.00	55,977	1.00	57,708
Jud 310 - 1st Circuit	2/23/11	00057267	Law Clerk	SR20	73	Permanent Exempt	G	1.00	52,725	1.00	55,500
Jud 310 - 1st Circuit	2/15/11	00058323	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	3/3/11	00058583	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	3/3/11	00059305	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	62,495	1.00	65,784
Jud 310 - 1st Circuit	3/3/11	00059448	Circuit Judge	NoSR/Step	00	Permanent Exempt	G	1.00	129,322	1.00	136,127
Jud 310 - 1st Circuit	3/3/11	00019217	Social Worker VI	SR26	13	Permanent Civil Service	G	1.00	78,022	1.00	82,128
Jud 310 - 1st Circuit	2/1/11	00059417	Accountant III	SR20	13	Permanent Civil Service	G	1.00	48,746	1.00	51,312

**Department of Judiciary  
Personnel Separations**

TABLE 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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 310 - 1st Circuit	2/1/11	00057529	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	47,960	1.00	31,212
Jud 310 - 1st Circuit	2/18/11	00057802	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	33,311	1.00	28,836
Jud 310 - 1st Circuit	1/18/11	00058239	Building Maintenance Worker I	BC09	01	Permanent Civil Service	G	1.00	42,317	1.00	44,544
Jud 310 - 1st Circuit	2/14/11	00004746	Social Services Manager	EM05	35	Permanent Civil Service	G	1.00	84,064	1.00	90,012
Jud 310 - 1st Circuit	3/2/11	00057400	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	29,651	1.00	30,036
Jud 310 - 1st Circuit	3/22/11	00500286	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	42,144	1.00	45,576
Jud 310 - 1st Circuit	1/3/11	00059722	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	47,412
Jud 310 - 1st Circuit	3/1/11	00057319	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	45,041	1.00	51,312
Jud 310 - 1st Circuit	2/15/11	00057867	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	33,311	1.00	39,480
Jud 310 - 1st Circuit	1/7/11	00057562	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	46,865	1.00	51,312
Jud 310 - 1st Circuit	3/31/11	00057938	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	46,865	1.00	51,312
Jud 310 - 1st Circuit	1/13/11	00015611	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	52,725	1.00	45,576
Jud 310 - 1st Circuit	2/1/11	00057798	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	3/30/11	00005887	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	69,392	1.00	73,044
Jud 310 - 1st Circuit	2/1/11	00004778	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	45,576
Jud 310 - 1st Circuit	3/1/11	00057347	Registered Prof Nurse	SR22	79	Temporary Civil Service	G	1.00	65,424	1.00	75,774
Jud 310 - 1st Circuit	1/4/11	00011934	Court Admr II	SR26	23	Permanent Civil Service	G	1.00	75,035	1.00	78,984
Jud 310 - 1st Circuit	3/23/11	00025206	Assistant Court Admr	SR22	13	Permanent Civil Service	G	1.00	46,865	1.00	51,312
Jud 310 - 1st Circuit	1/3/11	00059674	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	45,646	1.00	48,048
Jud 310 - 1st Circuit	2/5/11	00015961	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	43,867	1.00	31,212
Jud 310 - 1st Circuit	2/1/11	00057536	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	36,070	1.00	37,968
Jud 310 - 1st Circuit	2/10/11	00058103	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	36,070	1.00	39,480
Jud 310 - 1st Circuit	3/16/11	00025242	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	30,803	1.00	36,516
Jud 310 - 1st Circuit	1/4/11	00008113	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	45,646	1.00	48,048
Jud 310 - 1st Circuit	3/21/11	00059280	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	49,339	1.00	54,012
Jud 310 - 1st Circuit	3/16/11	00057781	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,191	1.00	48,048
Jud 310 - 1st Circuit	1/3/11	00057814	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	38,988	1.00	42,684
Jud 310 - 1st Circuit	3/16/11	00022976	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	63,867	1.00	44,412
Jud 310 - 1st Circuit	2/1/11	00057191	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	32,068	1.00	33,756
Jud 310 - 1st Circuit	3/1/11	00058202	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	26,700
Jud 310 - 1st Circuit	3/1/11	00057800	Judicial Clerk II	SR22	03	Permanent Civil Service	G	1.00	29,651	1.00	32,424
Jud 310 - 1st Circuit	1/18/11	00057591	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	1/29/11	00057824	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	25,365	1.00	25,668
Jud 310 - 1st Circuit	2/1/11	00019274	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 320 - 2nd Circuit	3/19/11	00016858	Circuit Judge	NoSR/Step	00	Permanent Exempt	G	1.00	132,044	1.00	136,127
Jud 320 - 2nd Circuit	3/5/11	00027877	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	48,434	1.00	46,176
Jud 320 - 2nd Circuit	1/3/11	000058214	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,870	1.00	33,228
Jud 320 - 2nd Circuit	1/22/11	00012047	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	37,818	1.00	42,132
Jud 320 - 2nd Circuit	3/1/11	00009201	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	37,818	1.00	45,576
Jud 320 - 2nd Circuit	3/16/11	00004817	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	62,972	1.00	64,920
Jud 320 - 2nd Circuit	1/4/11	00057850	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	40,868	1.00	45,576
Jud 320 - 2nd Circuit	2/22/11	00024043	Social Service Assistant V	SR13	03	Permanent Civil Service	G	1.00	34,012	1.00	35,064
Jud 320 - 2nd Circuit	3/11/11	00059077	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	31,451	1.00	32,424
Jud 330 - 3rd Circuit	1/20/11	00059115	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	68,117	1.00	70,224
Jud 330 - 3rd Circuit	2/18/11	00500167	Social Service Assistant IV	SR11	03	Permanent Civil Service	S	1.00	29,651	1.00	35,064

**Department of Judiciary  
Personnel Separations**

TABLE 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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 330 - 3rd Circuit	1/26/11	00059649	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	65,463	1.00	53,352
Jud 330 - 3rd Circuit	1/18/11	00057823	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	65,463	1.00	67,488
Jud 330 - 3rd Circuit	2/19/11	00500110	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	49,050	1.00	42,132
Jud 330 - 3rd Circuit	1/18/11	00058700	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	39,809	1.00	41,040
Jud 330 - 3rd Circuit	3/16/11	00058926	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	48,434	1.00	37,968
Jud 330 - 3rd Circuit	3/24/11	00057766	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	32,743	1.00	31,212
Jud 330 - 3rd Circuit	1/15/11	00057211	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	32,743	1.00	32,424
Jud 350 - 5th Circuit	3/24/11	00057390	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	64,920	1.00	64,920
Jud 350 - 5th Circuit	1/20/11	00059748	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	75,960	1.00	75,960
Jud 610 - Admin Programs	2/2/11	00058310	CJC Program Specialist	SR26	13	Permanent Civil Service	G	1.00	55,500	1.00	55,500
Jud 610 - Admin Programs	1/8/11	00057236	Clerk III	SR08	03	Permanent Civil Service	G	1.00	28,836	1.00	28,836
Jud 610 - Admin Programs	2/1/11	00058875	Pre Audit Clerk I	SR11	03	Permanent Civil Service	G	1.00	30,036	1.00	30,036
Jud 610 - Admin Programs	2/23/11	00059622	Pre Audit Clerk I	SR11	03	Temporary Civil Service	G	1.00	30,036	1.00	30,036
Jud 610 - Admin Programs	1/3/11	00059558	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	37,968	1.00	32,424
Jud 610 - Admin Programs	2/16/11	00059381	Clerk III	SR08	03	Permanent Civil Service	G	1.00	28,836	1.00	28,836

**Report for April - June 2011**

Jud 310 - 1st Circuit	6/1/11	00026894	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	6/4/11	00059079	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	6/1/11	00058648	Social Worker VI	SR26	13	Permanent Civil Service	G	1.00	78,022	1.00	82,128
Jud 310 - 1st Circuit	6/1/11	00015613	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	54,823	1.00	57,708
Jud 310 - 1st Circuit	6/7/11	00058645	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	48,746	1.00	47,412
Jud 310 - 1st Circuit	6/30/11	00058519	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	27,394	1.00	28,836
Jud 310 - 1st Circuit	6/1/11	00011937	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	60,591	1.00	64,920
Jud 310 - 1st Circuit	6/1/11	00058993	Juvenile Counselor III	SR20	13	Permanent Civil Service	G	1.00	46,865	1.00	49,332
Jud 310 - 1st Circuit	6/20/11	00024062	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	32,068	1.00	36,516
Jud 310 - 1st Circuit	6/1/11	00059640	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,191	1.00	46,176
Jud 310 - 1st Circuit	6/7/11	00059014	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	43,867	1.00	48,048
Jud 310 - 1st Circuit	6/1/11	00019232	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	42,191	1.00	44,412
Jud 310 - 1st Circuit	6/6/11	00058863	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	26,368	1.00	28,836
Jud 310 - 1st Circuit	6/6/11	00058222	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	30,803	1.00	30,036
Jud 310 - 1st Circuit	6/16/11	00058085	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	6/1/11	00057453	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	38,988	1.00	41,040
Jud 310 - 1st Circuit	5/3/11	00058008	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	5/3/11	00059228	Law Clerk	SR20	73	Permanent Exempt	G	1.00	57,023	1.00	53,352
Jud 310 - 1st Circuit	5/23/11	00058124	Social Worker V	SR24	13	Permanent Civil Service	G	1.00	72,162	1.00	67,488
Jud 310 - 1st Circuit	5/2/11	00014572	Account Clerk II	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	27,756
Jud 310 - 1st Circuit	5/2/11	00017610	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	28,534	1.00	31,212
Jud 310 - 1st Circuit	5/9/11	00023906	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	33,311	1.00	37,968
Jud 310 - 1st Circuit	5/20/11	00012073	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,385	1.00	27,756
Jud 310 - 1st Circuit	5/16/11	00012074	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,534	1.00	30,036
Jud 310 - 1st Circuit	4/19/11	00004700	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	57,707	1.00	56,172
Jud 310 - 1st Circuit	4/16/11	00059474	Law Clerk	SR20	73	Temporary Exempt	G	1.00	48,432	1.00	53,352

Department of Judiciary  
Personnel Separations

TABLE 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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 310 - 1st Circuit	4/30/11	00003945	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	4/30/11	00059000	Account Clerk V	SR15	03	Permanent Civil Service	G	1.00	40,550	1.00	42,684
Jud 310 - 1st Circuit	4/25/11	00059762	Social Worker VI	SR26	13	Permanent Civil Service	G	1.00	66,713	1.00	70,224
Jud 310 - 1st Circuit	4/18/11	00057910	Clerk III	SR08	03	Permanent Civil Service	G	1.00	27,394	1.00	25,668
Jud 310 - 1st Circuit	4/16/11	00058126	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	40,025	1.00	42,132
Jud 310 - 1st Circuit	4/11/11	00057895	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	26,368	1.00	30,036
Jud 310 - 1st Circuit	4/13/11	00500289	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	42,144	1.00	47,412
Jud 310 - 1st Circuit	4/12/11	00500287	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	42,144	1.00	45,576
Jud 310 - 1st Circuit	4/5/11	00004788	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	29,617	1.00	30,036
Jud 310 - 1st Circuit	4/29/11	00500220	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	32,068	1.00	27,756
Jud 310 - 1st Circuit	4/4/11	00500295	Judicial Clerk I	SR10	03	Temporary Civil Service	G	1.00	0	1.00	28,836
Jud 310 - 1st Circuit	4/30/11	00014893	Court Reporting Services Mgr	SR29	04	Permanent Civil Service	G	1.00	85,523	1.00	90,024
Jud 310 - 1st Circuit	4/4/11	00004716	Estate & Guardianship Clerk I	SR15	03	Permanent Civil Service	G	1.00	32,068	1.00	35,064
Jud 310 - 1st Circuit	4/19/11	00059316	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	51,311	1.00	56,172
Jud 310 - 1st Circuit	4/4/11	00058147	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	32,068	1.00	37,968
Jud 310 - 1st Circuit	4/4/11	00058887	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	36,070	1.00	37,968
Jud 310 - 1st Circuit	4/4/11	00057221	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	25,365	1.00	25,668
Jud 310 - 1st Circuit	4/11/11	00024063	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	29,651	1.00	33,756
Jud 310 - 1st Circuit	4/6/11	00014490	District Court Clerk III	SR19	04	Permanent Civil Service	G	1.00	45,646	1.00	49,932
Jud 320 - 2nd Circuit	6/9/11	00001276	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	124,447	1.00	128,296
Jud 320 - 2nd Circuit	6/1/11	00019224	Secretary IV	SR18	63	Permanent Civil Service	G	1.00	52,392	1.00	54,012
Jud 320 - 2nd Circuit	6/27/11	00059367	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	27,971	1.00	27,756
Jud 320 - 2nd Circuit	6/1/11	00500516	Clerk III	SR08	03	Temporary Civil Service	G	1.00	0	1.00	25,668
Jud 320 - 2nd Circuit	6/6/11	00058332	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	44,791	1.00	30,036
Jud 320 - 2nd Circuit	5/2/11	00057625	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	65,463	1.00	67,488
Jud 320 - 2nd Circuit	5/17/11	00058828	Judicial Clerk IV	SR16	03	Permanent Civil Service	G	1.00	43,080	1.00	44,412
Jud 320 - 2nd Circuit	4/26/11	00058330	Clerk III	SR08	03	Permanent Civil Service	G	1.00	29,135	1.00	25,668
Jud 320 - 2nd Circuit	4/6/11	00027880	Court Reporter II	SR25	03	Permanent Civil Service	G	1.00	52,392	1.00	51,936
Jud 330 - 3rd Circuit	6/21/11	00500011	Social Worker V	SR24	13	Permanent Civil Service	G	1.00	47,269	1.00	57,708
Jud 330 - 3rd Circuit	6/1/11	00005209	Secretary III	SR16	03	Permanent Civil Service	G	1.00	35,421	1.00	37,968
Jud 330 - 3rd Circuit	6/17/11	00057627	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	45,057	1.00	28,836
Jud 330 - 3rd Circuit	6/23/11	00500252	Clerk III	SR08	03	Permanent Civil Service	G	1.00	31,233	1.00	25,668
Jud 330 - 3rd Circuit	6/27/11	00057006	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	31,451	1.00	30,036
Jud 330 - 3rd Circuit	6/16/11	00058175	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	43,080	1.00	32,424
Jud 330 - 3rd Circuit	5/2/11	00057388	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	58,223	1.00	60,024
Jud 330 - 3rd Circuit	5/3/11	00058917	Clerk III	SR08	03	Permanent Civil Service	G	1.00	29,135	1.00	25,668
Jud 330 - 3rd Circuit	5/3/11	00059182	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	41,403	1.00	27,756
Jud 330 - 3rd Circuit	4/16/11	00057382	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 330 - 3rd Circuit	4/18/11	00004843	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	79,664	1.00	75,960
Jud 350 - 5th Circuit	6/13/11	00057878	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	49,332	1.00	49,332
Jud 350 - 5th Circuit	6/1/11	00058111	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	49,332	1.00	49,332
Jud 350 - 5th Circuit	5/2/11	00500198	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	47,412	1.00	47,412
Jud 610 - Admin Programs	6/1/11	00059560	Jud Info Mgmt Sys Manager	NoSR/Step	35	Temporary Exempt	S	1.00	124,392	1.00	110,004
Jud 610 - Admin Programs	6/1/11	00058177	IT Support Technician II	SR15	03	Permanent Civil Service	G	1.00	46,176	1.00	33,756
Jud 610 - Admin Programs	5/5/11	00059404	Research Analyst	SR24	13	Permanent Exempt	G	0.40	23,080	0.40	23,080

Department of Judiciary  
Personnel Separations

TABLE 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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 610 - Admin Programs	4/30/11	00058834	Secretary I	SR12	03	Permanent Civil Service	G	1.00	46,176	1.00	46,176
<b>Report for: July - September 2011</b>											
Jud 101 - Courts of Appeals	8/27/11	00027461	Law Clerk	SR20	73	Permanent Exempt	G	1.00	52,545	1.00	52,728
Jud 101 - Courts of Appeals	9/1/11	00011315	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	9/1/11	00027465	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	8/25/11	00027463	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	9/1/11	00057261	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	9/1/11	00057720	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	8/31/11	00057262	Law Clerk	SR20	73	Permanent Exempt	G	1.00	47,398	1.00	52,728
Jud 101 - Courts of Appeals	8/31/11	00057721	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	7/1/11	00057722	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	55,500
Jud 101 - Courts of Appeals	8/26/11	00057263	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	9/1/11	00058758	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,519	1.00	52,728
Jud 101 - Courts of Appeals	9/1/11	00500066	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	9/1/11	00500067	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	9/1/11	00500069	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeals	9/17/11	00500534	Account Clerk III	SR11	03	Temporary Civil Service	G	1.00	0	1.00	27,396
Jud 310 - 1st Circuit	7/16/11	00014890	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	9/1/11	00057877	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	7/1/12	00025881	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	53,352
Jud 310 - 1st Circuit	8/23/11	00058003	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/16/11	00023507	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/30/11	00058008	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	9/10/11	00027005	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/17/11	00057268	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/2/11	00057875	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	54,653	1.00	53,364
Jud 310 - 1st Circuit	9/16/11	00058869	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/13/11	00059673	Law Clerk	SR20	73	Permanent Exempt	G	1.00	47,584	1.00	50,688
Jud 310 - 1st Circuit	8/5/11	00059430	Law Clerk	SR20	73	Temporary Exempt	G	1.00	43,710	1.00	50,688
Jud 310 - 1st Circuit	8/9/11	00058579	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/29/11	00058191	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	27,799	1.00	28,536
Jud 310 - 1st Circuit	9/16/11	00057811	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	27,799	1.00	30,804
Jud 310 - 1st Circuit	9/16/11	00057195	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	31,307	1.00	28,536
Jud 310 - 1st Circuit	8/10/11	00500058	Groundskeeper I	BC02	01	Permanent Civil Service	G	1.00	28,489	1.00	33,228
Jud 310 - 1st Circuit	7/19/11	00500436	Social Service Assistant IV	SR11	03	Temporary Civil Service	G	1.00	0	1.00	27,396
Jud 310 - 1st Circuit	8/16/11	00500283	Social Service Assistant IV	SR11	03	Temporary Civil Service	G	1.00	24,064	1.00	27,396
Jud 310 - 1st Circuit	9/7/11	00500169	Clerk III	SR08	03	Permanent Civil Service	S	1.00	23,165	1.00	25,368
Jud 310 - 1st Circuit	9/1/11	00057915	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	37,573	1.00	41,628
Jud 310 - 1st Circuit	8/16/11	00057320	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,941	1.00	30,804
Jud 310 - 1st Circuit	9/10/11	00004749	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	36,122	1.00	43,296
Jud 310 - 1st Circuit	8/31/11	00057621	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	39,075	1.00	43,296
Jud 310 - 1st Circuit	9/6/11	00027787	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	36,596	1.00	42,192

**Department of Judiciary  
Personnel Separations**

TABLE 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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 310 - 1st Circuit	8/8/11	00007722	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	62,626	1.00	69,396
Jud 310 - 1st Circuit	8/26/11	00059484	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	45,742	1.00	48,744
Jud 310 - 1st Circuit	9/1/11	00059480	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	40,649	1.00	43,296
Jud 310 - 1st Circuit	9/24/11	00059479	Drug Ct Subst Abuse Cnslr I	SR16	13	Permanent Civil Service	G	1.00	39,075	1.00	34,224
Jud 310 - 1st Circuit	9/13/11	00500014	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	0	1.00	43,296
Jud 310 - 1st Circuit	7/1/11	00057798	Clerk III	SR08	03	Permanent Civil Service	G	1.00	22,007	1.00	25,668
Jud 310 - 1st Circuit	7/1/11	00018663	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	45,742	1.00	53,352
Jud 310 - 1st Circuit	7/1/11	00059698	Licensed Practical Nurse	HE08	10	Temporary Civil Service	G	1.00	39,929	1.00	37,253
Jud 310 - 1st Circuit	7/18/11	00007728	Juvenile Detention Worker II	CO05	10	Permanent Civil Service	G	1.00	35,804	1.00	41,760
Jud 310 - 1st Circuit	7/18/11	00500183	Social Worker V	SR24	23	Temporary Civil Service	G	1.00	42,821	1.00	66,708
Jud 310 - 1st Circuit	9/6/11	00500394	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	38,034	1.00	43,296
Jud 310 - 1st Circuit	7/1/11	00014894	Court Reporter II	SR25	03	Permanent Civil Service	G	1.00	42,810	1.00	49,932
Jud 310 - 1st Circuit	8/6/11	00004728	Attorney (PROGRAM)	SR24	13	Permanent Civil Service	G	1.00	55,661	1.00	62,424
Jud 310 - 1st Circuit	9/1/11	00019229	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	44,528	1.00	49,344
Jud 310 - 1st Circuit	7/1/11	00057294	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	33,849	1.00	39,480
Jud 310 - 1st Circuit	8/2/11	00058007	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,810	1.00	53,364
Jud 310 - 1st Circuit	8/15/11	00058606	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	39,589	1.00	43,872
Jud 310 - 1st Circuit	8/17/11	00014224	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	41,195	1.00	45,648
Jud 310 - 1st Circuit	9/14/11	00057781	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	38,077	1.00	45,648
Jud 310 - 1st Circuit	7/6/11	00058038	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	31,307	1.00	36,072
Jud 310 - 1st Circuit	7/1/11	00006622	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	50,105	1.00	58,440
Jud 310 - 1st Circuit	9/12/11	00023112	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	25,752	1.00	29,652
Jud 310 - 1st Circuit	9/19/11	00057393	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,723	1.00	28,536
Jud 310 - 1st Circuit	9/2/11	00058866	Clerk III	SR08	03	Permanent Civil Service	G	1.00	22,007	1.00	24,384
Jud 310 - 1st Circuit	8/22/11	00004786	Clerk III	SR08	03	Permanent Civil Service	G	1.00	22,007	1.00	24,384
Jud 310 - 1st Circuit	8/15/11	00014530	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	23,797	1.00	26,364
Jud 310 - 1st Circuit	7/30/11	00026979	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,941	1.00	33,312
Jud 310 - 1st Circuit	9/10/11	00025261	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	22,007	1.00	29,652
Jud 310 - 1st Circuit	7/25/11	00023387	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	31,307	1.00	28,536
Jud 310 - 1st Circuit	7/30/11	00019274	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	22,007	1.00	26,364
Jud 310 - 1st Circuit	8/9/11	00058148	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	36,596	1.00	34,692
Jud 310 - 1st Circuit	7/1/11	00023383	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	32,553	1.00	37,968
Jud 310 - 1st Circuit	9/1/11	00023382	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	38,077	1.00	42,192
Jud 310 - 1st Circuit	8/16/11	00057883	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,941	1.00	30,804
Jud 320 - 2nd Circuit	7/30/11	00027881	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 320 - 2nd Circuit	8/16/11	00057772	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 320 - 2nd Circuit	8/13/11	00500107	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,282	1.00	50,688
Jud 320 - 2nd Circuit	8/1/11	00004824	Secretary III	SR16	03	Permanent Civil Service	G	1.00	37,366	1.00	40,548
Jud 320 - 2nd Circuit	7/1/11	00058858	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,385	1.00	32,424
Jud 320 - 2nd Circuit	7/1/11	00059683	Social Worker V	SR24	13	Permanent Civil Service	G	1.00	66,497	1.00	70,224
Jud 320 - 2nd Circuit	7/30/11	00500098	Drug Ct Subst Abuse Cnslr I	SR16	13	Permanent Civil Service	G	1.00	31,536	1.00	34,224
Jud 320 - 2nd Circuit	8/29/11	00058853	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	26,294	1.00	30,804
Jud 330 - 3rd Circuit	8/27/11	00057200	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 330 - 3rd Circuit	8/23/11	00057122	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 330 - 3rd Circuit	7/1/11	00500147	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	61,515	1.00	48,048

**Department of Judiciary  
Personnel Separations**

**TABLE 12**

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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 330 - 3rd Circuit	9/1/11	00057382	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 330 - 3rd Circuit	7/1/11	00057008	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	59,080	1.00	51,312
Jud 330 - 3rd Circuit	8/15/11	00057212	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	54,647	1.00	43,296
Jud 330 - 3rd Circuit	8/8/11	00500010	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,298	1.00	26,364
Jud 330 - 3rd Circuit	9/1/11	00011995	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	59,080	1.00	64,116
Jud 330 - 3rd Circuit	7/1/11	00500111	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	42,660	1.00	45,576
Jud 330 - 3rd Circuit	7/19/11	00057365	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	27,324	1.00	29,652
Jud 330 - 3rd Circuit	7/13/11	00059182	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	37,366	1.00	26,364
Jud 350 - 5th Circuit	7/26/11	00058855	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,150	1.00	50,688
Jud 350 - 5th Circuit	7/30/11	00059669	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,150	1.00	50,688
Jud 350 - 5th Circuit	9/1/11	00058547	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	23,165	1.00	26,364
Jud 350 - 5th Circuit	8/29/11	00021292	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	38,024	1.00	40,020
Jud 350 - 5th Circuit	7/5/11	00059277	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	46,309	1.00	48,744
Jud 350 - 5th Circuit	9/1/11	00004848	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	40,840	1.00	43,872
Jud 350 - 5th Circuit	8/12/11	00057983	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	22,702	1.00	26,364
Jud 610 - Admin Programs	9/23/11	00500399	Forensic Interview Specialist	SR22	13	Permanent Civil Service	G	1.00	41,132	1.00	43,296
Jud 610 - Admin Programs	7/26/11	00058834	Secretary I	SR12	03	Permanent Civil Service	G	1.00	41,674	1.00	32,064
Jud 610 - Admin Programs	7/20/11	00058785	CJC Program Specialist	SR26	13	Permanent Civil Service	G	1.00	50,089	1.00	52,728
Jud 610 - Admin Programs	7/21/11	00058835	Secretary I	SR12	03	Permanent Civil Service	G	1.00	35,631	1.00	37,512
Jud 610 - Admin Programs	7/1/11	00059161	DUI Adjudicator	SR26	13	Permanent Exempt	G	0.50	32,960	0.50	34,698
Jud 610 - Admin Programs	7/1/11	00004710	Dir of IT & Business Services	EM08	35	Permanent Civil Service	G	1.00	100,892	1.00	111,792
Jud 610 - Admin Programs	7/1/11	00500425	JIMS Spclt (Bus Analyst)	NoSR/Step	23	Temporary Exempt	S	1.00	77,900	1.00	82,000
Jud 610 - Admin Programs	7/6/11	00058627	Accountant IV	SR22	13	Permanent Civil Service	G	1.00	48,150	1.00	43,296
Jud 610 - Admin Programs	9/10/11	00058505	IT Support Technician II	SR15	03	Permanent Civil Service	G	1.00	34,266	1.00	36,072
Jud 610 - Admin Programs	9/1/11	00057313	Human Resources Spclt IV	SR22	73	Permanent Civil Service	G	1.00	39,550	1.00	41,628

**Report for: October - November 2011**

Jud 101 - Courts of Appeals	10/1/11	00003311	Judicial Assistant II	SR23	63	Permanent Exempt	G	1.00	63,019	1.00	64,968
Jud 101 - Courts of Appeals	10/13/11	00027462	Law Clerk	SR20	73	Permanent Exempt	G	1.00	51,143	1.00	52,728
Jud 101 - Courts of Appeals	11/1/11	00012872	Library Technician VI	SR14	03	Permanent Civil Service	G	1.00	36,381	1.00	37,512
Jud 310 - 1st Circuit	11/1/11	00014899	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	57,042	1.00	60,048
Jud 310 - 1st Circuit	11/21/11	00025442	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	25,050	1.00	26,364
Jud 310 - 1st Circuit	11/5/11	00058524	IT Support Technician III	SR17	03	Permanent Civil Service	G	1.00	32,956	1.00	36,072
Jud 310 - 1st Circuit	10/3/11	00005888	Account Clerk IV	SR13	03	Permanent Civil Service	G	1.00	28,168	1.00	30,804
Jud 310 - 1st Circuit	11/30/11	00058019	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	42,789	1.00	40,020
Jud 310 - 1st Circuit	11/1/11	00058242	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	60,908	1.00	43,296
Jud 310 - 1st Circuit	11/8/11	00019220	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	50,089	1.00	52,728
Jud 310 - 1st Circuit	11/8/11	00059529	Drug Ct Subst Abuse Cnslr II	SR18	13	Permanent Civil Service	G	1.00	41,132	1.00	37,044
Jud 310 - 1st Circuit	10/21/11	00057561	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	65,922	1.00	50,688
Jud 310 - 1st Circuit	11/19/11	00500190	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	54,061	1.00	43,296
Jud 310 - 1st Circuit	11/21/11	00058937	Clerk III	SR08	03	Permanent Civil Service	G	1.00	23,166	1.00	25,368
Jud 310 - 1st Circuit	10/25/11	00057540	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	28,168	1.00	33,312
Jud 310 - 1st Circuit	10/25/11	00059643	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	37,039	1.00	29,652

**Department of Judiciary  
Personnel Separations**

**TABLE 12**

<u>Prog ID/Org</u>	<u>Separation</u>	<u>Position</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual Salary</u>
	<u>Date</u>	<u>Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	
Jud 310 - 1st Circuit	11/21/11	00004722	Clerk III	SR08	03	Permanent Civil Service	G	1.00	26,024	1.00	27,396
Jud 310 - 1st Circuit	10/1/11	00058221	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	35,631	1.00	37,512
Jud 310 - 1st Circuit	11/15/11	00058202	Clerk III	SR08	03	Permanent Civil Service	G	1.00	23,166	1.00	24,384
Jud 310 - 1st Circuit	10/25/11	00057800	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,168	1.00	28,536
Jud 310 - 1st Circuit	11/1/11	00058149	Court Documents Clerk III	SR19	03	Permanent Civil Service	G	1.00	50,695	1.00	53,364
Jud 310 - 1st Circuit	10/3/11	00057590	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	23,166	1.00	29,652
Jud 310 - 1st Circuit	10/1/11	00027908	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	46,872	1.00	49,344
Jud 310 - 1st Circuit	11/1/11	00023449	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	32,956	1.00	34,692
Jud 320 - 2nd Circuit	11/1/11	00058142	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	32,311	1.00	32,064
Jud 320 - 2nd Circuit	10/3/11	00500099	Drug Ct Subst Abuse Cnlsr II	SR18	13	Permanent Civil Service	G	1.00	35,927	1.00	37,044
Jud 320 - 2nd Circuit	10/28/11	00500015	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	57,523	1.00	59,304
Jud 320 - 2nd Circuit	11/29/11	00500098	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	33,196	1.00	37,044
Jud 320 - 2nd Circuit	11/14/11	00059220	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	33,338	1.00	28,536
Jud 330 - 3rd Circuit	10/15/11	00500252	Clerk III	SR08	03	Permanent Civil Service	G	1.00	29,671	1.00	24,384
Jud 330 - 3rd Circuit	10/17/11	00500113	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	48,367	1.00	46,860
Jud 330 - 3rd Circuit	11/14/11	00059742	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,604	1.00	24,384
Jud 330 - 3rd Circuit	10/17/11	00058693	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	31,106	1.00	28,536
Jud 330 - 3rd Circuit	11/1/11	00057210	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	39,333	1.00	40,548
Jud 330 - 3rd Circuit	11/1/11	00057116	Court Documents Clerk III	SR19	03	Permanent Civil Service	G	1.00	44,277	1.00	45,648
Jud 330 - 3rd Circuit	11/1/11	00058643	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	33,650	1.00	34,692
Jud 350 - 5th Circuit	10/28/11	00057676	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	38,521	1.00	38,520
Jud 350 - 5th Circuit	11/1/11	00026939	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	33,997	1.00	34,692
Jud 610 - Admin Programs	11/1/11	00058314	Secretary III	SR16	03	Permanent Civil Service	G	1.00	33,311	1.00	33,312
Jud 610 - Admin Programs	10/3/11	00057119	IT Specialist III	SR20	13	Permanent Civil Service	G	1.00	37,039	1.00	40,020

Positions in red are special funded.

Department of Judiciary  
New Hires

TABLE 13

<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Report for: July - September 2010											
Jud 101 - Courts of Appeal	9/14/2010	00000206	Chief Justice	NoSR/Step	00	Permanent Exempt	G	1.00	152,030	1.00	156,727
Jud 310 - 1st Circuit	9/30/2010	00000215	Circuit Judge	NoSR/Step	00	Permanent Exempt	G	1.00	129,322	1.00	136,127
Jud 310 - 1st Circuit	8/26/2010	00001128	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	8/26/2010	00001261	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	8/26/2010	00003107	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 101 - Courts of Appeal	7/1/2010	00003308	Supreme Court Clerk	SR24	23	Permanent Civil Service	G	1.00	63,741	1.00	57,708
Jud 101 - Courts of Appeal	9/15/2010	00003312	Exec Secy to the Chief Justice	SR26	63	Permanent Exempt	G	1.00	77,592	1.00	79,992
Jud 310 - 1st Circuit	7/19/2010	00004725	Estate & Guardianship Clerk I	SR15	03	Permanent Civil Service	G	1.00	37,506	1.00	33,756
Jud 310 - 1st Circuit	8/5/2010	00004789	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	26,368	1.00	31,212
Jud 330 - 3rd Circuit	9/1/2010	00004836	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	49,773	1.00	51,312
Jud 320 - 2nd Circuit	8/9/2010	00006041	Court Documents Clerk III	SR19	03	Permanent Civil Service	G	1.00	58,922	1.00	48,048
Jud 310 - 1st Circuit	7/28/2010	00007723	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	46,865	1.00	45,576
Jud 310 - 1st Circuit	7/27/2010	00008244	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	46,865	1.00	45,576
Jud 101 - Courts of Appeal	9/27/2010	00008538	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/20/2010	00011315	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 330 - 3rd Circuit	9/1/2010	00012057	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	38,296	1.00	30,036
Jud 310 - 1st Circuit	9/14/2010	00012073	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,385	1.00	27,756
Jud 101 - Courts of Appeal	9/30/2010	00012739	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/8/2010	00012892	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 310 - 1st Circuit	8/2/2010	00014472	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	24,385	1.00	33,756
Jud 310 - 1st Circuit	9/1/2010	00014530	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	26,368	1.00	27,756
Jud 310 - 1st Circuit	8/30/2010	00014556	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	43,867	1.00	49,932
Jud 310 - 1st Circuit	8/2/2010	00014557	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	30,803	1.00	31,212
Jud 310 - 1st Circuit	9/1/2010	00014890	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 610 - Admin Programs	8/2/2010	00015275	Human Resources Director	EM08	35	Permanent Civil Service	G	1.00	115,356	1.00	110,880
Jud 310 - 1st Circuit	9/16/2010	00018796	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	45,576
Jud 101 - Courts of Appeal	9/15/2010	00019606	Administrative Law Clerk	SR22	73	Permanent Exempt	G	1.00	58,223	1.00	60,024
Jud 320 - 2nd Circuit	7/1/2010	00021813	Clerk III	SR08	03	Permanent Civil Service	G	1.00	41,403	1.00	25,668
Jud 310 - 1st Circuit	9/27/2010	00023387	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	34,690	1.00	30,036
Jud 310 - 1st Circuit	9/1/2010	00023424	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	8/10/2010	00023507	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 320 - 2nd Circuit	8/16/2010	00023704	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 330 - 3rd Circuit	9/1/2010	00024378	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	47,852	1.00	45,576
Jud 310 - 1st Circuit	7/26/2010	00025255	DP Control Clerk I	SR12	03	Permanent Civil Service	G	1.00	34,690	1.00	30,036
Jud 310 - 1st Circuit	9/1/2010	00025311	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	8/16/2010	00025442	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	26,368	1.00	27,756

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<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 310 - 1st Circuit	7/14/2010	00026152	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	47,435	1.00	33,756
Jud 310 - 1st Circuit	8/3/2010	00026894	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit (Special Fund)	7/9/2010	00026931	Driver Educ Asst II	SR17	03	Permanent Civil Service	S	1.00	45,646	1.00	37,968
Jud 310 - 1st Circuit	8/30/2010	00027005	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/14/2010	00027791	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	54,823	1.00	64,920
Jud 330 - 3rd Circuit	8/19/2010	00057122	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 610 - Admin Programs	8/18/2010	00057168	Human Resources Manager II	EM05	35	Permanent Civil Service	G	1.00	96,420	1.00	75,408
Jud 330 - 3rd Circuit	9/1/2010	00057200	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 310 - 1st Circuit	8/16/2010	00057229	Admin Assistant (JUD) I	SR19	03	Permanent Civil Service	G	1.00	51,311	1.00	44,412
Jud 310 - 1st Circuit	7/1/2010	00057251	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 101 - Courts of Appeal	9/7/2010	00057261	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/3/2010	00057262	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 310 - 1st Circuit	7/14/2010	00057319	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	45,041	1.00	51,312
Jud 310 - 1st Circuit	7/2/2010	00057320	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	32,068	1.00	32,424
Jud 310 - 1st Circuit	9/16/2010	00057337	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,534	1.00	31,212
Jud 310 - 1st Circuit	9/20/2010	00057347	Registered Prof Nurse	SR22	79	Temporary Civil Service	G	1.00	65,424	1.00	75,774
Jud 610 - Admin Programs	9/27/2010	00057395	Clerk III	SR08	03	Permanent Civil Service	G	1.00	46,176	1.00	25,668
Jud 610 - Admin Programs	8/23/2010	00057448	IT Specialist V	SR24	13	Permanent Civil Service	G	1.00	70,224	1.00	51,312
Jud 310 - 1st Circuit	9/16/2010	00057529	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	47,960	1.00	31,212
Jud 310 - 1st Circuit	9/16/2010	00057560	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	78,022	1.00	73,044
Jud 310 - 1st Circuit	7/7/2010	00057563	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	45,041	1.00	45,576
Jud 101 - Courts of Appeal	9/3/2010	00057720	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/3/2010	00057721	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 310 - 1st Circuit	8/31/2010	00057754	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	60,044	1.00	44,412
Jud 320 - 2nd Circuit	8/16/2010	00057772	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 310 - 1st Circuit	8/9/2010	00057802	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	33,311	1.00	28,836
Jud 310 - 1st Circuit	8/3/2010	00057852	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	33,311	1.00	39,480
Jud 310 - 1st Circuit	9/15/2010	00057877	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	7/12/2010	00057910	Clerk III	SR08	03	Permanent Civil Service	G	1.00	27,394	1.00	25,668
Jud 310 - 1st Circuit	8/9/2010	00057955	Janitor III	WS02	01	Permanent Civil Service	G	1.00	33,767	1.00	35,544
Jud 310 - 1st Circuit	8/9/2010	00057960	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	9/16/2010	00058003	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	9/1/2010	00058008	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 330 - 3rd Circuit	9/16/2010	00058105	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	53,835	1.00	49,332
Jud 310 - 1st Circuit	7/1/2010	00058163	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	41,633	1.00	42,132
Jud 330 - 3rd Circuit	8/2/2010	00058176	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	32,743	1.00	33,756
Jud 310 - 1st Circuit	8/11/2010	00058242	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	45,576
Jud 320 - 2nd Circuit	8/2/2010	00058330	Clerk III	SR08	03	Permanent Civil Service	G	1.00	29,135	1.00	25,668

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	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 310 - 1st Circuit	9/16/2010	00058510	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	58,311	1.00	47,412
Jud 310 - 1st Circuit	9/3/2010	00058518	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	40,550	1.00	46,176
Jud 330 - 3rd Circuit	8/9/2010	00058530	Clerk III	SR08	03	Permanent Civil Service	G	1.00	41,403	1.00	25,668
Jud 310 - 1st Circuit	8/2/2010	00058579	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 350 - 5th Circuit	9/27/2010	00058581	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	46,464	1.00	38,988
Jud 310 - 1st Circuit	9/1/2010	00058583	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	8/16/2010	00058654	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	45,576
Jud 320 - 2nd Circuit	7/26/2010	00058838	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	41,403	1.00	32,424
Jud 310 - 1st Circuit	9/30/2010	00058868	Circuit Judge	NoSR/Step	00	Permanent Exempt	G	1.00	129,322	1.00	136,127
Jud 310 - 1st Circuit	7/27/2010	00058939	Human Resources Clerk IV	SR11	63	Permanent Civil Service	G	1.00	33,311	1.00	39,480
Jud 310 - 1st Circuit	8/3/2010	00058964	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	37,506	1.00	46,176
Jud 310 - 1st Circuit	9/16/2010	00058982	Juvenile Counselor III	SR20	13	Permanent Civil Service	G	1.00	40,025	1.00	42,132
Jud 330 - 3rd Circuit	9/27/2010	00059005	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	56,687	1.00	36,516
Jud 310 - 1st Circuit	8/26/2010	00059049	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	9/8/2010	00059071	Groundskeeper I	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	9/16/2010	00059085	Juvenile Counselor I	SR16	13	Temporary Civil Service	G	1.00	20,268	1.00	36,026
Jud 310 - 1st Circuit	9/1/2010	00059105	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 101 - Courts of Appeal	9/3/2010	00059187	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 310 - 1st Circuit	9/1/2010	00059228	Law Clerk	SR20	73	Permanent Exempt	G	1.00	57,023	1.00	53,352
Jud 350 - 5th Circuit	9/27/2010	00059312	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	41,289	1.00	42,132
Jud 330 - 3rd Circuit	7/1/2010	00059320	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	43,080	1.00	33,756
Jud 310 - 1st Circuit	9/9/2010	00059343	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	52,725	1.00	38,988
Jud 310 - 1st Circuit	9/27/2010	00059474	Law Clerk	SR20	73	Temporary Exempt	G	1.00	23,015	1.00	53,352
Jud 330 - 3rd Circuit	7/12/2010	00059520	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	29,135	1.00	27,756
Jud 610 - Admin Programs	8/23/2010	00059560	Jud Info Mgmt Sys Manager	NoSR/Step	35	Temporary Exempt	S	1.00	124,392	1.00	110,004
Jud 310 - 1st Circuit	9/7/2010	00059673	Law Clerk	SR20	73	Permanent Exempt	G	1.00	52,725	1.00	53,352
Jud 330 - 3rd Circuit	7/12/2010	00500012	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	47,269	1.00	51,312
Jud 310 - 1st Circuit	9/21/2010	00500014	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	0	1.00	45,576
Jud 310 - 1st Circuit	9/28/2010	00500045	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	42,191	1.00	44,412
Jud 101 - Courts of Appeal	9/3/2010	00500066	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	9/7/2010	00500069	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 330 - 3rd Circuit	9/28/2010	00500112	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	52,834	1.00	45,576
Jud 310 - 1st Circuit	8/18/2010	00500190	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	56,906	1.00	45,576
Jud 610 - Admin Programs	9/15/2010	00500386	JIMS Secretary	NoSR/Step	03	Temporary Exempt	S	1.00	41,040	1.00	38,400
Jud 310 - 1st Circuit	9/8/2010	00500490	Groundskeeper I	BC02	01	Permanent Civil Service	G	1.00	29,674	1.00	33,228
Jud 310 - 1st Circuit	9/7/2010	00500494	Janitor II	BC02	01	Permanent Civil Service	G	1.00	29,674	1.00	33,228
Jud 310 - 1st Circuit	8/9/2010	00500495	Janitor II	BC02	01	Permanent Civil Service	G	1.00	29,674	1.00	33,228
Jud 310 - 1st Circuit	9/16/2010	00500503	Janitor II	BC02	01	Permanent Civil Service	G	1.00	29,674	1.00	33,228

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Jud 320 - 2nd Circuit	9/16/2010	00500516	Clerk III	SR08	03	Temporary Civil Service	G	1.00	0	1.00	25,668
<b>Report for: October - December 2010</b>											
Jud 101 - Courts of Appeal	10/4/2010	00027461	Law Clerk	SR20	73	Permanent Exempt	G	1.00	58,223	1.00	55,500
Jud 101 - Courts of Appeal	10/13/2010	00027462	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101 - Courts of Appeal	10/5/2010	00058830	Court Documents Clerk III	SR19	03	Permanent Civil Service	G	1.00	54,824	1.00	49,932
Jud 310 - 1st Circuit	10/1/2010	00004702	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	57,707	1.00	46,176
Jud 310 - 1st Circuit	10/11/2010	00004786	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	11/1/2010	00004899	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	60,044	1.00	56,172
Jud 310 - 1st Circuit	12/1/2010	00012138	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	60,044	1.00	48,048
Jud 310 - 1st Circuit	12/1/2010	00012139	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	62,495	1.00	65,784
Jud 310 - 1st Circuit	12/13/2010	00014466	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	43,867	1.00	31,212
Jud 310 - 1st Circuit	12/13/2010	00014525	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,385	1.00	27,756
Jud 310 - 1st Circuit	11/3/2010	00014565	Asst Court Fiscal Officer II	SR26	13	Permanent Civil Service	G	1.00	75,856	1.00	60,024
Jud 310 - 1st Circuit	12/28/2010	00019270	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	36,070	1.00	33,756
Jud 310 - 1st Circuit	12/21/2010	00023082	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	34,690	1.00	39,480
Jud 310 - 1st Circuit	11/22/2010	00023381	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	28,534	1.00	28,836
Jud 310 - 1st Circuit	12/23/2010	00025259	Judicial Clerk IV	SR16	03	Permanent Civil Service	G	1.00	43,867	1.00	36,516
Jud 310 - 1st Circuit	12/1/2010	00025263	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	27,394	1.00	31,212
Jud 310 - 1st Circuit	12/6/2010	00025881	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	10/25/2010	00027894	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	24,385	1.00	30,036
Jud 310 - 1st Circuit	12/1/2010	00057059	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	37,483	1.00	37,968
Jud 310 - 1st Circuit	10/18/2010	00057398	Clerk III	SR08	03	Permanent Civil Service	G	1.00	25,365	1.00	25,668
Jud 310 - 1st Circuit	12/13/2010	00057456	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	33,311	1.00	30,036
Jud 310 - 1st Circuit	10/21/2010	00057524	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	29,651	1.00	27,756
Jud 310 - 1st Circuit	10/13/2010	00057680	Juvenile Detention Worker I	CO03	10	Permanent Civil Service	G	1.00	39,672	1.00	38,604
Jud 310 - 1st Circuit	10/5/2010	00057723	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	49,332
Jud 310 - 1st Circuit	12/20/2010	00057885	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	45,646	1.00	56,172
Jud 310 - 1st Circuit	10/18/2010	00058026	Juvenile Detention Worker I	CO03	10	Permanent Civil Service	G	1.00	43,297	1.00	38,604
Jud 310 - 1st Circuit	10/12/2010	00058085	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	11/29/2010	00058126	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	40,025	1.00	42,132
Jud 310 - 1st Circuit	12/23/2010	00058146	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	24,385	1.00	30,036
Jud 310 - 1st Circuit	12/22/2010	00058183	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,191	1.00	42,684
Jud 310 - 1st Circuit	10/5/2010	00058250	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	10/1/2010	00058280	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	62,495	1.00	58,440
Jud 310 - 1st Circuit	10/4/2010	00058294	Accountant II	SR18	13	Permanent Civil Service	G	1.00	57,023	1.00	38,988

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	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 310 - 1st Circuit	11/16/2010	00058301	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	12/20/2011	00058687	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	26,368	1.00	27,756
Jud 310 - 1st Circuit	10/1/2010	00058869	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	11/12/2010	00058903	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	45,041	1.00	55,500
Jud 310 - 1st Circuit	11/29/2010	00059088	Juvenile Counselor I	SR16	13	Temporary Civil Service	G	1.00	36,048	1.00	36,026
Jud 310 - 1st Circuit	11/1/2010	00059096	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	10/1/2010	00059101	Law Clerk	SR20	73	Permanent Exempt	G	1.00	52,725	1.00	53,352
Jud 310 - 1st Circuit	10/11/2010	00059194	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	59,303	1.00	42,132
Jud 310 - 1st Circuit	10/7/2010	00059355	Circuit Judge	NoSR/Step	00	Permanent Exempt	G	1.00	129,322	1.00	136,127
Jud 310 - 1st Circuit	12/2/2010	00059357	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	11/1/2010	00059427	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	10/18/2010	00059529	Drug Ct Subst Abuse Cnslr II	SR18	13	Permanent Civil Service	G	1.00	43,297	1.00	38,988
Jud 310 - 1st Circuit	10/18/2010	00059643	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	38,988	1.00	31,212
Jud 310 - 1st Circuit	10/18/2010	00500424	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	42,144	1.00	45,576
Jud 310 - 1st Circuit	11/22/2010	00500436	Social Service Assistant IV	SR11	03	Temporary Civil Service	G	1.00	0	1.00	28,836
Jud 320 - 2nd Circuit	10/12/2010	00001275	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	124,447	1.00	128,296
Jud 320 - 2nd Circuit	11/1/2010	00027881	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 320 - 2nd Circuit	10/4/2010	00057018	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	39,332	1.00	42,132
Jud 320 - 2nd Circuit	11/15/2010	00058789	Judicial Clerk IV	SR16	03	Permanent Civil Service	G	1.00	46,607	1.00	41,040
Jud 320 - 2nd Circuit	12/6/2010	00058942	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	41,403	1.00	32,424
Jud 320 - 2nd Circuit	10/4/2010	00059202	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	29,135	1.00	51,936
Jud 330 - 3rd Circuit	12/13/2010	00023699	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	70,853	1.00	73,044
Jud 330 - 3rd Circuit	11/29/2010	00026945	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	41,403	1.00	27,756
Jud 330 - 3rd Circuit	12/16/2010	00057008	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	65,463	1.00	51,312
Jud 330 - 3rd Circuit	10/1/2010	00057345	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	43,080	1.00	39,480
Jud 330 - 3rd Circuit	12/6/2010	00057379	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	66,450	1.00	46,176
Jud 330 - 3rd Circuit	10/18/2010	00057382	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 330 - 3rd Circuit	11/1/2010	00058951	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	46,607	1.00	48,048
Jud 330 - 3rd Circuit	10/6/2010	00500010	Clerk III	SR08	03	Permanent Civil Service	G	1.00	26,923	1.00	27,756
Jud 330 - 3rd Circuit	12/20/2010	00500254	Clerk III	SR08	03	Temporary Civil Service	G	1.00	0	1.00	25,668
Jud 350 - 5th Circuit	12/31/2010	00004844	Chief Court Administrator I	EM08	35	Permanent Civil Service	G	1.00	113,649	1.00	87,360
Jud 350 - 5th Circuit	10/18/2010	00057126	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	45,252	1.00	46,176
Jud 350 - 5th Circuit	12/16/2010	00059119	Social Worker I	SR16	13	Permanent Civil Service	G	1.00	42,132	1.00	36,024
Jud 610 - Admin Programs	12/1/2010	00000223	Admin Director Of The Courts	NoSR/Step	00	Permanent Exempt	G	1.00	116,416	1.00	124,708
Jud 610 - Admin Programs	10/1/2010	00057019	Coms & Comy Relations Officer	SR26	23	Permanent Civil Service	G	1.00	51,312	1.00	64,920
Jud 610 - Admin Programs	11/1/2010	00057649	Budget And Statistics Manager	EM05	35	Permanent Civil Service	G	1.00	48,461	1.00	87,360
Jud 610 - Admin Programs	11/22/2010	00058177	IT Support Technician II	SR15	03	Permanent Civil Service	G	1.00	46,176	1.00	33,756
Jud 610 - Admin Programs	10/4/2010	00059452	Education Assistant	SR10	03	Permanent Exempt	G	1.00	27,756	1.00	27,756

Department of Judiciary  
New Hires

TABLE 13

<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Report for: January - March 2011											
Jud 101- Courts of Appeal	3/3/2011	00000210	Associate Justice	NoSR/Step	00	Permanent Exempt	G	1.00	146,594	1.00	151,118
Jud 101- Courts of Appeal	3/3/2011	00012257	Judicial Assistant II	SR23	63	Permanent Exempt	G	1.00	61,308	1.00	71,112
Jud 101- Courts of Appeal	3/7/2011	00012281	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101- Courts of Appeal	1/24/2011	00015366	Library Assistant IV	SR09	03	Permanent Civil Service	G	1.00	32,743	1.00	26,700
Jud 101- Courts of Appeal	3/3/2011	00027464	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,835	1.00	55,500
Jud 101- Courts of Appeal	2/1/2011	00500369	Attorney	SR28	73	Permanent Civil Service	G	1.00	54,367	1.00	78,984
Jud 101- Courts of Appeal	2/1/2011	00058758	Law Clerk	SR20	73	Permanent Exempt	G	1.00	55,977	1.00	55,500
Jud 101- Courts of Appeal	1/18/2011	00057438	Court Fiscal Officer I	SR22	13	Permanent Civil Service	G	1.00	68,117	1.00	45,576
Jud 310 - 1st Circuit	1/4/2011	00004700	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	57,707	1.00	56,172
Jud 310 - 1st Circuit	3/1/2011	00057267	Law Clerk	SR20	73	Permanent Exempt	G	1.00	52,725	1.00	53,352
Jud 310 - 1st Circuit	3/14/2011	00058323	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	1/10/2011	00500083	Law Clerk	SR20	73	Temporary Civil Service	G	1.00	39,781	1.00	42,132
Jud 310 - 1st Circuit	2/14/2011	00057367	Deputy Chief Court Admr II	EM08	35	Permanent Civil Service	G	1.00	91,337	1.00	103,512
Jud 310 - 1st Circuit	3/30/2011	00014536	Social Worker VI	SR26	13	Permanent Civil Service	G	1.00	75,035	1.00	78,984
Jud 310 - 1st Circuit	2/1/2011	00057044	Accountant IV	SR22	13	Permanent Civil Service	G	1.00	48,746	1.00	55,500
Jud 310 - 1st Circuit	3/1/2011	00058191	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	30,803	1.00	30,036
Jud 310 - 1st Circuit	1/10/2011	00057973	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	1/18/2011	00057972	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228
Jud 310 - 1st Circuit	3/2/2011	00058167	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	37,506	1.00	32,424
Jud 310 - 1st Circuit	3/16/2011	00058166	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	45,576
Jud 310 - 1st Circuit	1/4/2011	00057621	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	45,576
Jud 310 - 1st Circuit	3/22/2011	00057034	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	41,633	1.00	42,132
Jud 310 - 1st Circuit	3/16/2011	00058535	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	47,412
Jud 310 - 1st Circuit	3/1/2011	00059722	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	51,312
Jud 310 - 1st Circuit	1/3/2011	00009626	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	62,962	1.00	53,352
Jud 310 - 1st Circuit	1/5/2011	00059480	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	45,041	1.00	45,576
Jud 310 - 1st Circuit	3/31/2011	00058210	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	61,674	1.00	57,708
Jud 310 - 1st Circuit	1/3/2011	00057567	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	30,036
Jud 310 - 1st Circuit	3/31/2011	00016873	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	49,332
Jud 310 - 1st Circuit	2/1/2011	00004767	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	57,023	1.00	51,312
Jud 310 - 1st Circuit	2/1/2011	00500206	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	48,746	1.00	49,332
Jud 310 - 1st Circuit	2/22/2011	00004724	Juvenile Detention Worker I	CO03	10	Permanent Civil Service	G	1.00	39,672	1.00	38,604
Jud 310 - 1st Circuit	2/14/2011	00004732	Estate & Guardianship Clerk II	SR16	04	Permanent Civil Service	G	1.00	57,707	1.00	35,064
Jud 310 - 1st Circuit	3/23/2011	00011934	Court Admr II	SR26	23	Permanent Civil Service	G	1.00	75,035	1.00	60,024
Jud 310 - 1st Circuit	3/21/2011	00059674	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	45,646	1.00	54,012

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<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 310 - 1st Circuit	2/1/2011	00027893	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	34,690	1.00	37,968
Jud 310 - 1st Circuit	3/16/2011	00008113	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	45,646	1.00	48,048
Jud 310 - 1st Circuit	1/3/2011	00057421	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	43,867	1.00	48,048
Jud 310 - 1st Circuit	1/3/2011	00058606	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	43,867	1.00	46,176
Jud 310 - 1st Circuit	1/18/2011	00019230	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	57,707	1.00	46,176
Jud 310 - 1st Circuit	1/14/2011	00057781	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,191	1.00	48,048
Jud 310 - 1st Circuit	3/1/2011	00057436	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	37,506	1.00	31,212
Jud 310 - 1st Circuit	3/1/2011	00014912	Court Documents Clerk I	SR15	03	Permanent Civil Service	G	1.00	49,339	1.00	36,516
Jud 310 - 1st Circuit	1/18/2011	00057808	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	43,867	1.00	30,036
Jud 310 - 1st Circuit	2/1/2011	00019266	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	26,368	1.00	28,836
Jud 310 - 1st Circuit	3/28/2011	00014484	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	2/1/2011	00015369	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,385	1.00	27,756
Jud 310 - 1st Circuit	2/1/2011	00057221	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	25,364	1.00	25,668
Jud 310 - 1st Circuit	2/10/2011	00058192	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	30,803	1.00	37,968
Jud 320 - 2nd Circuit	1/18/2011	00058211	Groundskeeper I	BC02	01	Permanent Civil Service	G	1.00	31,870	1.00	33,228
Jud 320 - 2nd Circuit	1/3/2011	00004813	Janitor III	WS02	01	Permanent Civil Service	G	1.00	33,919	1.00	35,544
Jud 320 - 2nd Circuit	3/1/2011	00059263	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	39,943	1.00	45,576
Jud 320 - 2nd Circuit	1/25/2011	00058157	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	55,977	1.00	47,412
Jud 320 - 2nd Circuit	3/10/2011	00058562	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	44,209	1.00	45,576
Jud 320 - 2nd Circuit	1/4/2011	00059184	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	58,223	1.00	45,576
Jud 320 - 2nd Circuit	2/22/2011	00057850	Social Worker I	SR16	13	Permanent Civil Service	G	1.00	40,868	1.00	37,452
Jud 320 - 2nd Circuit	1/18/2011	00500098	Drug Ct Subst Abuse Cnslr I	SR16	13	Permanent Civil Service	G	1.00	34,943	1.00	36,024
Jud 320 - 2nd Circuit	1/31/2011	00059747	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	40,868	1.00	45,576
Jud 320 - 2nd Circuit	2/3/2011	00500185	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	42,509	1.00	45,576
Jud 320 - 2nd Circuit	1/21/2011	00058528	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	36,829	1.00	27,756
Jud 320 - 2nd Circuit	1/11/2011	00057328	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	25,899	1.00	27,756
Jud 330 - 3rd Circuit	2/24/2011	00058892	IT Support Technician III	SR17	03	Permanent Civil Service	G	1.00	60,551	1.00	36,516
Jud 330 - 3rd Circuit	1/20/2011	00004843	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	79,664	1.00	75,960
Jud 330 - 3rd Circuit	1/18/2011	00059354	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	73,681	1.00	67,488
Jud 330 - 3rd Circuit	2/18/2011	00059241	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	47,852	1.00	38,988
Jud 330 - 3rd Circuit	1/26/2011	00057823	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	65,463	1.00	60,024
Jud 330 - 3rd Circuit	3/16/2011	00059054	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	47,852	1.00	47,412
Jud 330 - 3rd Circuit	3/16/2011	00058699	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	61,308	1.00	41,040
Jud 330 - 3rd Circuit	3/1/2011	00059603	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	32,743	1.00	31,212
Jud 330 - 3rd Circuit	2/1/2011	00058693	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	32,743	1.00	30,036
Jud 350 - 5th Circuit	1/20/2011	00014546	Deputy Chief Court Admr I	EM05	35	Permanent Civil Service	G	1.00	96,902	1.00	83,556
Jud 350 - 5th Circuit	3/1/2011	00500210	Social Service Assistant IV	SR11	03	Permanent Civil Service	S	1.00	29,651	1.00	28,836
Jud 350 - 5th Circuit	3/24/2011	00004846	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	75,960	1.00	70,224

**Department of Judiciary  
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<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 350 - 5th Circuit	3/28/2011	00059433	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	33,081	1.00	31,212
Jud 610 - Admin Programs	1/3/2011	00014563	Deputy Admin Dir Of The Cts	NoSR/Step	00	Permanent Exempt	G	1.00	110,872	1.00	118,769
Jud 610 - Admin Programs	1/3/2011	00059112	Private Secretary I	SR22	63	Permanent Exempt	G	1.00	54,012	1.00	63,204
Jud 610 - Admin Programs	1/18/2011	00500026	Information Specialist IV	SR22	13	Permanent Civil Service	S	1.00	55,500	1.00	51,312
Jud 610 - Admin Programs	3/3/2011	00058310	CJC Program Specialist	SR26	13	Permanent Civil Service	G	1.00	55,500	1.00	82,128
Jud 610 - Admin Programs	1/3/2011	00500331	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	27,756	1.00	27,756
Jud 610 - Admin Programs	1/5/2011	00500400	Program Specialist I	SR22	13	Permanent Civil Service	G	1.00	45,576	1.00	45,576
Jud 610 - Admin Programs	1/11/2011	00059154	Chief DUI Adjudicator	EM05	35	Permanent Exempt	G	1.00	99,660	1.00	96,600
Jud 610 - Admin Programs	1/24/2011	00058627	Accountant IV	SR22	13	Permanent Civil Service	G	1.00	53,352	1.00	45,576
Jud 610 - Admin Programs	2/23/2011	00058875	Pre Audit Clerk I	SR11	03	Permanent Civil Service	G	1.00	30,036	1.00	30,036
Jud 610 - Admin Programs	2/16/2011	00059558	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	37,968	1.00	31,212
Jud 610 - Admin Programs	2/25/2011	00058915	IT Specialist V	SR24	13	Permanent Civil Service	G	1.00	42,132	1.00	55,500
Jud 610 - Admin Programs	1/12/2011	00058848	Human Resources Officer	EM01	35	Permanent Civil Service	G	1.00	65,568	1.00	62,424

**Report for: April - June 2011**

Jud 101 - Courts of Appeal	5/9/2011	00059441	Attorney	SR28	73	Permanent Civil Service	G	1.00	86,183	1.00	82,128
Jud 310 - 1st Circuit	5/3/2011	00058008	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	5/3/2011	00059228	Law Clerk	SR20	73	Permanent Exempt	G	1.00	57,023	1.00	53,352
Jud 310 - 1st Circuit	5/23/2011	00019217	Social Worker VI	SR26	13	Permanent Civil Service	G	1.00	78,022	1.00	73,044
Jud 310 - 1st Circuit	5/2/2011	00009658	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	38,988	1.00	30,036
Jud 310 - 1st Circuit	5/17/2011	00059417	Accountant III	SR20	13	Permanent Civil Service	G	1.00	48,746	1.00	42,132
Jud 310 - 1st Circuit	5/2/2011	00057529	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	47,960	1.00	33,756
Jud 310 - 1st Circuit	5/3/2011	00059002	Account Clerk IV	SR13	03	Permanent Civil Service	G	1.00	33,311	1.00	31,212
Jud 310 - 1st Circuit	5/31/2011	00058239	Building Maintenance Worker I	BC09	01	Permanent Civil Service	G	1.00	42,317	1.00	44,544
Jud 310 - 1st Circuit	5/9/2011	00058533	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	43,297	1.00	42,132
Jud 310 - 1st Circuit	5/16/2011	00057562	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	46,865	1.00	45,576
Jud 310 - 1st Circuit	5/2/2011	00023940	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	47,435	1.00	33,756
Jud 310 - 1st Circuit	5/9/2011	00058103	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	36,070	1.00	37,968
Jud 310 - 1st Circuit	5/16/2011	00057115	Court Documents Clerk III	SR19	03	Permanent Civil Service	G	1.00	42,191	1.00	39,480
Jud 310 - 1st Circuit	5/23/2011	00057824	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	25,365	1.00	25,668
Jud 310 - 1st Circuit	6/6/2011	00059079	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,684	1.00	53,352
Jud 310 - 1st Circuit	6/23/2011	00000184	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	6/9/2011	00003777	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	6/23/2011	00003945	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	6/16/2011	00058032	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	121,881	1.00	128,296
Jud 310 - 1st Circuit	6/6/2011	00059563	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,567	1.00	33,228

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<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 310 - 1st Circuit	6/21/2011	00017610	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	28,534	1.00	27,756
Jud 310 - 1st Circuit	6/16/2011	00057895	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	26,368	1.00	27,756
Jud 310 - 1st Circuit	6/30/2011	00004788	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	29,617	1.00	31,212
Jud 310 - 1st Circuit	6/1/2011	00500220	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	32,068	1.00	27,756
Jud 310 - 1st Circuit	6/7/2011	00004771	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	50,684	1.00	45,576
Jud 310 - 1st Circuit	6/1/2011	00004778	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	64,114	1.00	45,576
Jud 310 - 1st Circuit	6/27/2011	00004716	Estate & Guardianship Clerk I	SR15	03	Permanent Civil Service	G	1.00	32,068	1.00	33,756
Jud 310 - 1st Circuit	6/20/2011	00015961	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	43,867	1.00	31,212
Jud 310 - 1st Circuit	6/20/2011	00059280	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	49,339	1.00	41,040
Jud 310 - 1st Circuit	6/7/2011	00057781	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,191	1.00	48,048
Jud 310 - 1st Circuit	6/6/2011	00022976	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	43,867	1.00	31,212
Jud 310 - 1st Circuit	6/6/2011	00058887	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	36,070	1.00	32,424
Jud 310 - 1st Circuit	6/1/2011	00057591	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	6/16/2011	00057221	Data Entry Operator I	SR08	03	Permanent Civil Service	G	1.00	25,365	1.00	25,668
Jud 310 - 1st Circuit	6/1/2011	00057234	District Court Clerk II	SR17	03	Permanent Civil Service	G	1.00	51,311	1.00	46,176
Jud 310 - 1st Circuit	4/19/2011	00004700	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	57,707	1.00	58,440
Jud 310 - 1st Circuit	4/25/2011	00059474	Law Clerk	SR20	73	Temporary Exempt	G	1.00	48,432	1.00	53,352
Jud 310 - 1st Circuit	4/25/2011	00004746	Social Services Manager	EM05	35	Permanent Civil Service	G	1.00	84,064	1.00	77,244
Jud 310 - 1st Circuit	4/18/2011	00057400	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	29,651	1.00	27,756
Jud 310 - 1st Circuit	4/4/2011	00500288	Social Worker III	SR20	13	Temporary Civil Service	G	1.00	0	1.00	42,132
Jud 310 - 1st Circuit	4/12/2011	00058901	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	52,725	1.00	45,576
Jud 310 - 1st Circuit	4/13/2011	00057319	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	45,041	1.00	47,412
Jud 310 - 1st Circuit	4/14/2011	00015611	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	52,725	1.00	45,576
Jud 310 - 1st Circuit	4/4/2011	00004785	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	38,988	1.00	30,036
Jud 310 - 1st Circuit	4/29/2011	00057798	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	4/4/2011	00007727	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,534	1.00	30,036
Jud 310 - 1st Circuit	4/4/2011	00057114	Estate & Guardianship Spcct	SR19	03	Permanent Civil Service	G	1.00	57,707	1.00	39,480
Jud 310 - 1st Circuit	4/6/2011	00059533	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	37,506	1.00	33,756
Jud 310 - 1st Circuit	4/4/2011	00057536	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	36,070	1.00	37,968
Jud 310 - 1st Circuit	4/5/2011	00021723	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	45,646	1.00	36,516
Jud 310 - 1st Circuit	4/6/2011	00058181	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	47,435	1.00	51,936
Jud 310 - 1st Circuit	4/4/2011	00058187	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	47,435	1.00	42,684
Jud 310 - 1st Circuit	4/11/2011	00057814	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	38,988	1.00	33,756
Jud 310 - 1st Circuit	4/26/2011	00058202	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,385	1.00	25,668
Jud 310 - 1st Circuit	4/4/2011	00019274	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	24,385	1.00	27,756
Jud 320 - 2nd Circuit	5/17/2011	00058214	Janitor II	BC02	01	Permanent Civil Service	G	1.00	31,870	1.00	33,228
Jud 320 - 2nd Circuit	5/3/2011	00012047	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	37,818	1.00	42,132
Jud 320 - 2nd Circuit	5/2/2011	00004817	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	62,972	1.00	73,044

Department of Judiciary  
New Hires

TABLE 13

Prog ID/Org	New Hire		Position Title	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual	Actual
	Effective Date	Position Number						FTE	Salary	FTE	Salary
Jud 320 - 2nd Circuit	6/9/2011	00016858	Circuit Judge	NoSR/Step	00	Permanent Exempt	G	1.00	132,044	1.00	136,127
Jud 320 - 2nd Circuit	6/14/2011	00027877	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	48,434	1.00	63,204
Jud 320 - 2nd Circuit	6/1/2011	00009201	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	37,818	1.00	45,576
Jud 320 - 2nd Circuit	6/6/2011	00059077	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	31,451	1.00	32,424
Jud 320 - 2nd Circuit	6/27/2011	00058330	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	29,135	1.00	27,756
Jud 320 - 2nd Circuit	4/4/2011	00059126	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	37,818	1.00	45,576
Jud 330 - 3rd Circuit	5/3/2011	00059732	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	49,773	1.00	42,132
Jud 330 - 3rd Circuit	5/2/2011	00057675	Social Worker V	SR24	13	Permanent Civil Service	G	1.00	65,463	1.00	67,488
Jud 330 - 3rd Circuit	5/3/2011	00057766	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	32,743	1.00	27,756
Jud 330 - 3rd Circuit	6/1/2011	00057382	Law Clerk	SR20	73	Permanent Exempt	G	1.00	49,761	1.00	53,352
Jud 330 - 3rd Circuit	6/21/2011	00004843	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	79,664	1.00	62,424
Jud 330 - 3rd Circuit	6/29/2011	00500167	Social Service Assistant IV	SR11	03	Permanent Civil Service	S	1.00	29,651	1.00	28,836
Jud 330 - 3rd Circuit	6/16/2011	00058926	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	48,434	1.00	33,756
Jud 330 - 3rd Circuit	6/23/2011	00059182	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	41,403	1.00	27,756
Jud 330 - 3rd Circuit	4/19/2011	00057627	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	45,057	1.00	28,836
Jud 330 - 3rd Circuit	4/18/2011	00059115	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	68,117	1.00	70,224
Jud 330 - 3rd Circuit	4/18/2011	00059649	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	65,463	1.00	45,576
Jud 330 - 3rd Circuit	4/5/2011	00058700	Circuit Court Clerk I	SR17	03	Permanent Civil Service	G	1.00	39,809	1.00	42,684
Jud 330 - 3rd Circuit	4/25/2011	00058530	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	41,403	1.00	30,036
Jud 330 - 3rd Circuit	4/11/2011	00057211	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	32,743	1.00	33,756
Jud 350 - 5th Circuit	5/27/2011	00057900	District Judge	NoSR/Step	00	Permanent Exempt	G	1.00	128,296	1.00	128,296
Jud 350 - 5th Circuit	5/2/2011	00059237	Social Worker V	SR24	13	Permanent Civil Service	G	1.00	44,412	1.00	53,352
Jud 350 - 5th Circuit	6/1/2011	00057390	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	64,920	1.00	55,500
Jud 350 - 5th Circuit	6/13/2011	00059748	Social Worker VI	SR26	23	Permanent Civil Service	G	1.00	75,960	1.00	57,708
Jud 610 - Admin Programs	5/3/2011	00058785	CJC Program Specialist	SR26	13	Permanent Civil Service	G	1.00	55,500	1.00	55,500
Jud 610 - Admin Programs	5/2/2011	00057236	Clerk III	SR08	03	Permanent Civil Service	G	1.00	28,836	1.00	25,668
Jud 610 - Admin Programs	6/1/2011	00058834	Secretary I	SR12	03	Permanent Civil Service	G	1.00	46,176	1.00	33,756
Jud 610 - Admin Programs	6/20/2011	00059404	Research Analyst	SR24	13	Permanent Exempt	G	0.40	23,080	0.40	24,968
Jud 610 - Admin Programs	6/20/2011	00500406	JIMS Specialist	NoSR/Step	13	Temporary Exempt	S	1.00	75,000	1.00	75,000
Jud 610 - Admin Programs	6/14/2011	00059381	Clerk III	SR08	03	Permanent Civil Service	G	1.00	28,836	1.00	25,668
Jud 610 - Admin Programs	4/18/2011	00500543	JIMS Specialist	SR24	13	Temporary Exempt	S	1.00	65,000	1.00	68,508
Jud 610 - Admin Programs	4/18/2011	00057124	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	37,968	1.00	27,756

Report for: July - September 2011

Jud 101 - Courts of Appeal	9/2/2011	00011315	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	9/1/2011	00027461	Law Clerk	SR20	73	Permanent Exempt	G	1.00	52,545	1.00	52,728

Department of Judiciary  
New Hires

TABLE 13

<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 101 - Courts of Appeal	9/6/2011	00027465	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	9/6/2011	00057261	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	9/6/2011	00057720	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	9/2/2011	00057262	Law Clerk	SR20	73	Permanent Exempt	G	1.00	47,398	1.00	52,728
Jud 101 - Courts of Appeal	9/2/2011	00057721	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	9/6/2011	00058758	Law Clerk	SR20	73	Permanent Exempt	G	1.00	50,519	1.00	52,728
Jud 101 - Courts of Appeal	9/6/2011	00500066	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	9/6/2011	00500067	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	9/6/2011	00500069	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	9/19/2011	00500534	Account Clerk III	SR11	03	Temporary Civil Service	G	1.00	0	1.00	27,396
Jud 101 - Courts of Appeal	8/29/2011	00027463	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	8/30/2011	00057263	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 101 - Courts of Appeal	8/26/2011	00057722	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,586	1.00	52,728
Jud 310 - 1st Circuit	9/1/2011	00057877	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	9/12/2011	00027005	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	9/16/2011	00058869	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	9/16/2011	00059000	Account Clerk V	SR15	03	Permanent Civil Service	G	1.00	36,596	1.00	34,692
Jud 310 - 1st Circuit	9/14/2011	00500436	Social Service Aid III	SR09	03	Temporary Civil Service	G	1.00	0	1.00	25,368
Jud 310 - 1st Circuit	9/1/2011	00058126	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	36,122	1.00	41,628
Jud 310 - 1st Circuit	9/6/2011	00015613	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	49,477	1.00	43,296
Jud 310 - 1st Circuit	9/13/2011	00058645	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	43,993	1.00	43,296
Jud 310 - 1st Circuit	9/6/2011	00025206	Asst Court Admr	SR22	13	Permanent Civil Service	G	1.00	42,295	1.00	45,036
Jud 310 - 1st Circuit	9/14/2011	00059014	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	39,589	1.00	45,648
Jud 310 - 1st Circuit	9/12/2011	00006622	Judicial Clerk IV	SR16	04	Permanent Civil Service	G	1.00	50,105	1.00	33,312
Jud 310 - 1st Circuit	9/19/2011	00019232	Judicial Clerk IV	SR16	04	Permanent Civil Service	G	1.00	38,077	1.00	33,312
Jud 310 - 1st Circuit	9/2/2011	00058863	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	23,797	1.00	26,364
Jud 310 - 1st Circuit	9/1/2011	00058222	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	27,799	1.00	28,536
Jud 310 - 1st Circuit	8/22/2011	00014890	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/23/2011	00058003	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/16/2011	00023507	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/30/2011	00058008	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/15/2011	00026894	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/17/2011	00057268	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/2/2011	00057875	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	54,653	1.00	55,524
Jud 310 - 1st Circuit	8/15/2011	00059673	Law Clerk	SR20	73	Permanent Exempt	G	1.00	47,584	1.00	50,688
Jud 310 - 1st Circuit	8/5/2011	00059430	Law Clerk	SR20	73	Temporary Exempt	G	1.00	43,710	1.00	50,688
Jud 310 - 1st Circuit	8/16/2011	00058579	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	8/8/2011	00059762	Social Worker VI	SR26	13	Permanent Civil Service	G	1.00	60,208	1.00	75,036

Department of Judiciary  
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TABLE 13

<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 310 - 1st Circuit	8/16/2011	00057867	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	30,063	1.00	30,804
Jud 310 - 1st Circuit	8/17/2011	00059316	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	46,308	1.00	45,648
Jud 310 - 1st Circuit	8/22/2011	00057294	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	33,849	1.00	29,652
Jud 310 - 1st Circuit	8/15/2011	00023906	Court Bailiff II	SR15	03	Permanent Civil Service	G	1.00	30,063	1.00	40,548
Jud 310 - 1st Circuit	8/10/2011	00057191	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,941	1.00	28,536
Jud 310 - 1st Circuit	8/29/2011	00004786	Clerk III	SR08	03	Permanent Civil Service	G	1.00	22,007	1.00	25,368
Jud 310 - 1st Circuit	8/15/2011	00057800	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	26,760	1.00	28,536
Jud 310 - 1st Circuit	8/16/2011	00057453	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	35,186	1.00	33,312
Jud 310 - 1st Circuit	7/1/2011	00025881	Law Clerk	SR20	73	Permanent Exempt	G	1.00	45,742	1.00	50,688
Jud 310 - 1st Circuit	7/18/2011	00058648	Social Worker VI	SR26	13	Permanent Civil Service	G	1.00	70,414	1.00	72,168
Jud 310 - 1st Circuit	7/1/2011	00057910	Clerk III	SR08	03	Permanent Civil Service	G	1.00	24,723	1.00	24,384
Jud 310 - 1st Circuit	7/1/2011	00057041	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	22,007	1.00	30,804
Jud 310 - 1st Circuit	7/14/2011	00057938	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	42,295	1.00	52,728
Jud 310 - 1st Circuit	7/1/2011	00058519	Clerk IV	SR10	03	Permanent Civil Service	G	1.00	24,723	1.00	26,364
Jud 310 - 1st Circuit	7/1/2011	00005887	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	62,598	1.00	57,024
Jud 310 - 1st Circuit	7/18/2011	00025242	Court Bailiff I	SR13	03	Permanent Civil Service	G	1.00	27,799	1.00	38,988
Jud 310 - 1st Circuit	7/25/2011	00059640	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	38,077	1.00	38,988
Jud 310 - 1st Circuit	7/6/2011	00026636	Judicial Clerk V	SR18	04	Permanent Civil Service	G	1.00	50,105	1.00	40,548
Jud 310 - 1st Circuit	7/26/2011	00004729	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	25,752	1.00	28,536
Jud 320 - 2nd Circuit	9/22/2011	00027880	Court Reporter II	SR25	03	Permanent Civil Service	G	1.00	47,284	1.00	47,436
Jud 320 - 2nd Circuit	8/1/2011	00027881	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 320 - 2nd Circuit	8/16/2011	00057772	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 320 - 2nd Circuit	8/15/2011	00500107	Law Clerk	SR20	73	Permanent Exempt	G	1.00	53,282	1.00	50,688
Jud 320 - 2nd Circuit	8/1/2011	00019224	Secretary IV	SR18	63	Permanent Civil Service	G	1.00	47,284	1.00	43,872
Jud 320 - 2nd Circuit	8/29/2011	00059367	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	25,244	1.00	30,804
Jud 320 - 2nd Circuit	7/11/2011	00024043	Social Service Assistant IV	SR11	03	Permanent Civil Service	G	1.00	30,696	1.00	27,396
Jud 320 - 2nd Circuit	7/1/2011	00057625	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	59,080	1.00	66,708
Jud 330 - 3rd Circuit	9/1/2011	00057382	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 330 - 3rd Circuit	8/29/2011	00057200	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 330 - 3rd Circuit	8/23/2011	00057122	Law Clerk	SR20	73	Permanent Exempt	G	1.00	44,909	1.00	50,688
Jud 330 - 3rd Circuit	9/1/2011	00500011	Social Worker V	SR24	13	Permanent Civil Service	G	1.00	50,360	1.00	64,116
Jud 330 - 3rd Circuit	8/16/2011	00058963	Account Clerk III	SR11	03	Permanent Civil Service	G	1.00	30,169	1.00	27,396
Jud 330 - 3rd Circuit	8/15/2011	00057388	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	52,546	1.00	43,296
Jud 330 - 3rd Circuit	8/1/2011	00058544	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	50,519	1.00	43,296
Jud 330 - 3rd Circuit	8/24/2011	00500110	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	44,268	1.00	40,020
Jud 330 - 3rd Circuit	8/8/2011	00057006	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,385	1.00	29,652
Jud 330 - 3rd Circuit	8/9/2011	00059182	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	37,366	1.00	34,692
Jud 330 - 3rd Circuit	7/21/2011	00005209	Secretary III	SR16	03	Permanent Civil Service	G	1.00	31,967	1.00	42,192

**Department of Judiciary  
New Hires**

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<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 330 - 3rd Circuit	7/18/2011	00500252	Clerk III	SR08	03	Permanent Civil Service	G	1.00	28,188	1.00	24,384
Jud 330 - 3rd Circuit	7/1/2011	00500111	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	42,660	1.00	48,744
Jud 330 - 3rd Circuit	7/19/2011	00058175	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	38,880	1.00	32,064
Jud 330 - 3rd Circuit	7/1/2011	00059005	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	51,160	1.00	45,648
Jud 350 - 5th Circuit	9/6/2011	00059669	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,150	1.00	50,688
Jud 350 - 5th Circuit	9/16/2011	00057279	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	39,550	1.00	37,044
Jud 350 - 5th Circuit	8/22/2011	00058855	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,150	1.00	50,688
Jud 350 - 5th Circuit	8/29/2011	00058111	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	44,522	1.00	37,044
Jud 350 - 5th Circuit	7/5/2011	00500198	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	42,789	1.00	48,744
Jud 610 - Admin Programs	9/16/2011	00058071	Program Budget Analyst V	SR24	73	Permanent Civil Service	G	1.00	68,554	1.00	48,744
Jud 610 - Admin Programs	9/12/2011	00059560	Jud Info Mgmt Sys Program Mgr	NoSR/Step	35	Temporary Exempt	S	1.00	104,503	1.00	101,040
Jud 610 - Admin Programs	7/1/2011	00059171	DUI Adjudicator	SR26	13	Permanent Exempt	G	1.00	32,956	1.00	69,396
<b>Report for: October - November 2011</b>											
Jud 101 - Courts of Appeal	10/3/2011	00003311	Judicial Assistant II	SR23	63	Permanent Exempt	G	1.00	63,019	1.00	49,344
Jud 101 - Courts of Appeal	10/17/2011	00027462	Law Clerk	SR20	73	Permanent Exempt	G	1.00	51,143	1.00	52,728
Jud 310 - 1st Circuit	11/1/2011	00014899	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	57,042	1.00	43,872
Jud 310 - 1st Circuit	11/1/2011	00058583	Law Clerk	SR20	73	Permanent Exempt	G	1.00	48,150	1.00	50,688
Jud 310 - 1st Circuit	11/1/2011	00059305	Judicial Assistant I	SR21	03	Permanent Exempt	G	1.00	59,370	1.00	53,364
Jud 310 - 1st Circuit	11/1/2011	00059448	Circuit Judge	NoSR/Step	00	Permanent Exempt	G	1.00	129,322	1.00	136,127
Jud 310 - 1st Circuit	10/12/2011	00014572	Account Clerk II	SR08	03	Permanent Civil Service	G	1.00	23,166	1.00	24,384
Jud 310 - 1st Circuit	10/3/2011	00004784	Accountant II	SR18	13	Permanent Civil Service	G	1.00	65,922	1.00	37,044
Jud 310 - 1st Circuit	11/21/2011	00057195	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	32,956	1.00	28,536
Jud 310 - 1st Circuit	10/3/2011	00500283	Social Service Assistant IV	SR11	03	Temporary Civil Service	G	1.00	25,331	1.00	27,396
Jud 310 - 1st Circuit	11/30/2011	00057915	Social Worker III	SR20	13	Permanent Civil Service	G	1.00	39,551	1.00	43,296
Jud 310 - 1st Circuit	11/14/2011	00057320	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	30,465	1.00	26,364
Jud 310 - 1st Circuit	11/8/2011	00007722	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	65,922	1.00	59,304
Jud 310 - 1st Circuit	10/17/2011	00500289	Social Worker IV	SR22	13	Temporary Civil Service	G	1.00	40,037	1.00	43,296
Jud 310 - 1st Circuit	11/7/2011	00057798	Clerk III	SR08	03	Permanent Civil Service	G	1.00	23,166	1.00	24,384
Jud 310 - 1st Circuit	11/1/2011	00018663	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	48,150	1.00	43,296
Jud 310 - 1st Circuit	11/7/2011	00057347	Registered Prof Nurse	SR22	79	Temporary Civil Service	G	1.00	62,153	1.00	75,774
Jud 310 - 1st Circuit	10/24/2011	00058993	Juvenile Counselor I	SR16	13	Permanent Civil Service	G	1.00	44,522	1.00	34,224
Jud 310 - 1st Circuit	11/21/2011	00500295	Social Service Assistant IV	SR11	03	Temporary Civil Service	G	0.00	0	1.00	27,396
Jud 310 - 1st Circuit	10/21/2011	00500183	Social Worker V	SR24	23	Temporary Civil Service	G	1.00	45,076	1.00	50,688
Jud 310 - 1st Circuit	11/21/2011	00024062	District Court Clerk I	SR15	03	Permanent Civil Service	G	1.00	30,465	1.00	32,064
Jud 310 - 1st Circuit	11/21/2011	00012073	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	23,166	1.00	29,652
Jud 310 - 1st Circuit	11/15/2011	00014530	Judicial Clerk I	SR10	03	Permanent Civil Service	G	1.00	25,050	1.00	26,364

Department of Judiciary  
New Hires

TABLE 13

<u>Prog ID/Org</u>	<u>New Hire</u>		<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
	<u>Effective Date</u>	<u>Position Number</u>						<u>FTE</u>	<u>Salary</u>	<u>FTE</u>	<u>Salary</u>
Jud 310 - 1st Circuit	10/3/2011	00058148	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	38,523	1.00	32,064
Jud 320 - 2nd Circuit	11/1/2011	00004824	Secretary III	SR16	03	Permanent Civil Service	G	1.00	39,333	1.00	34,692
Jud 320 - 2nd Circuit	11/14/2011	00058858	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	29,878	1.00	28,536
Jud 320 - 2nd Circuit	10/3/2011	00500098	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	33,196	1.00	37,044
Jud 330 - 3rd Circuit	10/28/2011	00500252	Clerk III	SR08	03	Permanent Civil Service	G	1.00	29,671	1.00	24,384
Jud 330 - 3rd Circuit	11/15/2011	00057008	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	62,190	1.00	43,296
Jud 330 - 3rd Circuit	11/15/2011	00057212	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	57,523	1.00	43,296
Jud 330 - 3rd Circuit	10/17/2011	00011995	Social Worker V	SR24	23	Permanent Civil Service	G	1.00	62,190	1.00	52,728
Jud 330 - 3rd Circuit	11/7/2011	00500010	Clerk III	SR08	03	Permanent Civil Service	G	1.00	25,577	1.00	24,384
Jud 330 - 3rd Circuit	10/17/2011	00057365	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	28,762	1.00	28,536
Jud 330 - 3rd Circuit	11/1/2011	00057210	Judicial Clerk III	SR14	03	Permanent Civil Service	G	1.00	39,333	1.00	34,692
Jud 350 - 5th Circuit	11/4/2011	00058547	Judicial Clerk II	SR12	03	Permanent Civil Service	G	1.00	24,385	1.00	40,548
Jud 350 - 5th Circuit	11/16/2011	00059277	Social Worker II	SR18	13	Permanent Civil Service	G	1.00	48,746	1.00	37,044
Jud 350 - 5th Circuit	11/30/2011	00057878	Social Worker IV	SR22	13	Permanent Civil Service	G	1.00	46,865	1.00	43,296
Jud 350 - 5th Circuit	11/1/2011	00004848	Circuit Court Clerk II	SR20	03	Permanent Civil Service	G	1.00	42,989	1.00	38,988
Jud 610 - Admin Programs	10/3/2011	00500399	Forensic Interview Specialist	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	43,296
Jud 610 - Admin Programs	11/14/2011	00058835	Secretary I	SR12	03	Permanent Civil Service	G	1.00	37,506	1.00	28,536
Jud 610 - Admin Programs	10/3/2011	00059622	Pre Audit Clerk I	SR11	03	Temporary Civil Service	G	1.00	28,534	1.00	27,396
Jud 610 - Admin Programs	10/3/2011	00059205	IT Specialist IV	SR22	13	Permanent Civil Service	G	1.00	43,297	1.00	43,296
Jud 610 - Admin Programs	11/2/2011	00057313	Human Resources Spclt III	SR20	73	Permanent Civil Service	G	1.00	41,633	1.00	40,020

Positions in red are special funded.

Judiciary  
RIF Related Grievances

Table 14

<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>RIF Date</u>	<u>Grievance Date</u>	<u>Current Status</u>
None.										

Expenditures Exceeding Appropriation Ceilings

<u>Prog ID</u>	<u>MOF</u>	<u>Date of Increase</u>	<u>Appropriation Ceiling</u>	<u>Amount Exceeding Appropriation</u>	<u>Increase Percent</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
None.								

Judiciary  
Federal Grants

Table 16

<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuance (Y/N)</u>	<u>Comments</u>
JUD 310	16.745	Criminal and Juvenile Justice and Mental Health Collaboration Program	Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)	9/7/2011	200,000	2012	50,000	N	Competitive Grant-Drug Court, 1CC
JUD 601	20.600	Highway Safety Grant Program	U. S. Department of Transportation (DOT)	9/16/2011	15,060	2012	0	N	Competitive Grant-Judicial Training
JUD 330	16.585	Drug Court Discretionary Grant Program	DOJ, OJP, BJA	9/7/2011	199,950	2012	66,650	N	Competitive Grant-Drug Court, 3CC
JUD 310	93.243	Mental Health Transformation Grants	Substance Abuse and Mental Health Services Administration (SAMHSA)	7/25/2011	40,750	2012	0	N	Competitive Grant through the State Department of Health-Veterans Services

Judiciary  
Federal Grants

Table 16

<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuance (Y/N)</u>	<u>Comments</u>
JUD 601	None	State Justice Institute (SJI), Technical Assistance Grants	SJI	9/12/2011	50,000	2012	25,000	N	Competitive Grant-Strategic Plan 2020
JUD 601	20.600	Highway Planning and Construction Program	DOT	8/30/2011	12,000	2012	0	N	Competitive Grant through the State Department of Transportation-Administrative Driver's License Revocation Office (ADLRO) Equipment Purchase
JUD 310	16.540	Juvenile Detention Alternatives Initiative (JDAI)	DOJ. OJP, Office of Juvenile Justice and Delinquency Prevention (OJJDP)	9/21/2011	185,000	2012	0	N	Through the State Department of Human Services, Office of Youth Services (OYS)-JDAI

Judiciary  
Federal Grants

Table 16

<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuation (Y/N)</u>	<u>Comments</u>
JUD 310	16.588	STOP Violence Against Women Formula Grant Program	DOJ, Office on Violence Against Women (OVW)	2012	46,127	2012	15,376	N	Formula Grant through the State Department of the Attorney General-Application Submitted on 10/31/2011-Judicial Training
JUD 601	16.738	Edward Byrne Memorial Justice Assistance Grant Program (JAG)	DOJ, OJP, BJA	2012	21,888	2012	0	N	Anticipated Award-Competitive Grant through the State Department of the Attorney General-Application Submitted 10/24/2011; Equality and Access to the Courts
JUD 310	16.588	STOP Violence Against Women Formula Grant Program	DOJ, OVW	2012	46,127	2012	15,376	N	Anticipated Award-Formula Grant through the State Department of the Attorney General

Judiciary  
Federal Grants

Table 16

<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuance (Y/N)</u>	<u>Comments</u>
JUD 310	93.586	Court Improvement Program- Training Grant	U.S. Department of Health and Human Services (DHHS), Administration for Children & Families (ACF)	2012	106,322	2012	35,438	N	Anticipated Award-Formula Grant- Estimated Amount
JUD 310	93.586	Court Improvement Program-Basic Grant	DHHS, ACF	2012	106,963	2012	38,310	N	Anticipated Award-Formula Grant- Estimated Amount
JUD 310	93.586	Court Improvement Program-Data Grant	DHHS, ACF	2012	107,684	2012	35,409	N	Anticipated Award-Formula Grant- Estimated Amount
JUD 310	93.597	State Access and Visitation Program	DHHS, ACF	2012	100,000	2012	11,111	N	Anticipated Award-Formula Grant- Estimated Amount
JUD 310	20.600	Highway Safety Grant Program	DOT	2012	154,600	2012	0	N	Anticipated Award-Competitive Grant- Estimated Amount-DWI Court

Judiciary  
Intradepartmental Transfer of Funds

Table 17

<u>Anticip or Actual Date of Transfer</u>	<u>MOF</u>	<u>Amount of Transfer</u>	<u>From Prog ID</u>	<u>Percent of Imparting Program ID Appropriation</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
8/9/10	A	\$ 74,572	JUD 101	1.1%	JUD 601	0.4%	To reallocate funds as intended by the Legislature when the entire Judiciary lump-sum budget cut of \$1.5M was applied solely to JUD 601 for expediency purposes. The transfer reflects the amount reallocated to JUD 601 to properly offset the legislative reduction, a portion of which should have been assigned to each Judiciary program. JUD 601's portion of \$1.5M reduction = \$234,402. (\$234,402+\$1,265,598=\$1,500,000)	N
		\$ 770,378	JUD 310	1.1%		4.0%		
		\$ 159,319	JUD 320	1.1%		0.8%		
		\$ 188,096	JUD 330	1.1%		1.0%		
		\$ 72,249	JUD 350	1.1%		0.4%		
		\$ 984	JUD 501	1.2%		0.0%		
5/23/11	A	\$ 100,000	JUD 601	0.5%	JUD 310	0.1%	To reallocate funds to cover shortfalls in operating expenses.	N
		\$ 200,000	JUD 601	1.0%	JUD 310	0.3%		
		\$ 200,000	JUD 330	1.2%	JUD 101	3.1%		
		\$ 50,000	JUD 330	0.3%	JUD 310	0.1%		
		\$ 56,000	JUD 350	0.9%	JUD 310	0.1%		
07/01/11	A	\$ 98,991	JUD 101	1.4%	JUD 601	0.6%	To reallocate funds as intended by the Legislature when the entire Judiciary lump-sum budget cut of \$2M was applied solely to JUD 601 for expediency purposes. The transfer reflects the amount reallocated to JUD 601 to properly offset the legislative reduction, a portion of which should have been assigned to each Judiciary program. JUD 601's portion of \$2M reduction = \$310,787. (\$310,787+\$1,689,213=\$2,000,000)	N
		\$ 1,027,752	JUD 310	1.4%		6.7%		
		\$ 212,777	JUD 320	1.4%		1.4%		
		\$ 251,766	JUD 330	1.4%		1.6%		
		\$ 96,637	JUD 350	1.4%		0.6%		
		\$ 1,290	JUD 501	1.4%		0.0%		

Judiciary  
Interdepartmental Transfer of Funds

Table 18

<u>Anticip or</u>									
<u>Actual</u>		<u>Amount</u>	<u>From</u>	<u>Percent of Imparting</u>	<u>To</u>	<u>Percent of Receiving</u>	<u>Transfer</u>		
<u>Date of</u>	<u>MOF</u>	<u>Transferred</u>	<u>Prog ID</u>	<u>Program ID</u>	<u>Prog ID</u>	<u>Program ID</u>	<u>Category</u>		<u>Recurring</u>
<u>Transfer</u>				<u>Appropriation</u>		<u>Appropriation</u>	<u>LS/PR/O</u>	<u>Reason for Transfer (O - Other)</u>	<u>(Y/N)</u>
None.									

Judiciary  
CIP Summary

Table 20

<u>Priority</u>	<u>Project Title</u>	<u>FY13 \$\$\$</u>	<u>MOF</u>
1	Kauikeaouli Hale Domestic Water Booster and Fire Pump Replacement, Oahu	400,000	C
2	Aliiolani Hale Building Exterior Improvements, Oahu	3,040,000	C
3	Kauikeaouli Hale Air Conditioning System Controls Equipment Upgrade, Oahu	227,000	C
4	Hoapili Hale Interior Air Handling and Supply System Improvements, Maui	1,365,000	C
5	Hoapili Hale Air Conditioning Energy Management System Upgrade, Maui	1,110,000	C
6	Status Offender Shelter and Juvenile Services Center, Oahu	250,000	C
7	Hoapili Hale Air Conditioning Cooling Tower Building Improvements, Maui	890,000	C
	Judiciary Total	7,282,000	C
<u>NOTE</u> : There are no lapses being proposed in the FY13 Supplemental Budget.			

Judiciary  
Division Resources

Table 21

<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  
Organization Changes

Table 22

<u>Year of Change</u> <u>FY12/FY13</u>	<u>Page Number</u>	<u>Description of Change</u>
7/21/2011 (FY12)	88	Administration-Policy & Planning Dept (Establish Emergency Management & Court Security Division)
10/19/2011 (FY12)	45	First Circuit-Court Operations Division, Rural Courts, Kaneohe (Restructure span of control)
11/7/2011 (FY12)	44	First Circuit-Court Operations Division, Traffic Violations Bureau (Eliminate night shift; consolidate night staff with day shift)
11/17/2011 (FY12)	43	First Circuit-Court Operations Division, Legal Documents Branch #2 (Restructure span of control; consolidate all District Court calendaring functions)
12/8/2011 (FY12)	80	Office of the Administrative Director (Transfer Administration Fiscal Office to a direct reporting unit under the Deputy Administrative Director)
12/16/2011 (FY12)	In Union Consultation	First Circuit-Administrative Services Division, Client Services Division, Court Support Services Division (Restructure span of control)

# THE JUDICIARY

STATE OF HAWAII

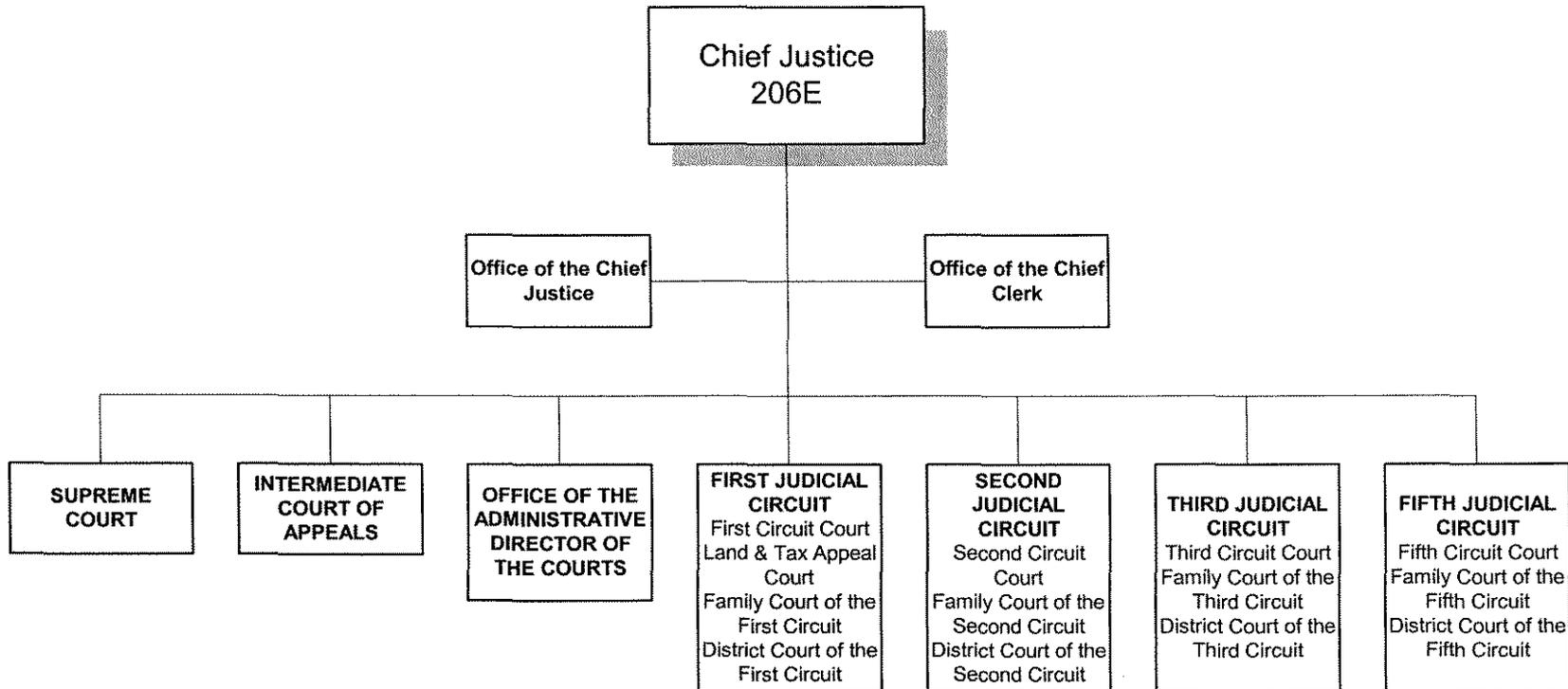
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Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

1/26/04



# THE JUDICIARY

STATE OF HAWAII

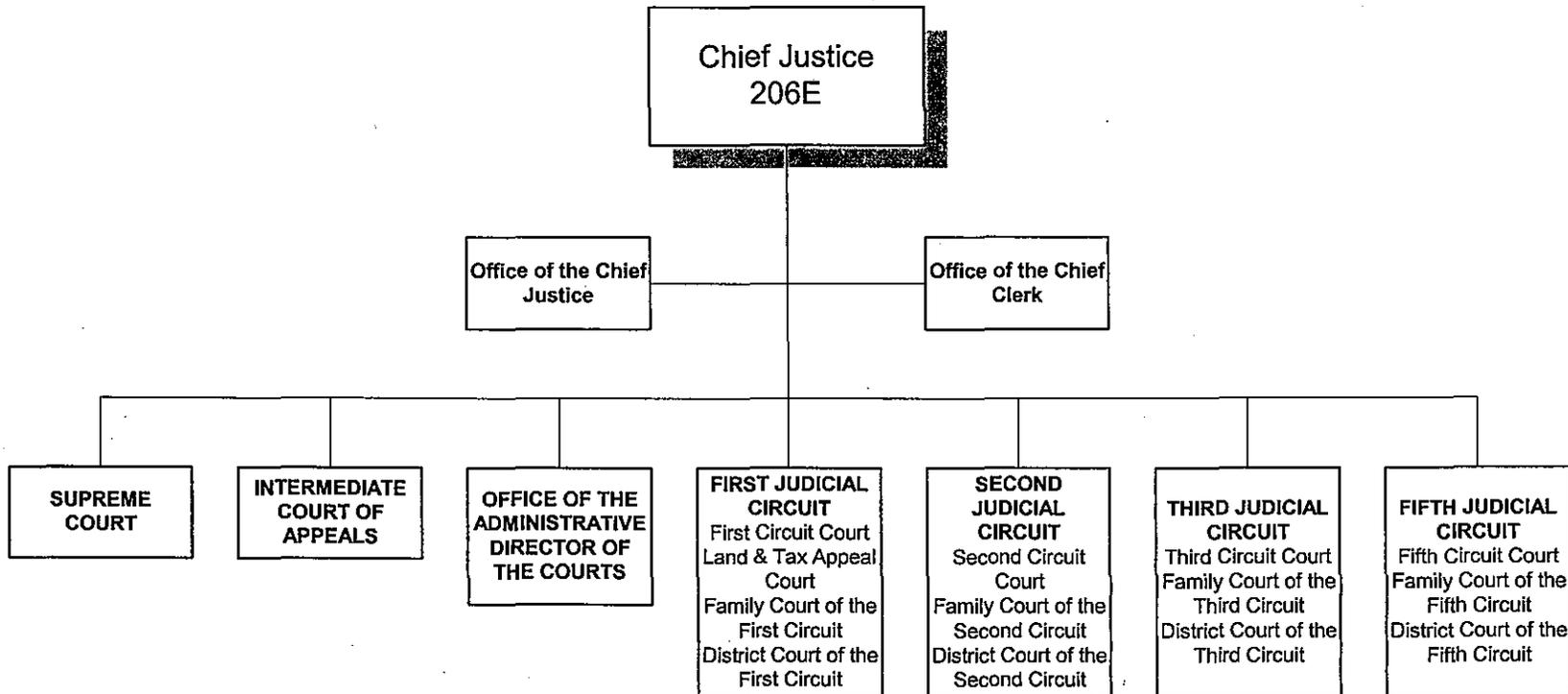
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Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

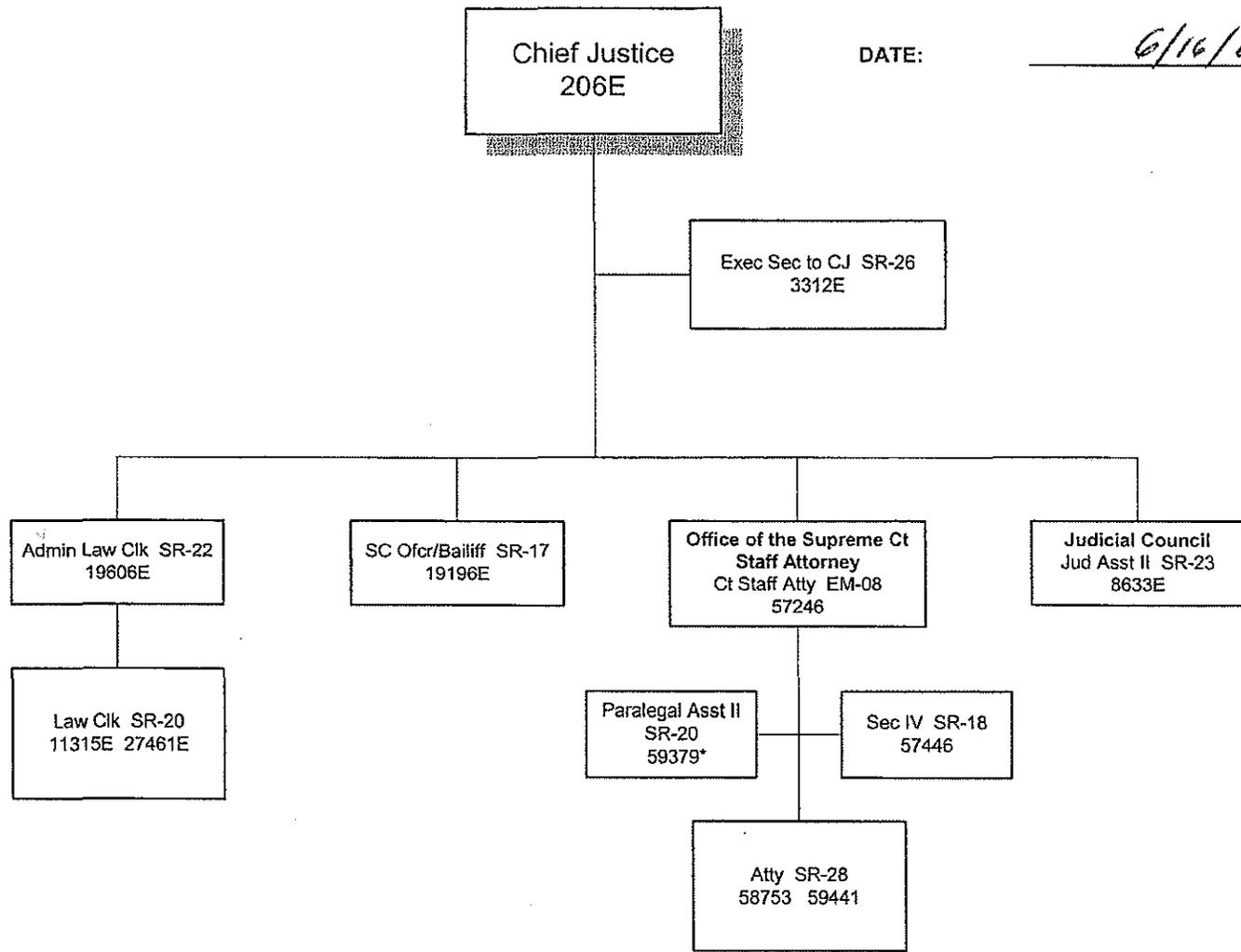
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# SUPREME COURT Office of the Chief Justice

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Ronald T. Y. Moon  
CHIEF JUSTICE

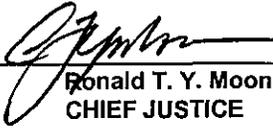
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\*(Vacant) Position redescribed from Appellate Ct Clk, SR-20.

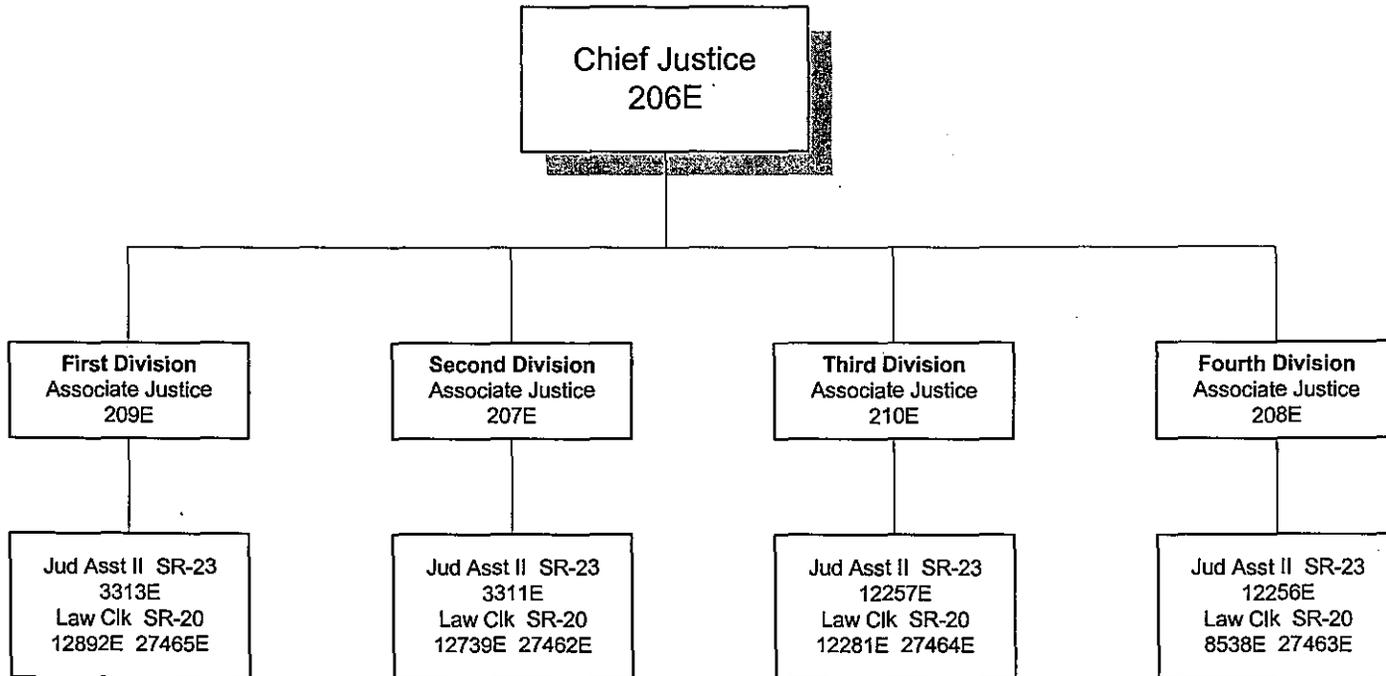
# SUPREME COURT

APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

1/26/04



# INTERMEDIATE COURT OF APPEALS

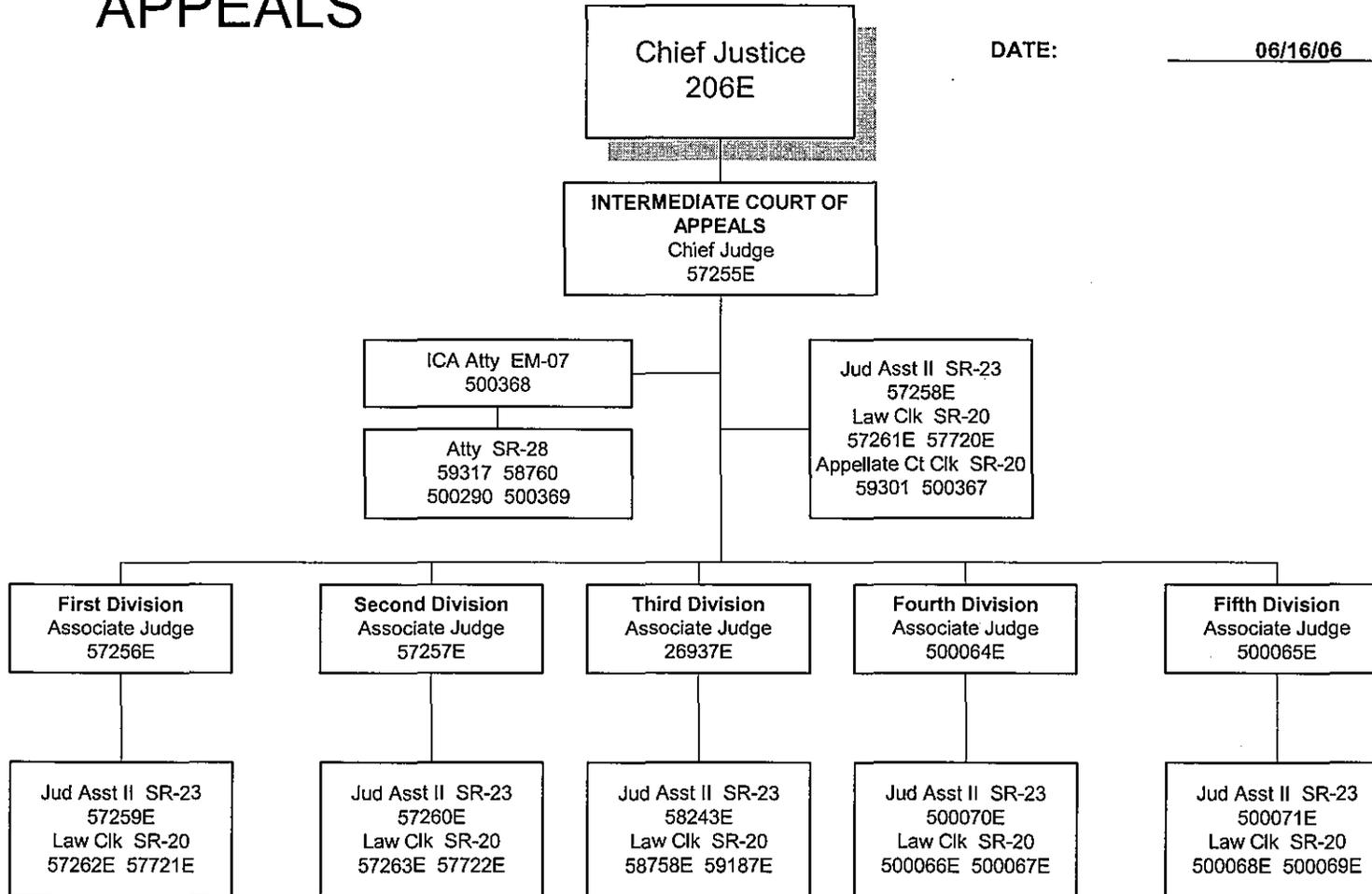
APPROVED:

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

DATE:

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

JUDICIARY - Page 5

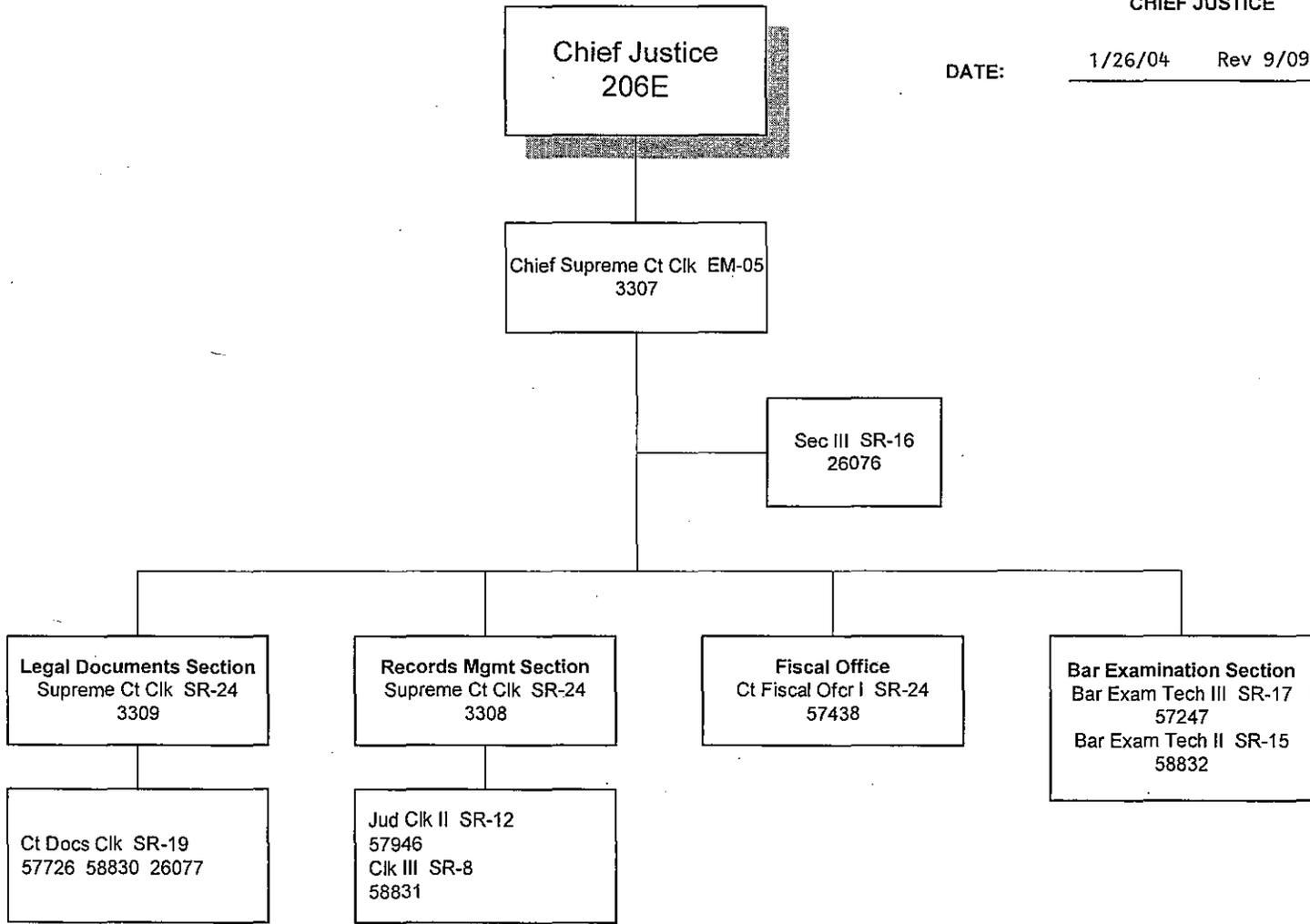


Courts of Appeal  
Office of the Chief Clerk

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

DATE: 1/26/04 Rev 9/09

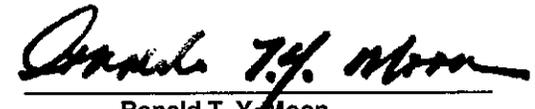
JUDICIARY - Page 6



# FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

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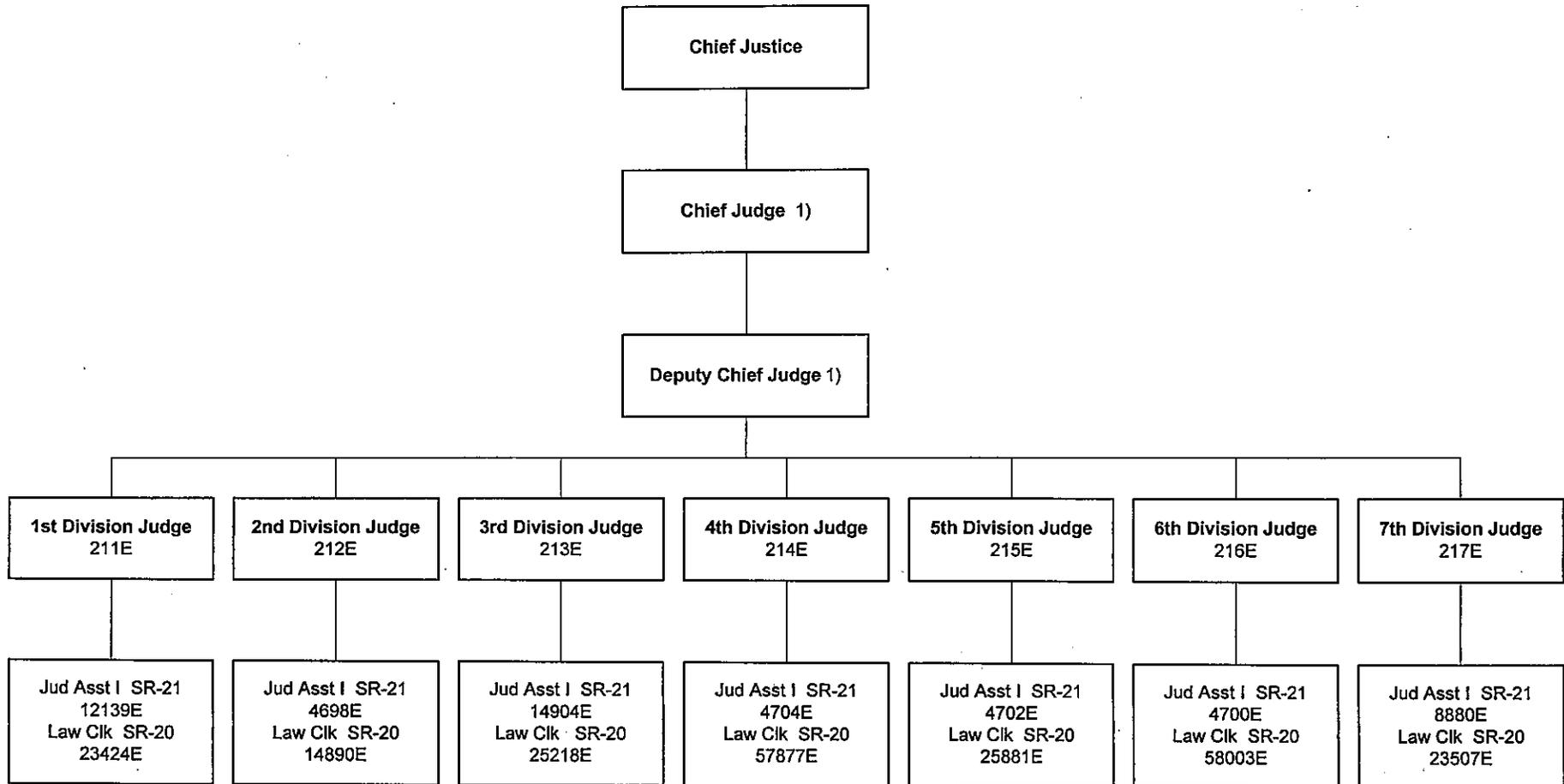


Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

08/23/02

JUDICIARY - Page 7

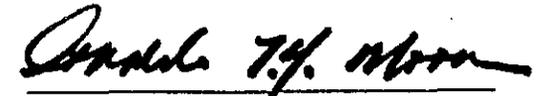


1) Per Chief Justice's order of assignment.

# FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

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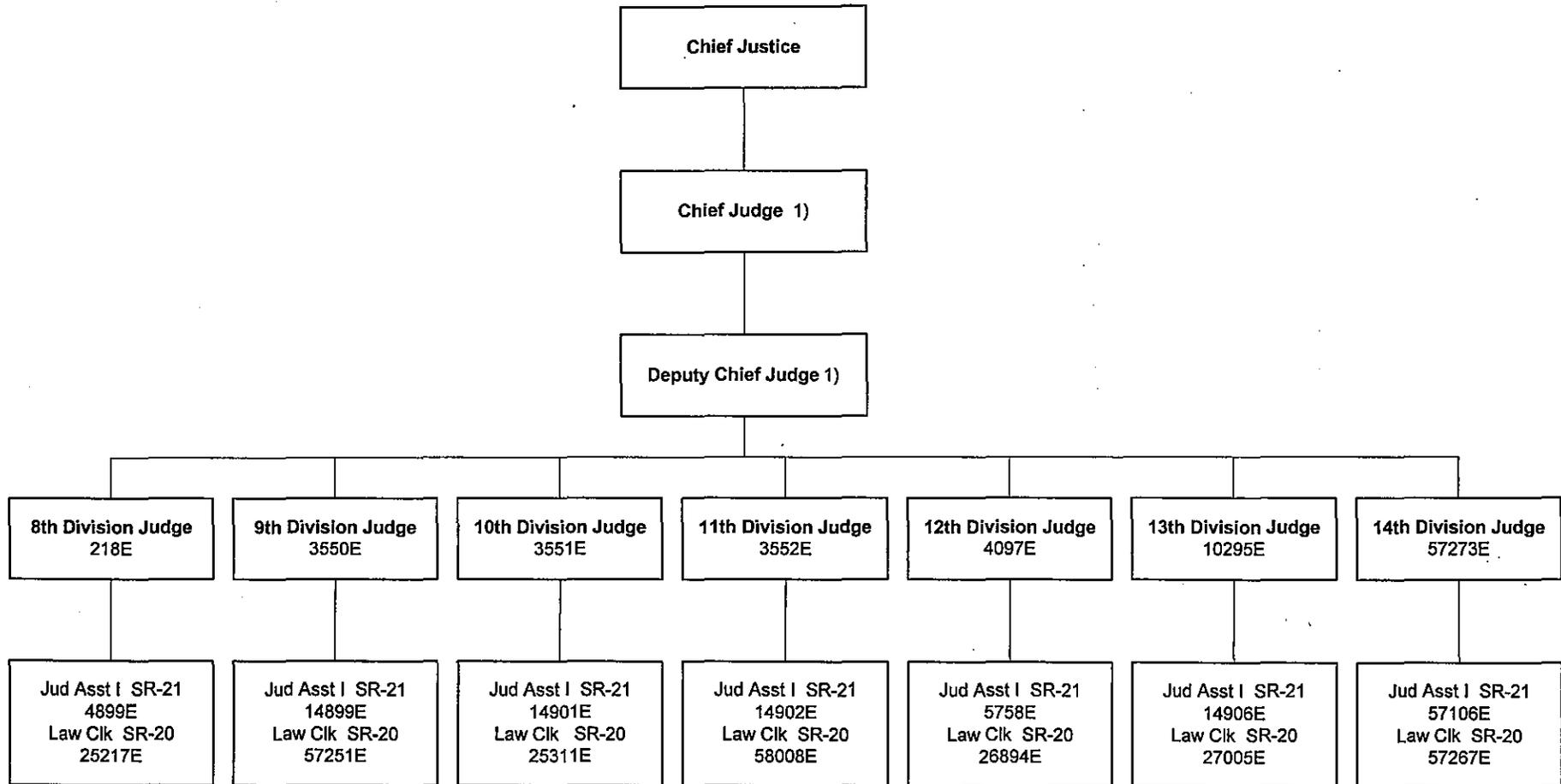


Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

08/23/02

JUDICIARY - Page 8



1) Per Chief Justice's order of assignment.

# FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

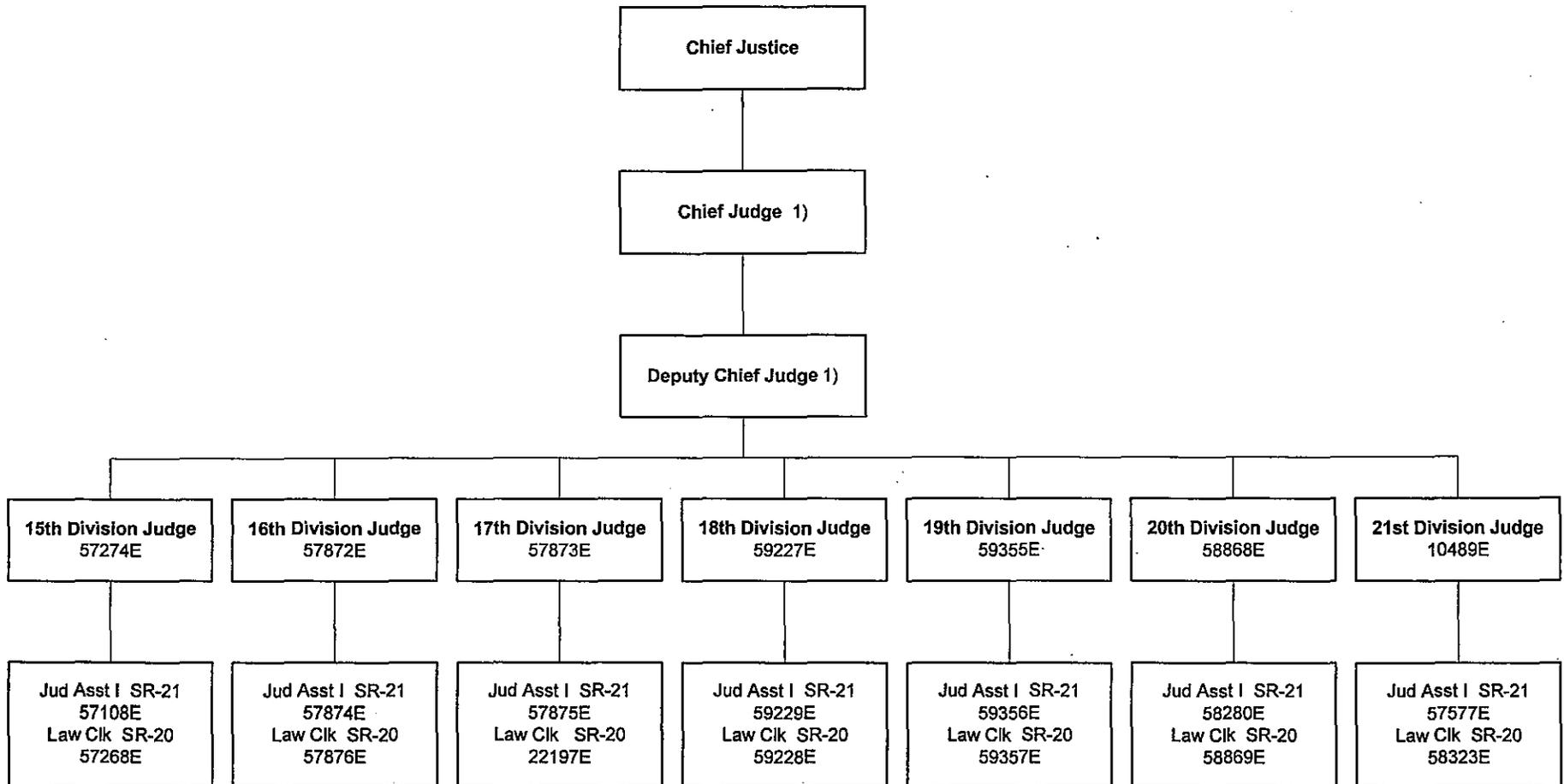
APPROVED:

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

DATE:

08/23/02

JUDICIARY - Page 9



1) Per Chief Justice's order of assignment.

# FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

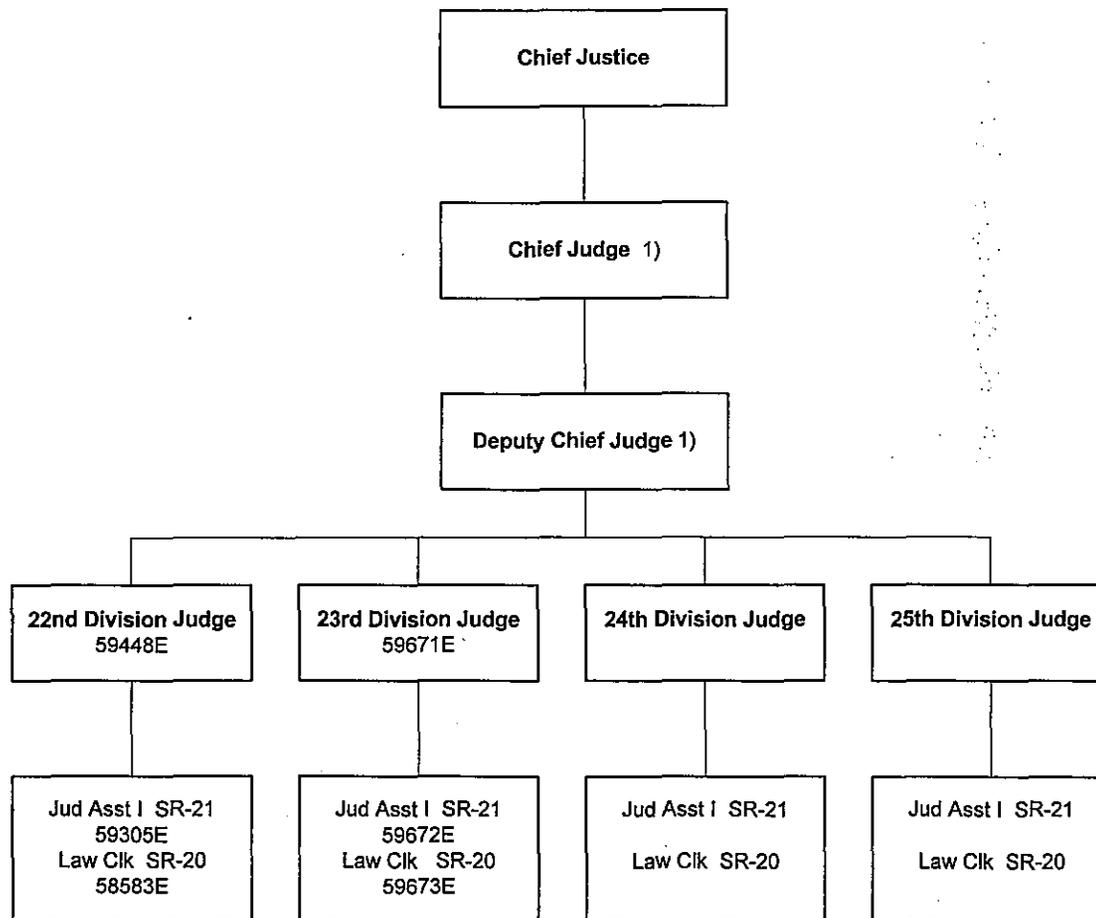
APPROVED:

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

DATE:

08/23/02

JUDICIARY - Page 10

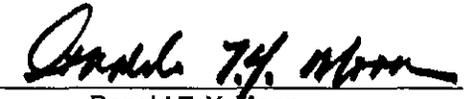


1) Per Chief Justice's order of assignment.

# FIRST CIRCUIT

CIVIL ADMINISTRATION

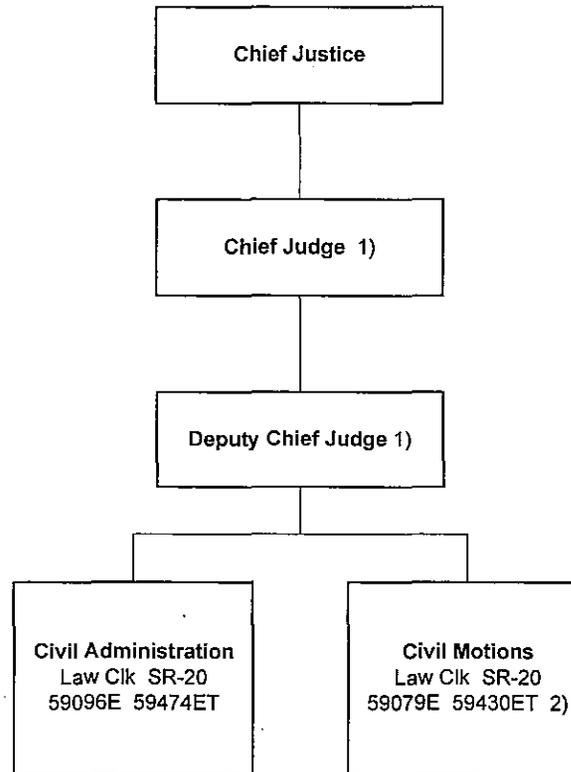
APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

8/23/02 Rev 9/09

JUDICIARY - Page 11



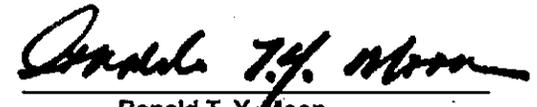
1) Per Chief Justice's order of assignment.

2) Reports to Civil Motions Judge.

# FIRST JUDICIAL CIRCUIT

CRIMINAL ADMINISTRATION

APPROVED:

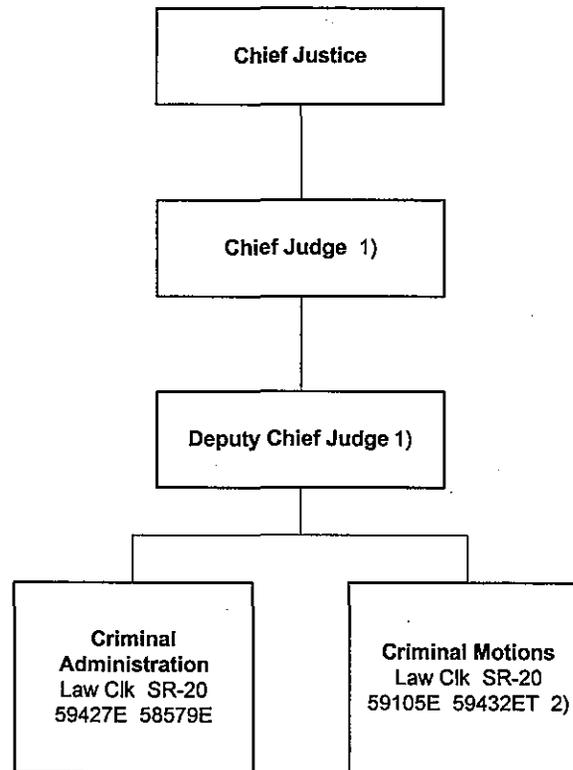


Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

08/23/02

JUDICIARY - Page 12



1) Per Chief Justice's order of assignment.

2) Reports to Criminal Motions Judge.

# FIRST CIRCUIT

FAMILY JUDGES

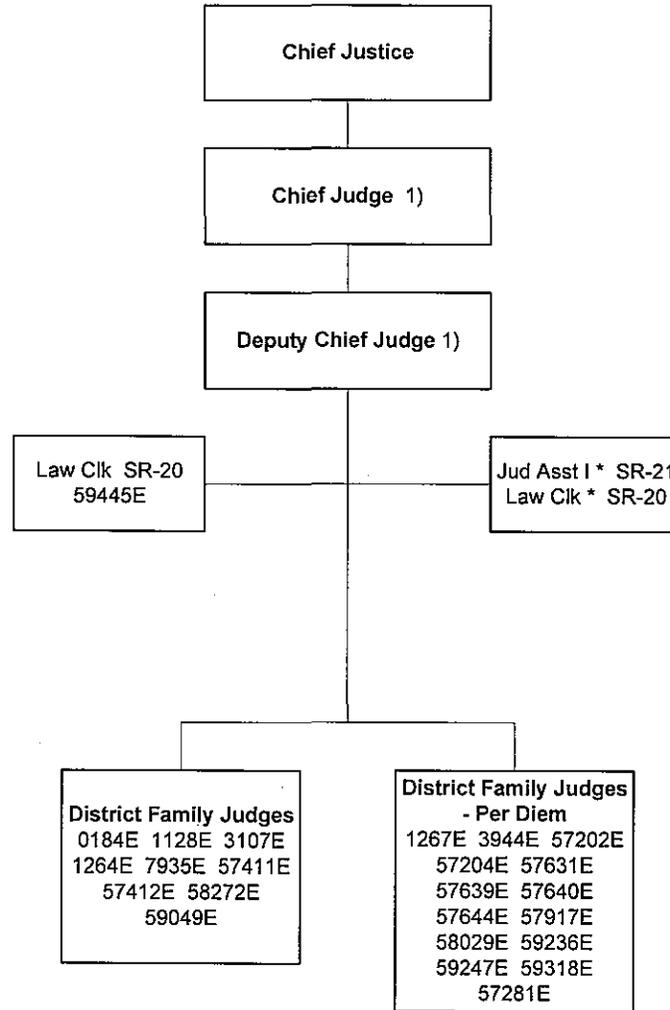
APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

11/04/09

JUDICIARY - Page 13



1) Per Chief Justice's order of assignment.

\*Designated trial judge's staff..

# FIRST JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED:

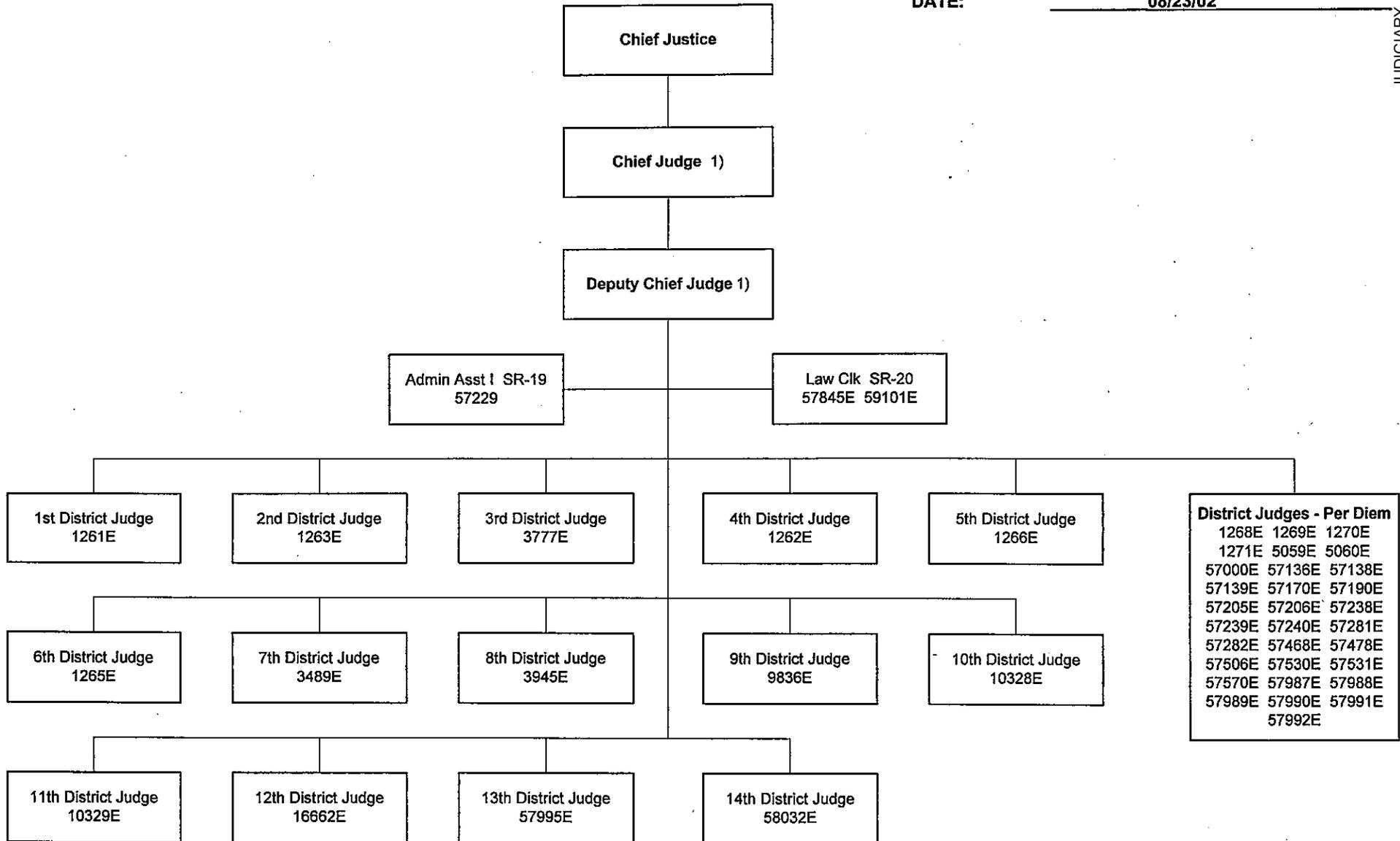
*Ronald T. Y. Moon*

Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

08/23/02

JUDICIARY - Page 14



1) Per Chief Justice's order of assignment.

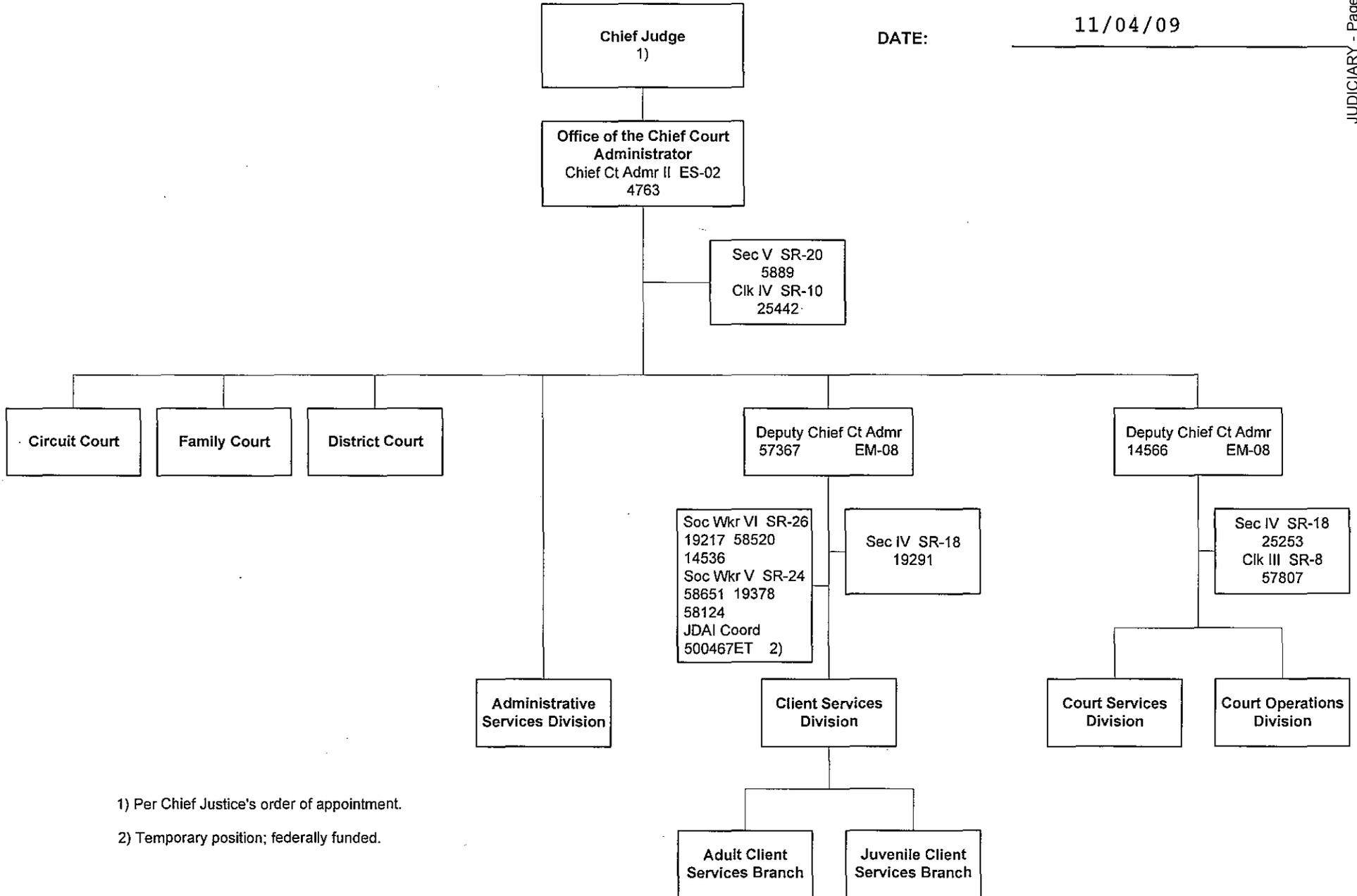
# First Circuit

APPROVED:

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

DATE:

11/04/09



1) Per Chief Justice's order of appointment.

2) Temporary position; federally funded.

# First Circuit

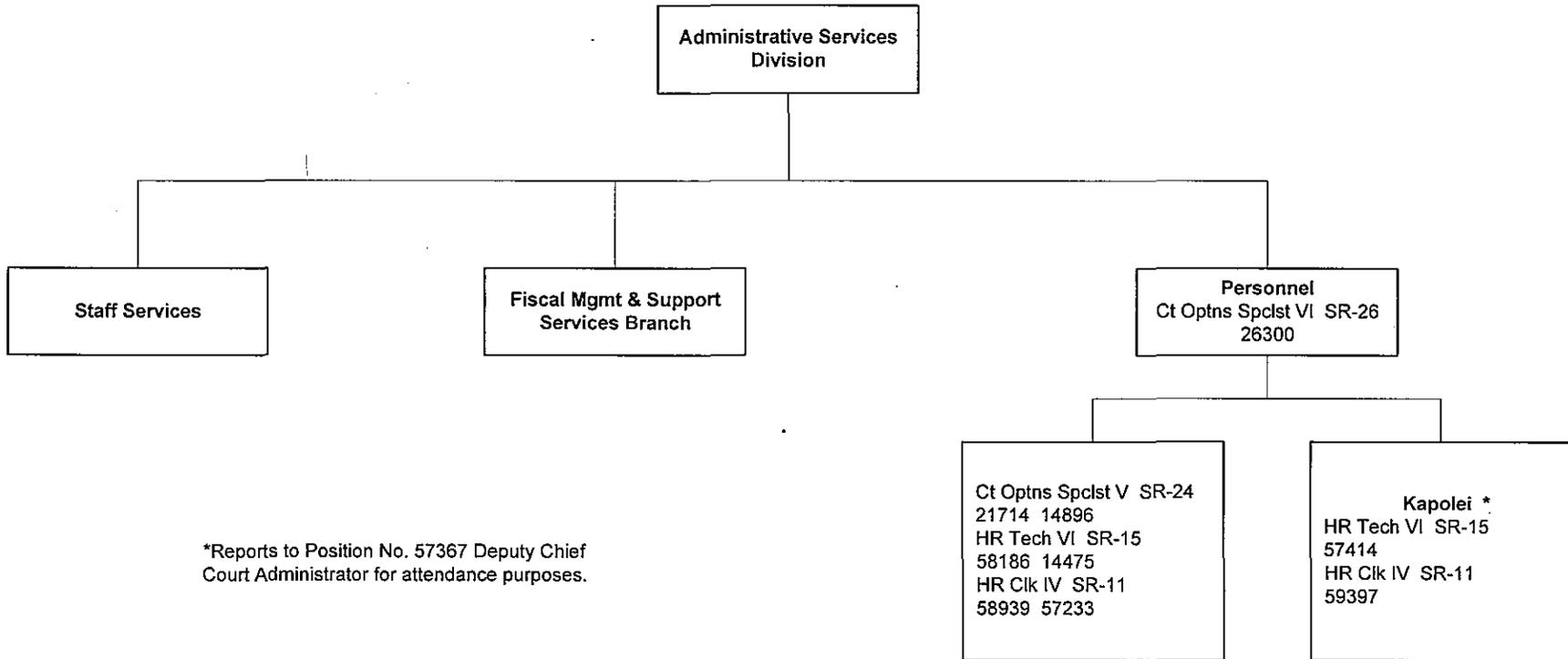
APPROVED:

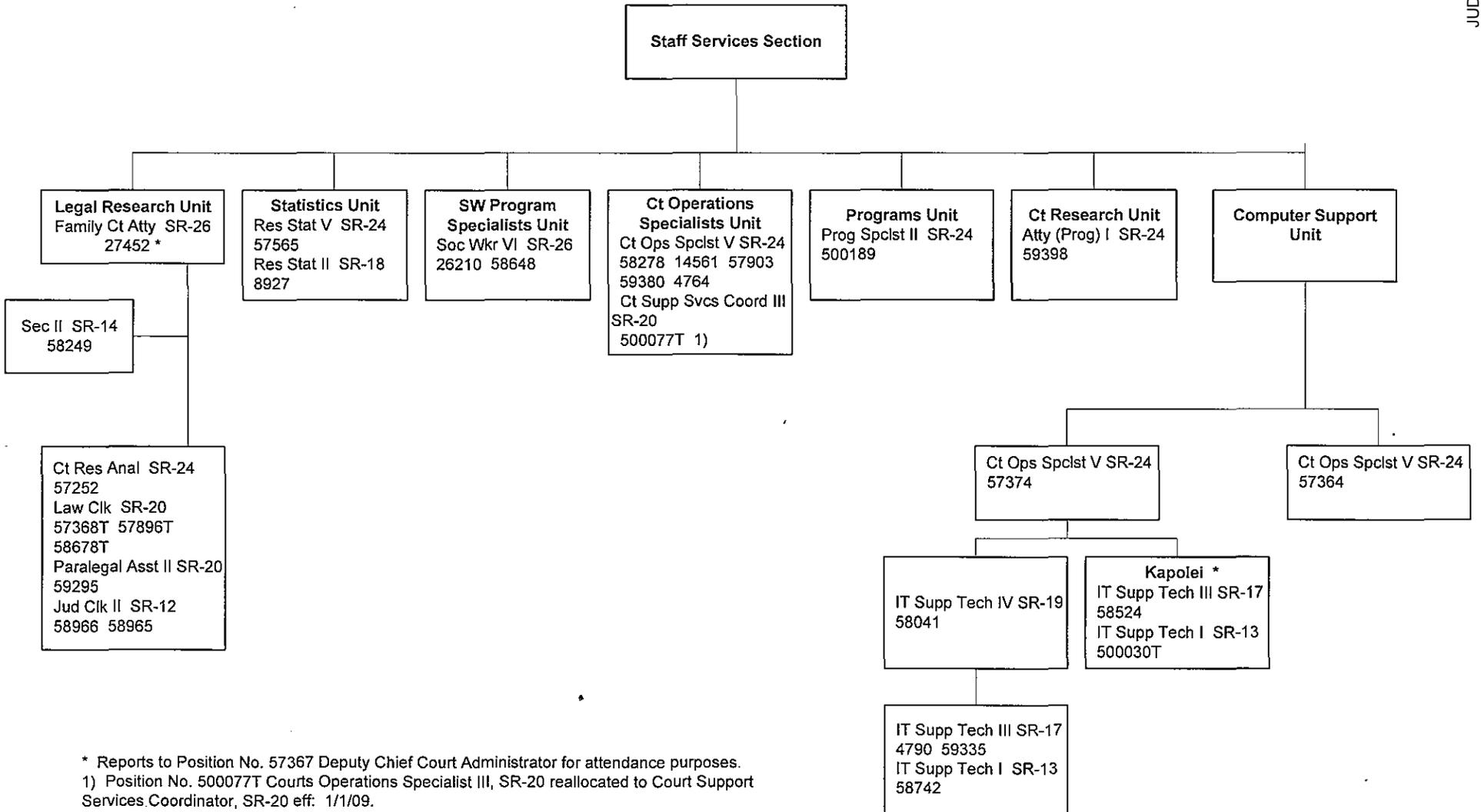


Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

11/04/09





\* Reports to Position No. 57367 Deputy Chief Court Administrator for attendance purposes.  
1) Position No. 500077T Courts Operations Specialist III, SR-20 reallocated to Court Support Services Coordinator, SR-20 eff: 1/1/09.

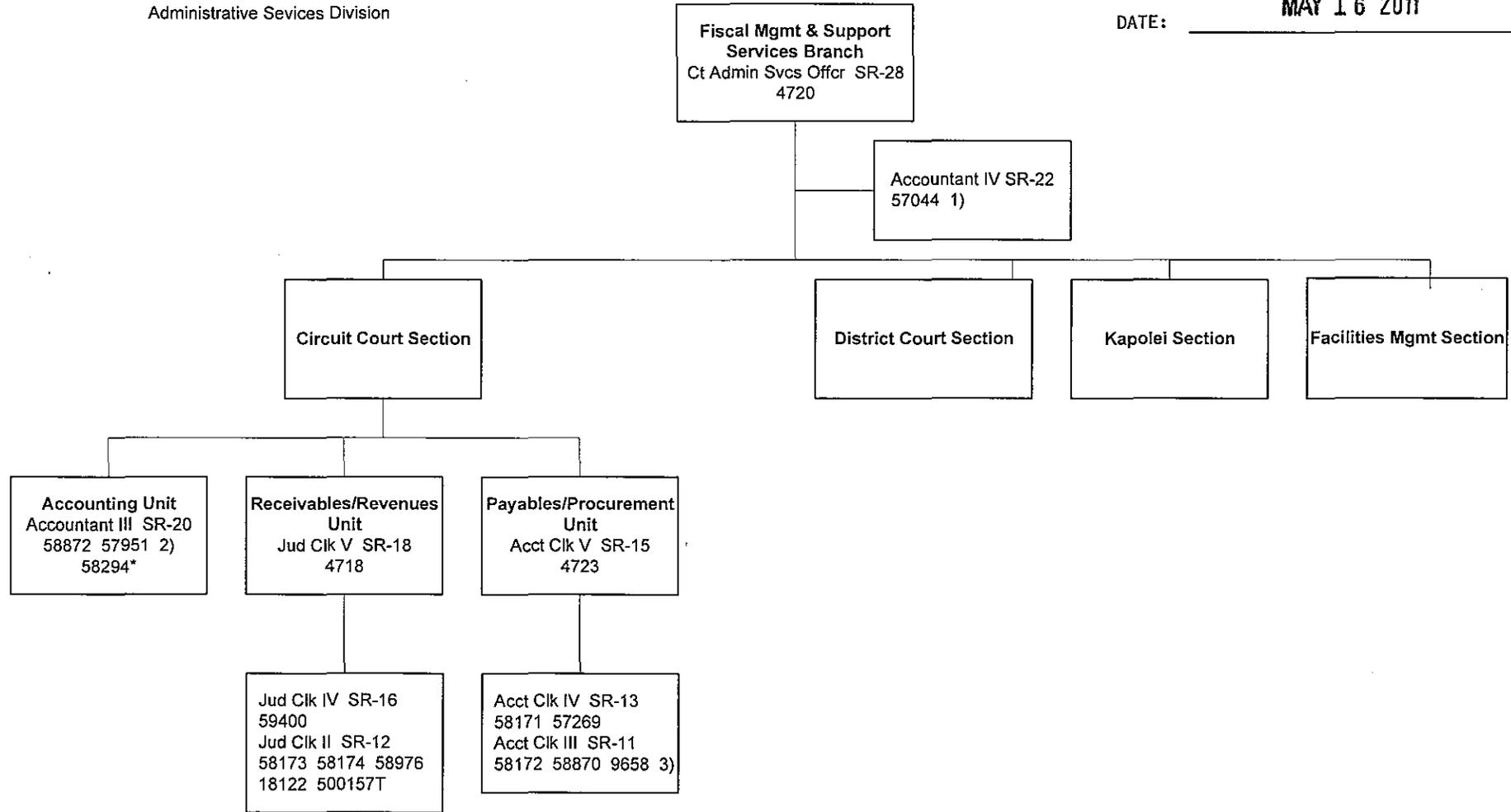
# First Circuit

Administrative Services Division

APPROVED: Man Dechenved

DATE: MAY 16 2011

JUDICIARY - Page 18



\*Provides support to the Land & Tax Appeal Court.

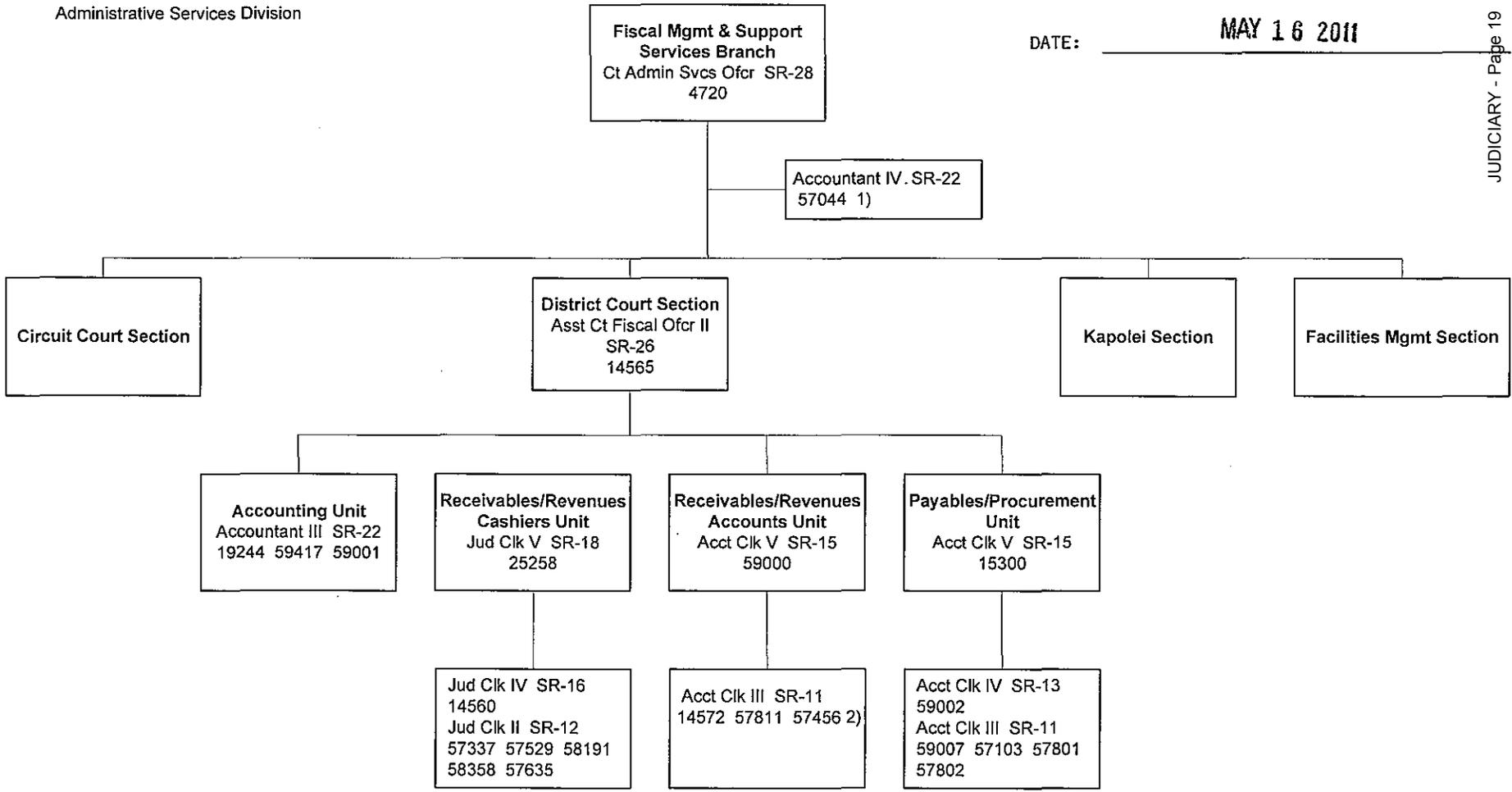
- 1) Vacant Position No. 57044 Accountant IV transferred from District Court Section, Accounting Unit.
- 2) Vacant Position No. 57951 transferred from Facilities Management Section, Circuit Court; and redescribed to Accountant III.
- 3) Vacant Position No. 9658 Acct Clk V to be reallocated to Acct Clk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

# First Circuit

Administrative Services Division

APPROVED: Man Rechele  
 DATE: MAY 16 2011

JUDICIARY - Page 19



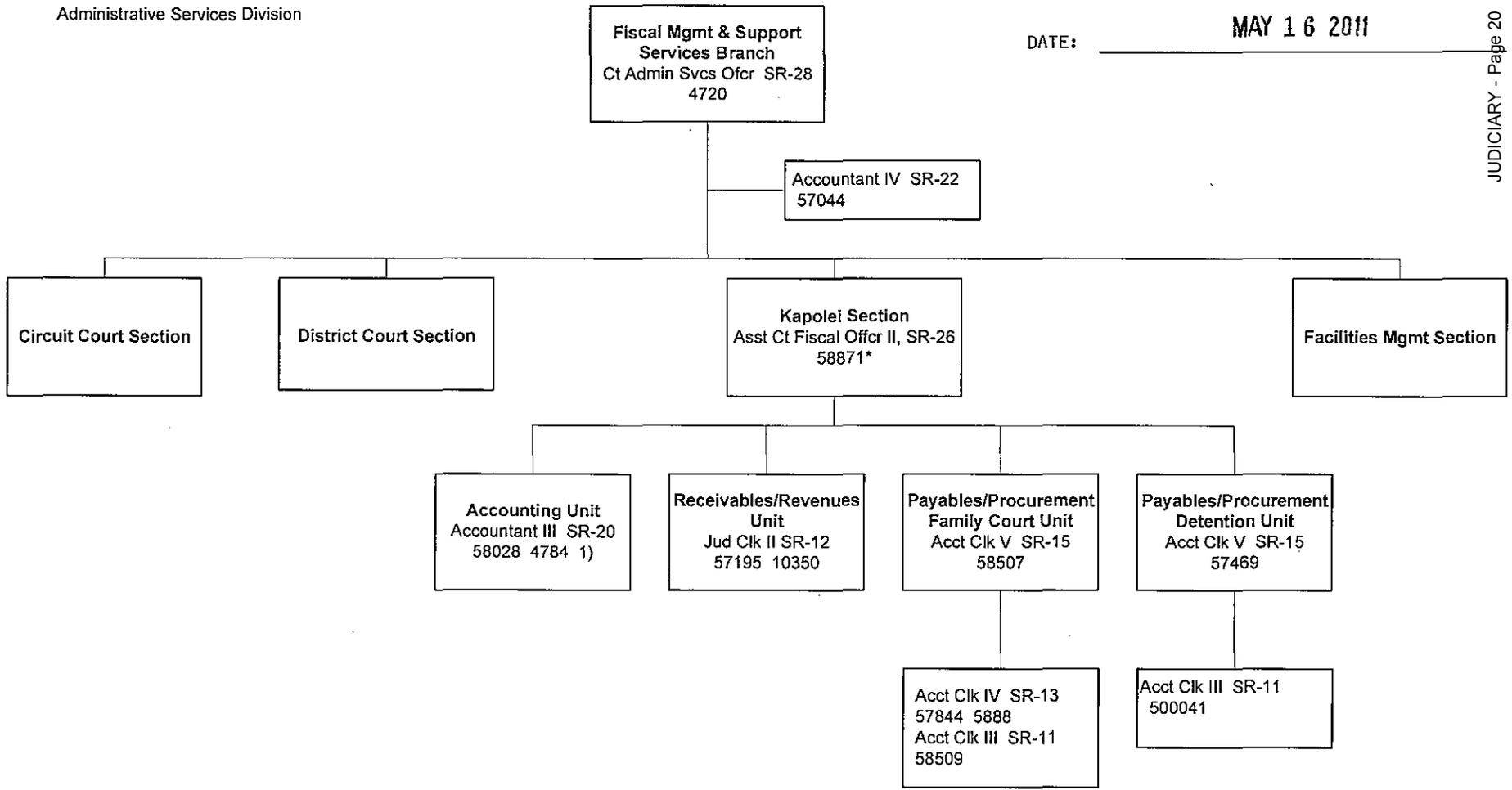
1) Vacant Position No. 57044 Accountant IV transferred from District Court Section, Accounting Unit.  
 2) Vacant Position No. 57456 reallocated from Acct Clk IV.

# First Circuit

Administrative Services Division

APPROVED: *Ann Hummel*  
DATE: MAY 16 2011

JUDICIARY - Page 20



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

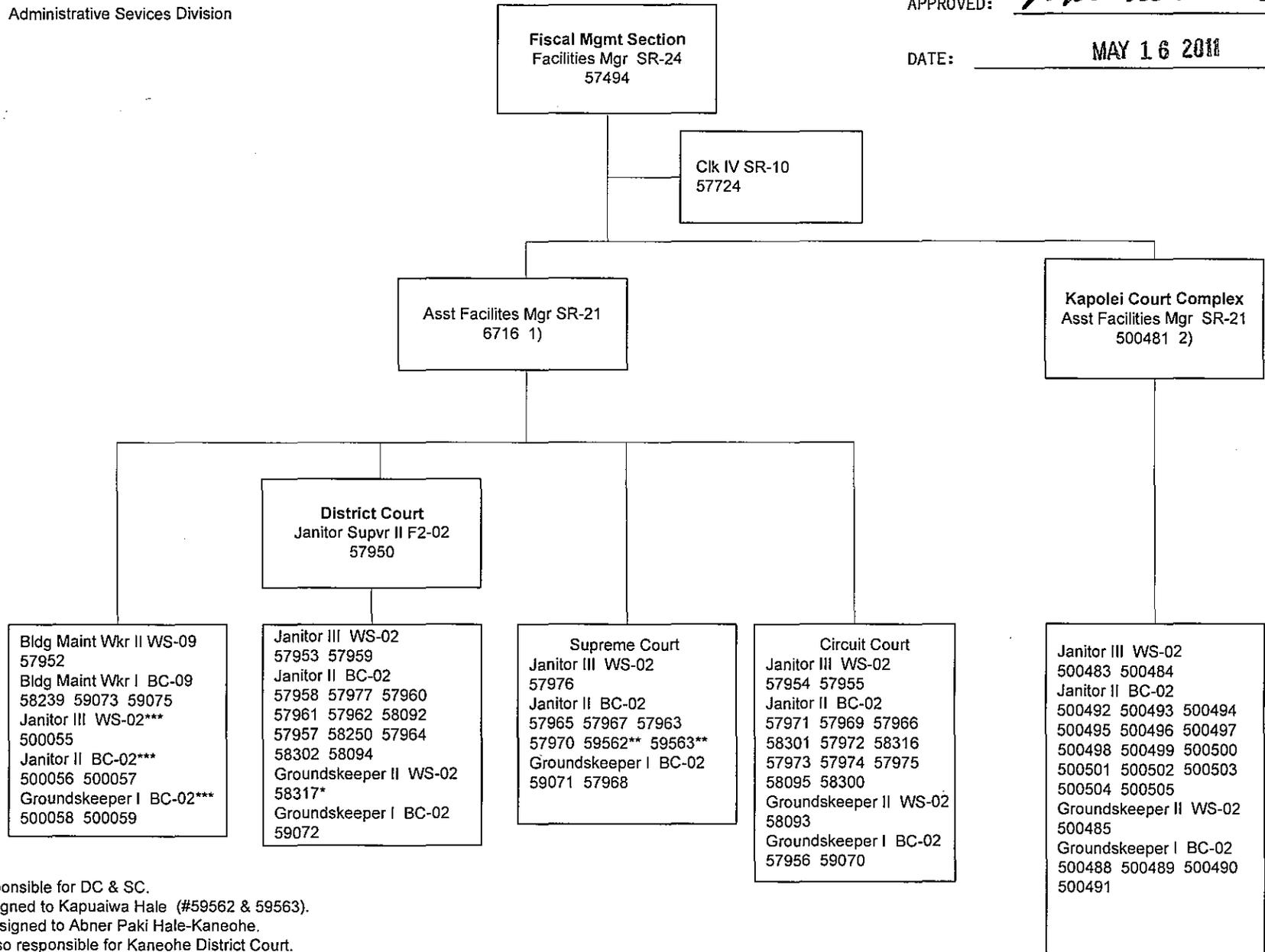
# First Circuit

Administrative Services Division

APPROVED: Ma Deunne

DATE: MAY 16 2011

JUDICIARY - Page 21



\*Responsible for DC & SC.

\*\*Assigned to Kapuawai Hale (#59562 & 59563).

\*\*\* Assigned to Abner Paki Hale-Kaneohe.

1) Also responsible for Kaneohe District Court.

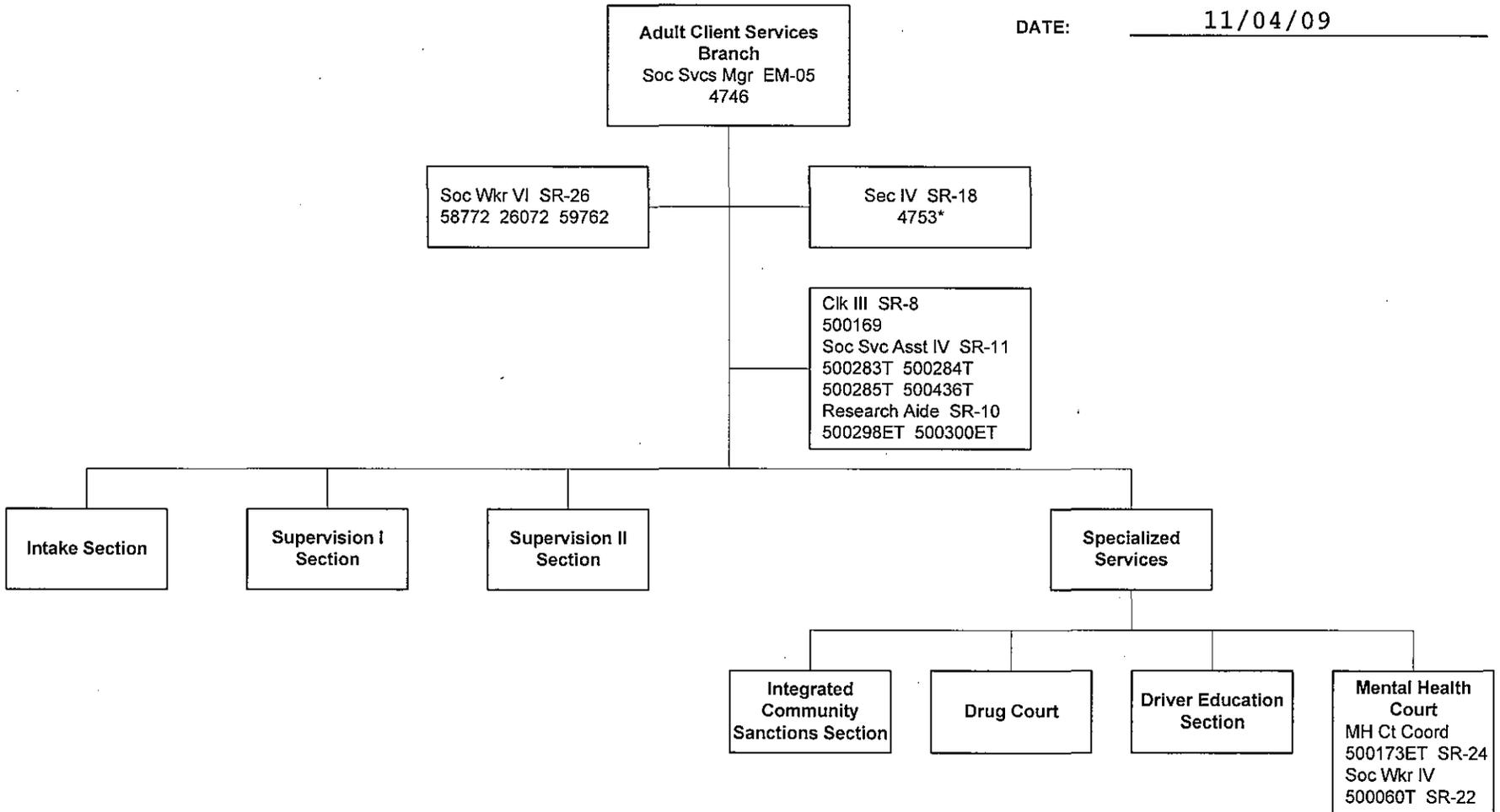
2) Reports to Position No. 58871 Asst Court Fiscal Officer II for attendance purposes. Also responsible for Ewa and Wahiawa District Courts.

# First Circuit

Adult Client Svcs

APPROVED:   
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE: 11/04/09

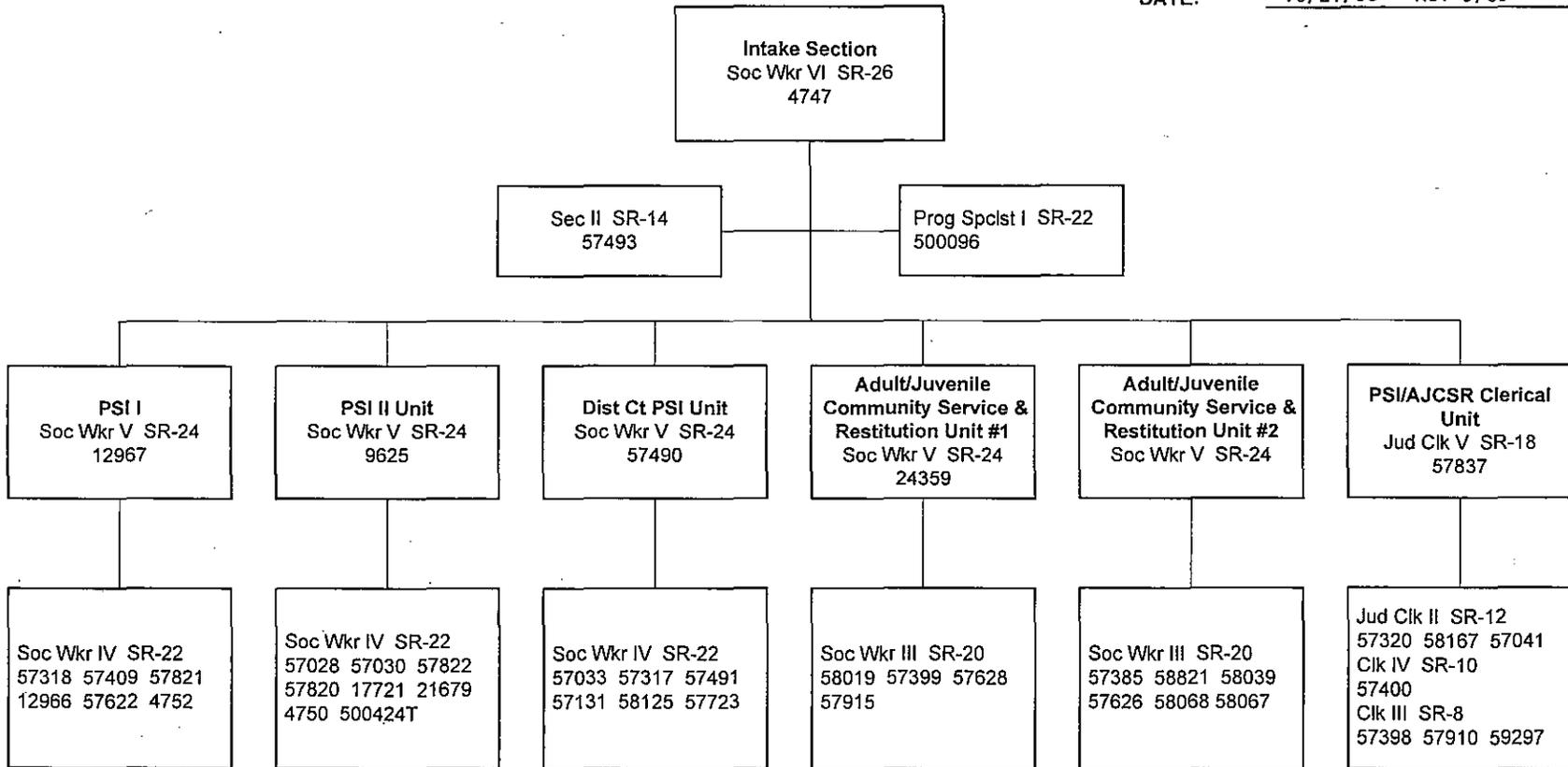


\*Psn to be redescribed upon vacancy.

# First Circuit

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

DATE: 10/21/08 Rev 9/09

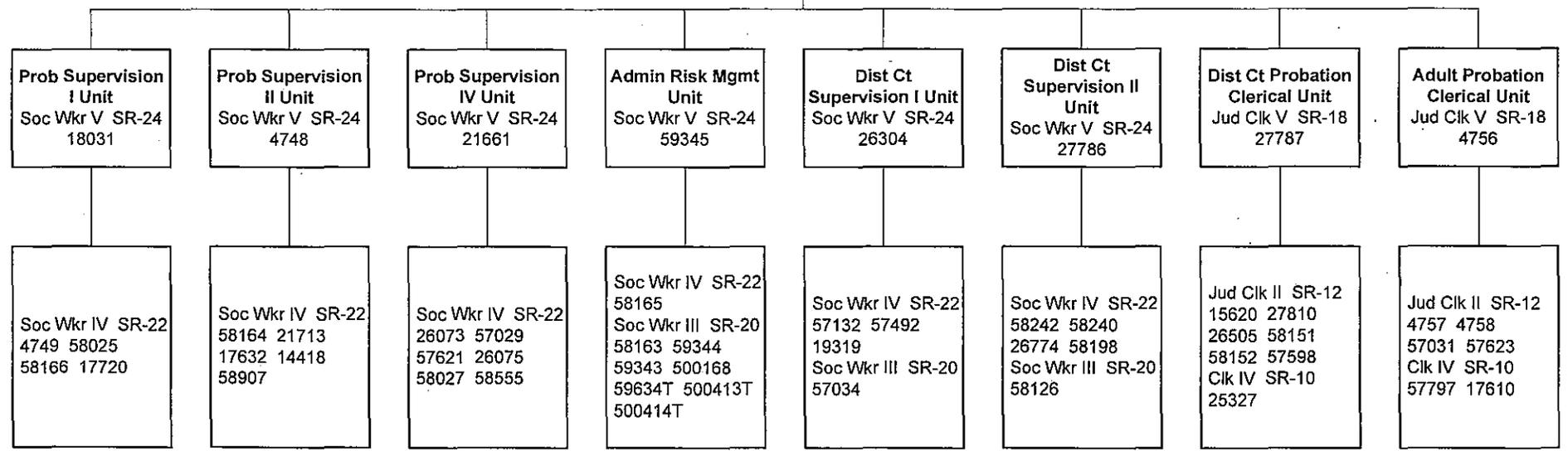


# First Circuit

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

DATE: 10/21/08 Rev 9/09

Supervision I Section  
 Soc Wkr VI SR-26  
 15614

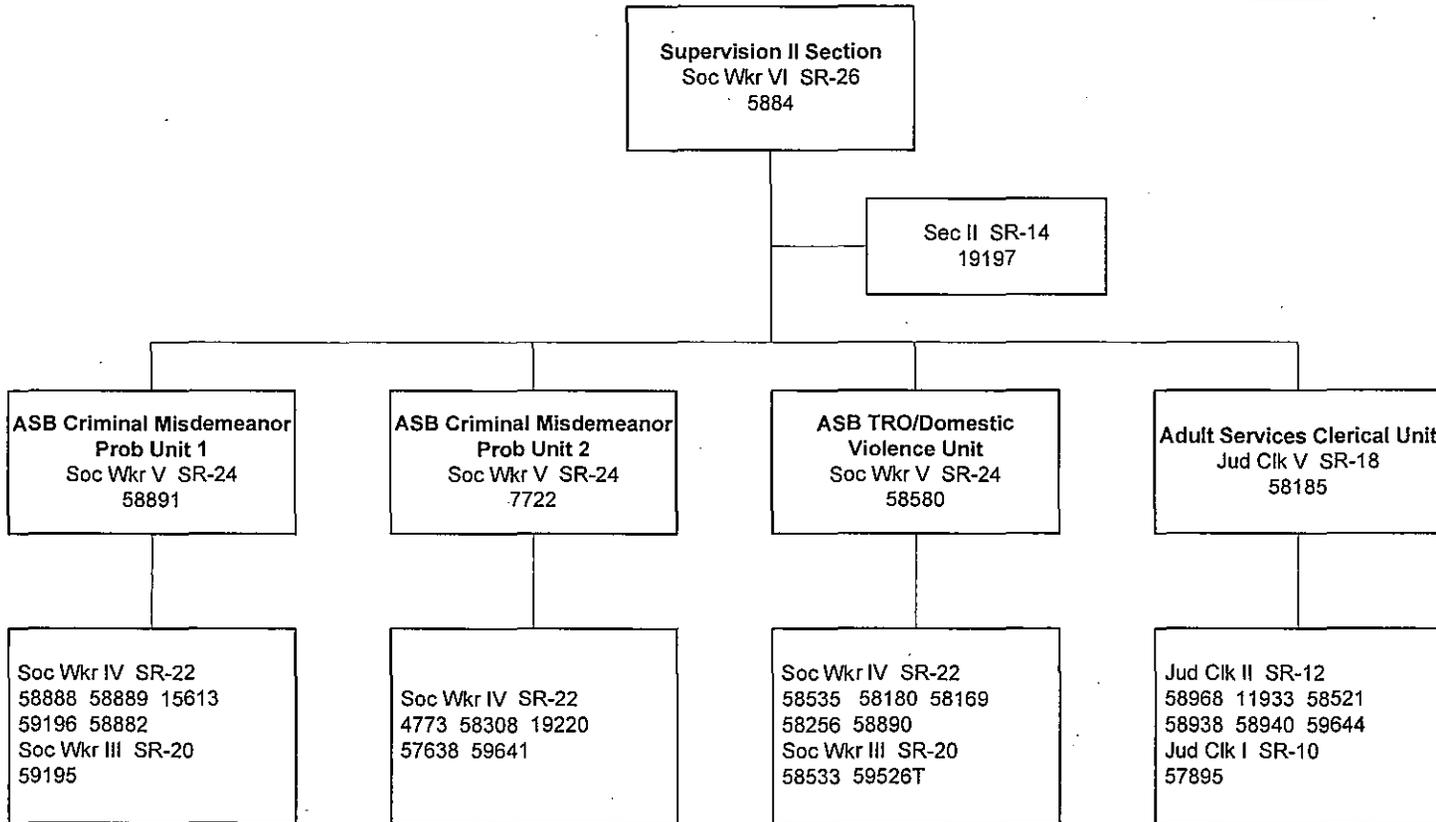


# First Circuit

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

DATE: 10/21/08 Rev 9/09

JUDICIARY - Page 25

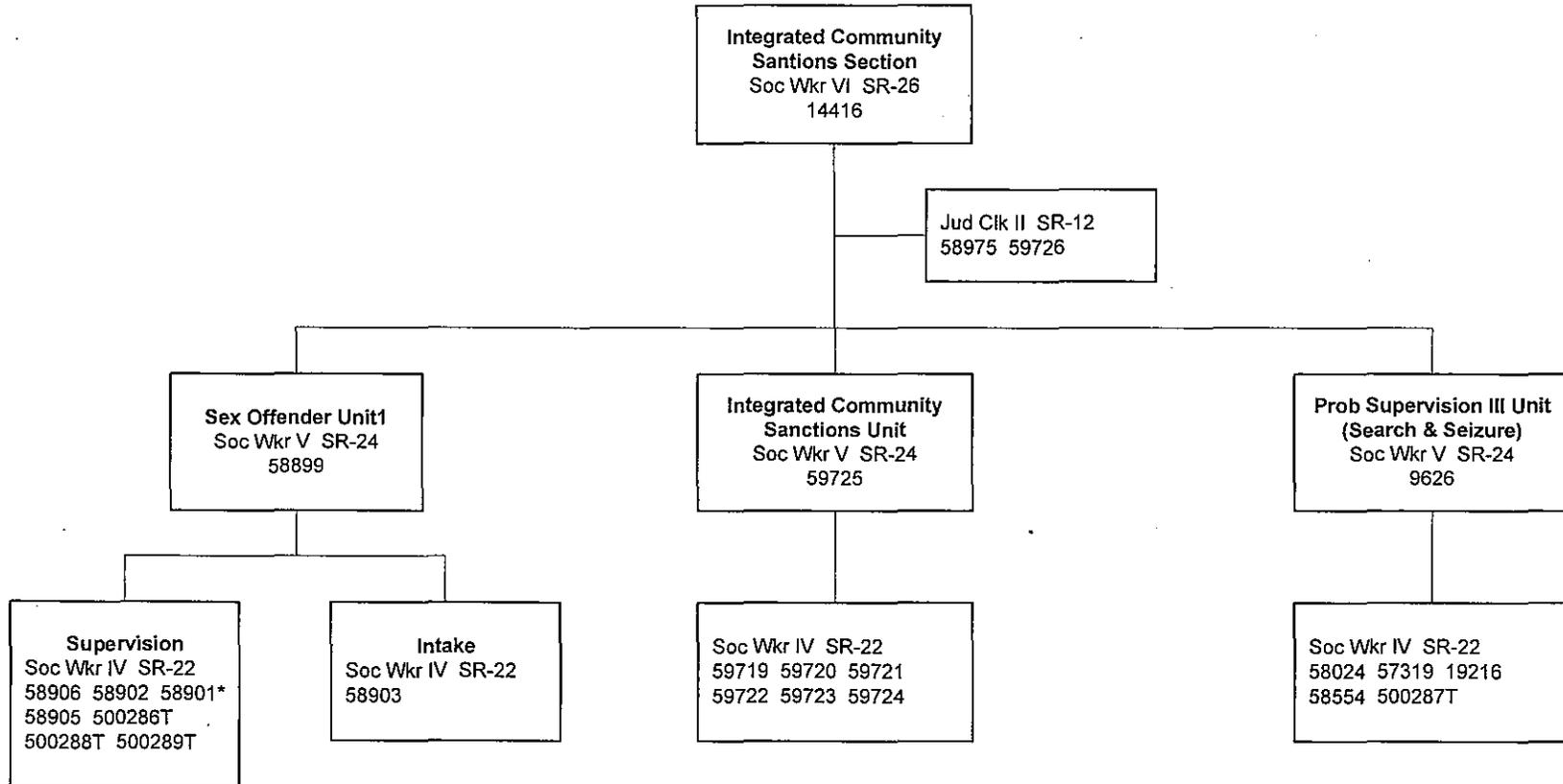


# First Circuit

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

DATE: 2/1/02 Rev 9/09

JUDICIARY - Page 26



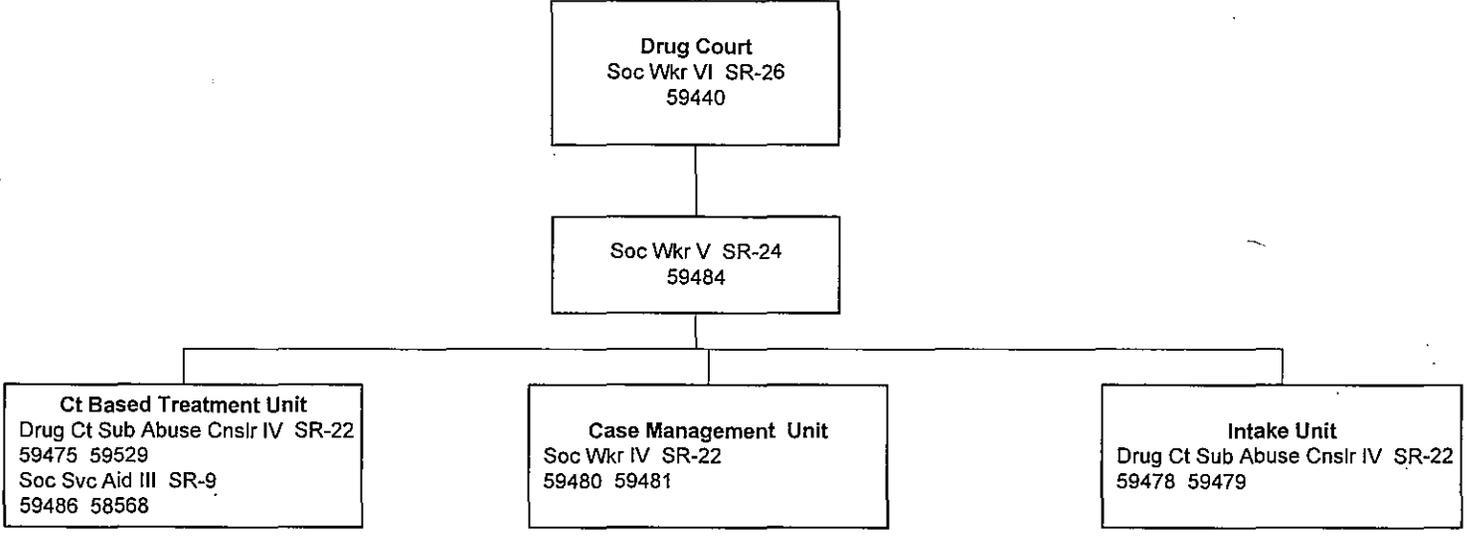
\*Authorized level.

# First Circuit

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

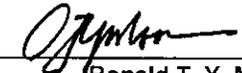
DATE: 2/1/02 Rev 9/09

JUDICIARY - Page 27



# First Circuit

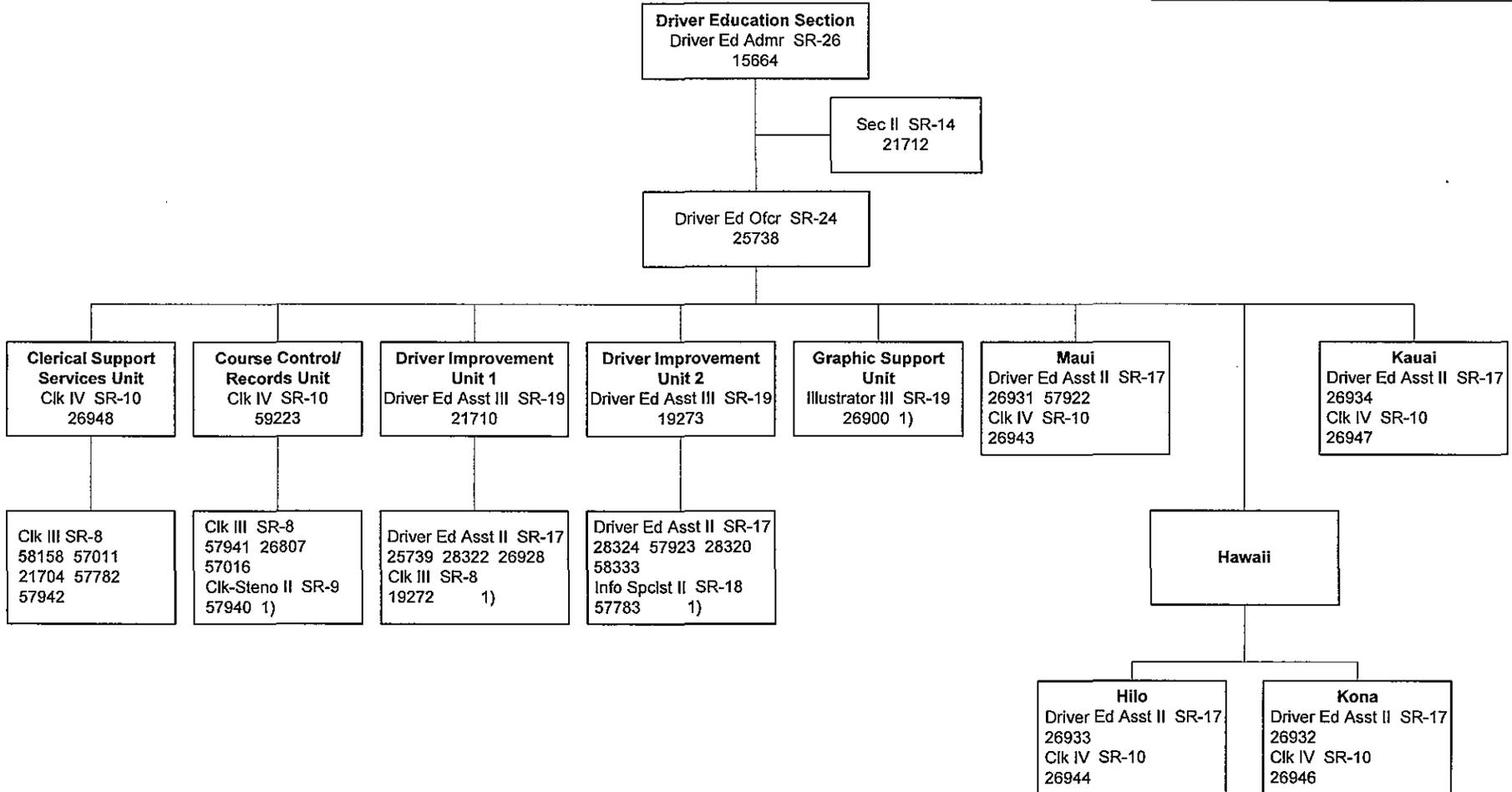
APPROVED:



Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

November 10, 2009

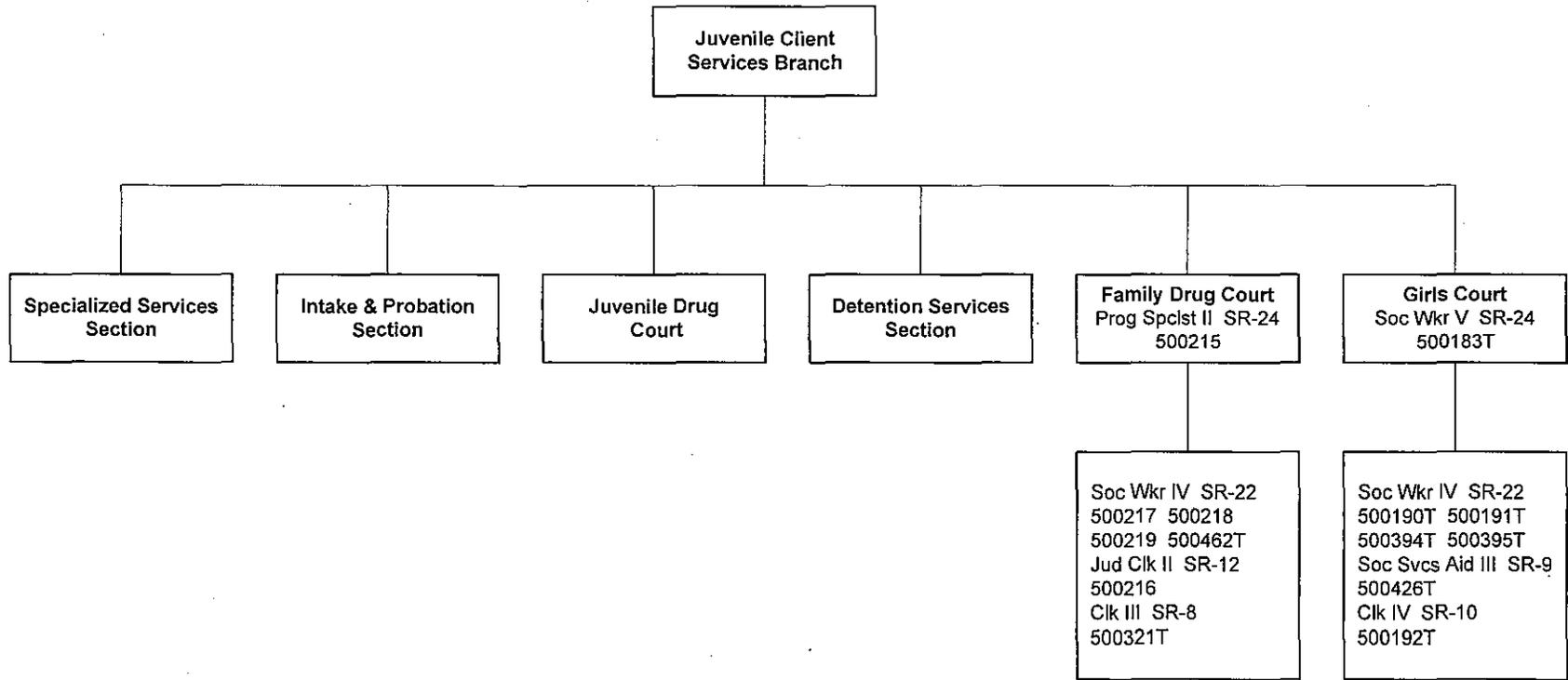


1) To be redescribed..

# First Circuit

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

DATE: 8/14/08 Rev 9/09

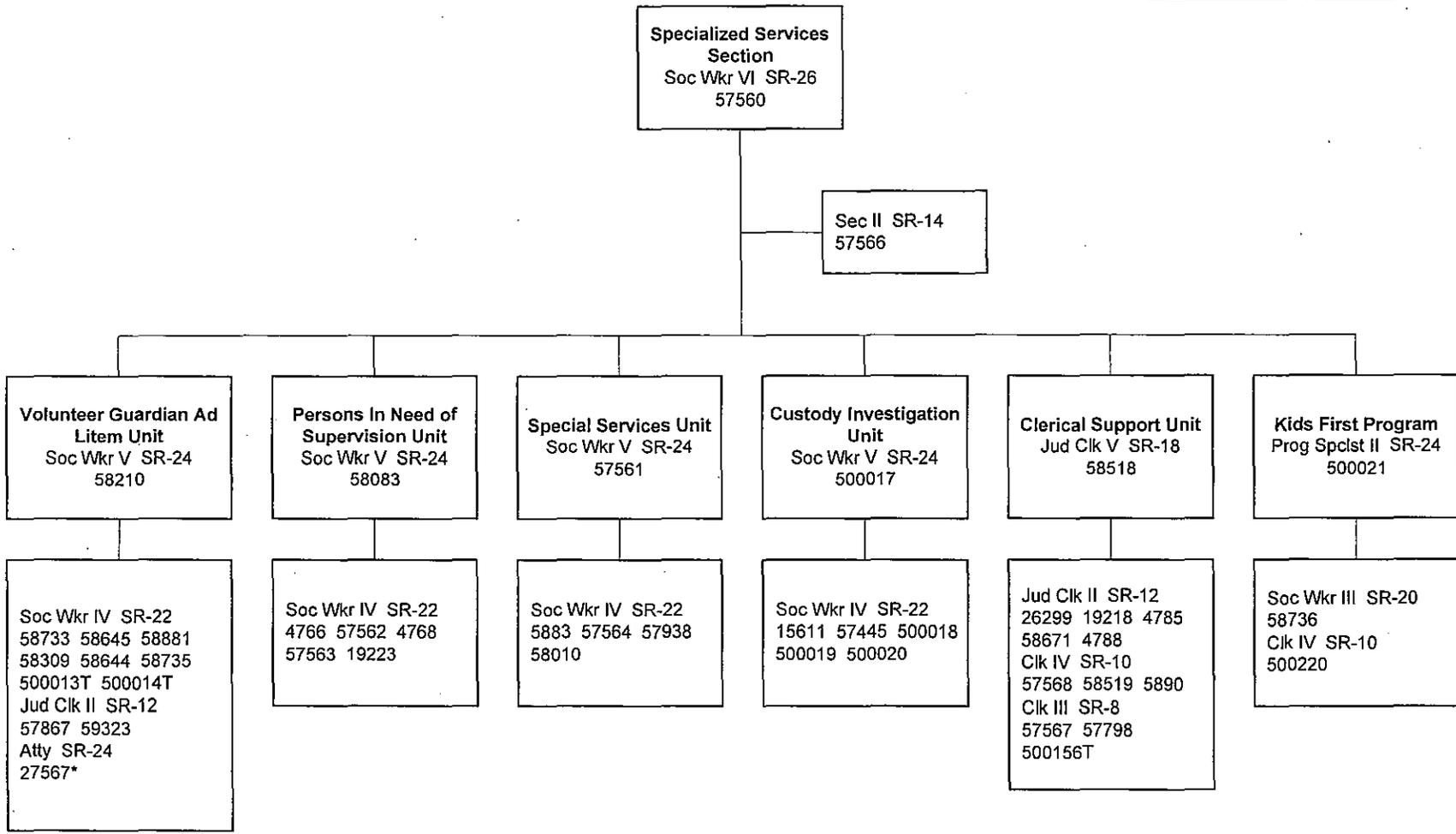


# First Circuit

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

DATE: 8/14/08 Rev 9/09

JUDICIARY - Page 30

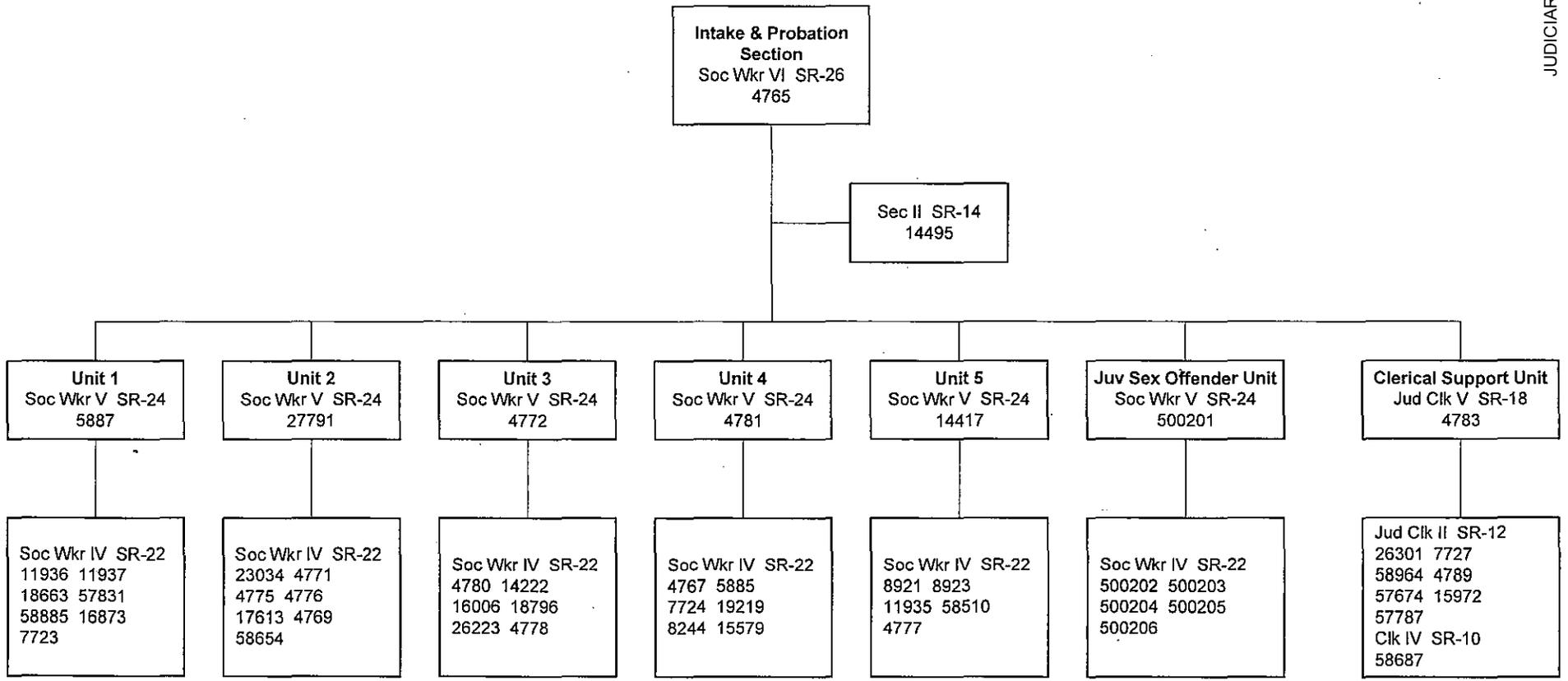


\*Administrative supervision from Soc Wkr V; receives technical guidance from higher level Attorney positions in First Circuit.

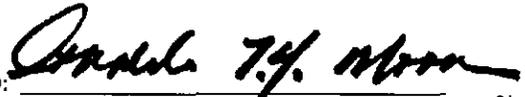
# First Circuit

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

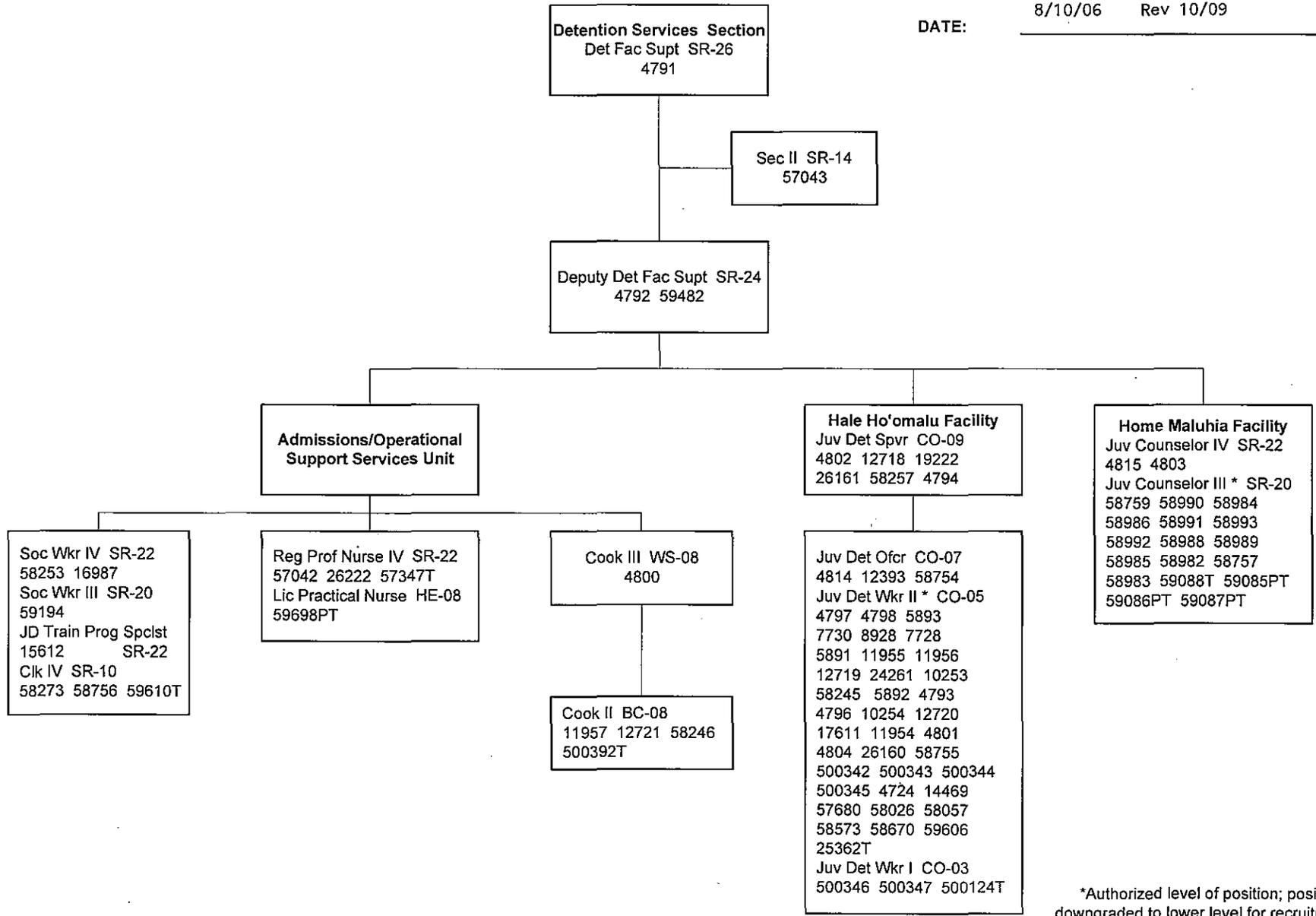
DATE: 8/10/06 Rev 9/09



# First Circuit

APPROVED:   
 Ronald T. Y. Moore  
 CHIEF JUSTICE

DATE: 8/10/06 Rev 10/09



\*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-26  
500044

Soc Wkr V SR-24  
59656

Soc Wkr IV SR-22  
500046 500048  
500049 500050  
500051  
Jud Clk II SR-12  
500295T

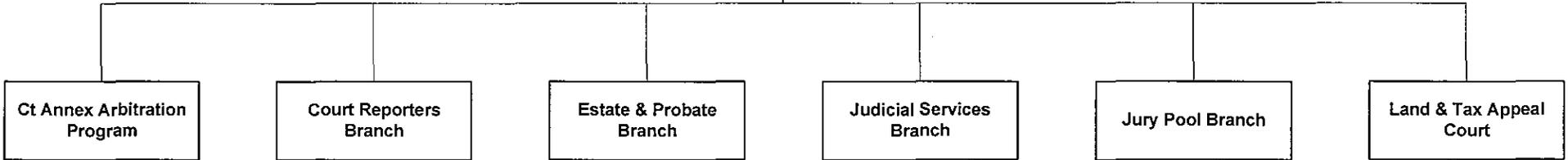
# First Circuit

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

DATE: 11/04/09

JUDICIARY - Page 34

**Court Services Division**  
Deputy Chief Ct Admin II EM-08  
14566



# First Circuit

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

DATE: 8/23/02 Rev 9/09

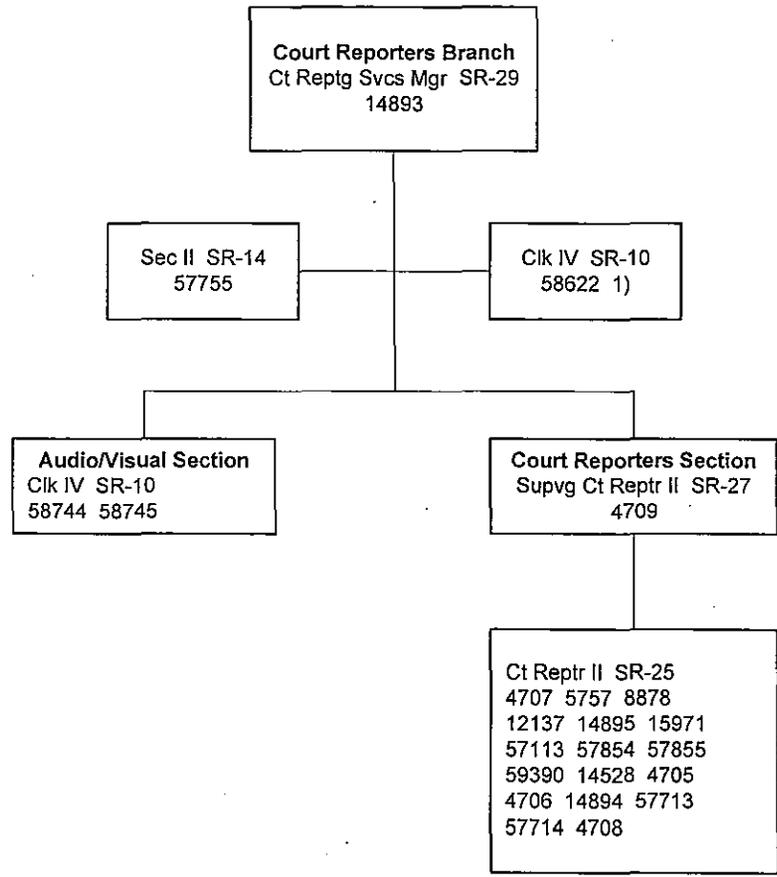
Court Annex Arbitration  
Program  
Arbitration Admr SR-26  
59100

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

# First Circuit

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

DATE: 3/1/06 Rev 9/09

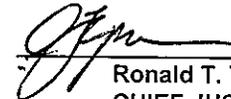


1) Provides clerical support to the Certified Shorthand Reporters Board.

# First Circuit

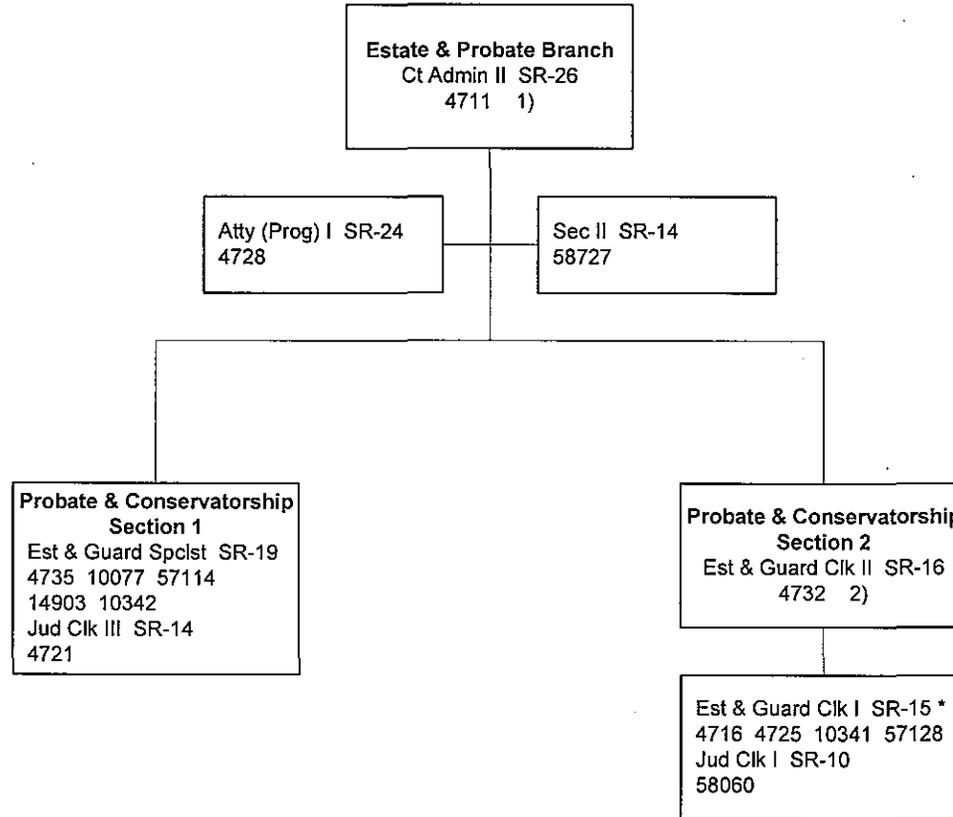
Estate & Probate

APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

11/04/09



- 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

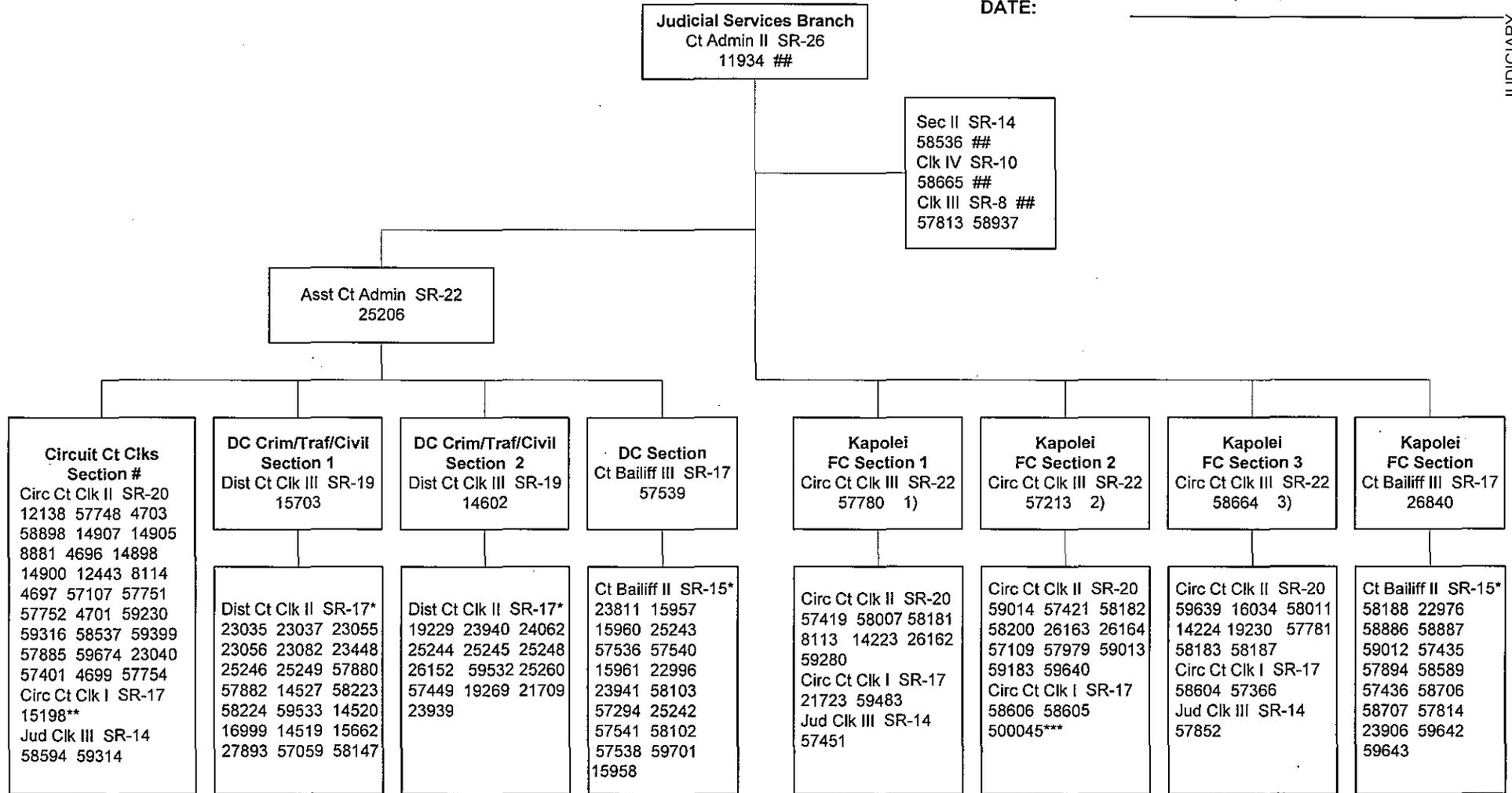
Judicial Services

APPROVED:

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

DATE:

11/04/09



# Circ Ct Ck 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.

## Position Located at Kapolei

# 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

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

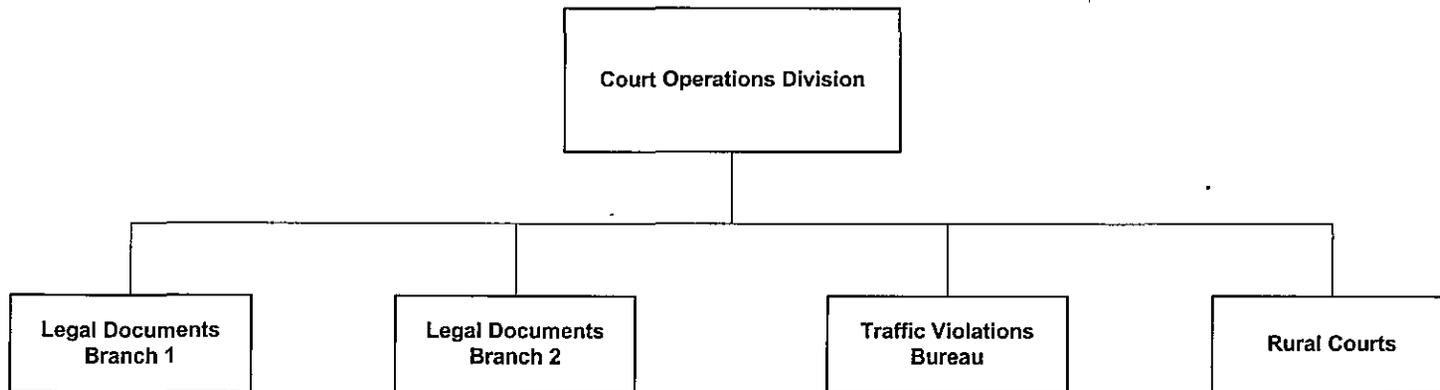
APPROVED: *Ronald T. Y. Moon*  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE: 5/7/02 Rev 9/09

# First Judicial Circuit

APPROVED:   
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE: 9/17/04



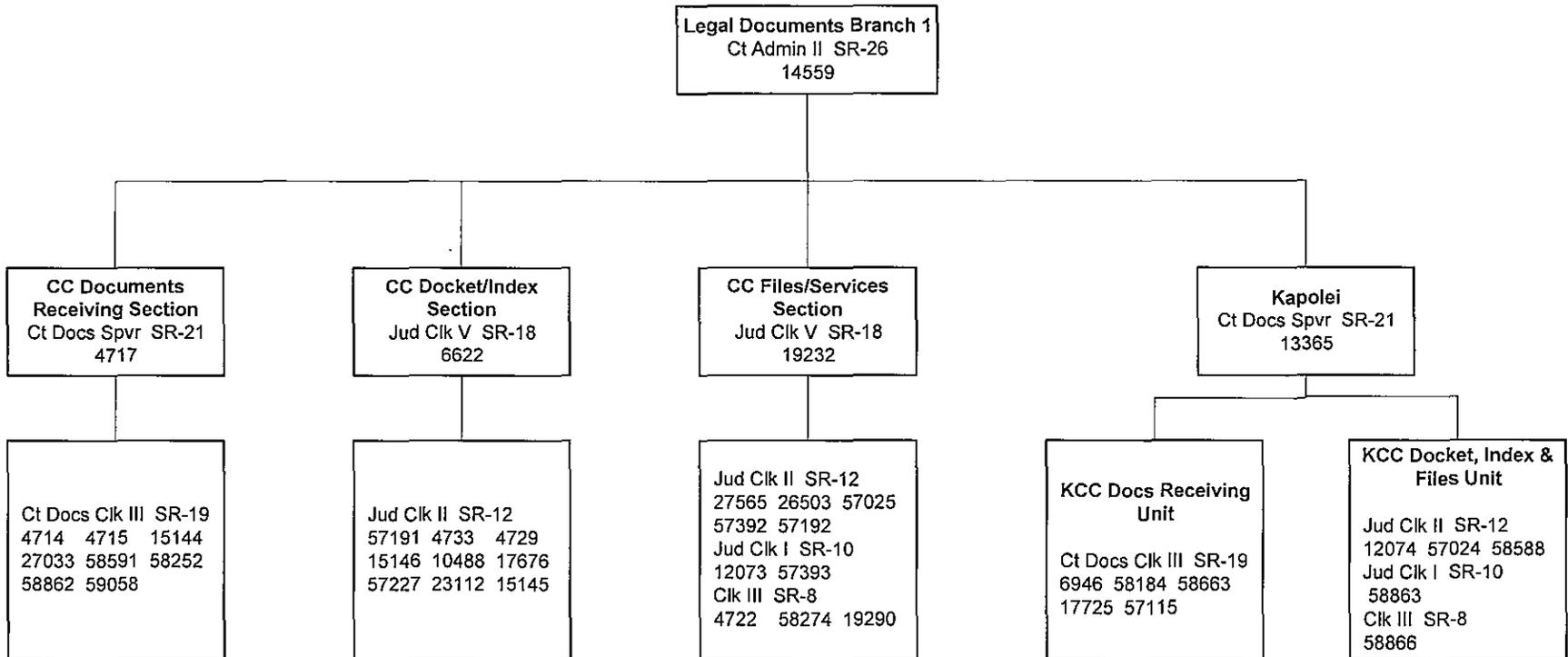
# First Circuit

Court Operations Division

APPROVED: Mark E. Recktenwald

Mark E. Recktenwald  
CHIEF JUSTICE

DATE: 11/17/11

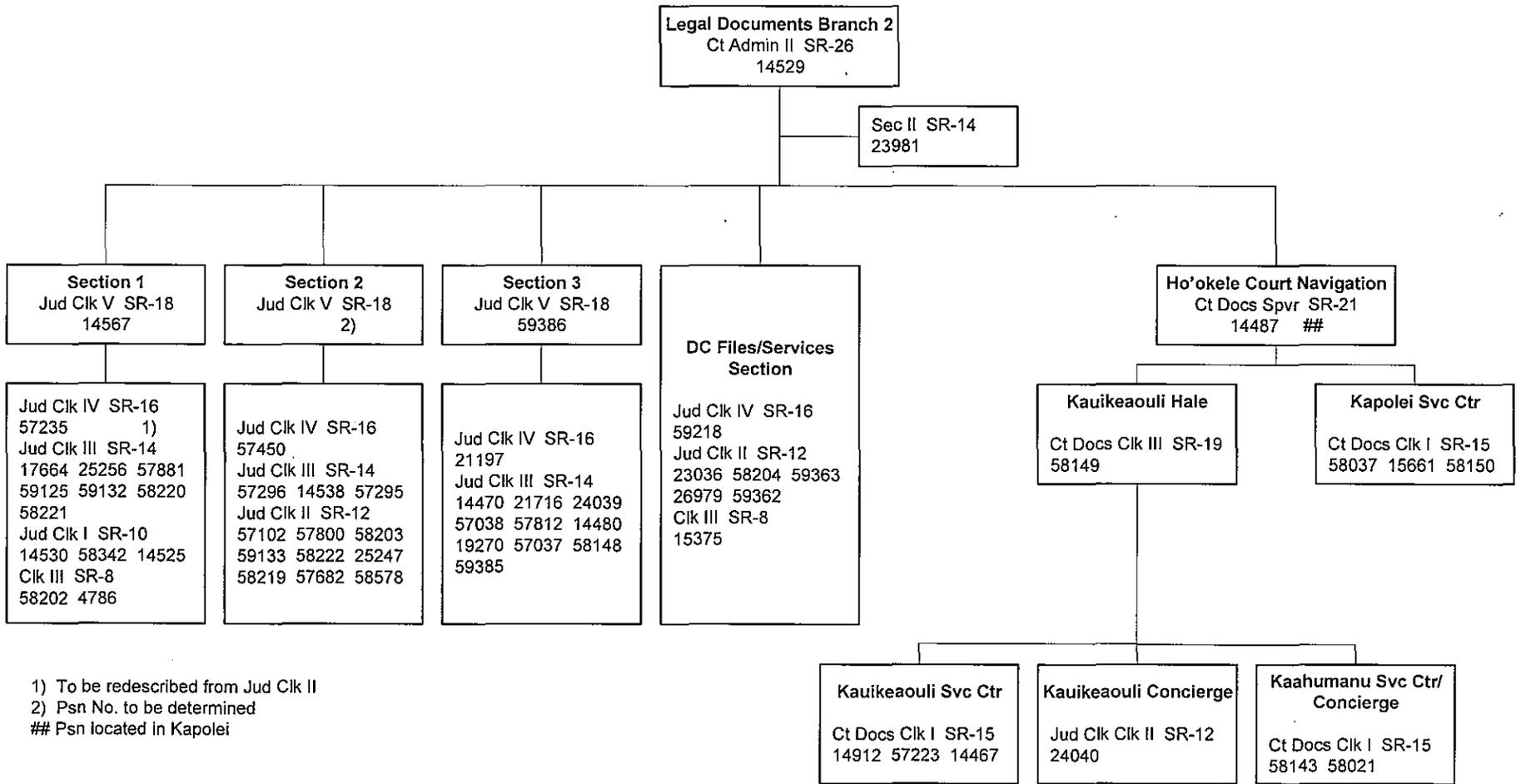


# First Circuit

Court Operations Division

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

DATE: 11/17/11



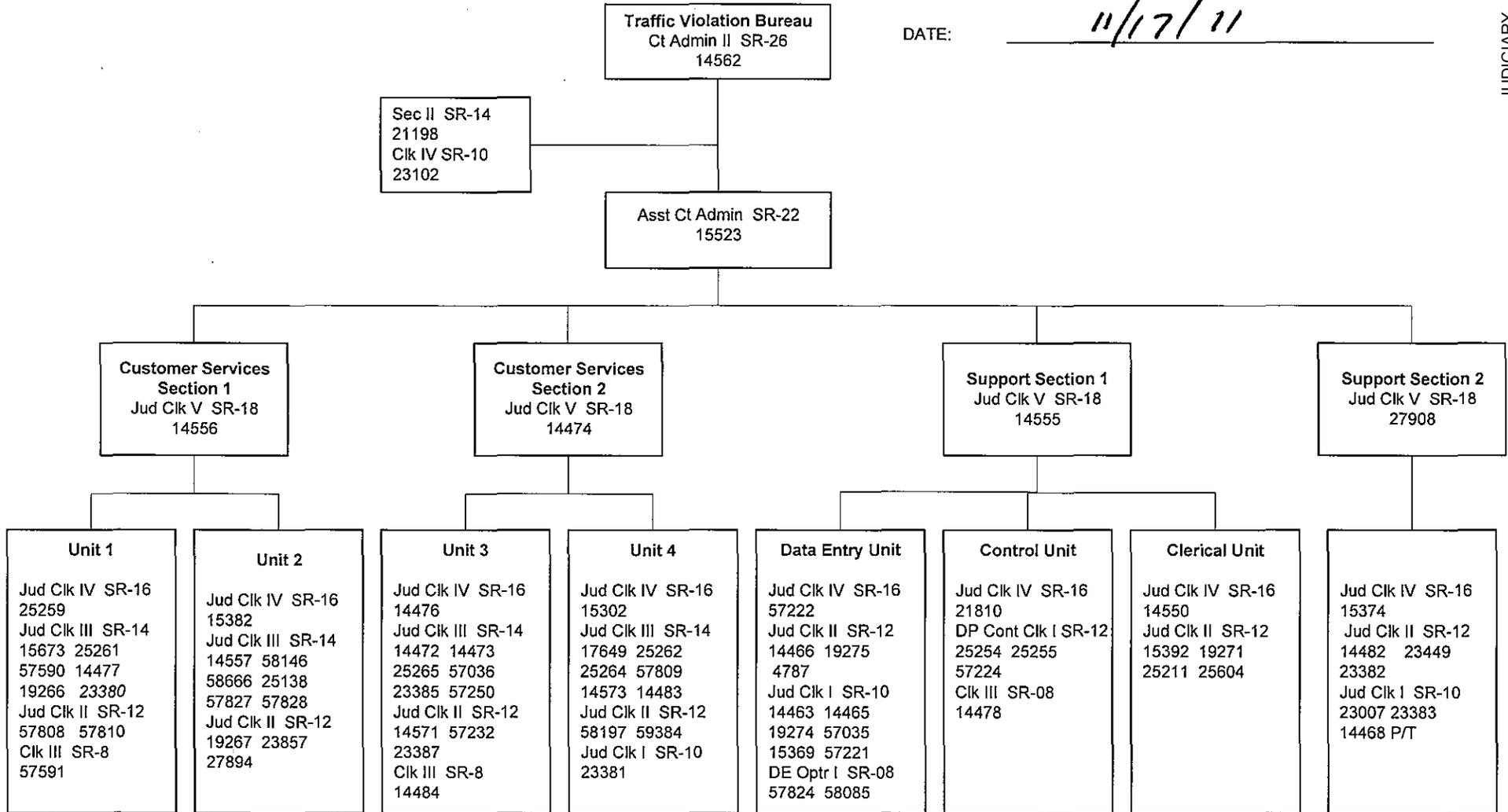
1) To be redescribed from Jud Clk II  
 2) Psn No. to be determined  
 ## Psn located in Kapolei

# First Circuit

Court Operations Division

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

DATE: 11/17/11



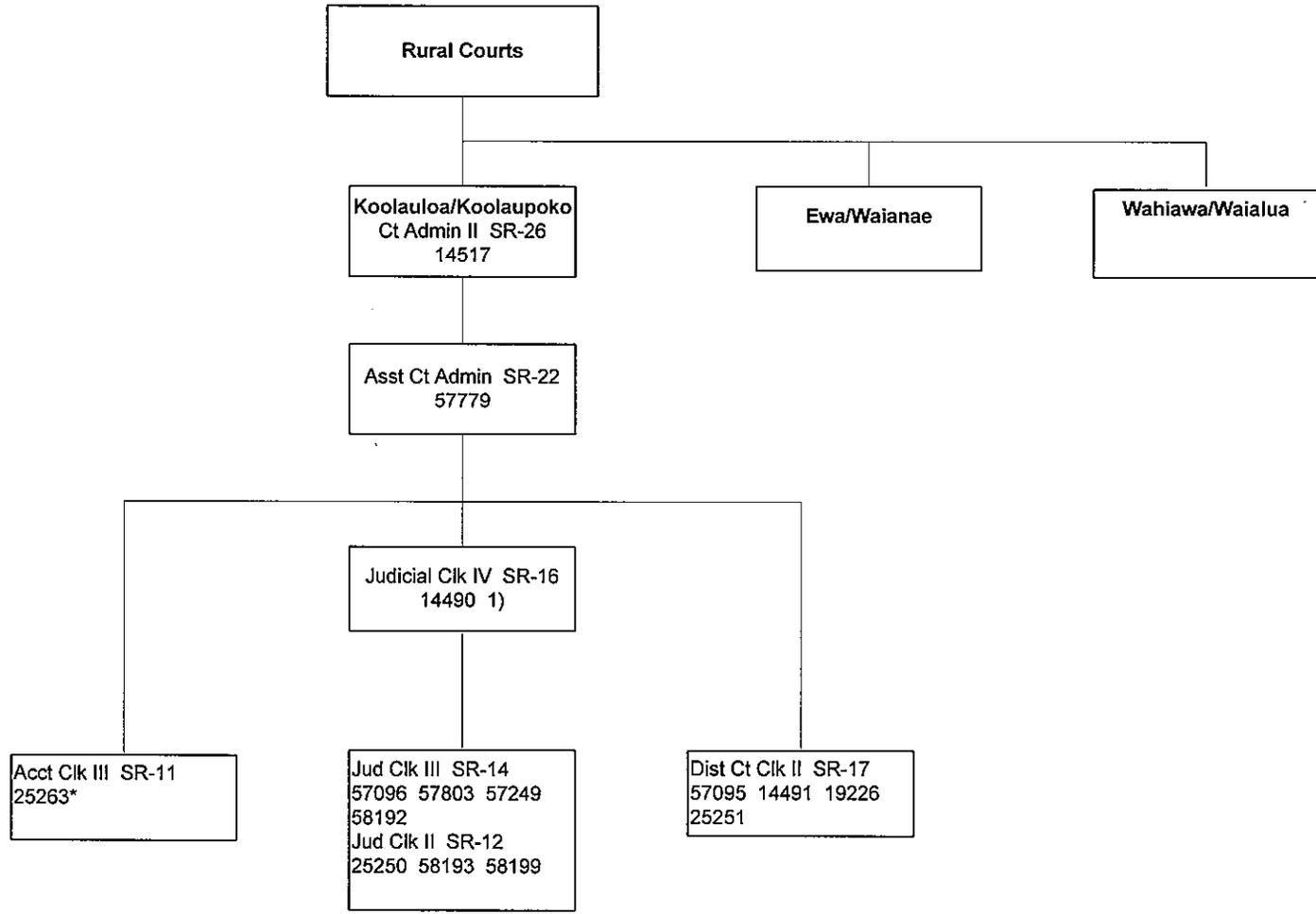
# First Circuit

COURT OPERATIONS DIVISION  
RURAL COURTS

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

DATE: Oct. 19, 2011

JUDICIARY - Page 45



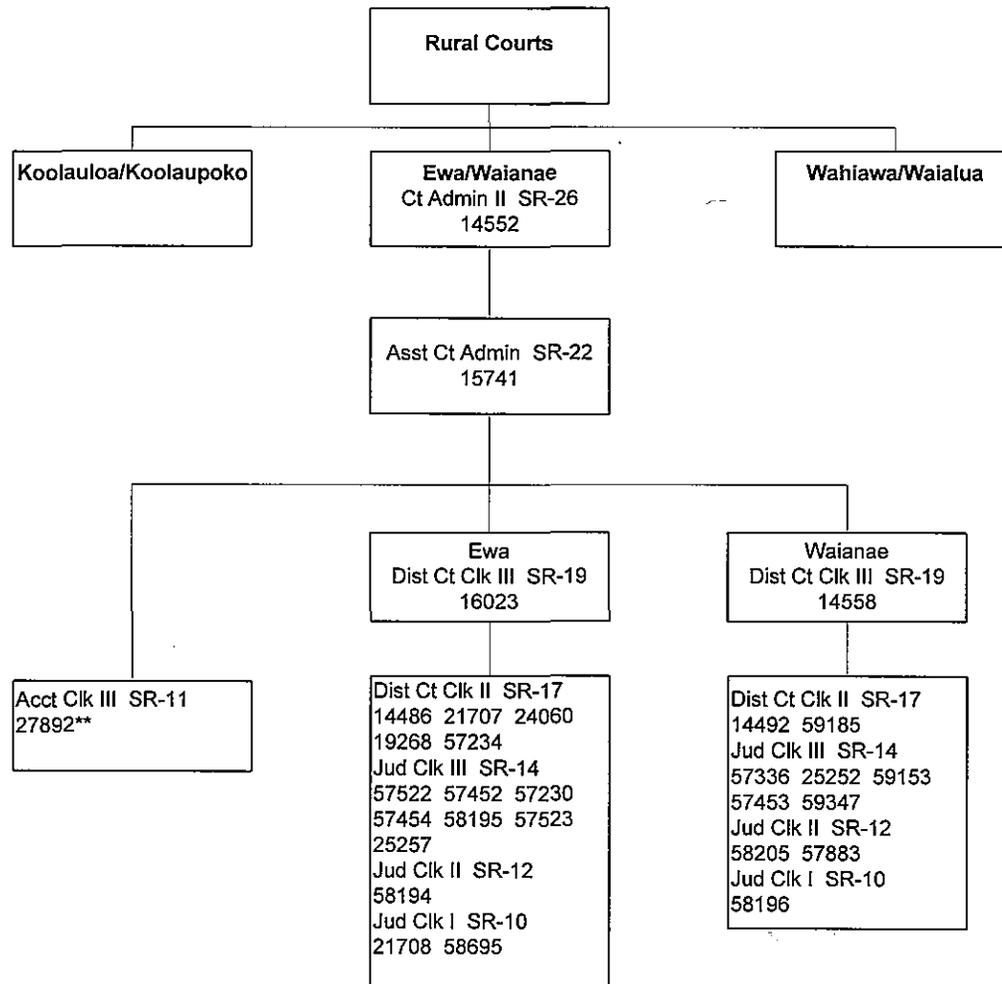
1) Vacant position no. 14490 District Court Clerk III, SR-19, to be redescribed to Judicial Clerk IV, SR-16.  
\* Position provides account clerical services for Kaneohe and Wahiawa.  
Positions reflect their authorized level.

# First Circuit

COURT OPERATIONS DIVISION  
RURAL COURTS

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

DATE: Oct. 19, 2011



\*\* Position provides account clerical services for Ewa and Waianae.

Positions reflect their authorized level.

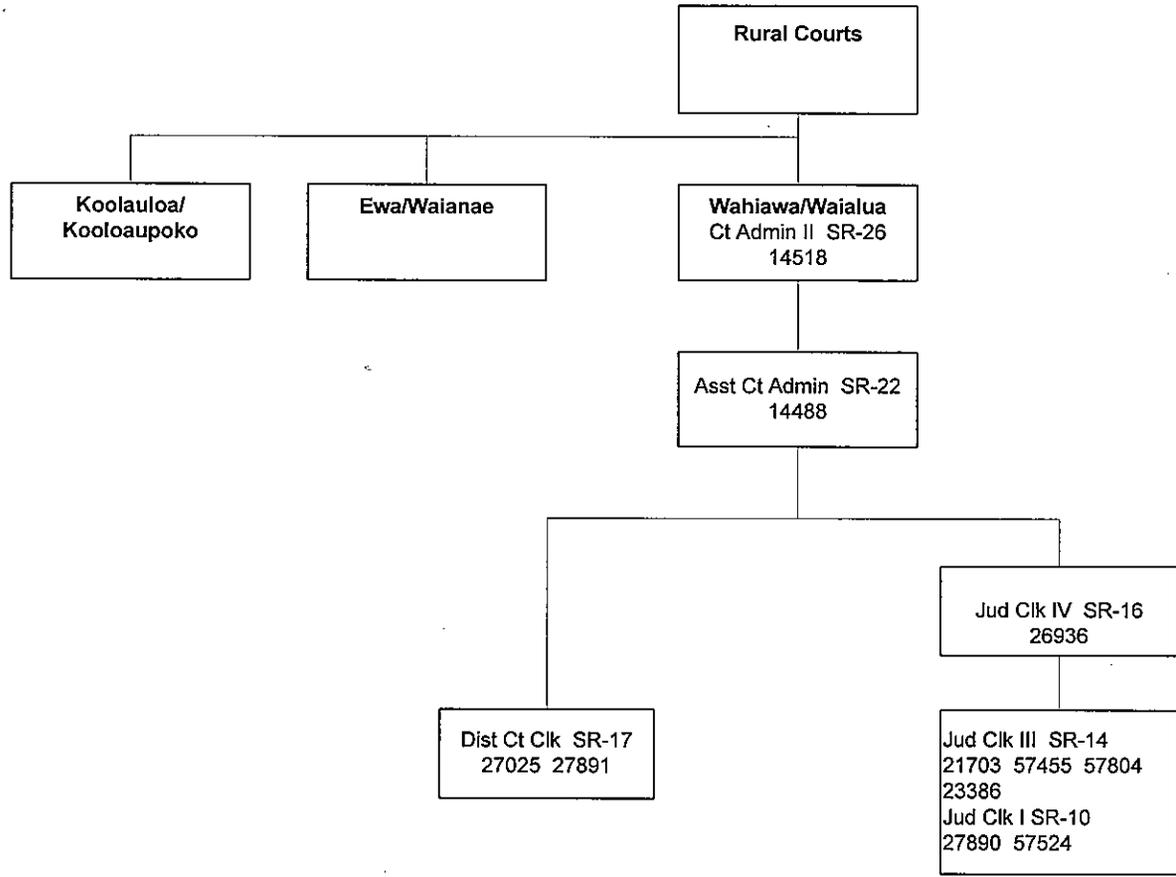
# First Circuit

COURT OPERATIONS DIVISION  
RURAL COURTS

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

DATE: Oct. 19, 2011

JUDICIARY - Page 47



Positions reflect their authorized level.

# SECOND JUDICIAL CIRCUIT

CIRCUIT JUDGES

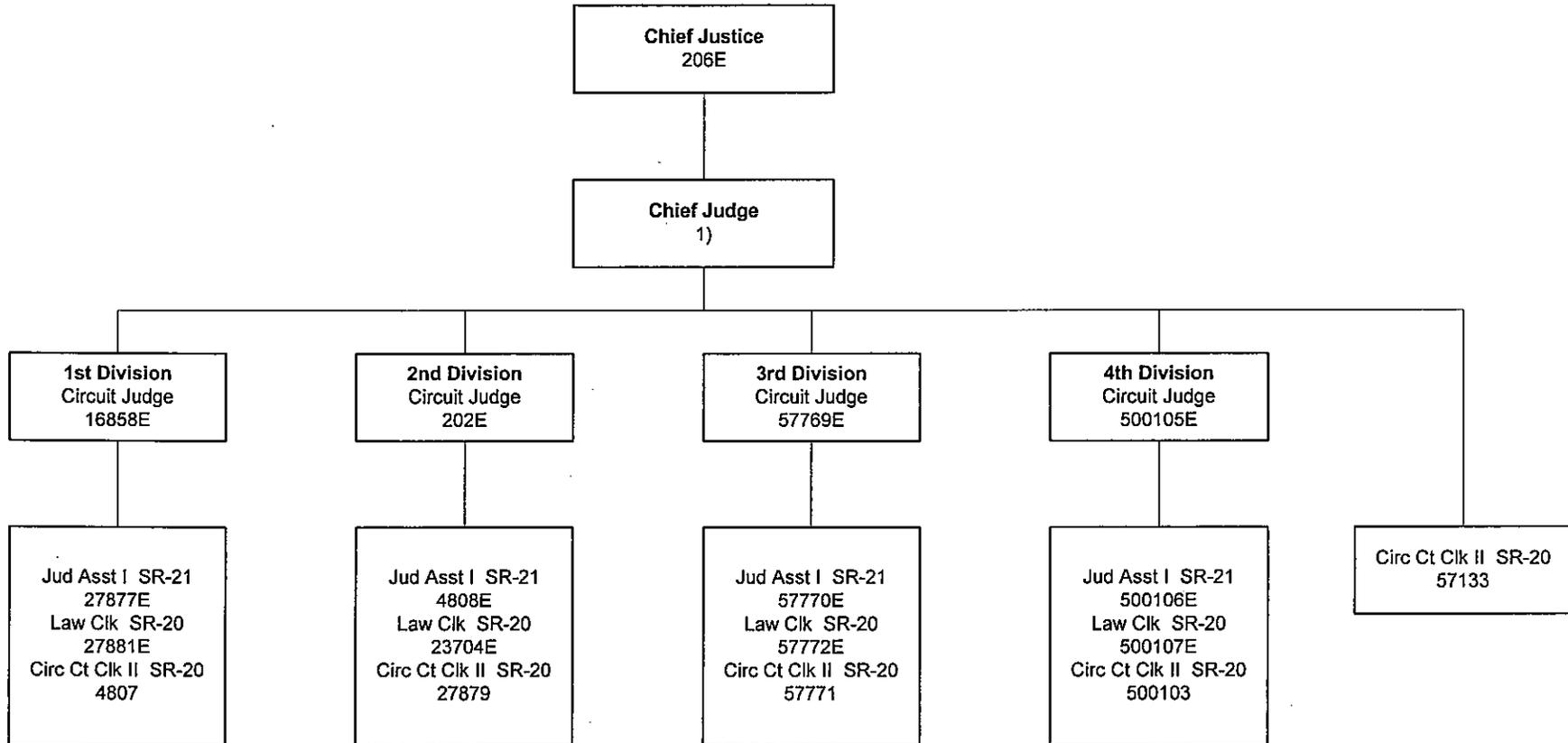
APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

10/27/04

JUDICIARY - Page 48



1) Per Chief Justice's order of appointment.

# SECOND JUDICIAL CIRCUIT

FAMILY JUDGES

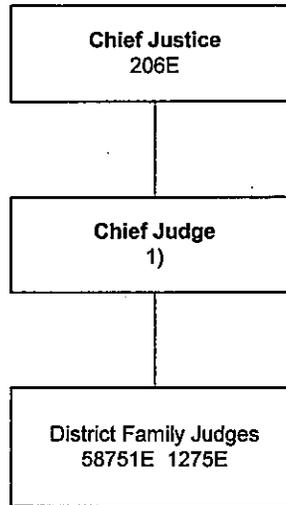
APPROVED:

  
\_\_\_\_\_  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

02/21/03  
\_\_\_\_\_

JUDICIARY - Page 49

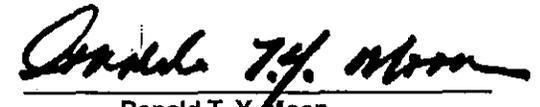


1) Per Chief Justice's order of appointment.

# SECOND JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED:

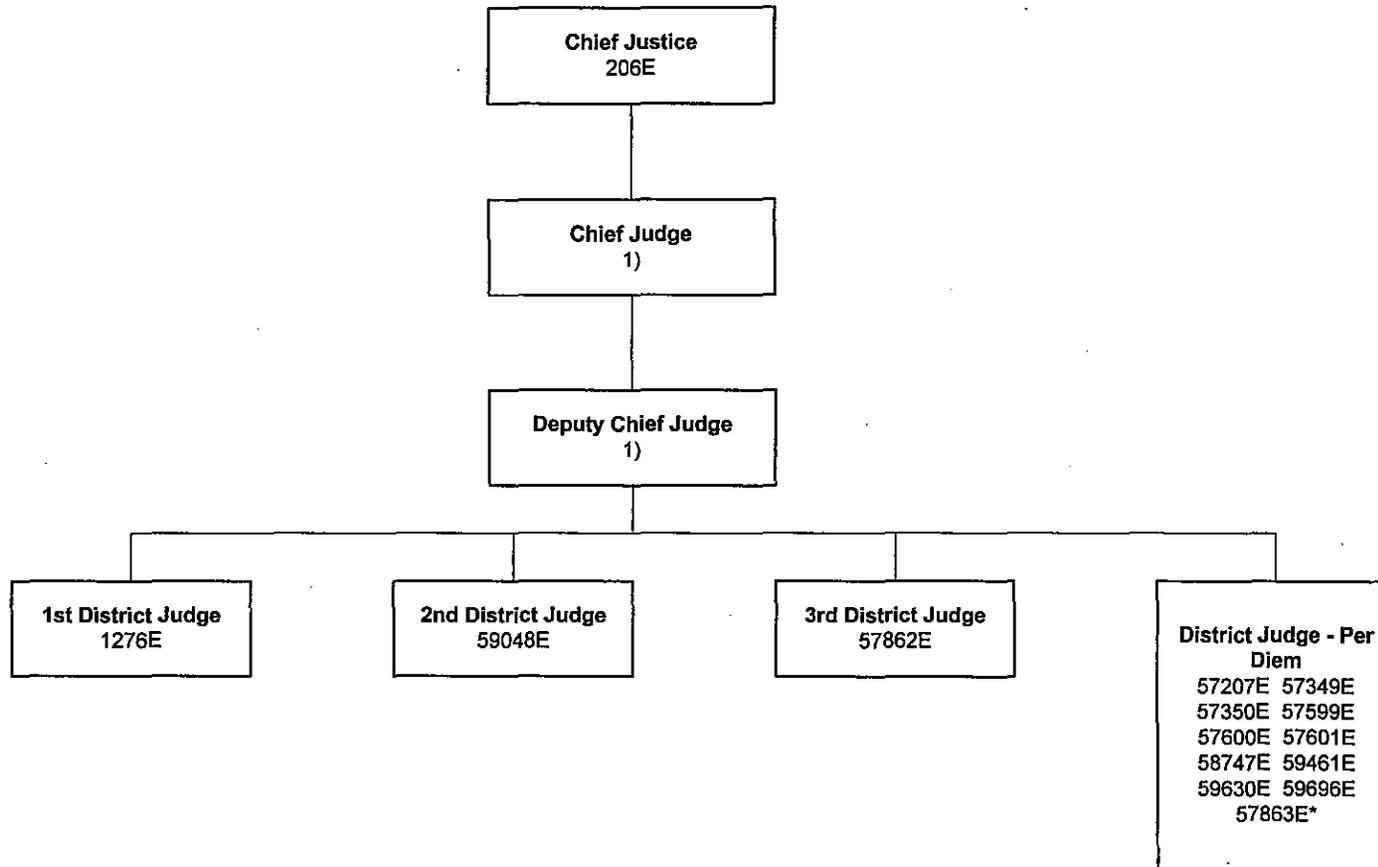


Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

02/21/03

JUDICIARY - Page 50



1) Per Chief Justice's order of appointment.

\*Assigned to Molokai.

# Second Judicial Circuit

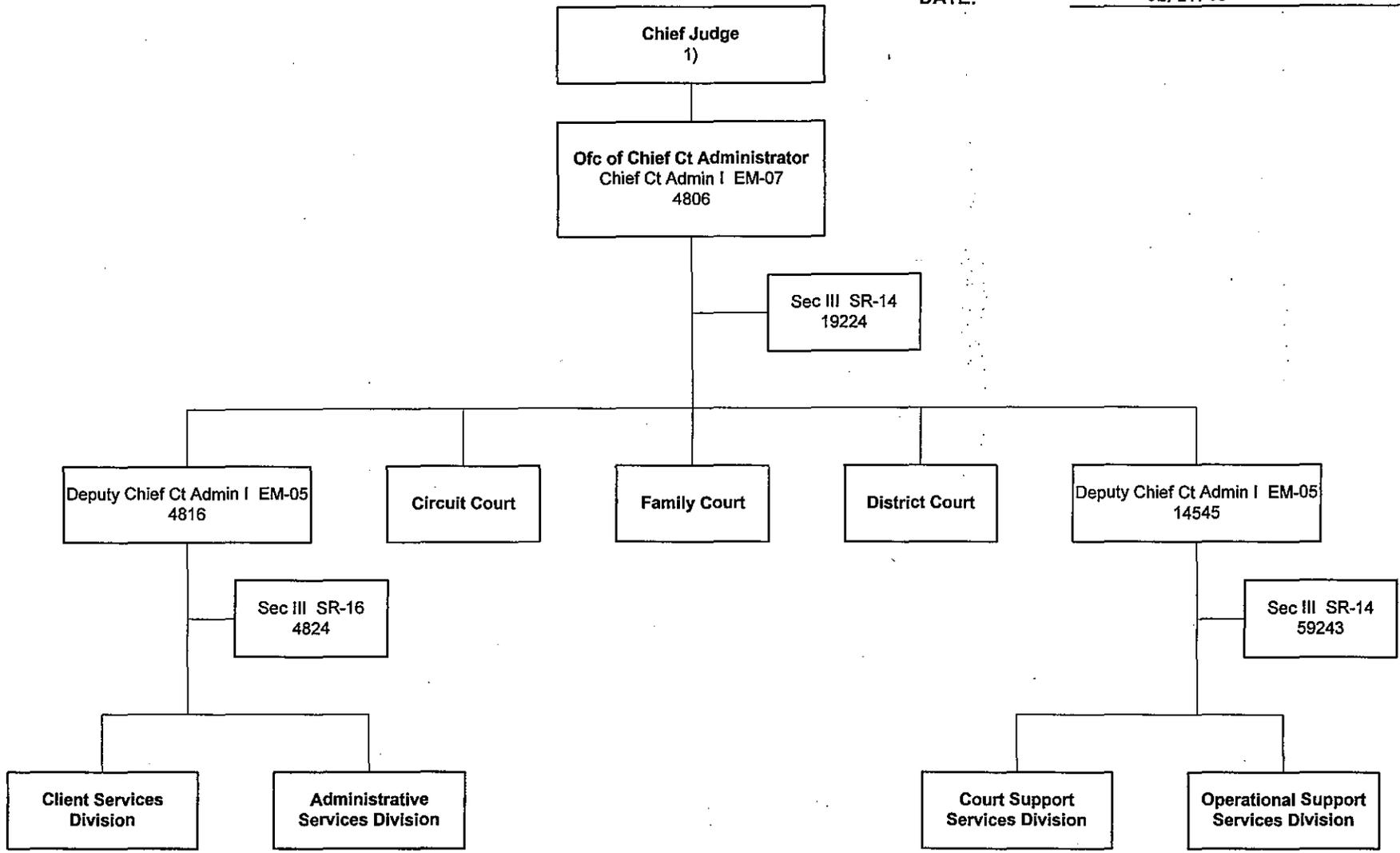
APPROVED:

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

DATE:

02/21/03

JUDICIARY - Page 51



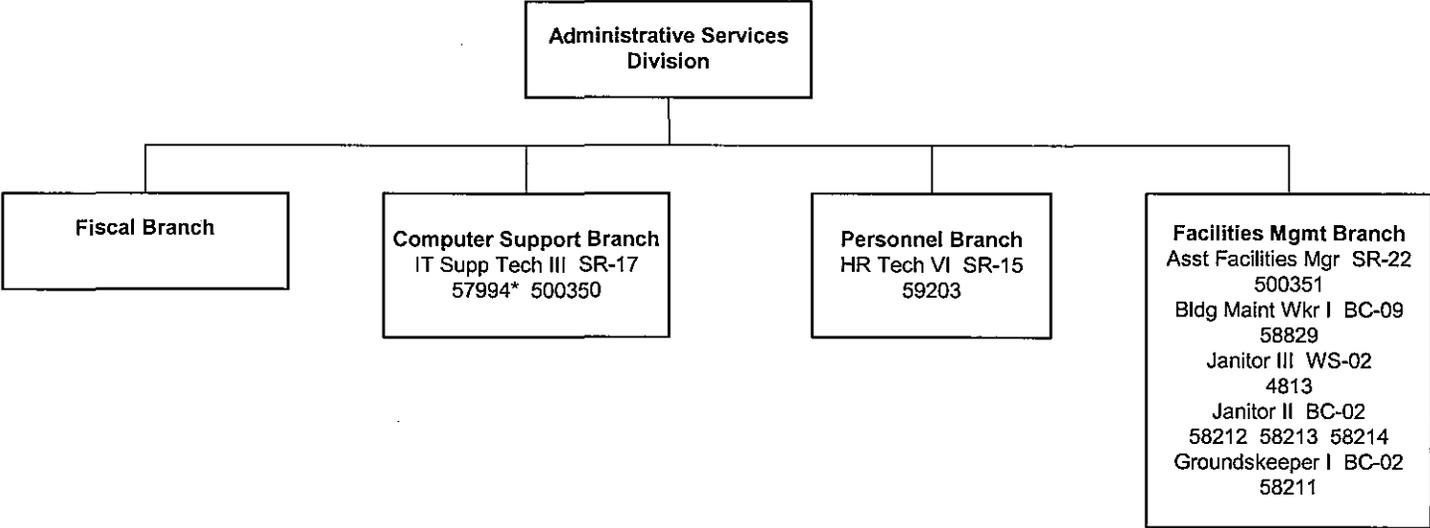
1) Per Chief Justice's order of appointment.

# Second Circuit

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

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

JUDICIARY - Page 52

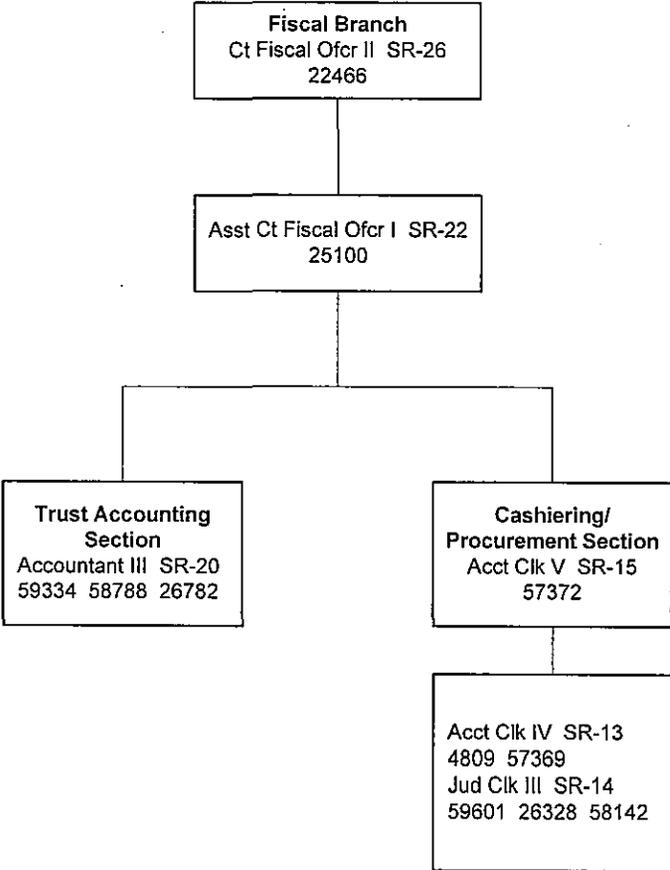


\*Psn reallocated.

# Second Circuit

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

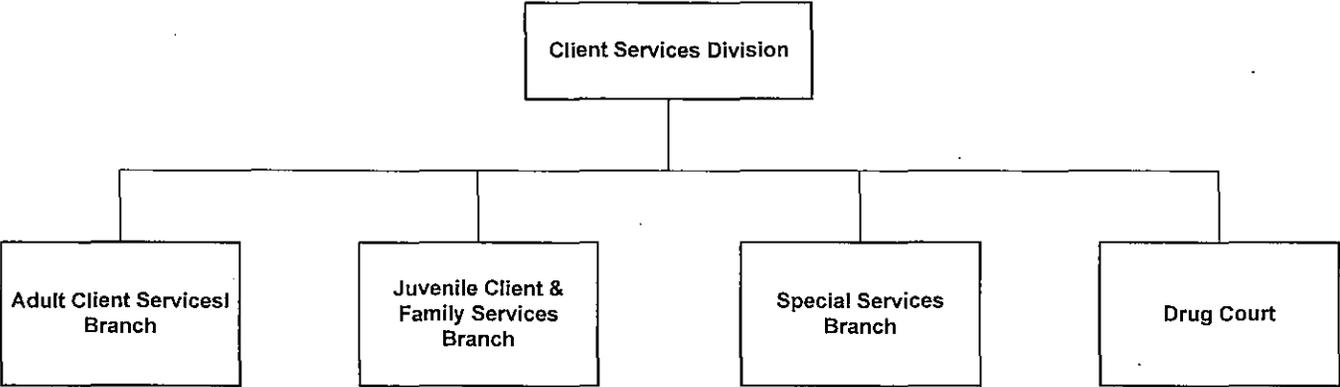
DATE: 5/7/02 Rev 9/09



# Second Circuit

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

DATE: 10/27/04 Rev 9/09

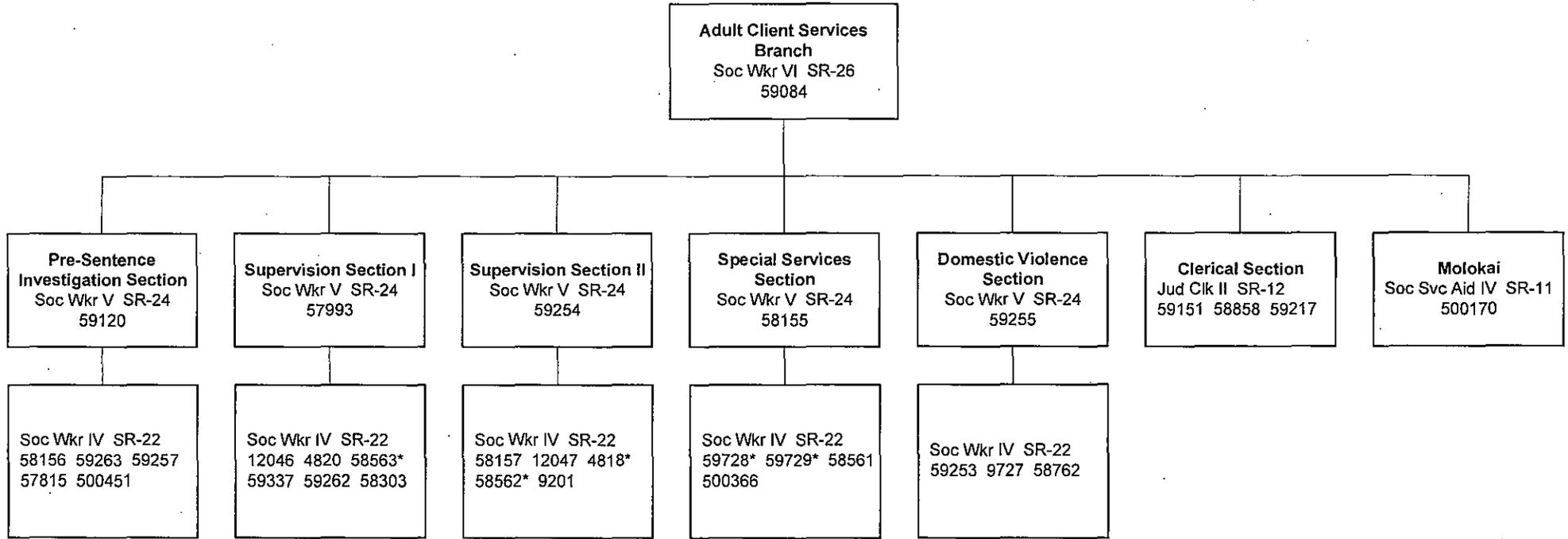


# Second Circuit

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

DATE: 3/1/07 Rev 9/09

JUDICIARY - Page 55

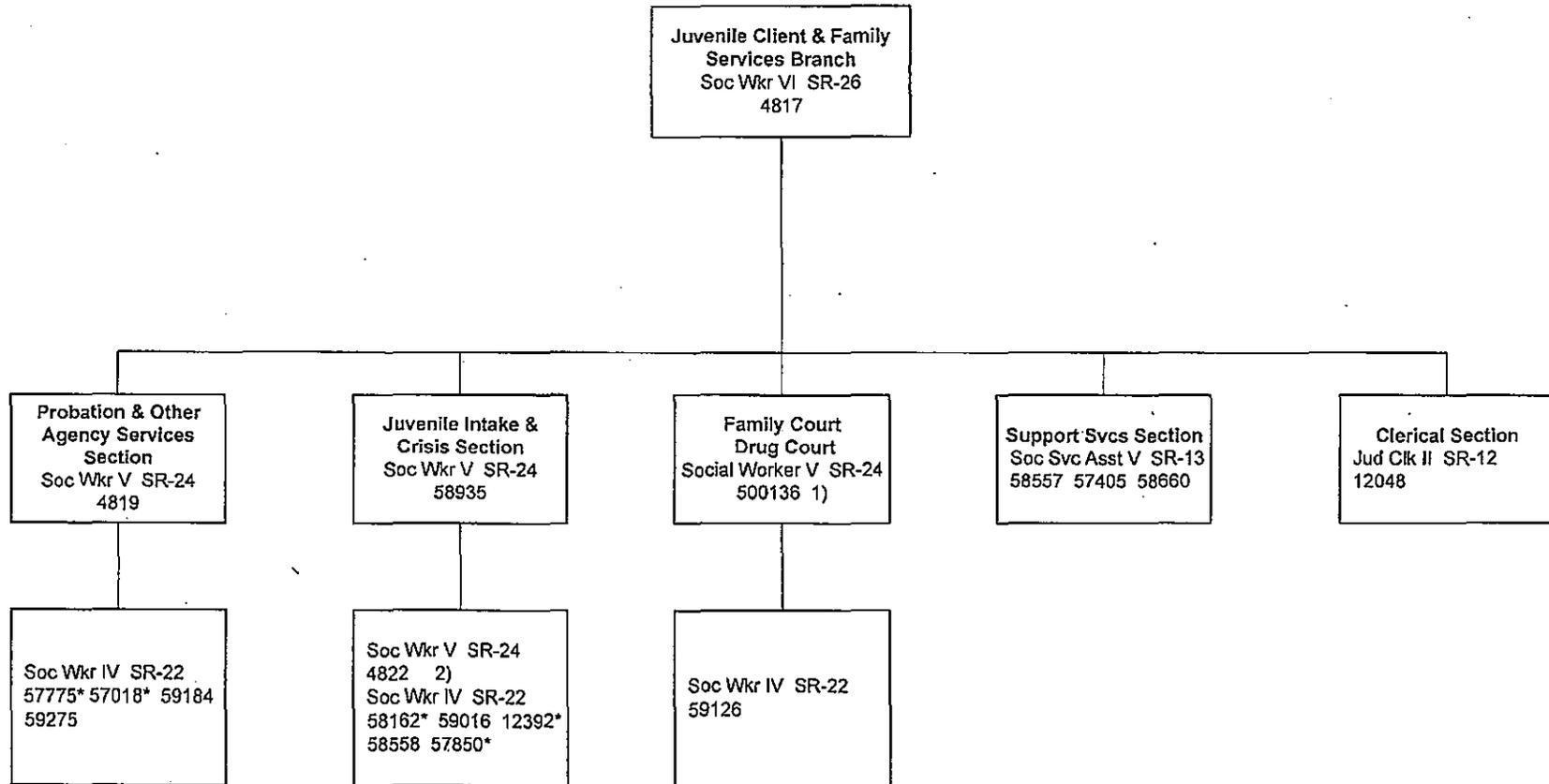


\* Position downgraded for recruitment purposes.

# Second Circuit

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

DATE: 8/31/09

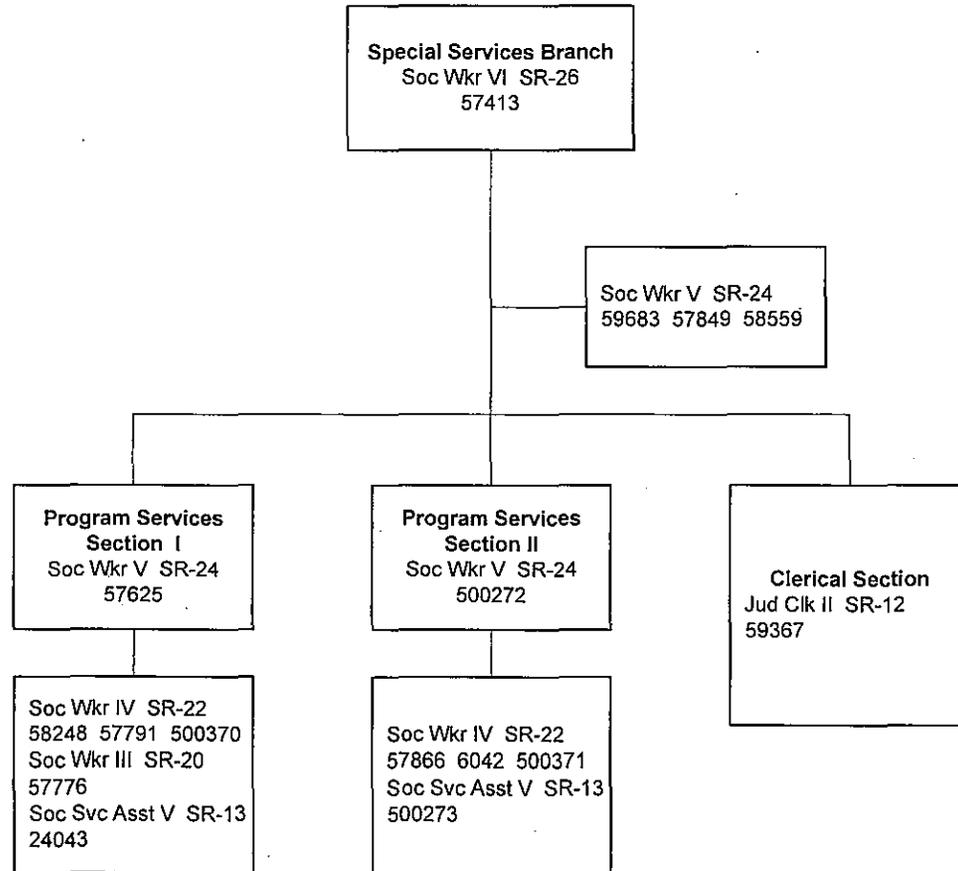


\* Downgraded for recruitment purposes.  
 1) Psn also serves as a social work program spclst.  
 2) To be redescribed.

# Second Circuit

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

DATE: 8/30/06 Rev 9/09



# Second Circuit

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

DATE: 09/20/02 (Rev. 10/07)

JUDICIARY - Page 58

Drug Court  
Soc Wkr VI SR-26  
500015

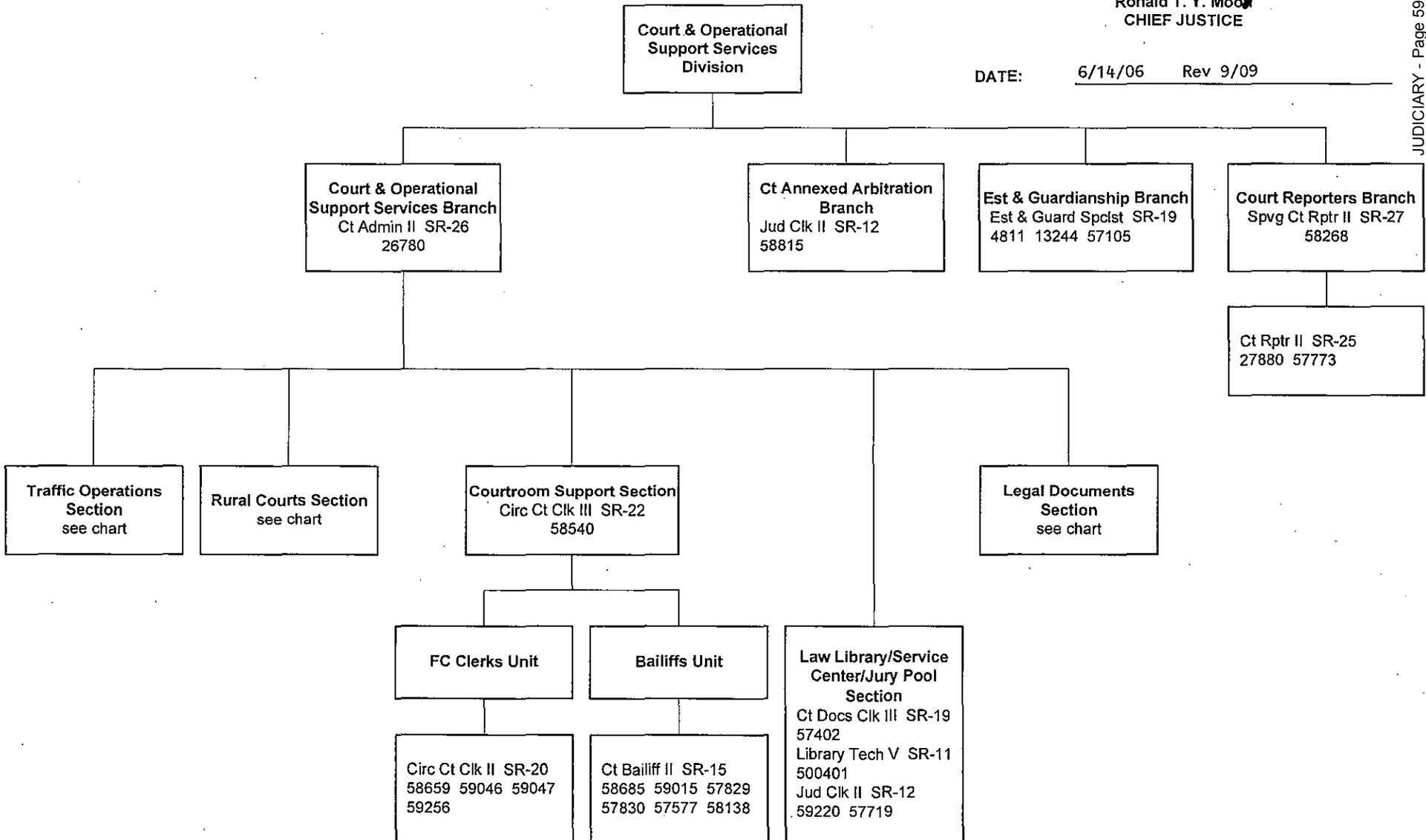
Soc Wkr V SR-24  
500179  
D/C Subst Abuse Cnslr III SR-20  
59746 59747 500098  
500099 500138 500185  
500269  
Jud Clk II SR-12  
500104

# Second Circuit

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

DATE: 6/14/06 Rev 9/09

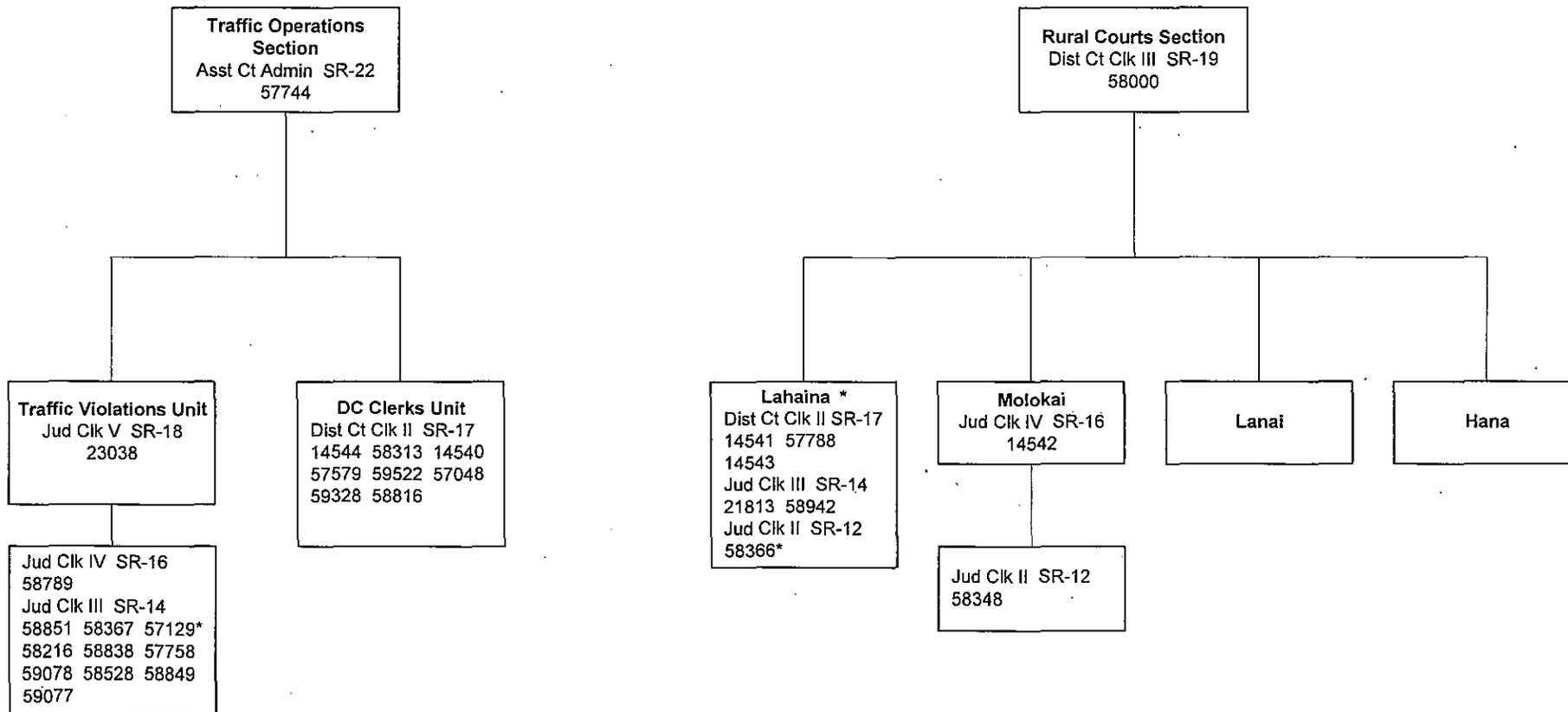
JUDICIARY - Page 59



# Second Circuit

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

DATE: 2/11/10



\*Provides staff coverage for Lanai and Hana District Courts.

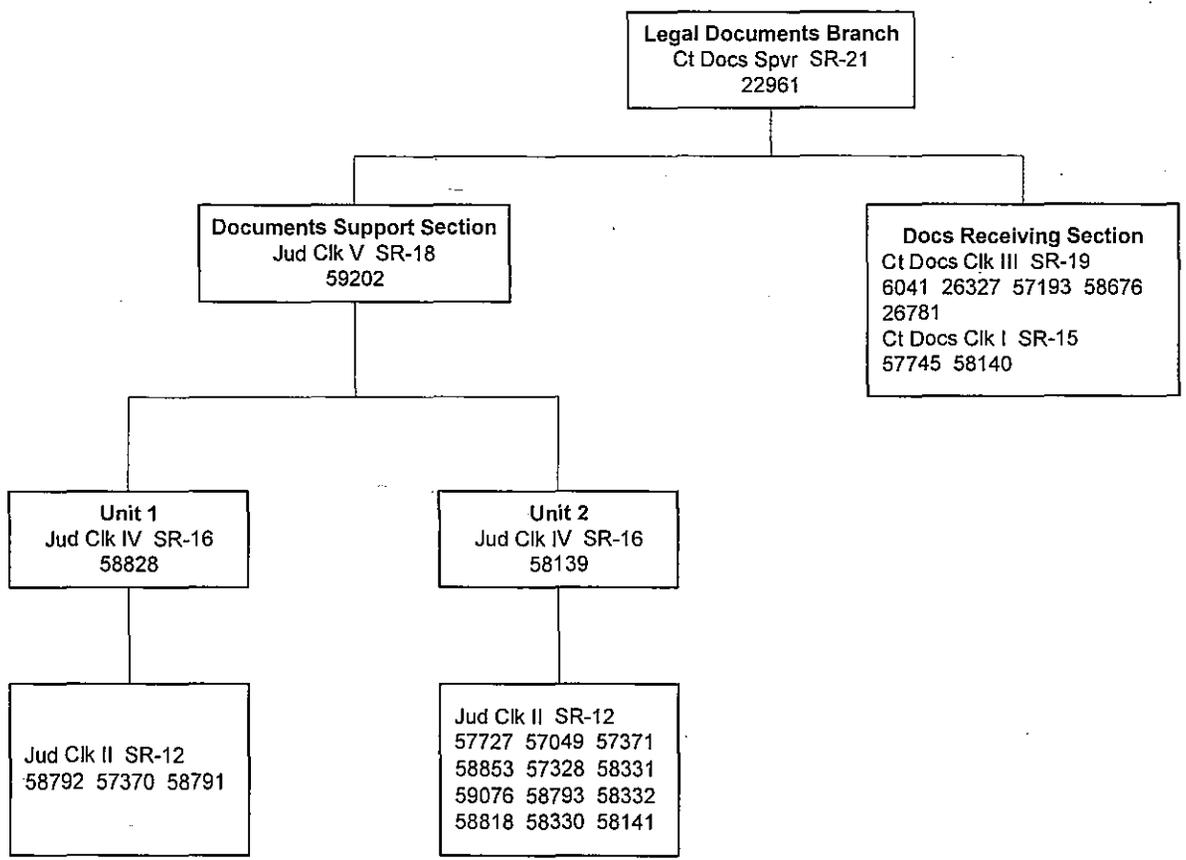
\*Psn downgraded for recruitment purposes.

# Second Circuit

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

DATE: 10/21/08 Rev 9/09

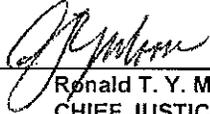
JUDICIARY - Page 61



# THIRD CIRCUIT

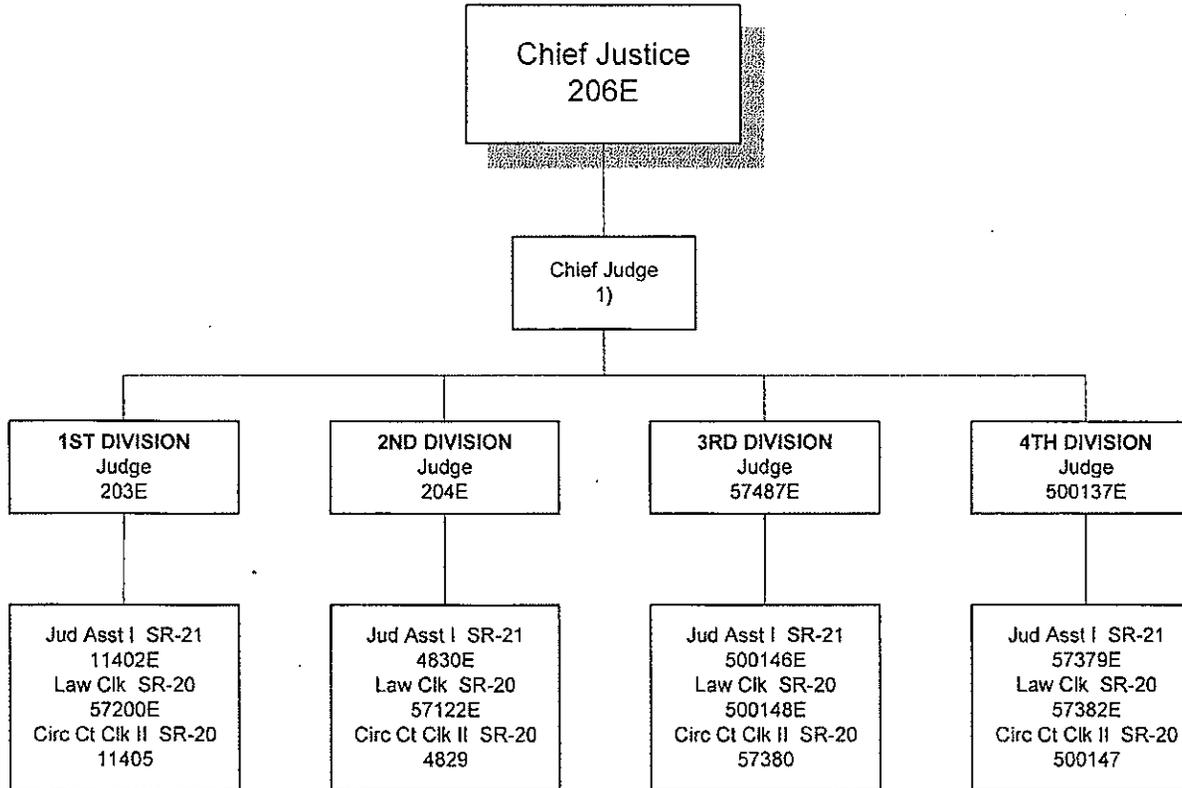
CIRCUIT JUDGES

APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

10/14/08



1) Per Chief Justice's order of assignment.

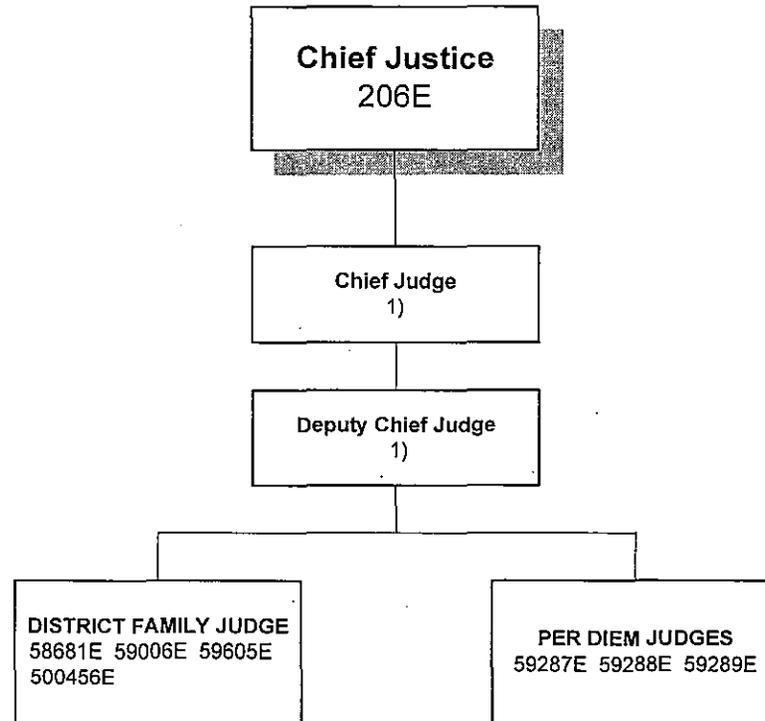
# THIRD CIRCUIT

FAMILY JUDGES

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

DATE: 3/16/04 Rev 9/09

JUDICIARY - Page 63



1) Per Chief Justice's order of assignment.

# THIRD JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED:

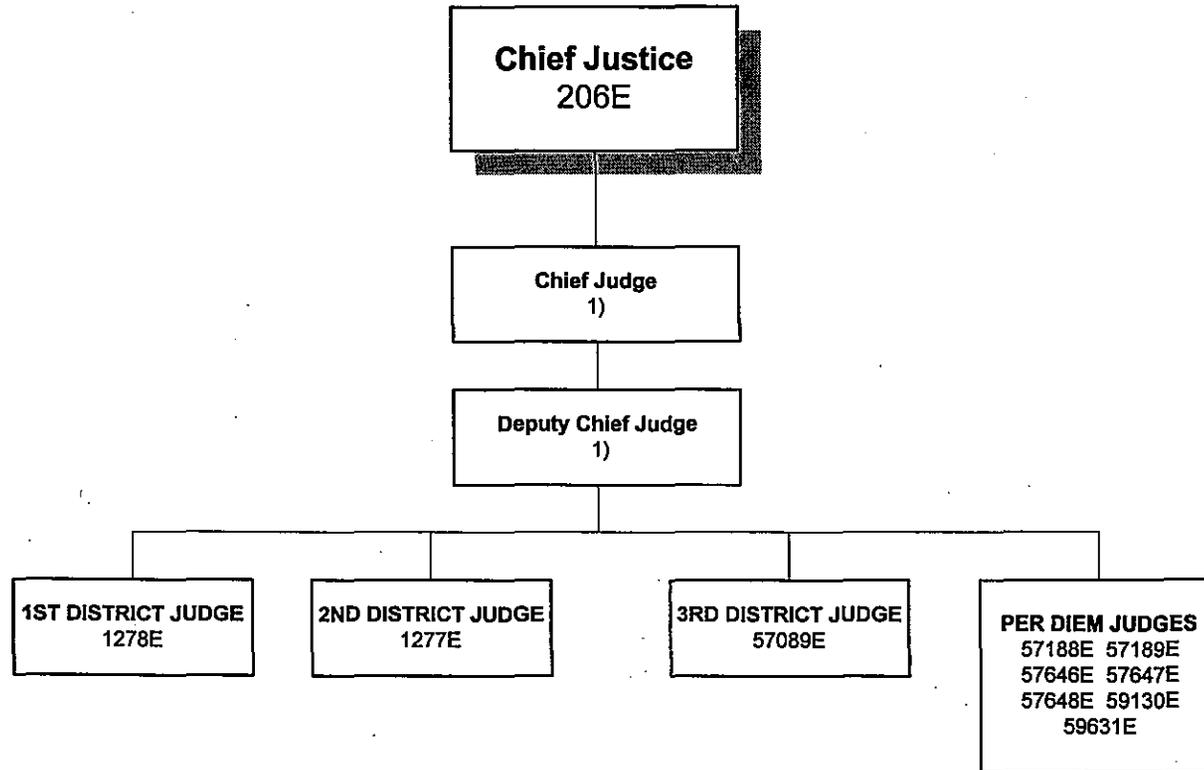


Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

MAR 16 2004

JUDICIARY - Page 64



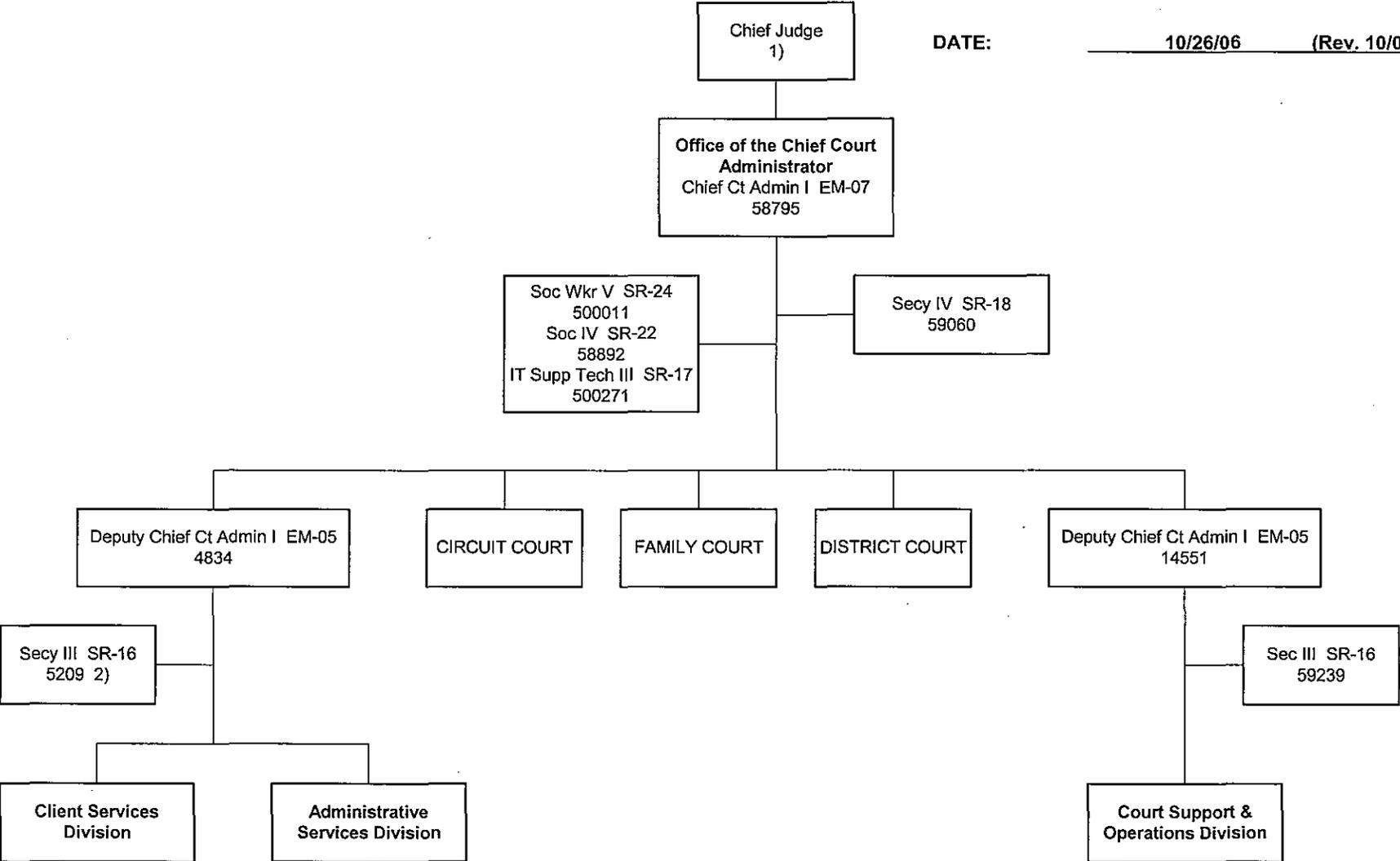
1) Per Chief Justice's order of assignment.

# Third Circuit

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

DATE: 10/26/06 (Rev. 10/07)

JUDICIARY - Page 65



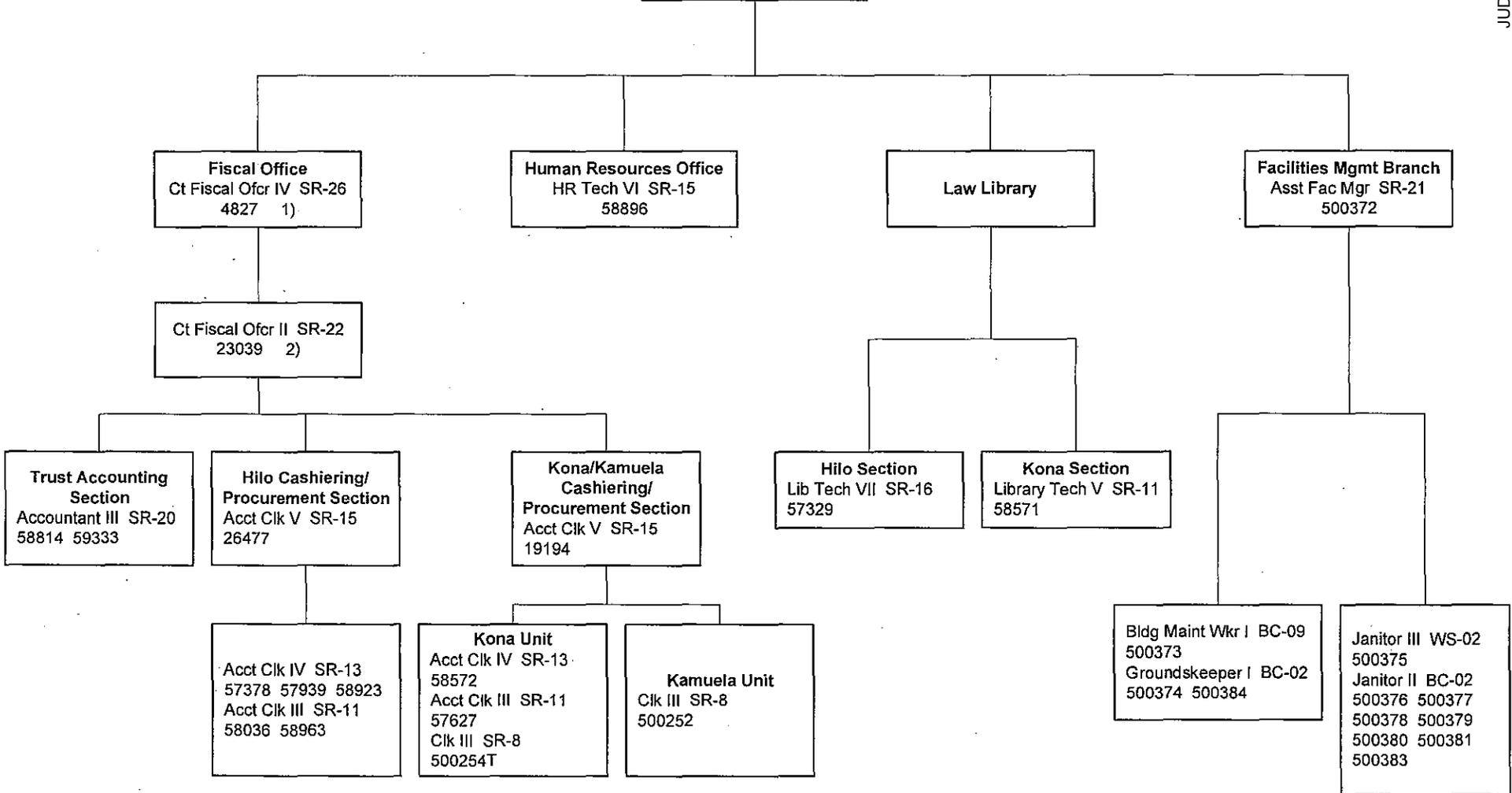
1) Per Chief Justice's order of assignment.  
 2) Position located in Kona.

# Third Circuit

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

DATE: 10/14/08 Rev 9/09

**Administrative Services Division**

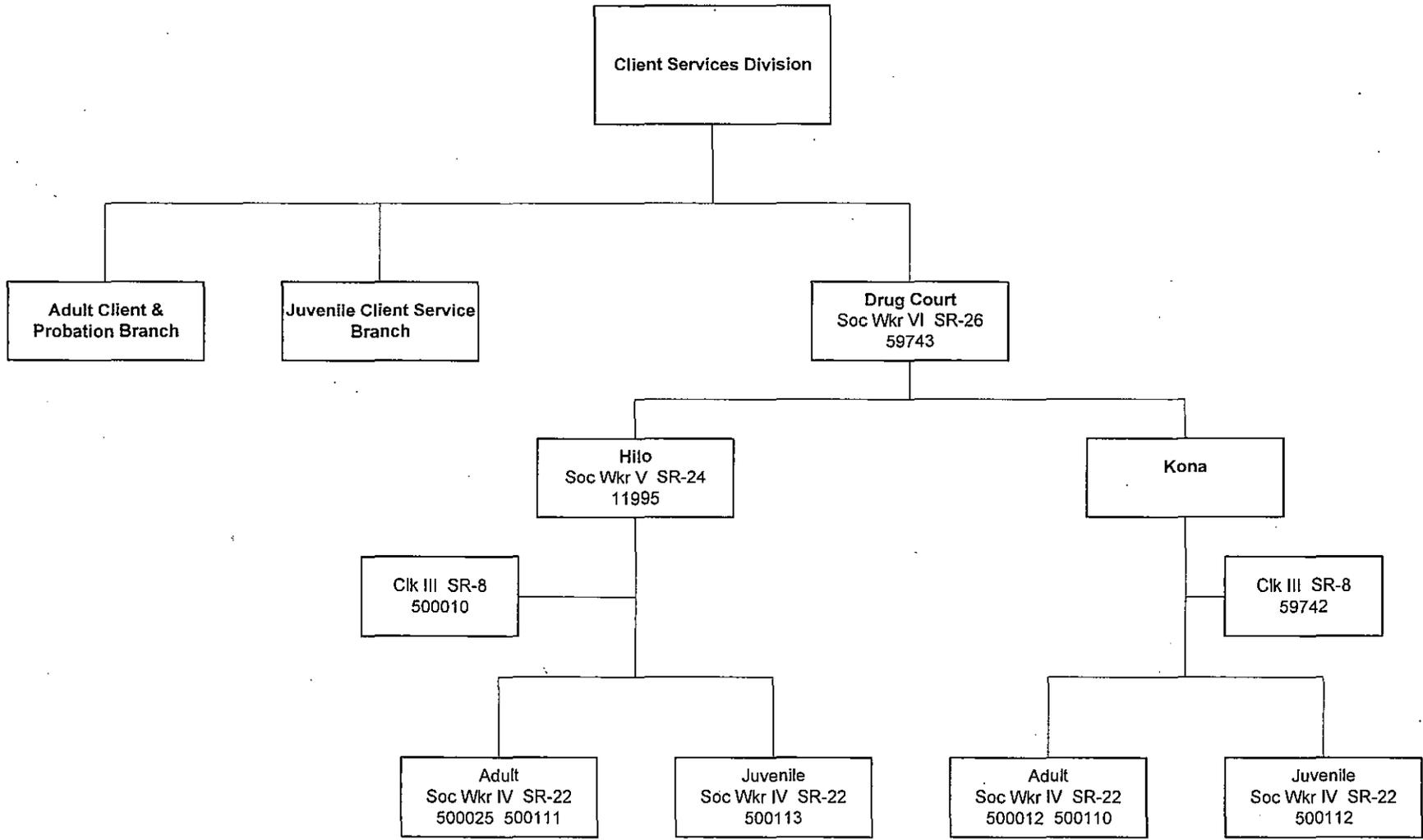


1) Psn retitled to Ct Fiscal Ofcr II.  
 2) Psn retitled to Asst Ct Fiscal Ofcr I.

# Third Circuit

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

DATE: 10/26/06 Rev 9/09

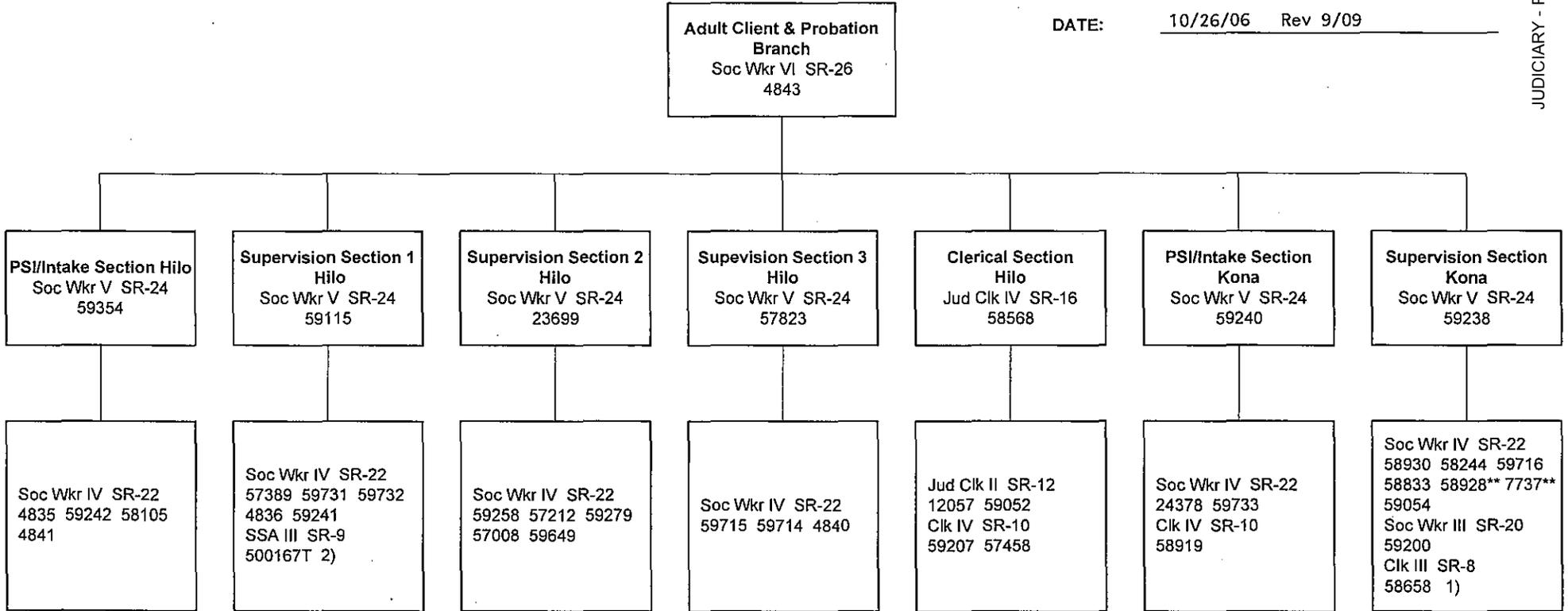


# Third Circuit

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

DATE: 10/26/06 Rev 9/09

JUDICIARY - Page 68



- 1) To be redescribed.
- 2) To be converted to permanent count.

\*\* Psn located in Kamuela Office.

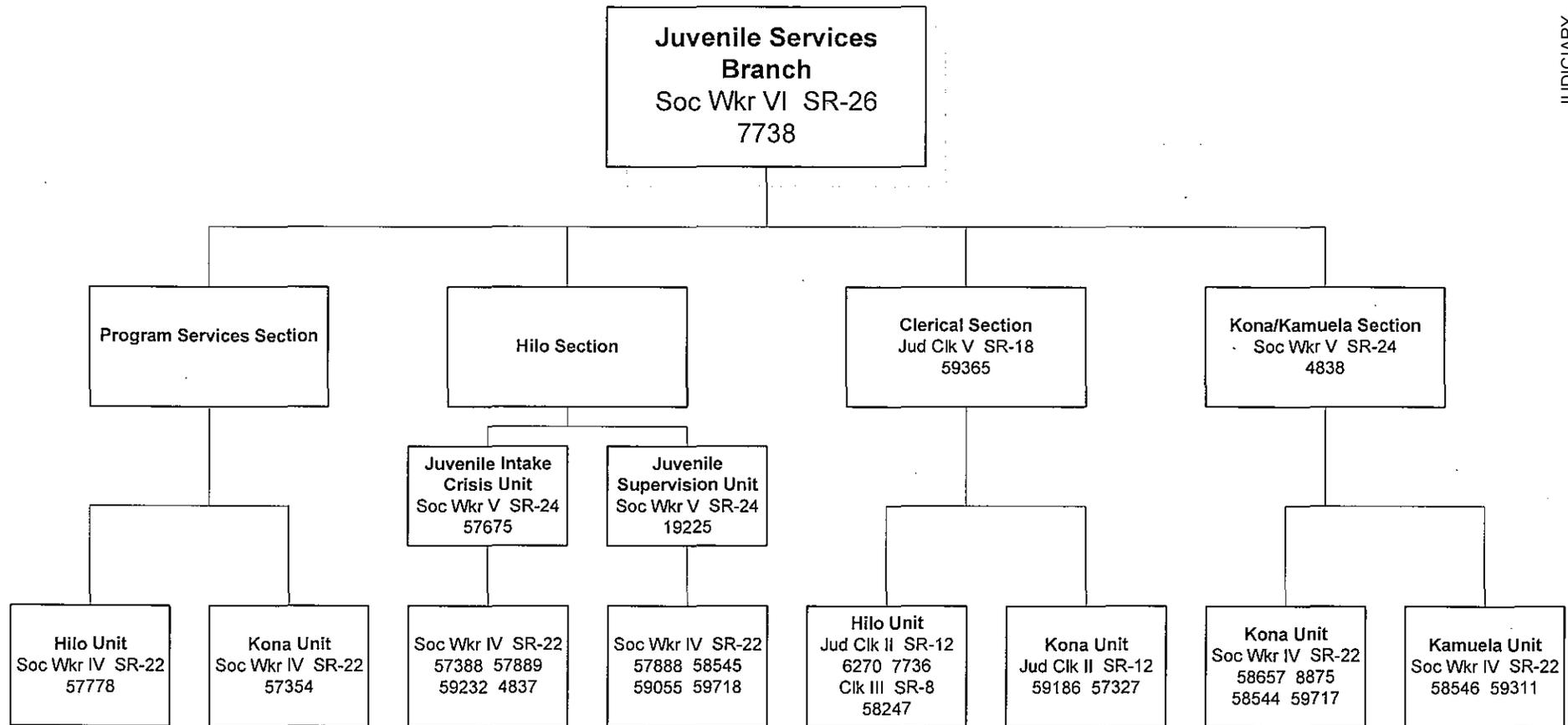
# THIRD JUDICIAL CIRCUIT

APPROVED: Mark Recktenwald

Mark E. Recktenwald  
Chief Justice

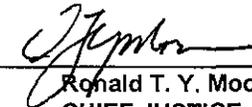
DATE: 2/24/11

JUDICIARY - Page 69



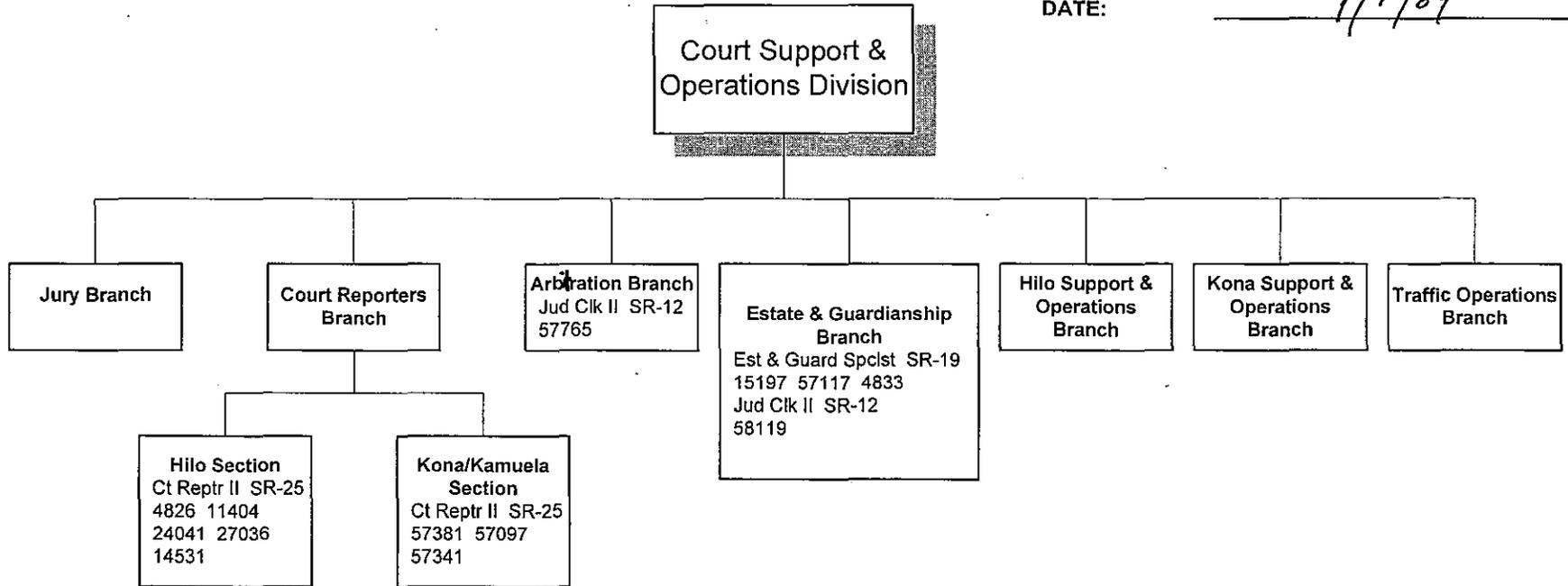
# Third Circuit

APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

9/1/09

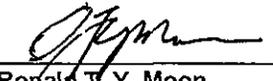


Note: Kona Support & Operations Branch  
s/b Kona/Kamuela Support & Operations Branch.

# Third Circuit

Court Support &  
Operations Branch-Hilo

APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

9/1/09

JUDICIARY - Page 71

Hilo Support &  
Operations Branch

Court Svcs Section  
Circ Ct Clk III SR-22  
59053

Legal Docs Section  
Ct Docs Spvr SR-21  
4825

Court Clerks Unit 1  
Circ Ct Clk II SR-20  
58699 58700\* 59604

Court Clerks Unit 2  
Dist Ct Clk III SR-19  
57209

Dist Ct Clk II SR-17  
57345\* 57442 58926  
58927 58951 58929\*  
21325

Court Clerks Unit 3  
Island-wide  
Circ Ct Clk II SR-20  
59198

Bailiffs Unit  
Ct Bailiff II SR-15  
59320 58176 59603\*

Clerical  
Jud Clk II SR-12  
58693

CC/FC Files & Records  
Maintenance Unit  
Ct Docs Clk III SR-19  
4828 26476 59008  
58526 500280  
Jud Clk II SR-12  
57715 57006 58109  
58531 57365

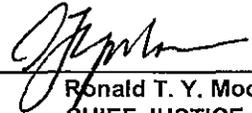
DC Files & Records  
Maintenance Unit  
Jud Clk III SR-14  
59608 26945 57210  
58175 59521 59613

Note: Court Services Section = Courtroom Services Section.

# Third Circuit

Court Support &  
Operations Branch – Kona

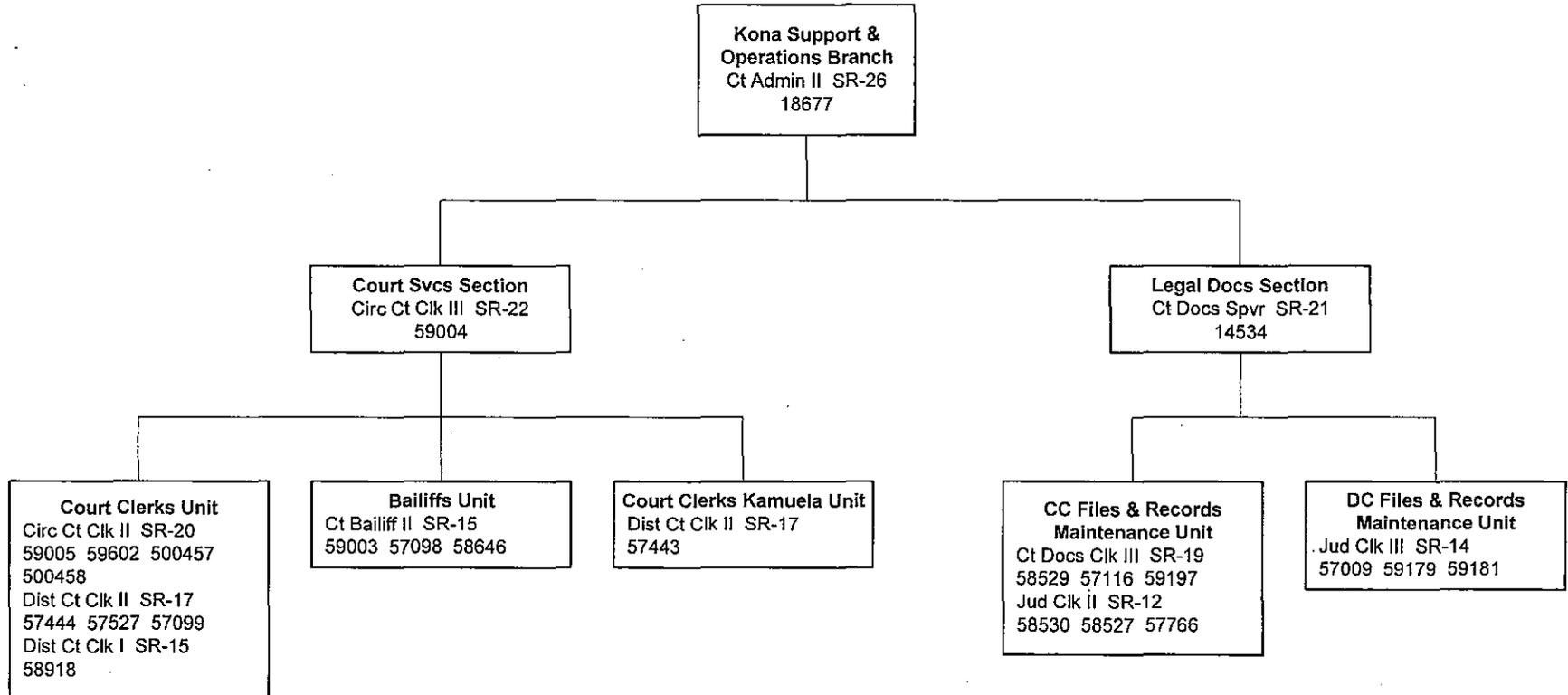
APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

9/1/09

JUDICIARY-I- Page 72



Note: Kona Support & Operations Branch s/b Kona/Kamuela Support & Operations Branch  
Court Services Section = Courtroom Services Section.

# Third Circuit

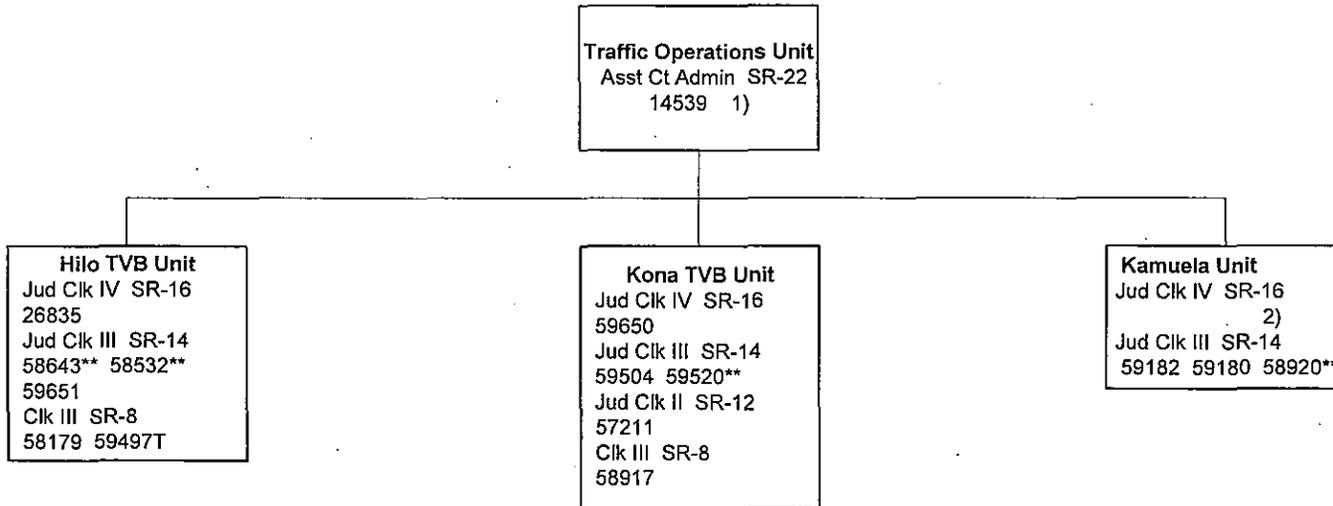
Traffic Operations Branch

APPROVED:

  
Ronald T. Y. Moon  
CHIEF JUSTICE

DATE:

9/1/09



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

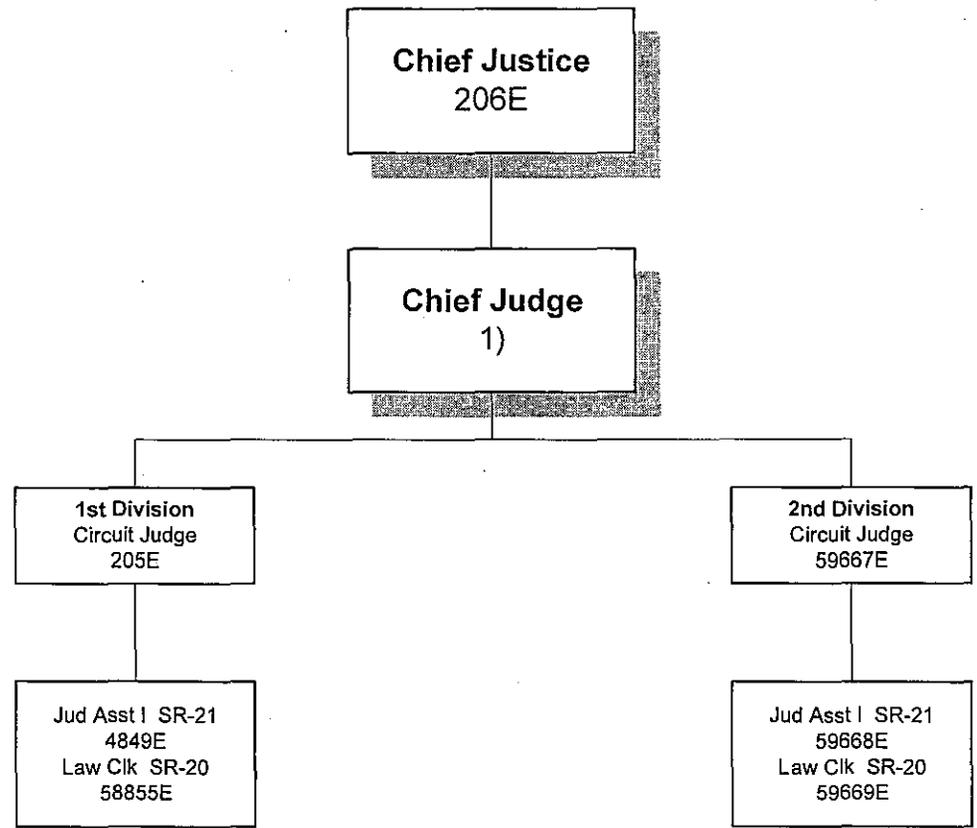
# FIFTH CIRCUIT

CIRCUIT JUDGES

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

DATE: 6/13/02 Rev 9/09

JUDICIARY - Page 74



1) Per Chief Justice's order of assignment.

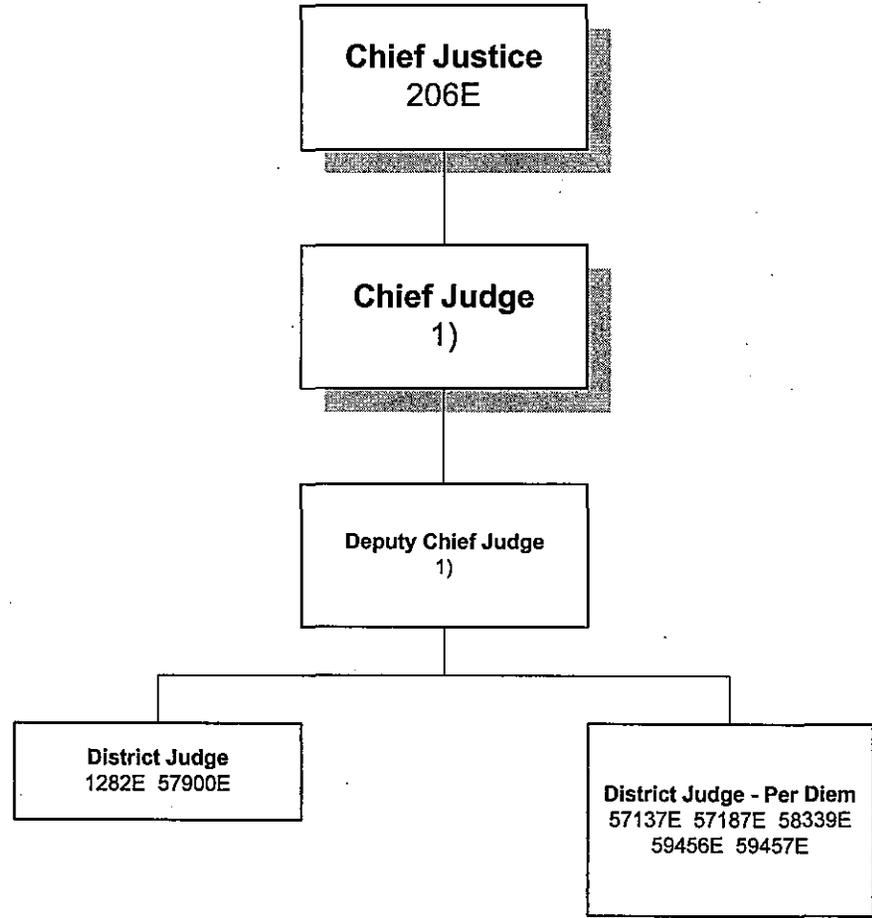
# FIFTH JUDICIAL CIRCUIT

DISTRICT JUDGES

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

DATE: 06/13/02

JUDICIARY - Page 75



1) Per Chief Justice's order of assignment.

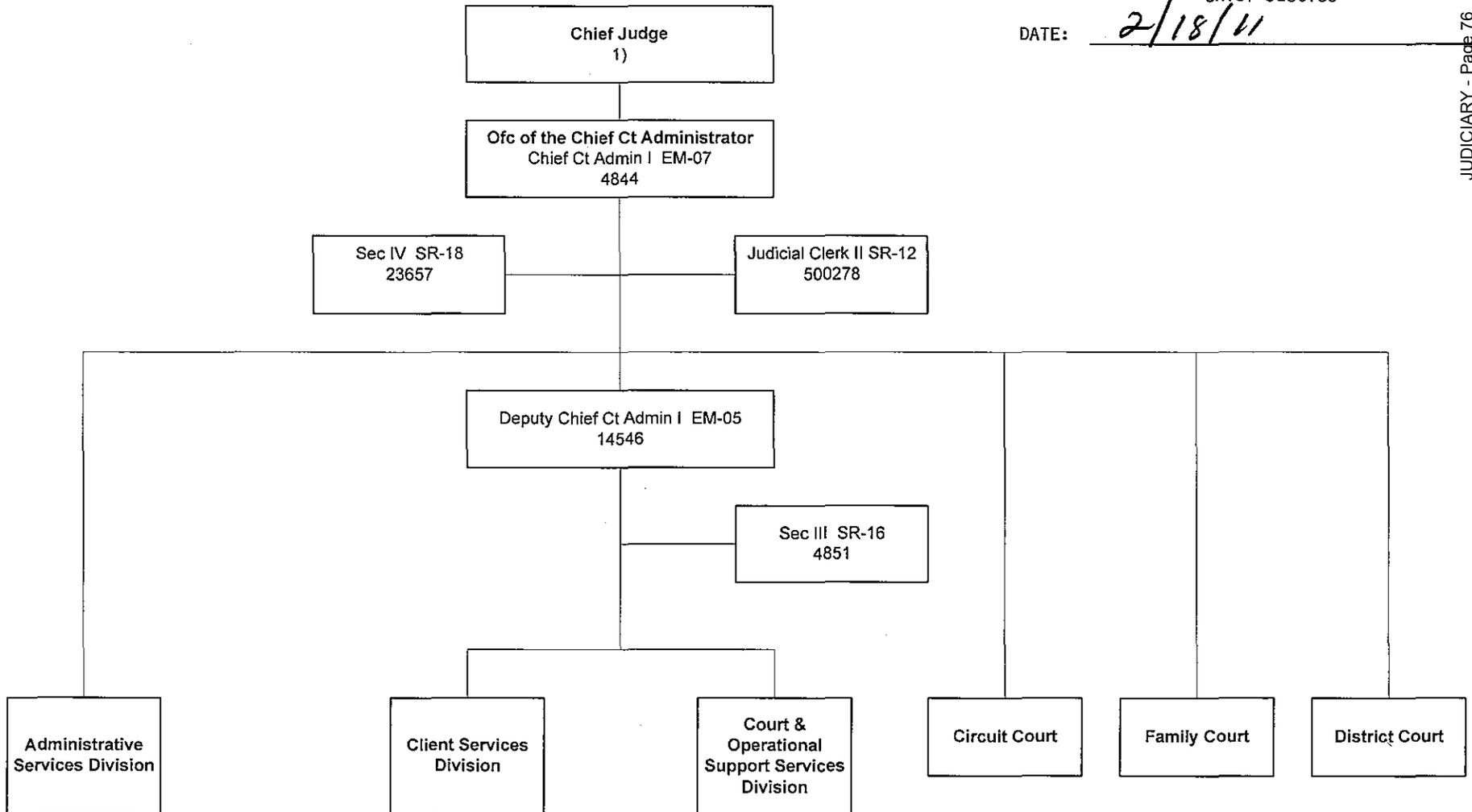
# Fifth Judicial Circuit

APPROVED: Mark E. Recktenwald

Mark E. Recktenwald  
Chief Justice

DATE: 2/18/11

JUDICIARY - Page 76



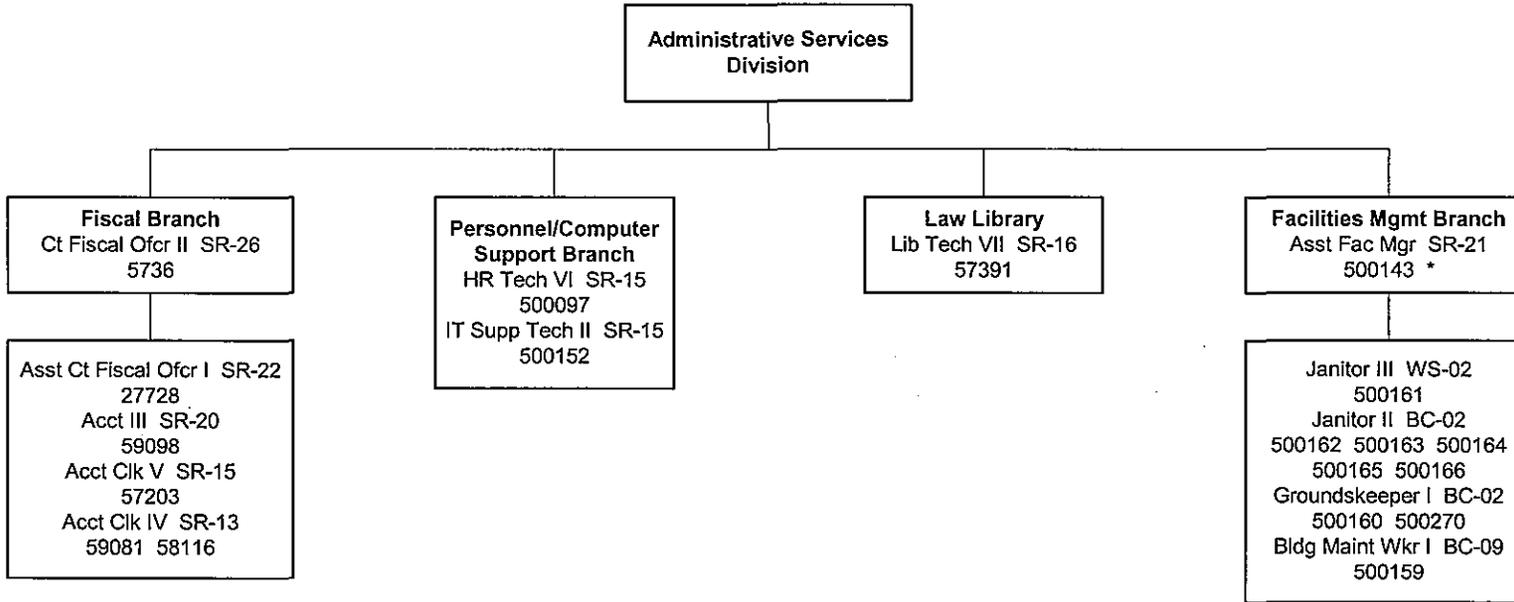
1) Per Chief Justice's Order of Appointment.

# Fifth Circuit

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

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

JUDICIARY - Page 77



\* Reports to Deputy Chief Court Administrator I.

# Fifth Circuit

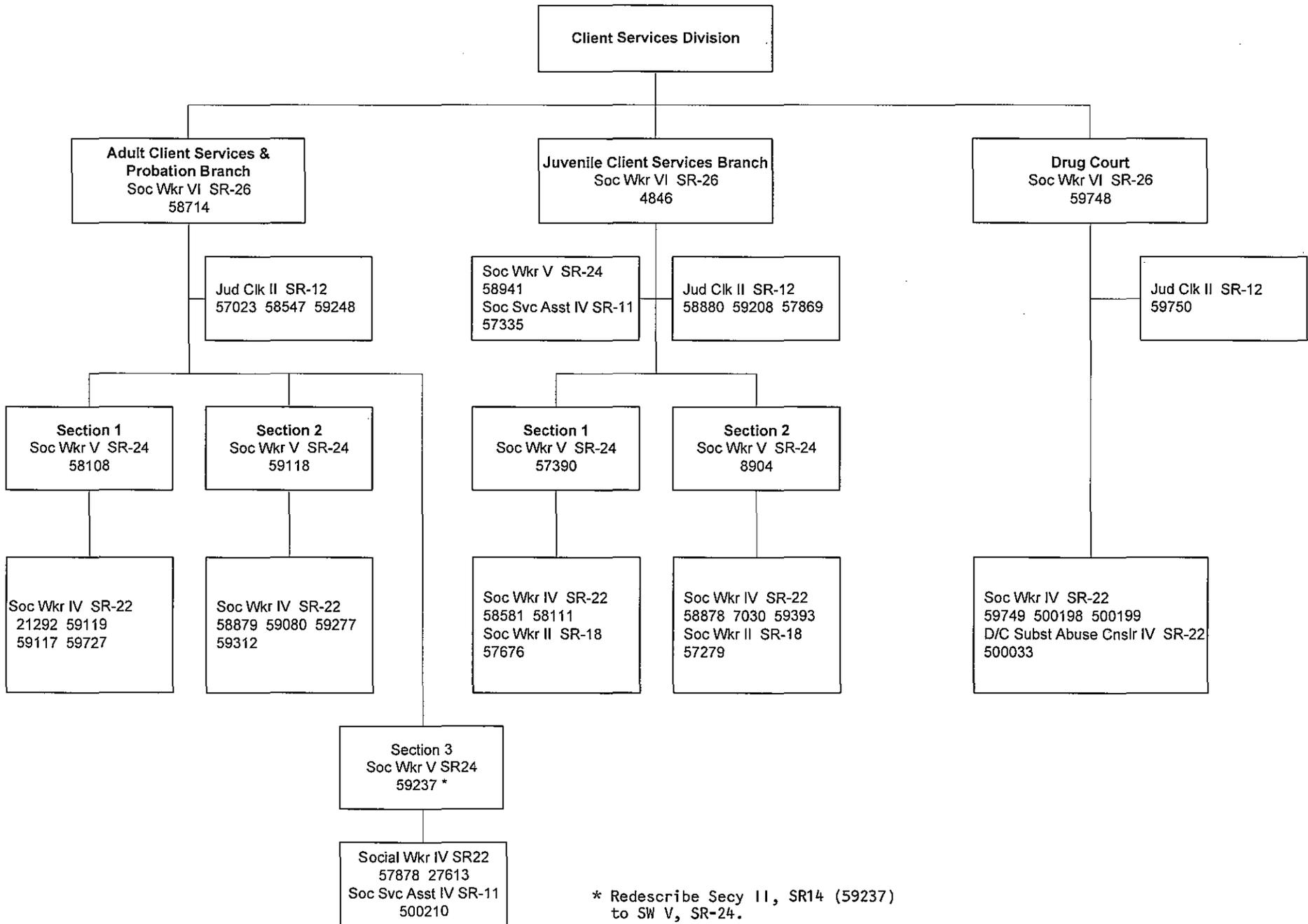
Client Services Division

APPROVED: Mark E. Recktenwald

Mark E. Recktenwald  
CHIEF JUSTICE

DATE: Dec. 20, 2010

JUDICIARY - Page 78



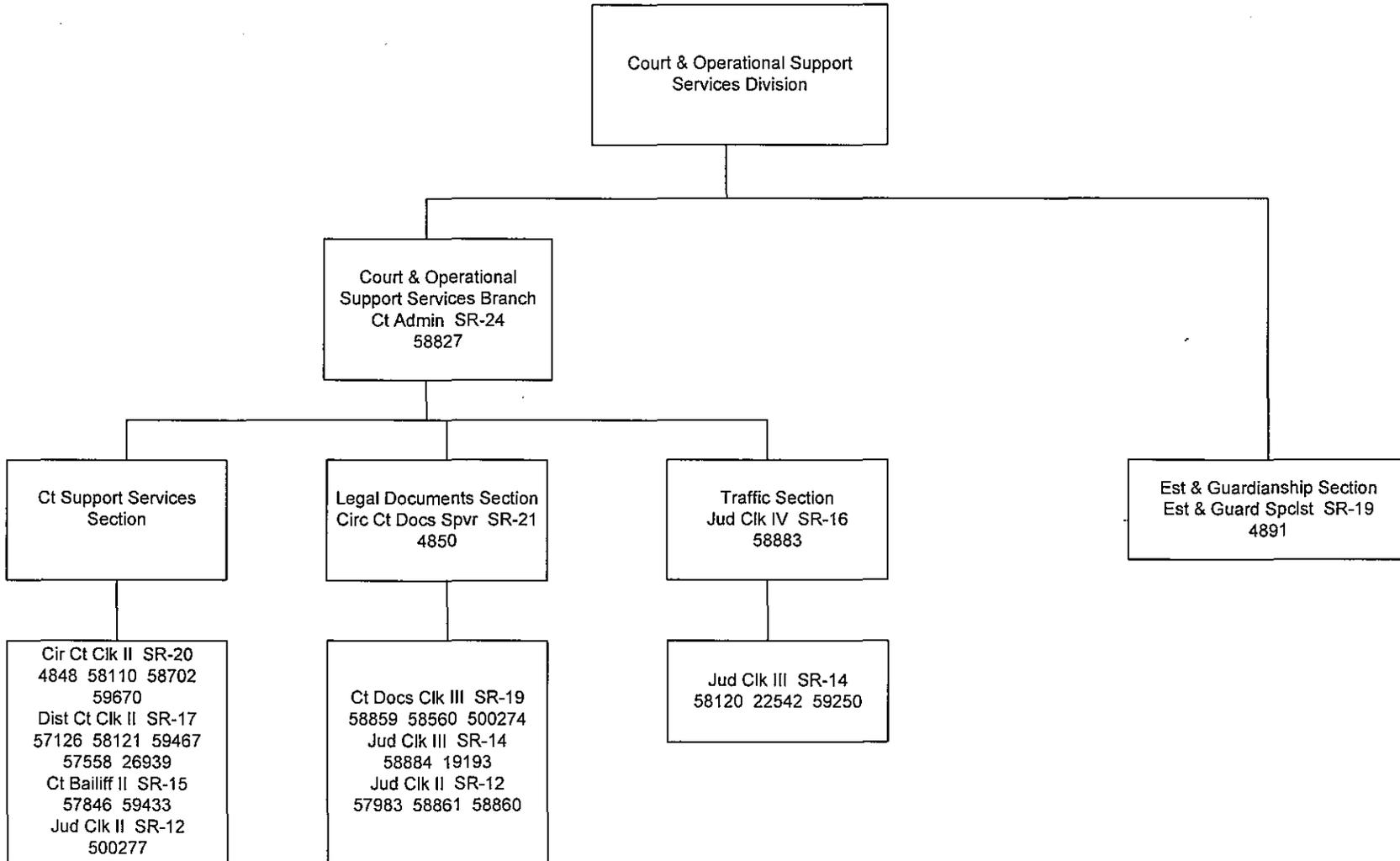
\* Redescribe Secy II, SR14 (59237) to SW V, SR-24.

# Fifth Circuit

APPROVED: Mark E. Recktenwald

Mark E. Recktenwald  
Chief Justice

DATE: 2/18/11



# 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: 12/8/14

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

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

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

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

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

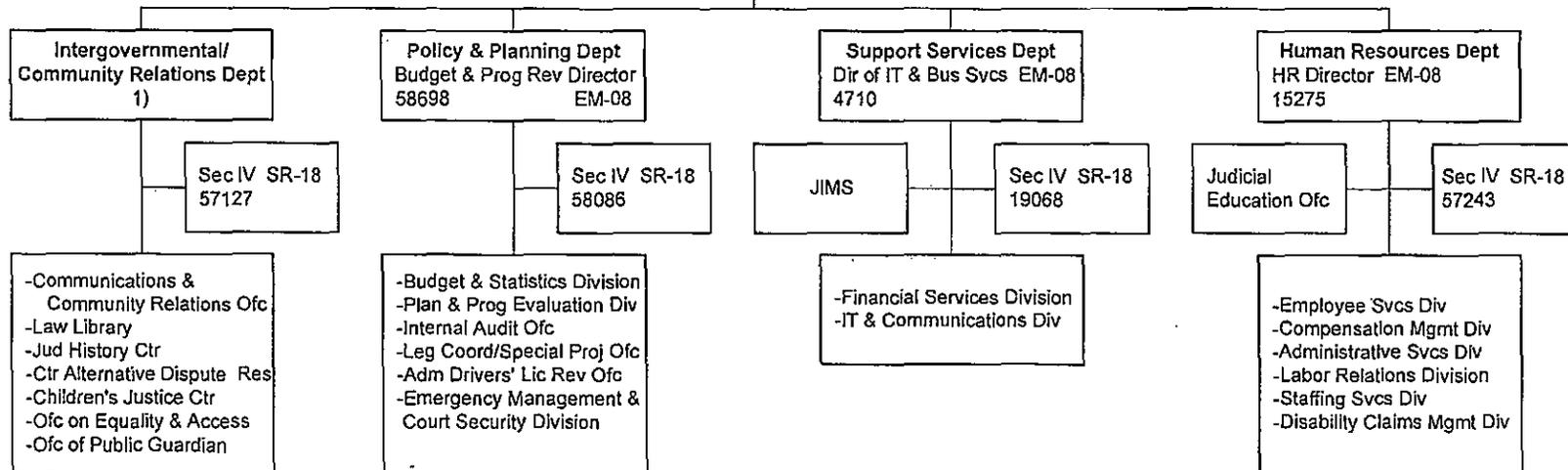
Deputy Administrative  
Director of the Courts  
14563E

Prvt Sec I SR-22  
59112E

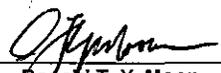
EEO/ADA Ofcr SR-26  
58961

Administration Fiscal Office  
Ct Fiscal Ofcr II SR-26  
57507  
Accountant III SR-20  
57518  
Acct Clk V SR-15  
59222  
Clk III SR-8  
57236

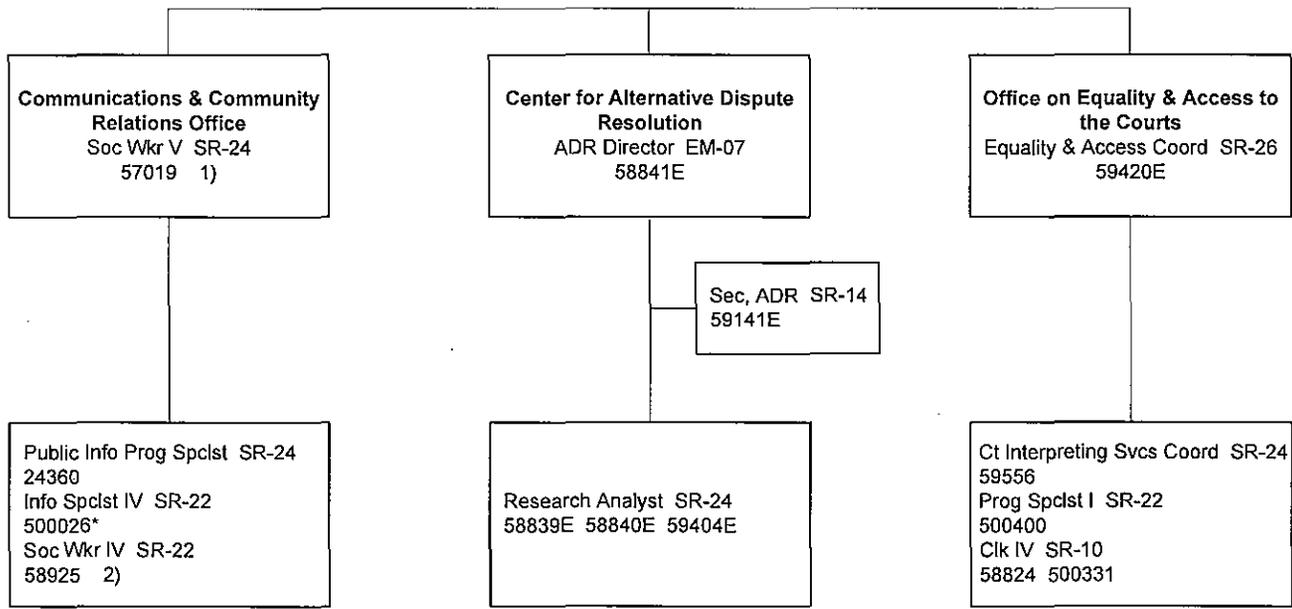
1) Pos No 4712 Serves as Chief Staff Atty  
and ICRD Director.



# Intergovernmental/ Community Relations Dept

APPROVED:   
 Ronald T. Y. Moon  
 CHIEF JUSTICE

DATE: 5/5/10



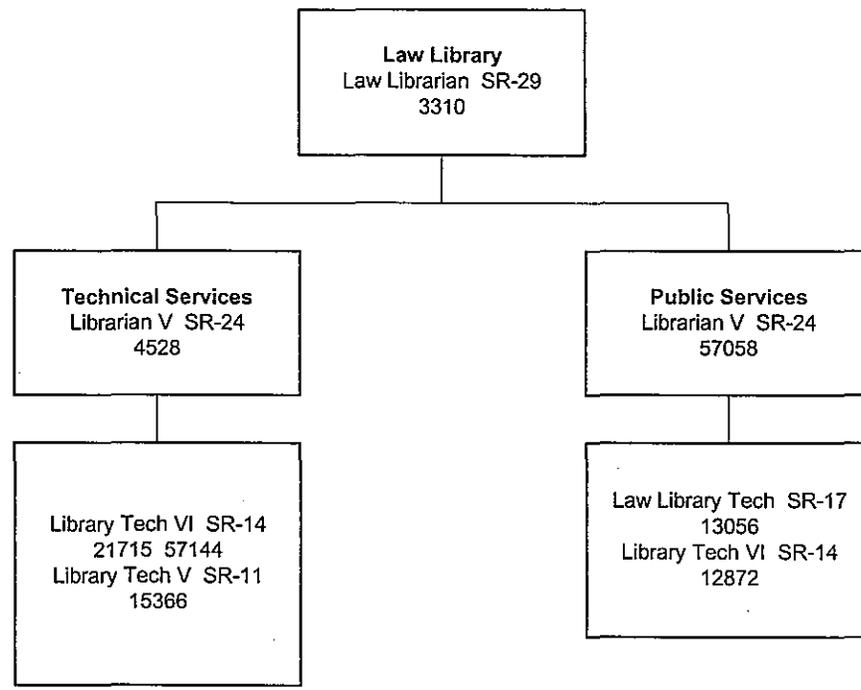
1) To be redescribed to Communications & Community Relations Officer.  
 2) To be redescribed to Program Spclst I.

\*Special Funded

# Intergovernmental/ Community Relations

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

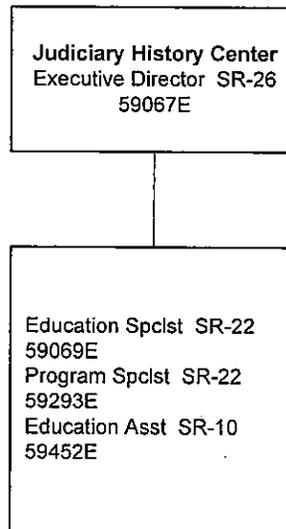
DATE: 11/06/01 (Rev. 08/06)



# Intergovernmental/ Community Relations Dept

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

DATE: 11/6/01 Rev 9/09

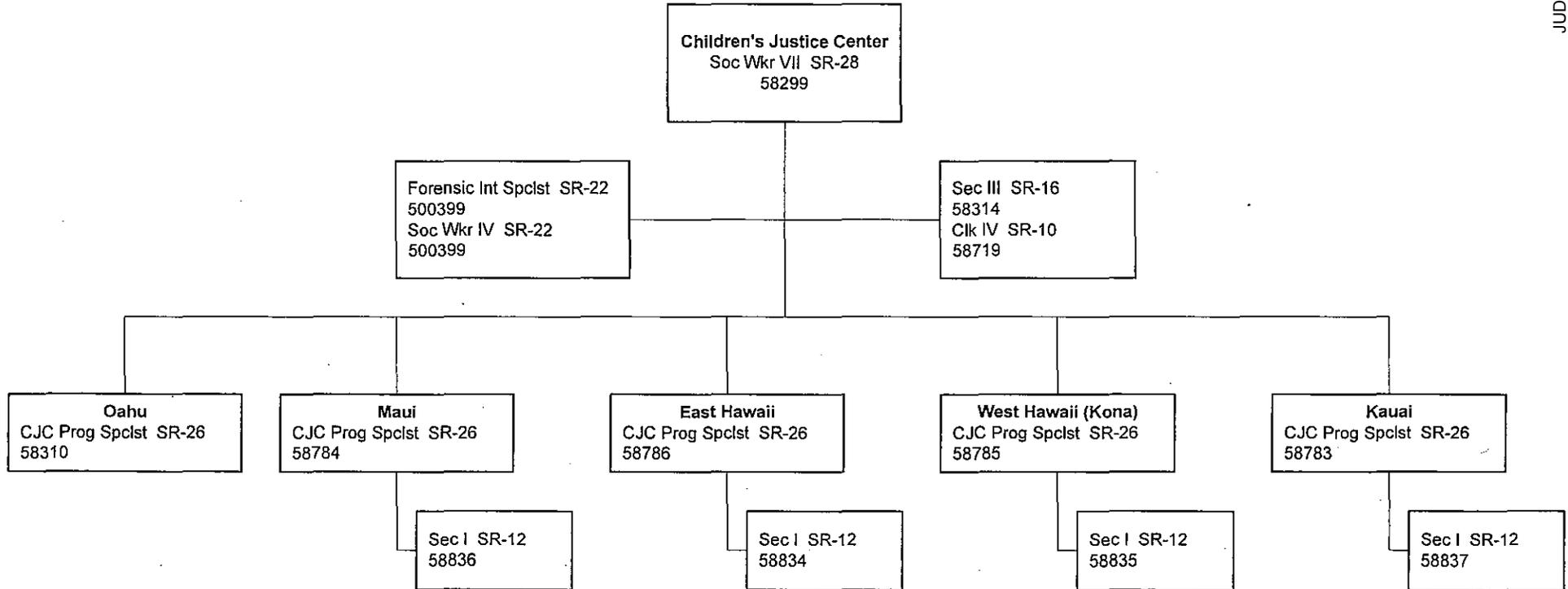


# Intergovernmental/ Community Relations Dept

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

DATE: 11/6/01 Rev 9/09

JUDICIARY - Page 84

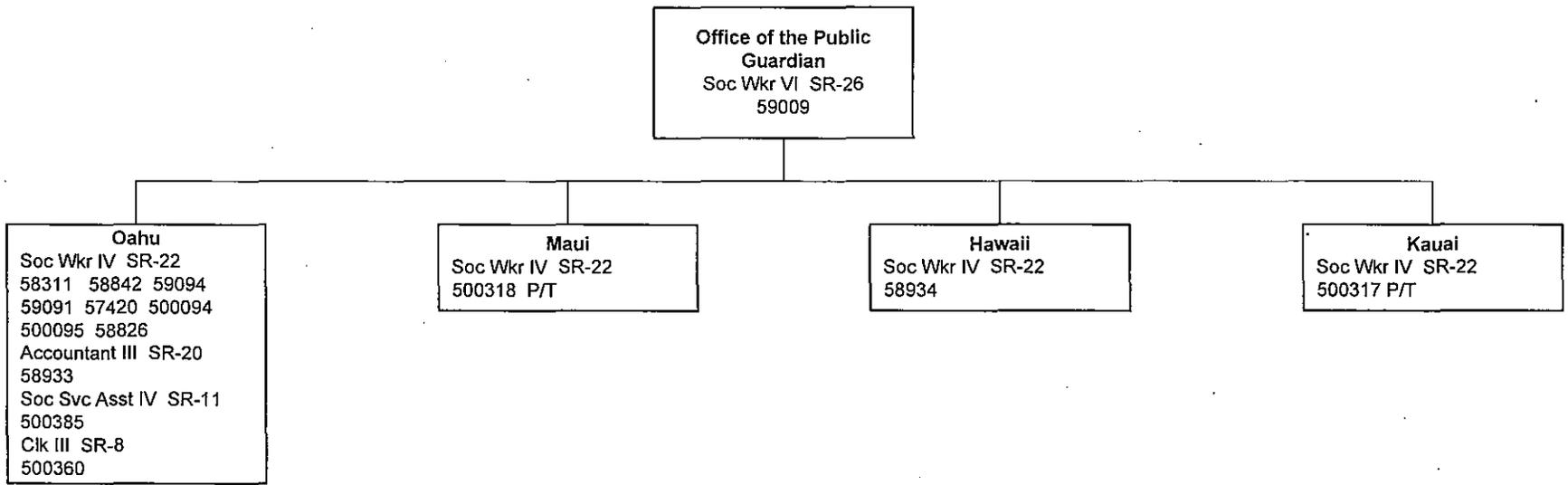


# Intergovernmental/ Community Relations Dept

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

DATE: 12/13/04 Rev 9/09

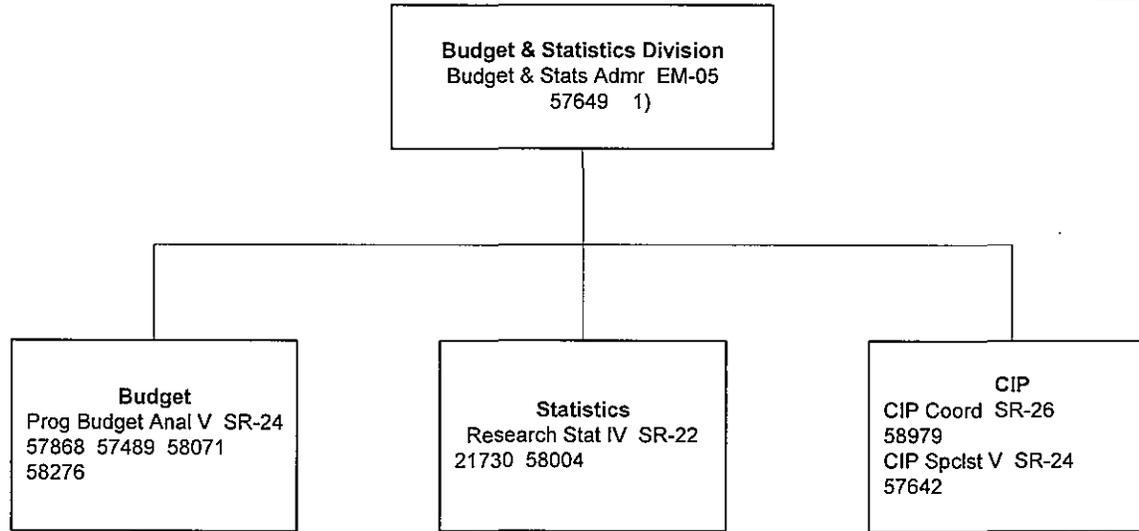
JUDICIARY - Page 85



# Policy & Planning

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

DATE: 5/5/10

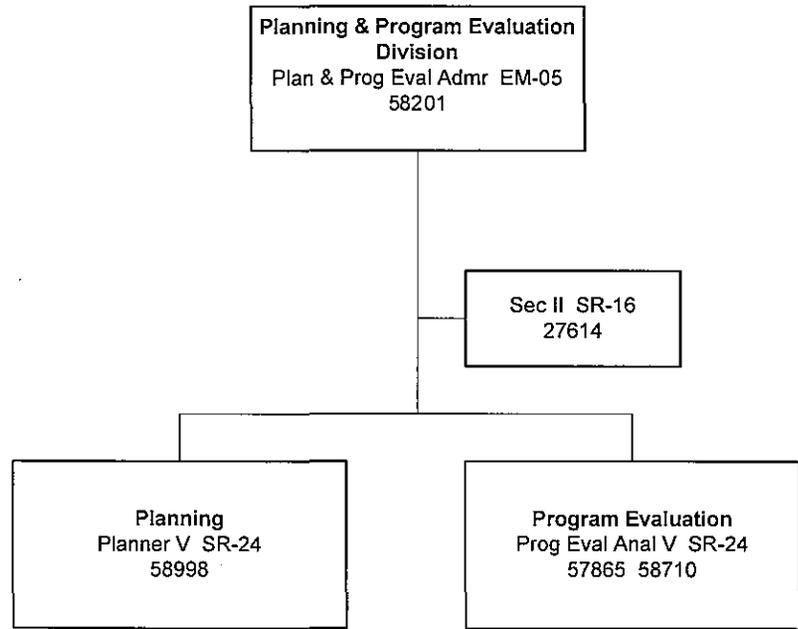


1) Psn to be redescribed from Research Stat V.

# Policy & Planning Dept

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

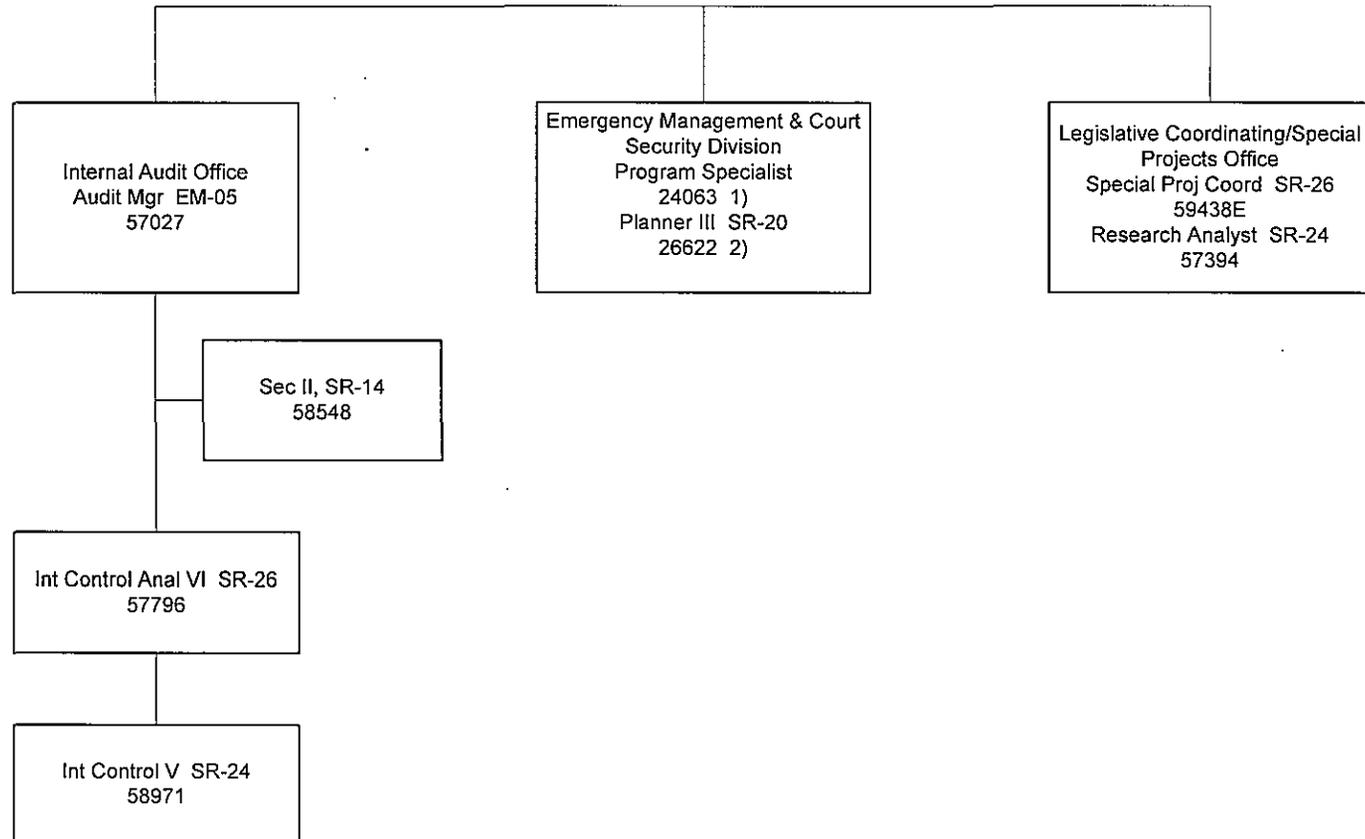
DATE: 7/21/11



# Policy & Planning Dept

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

DATE: 7/21/11

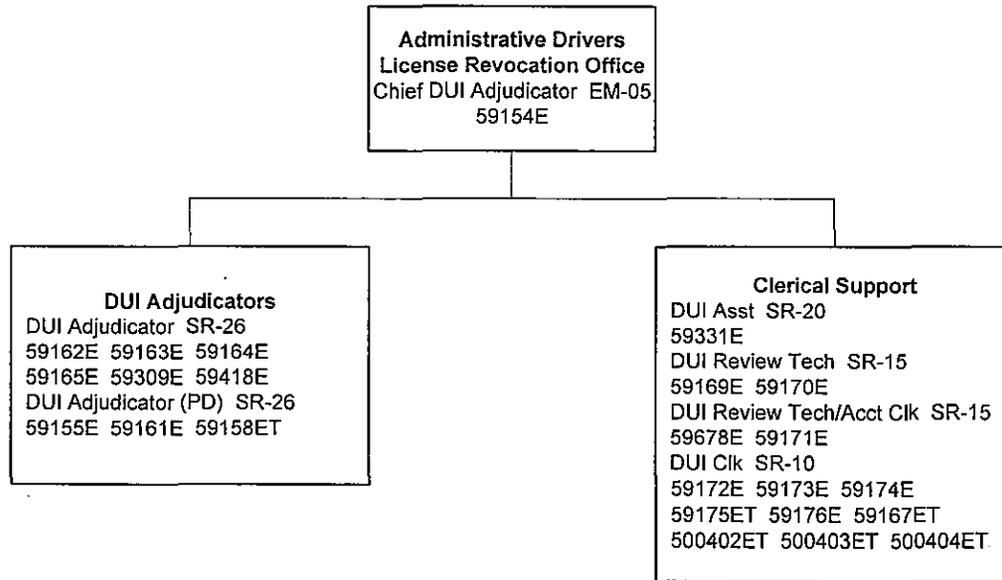


- 1) Vacant position no. 24063 Judicial Clerk I, SR-12, to be transferred from First Circuit, TVB, Night Shift and redescribed to Program Specialist series.
- 2) Position no. 26622 Planner III, SR-20, to be transferred from Planning, Planning & Program Evaluation Division.

# Policy & Planning Dept

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

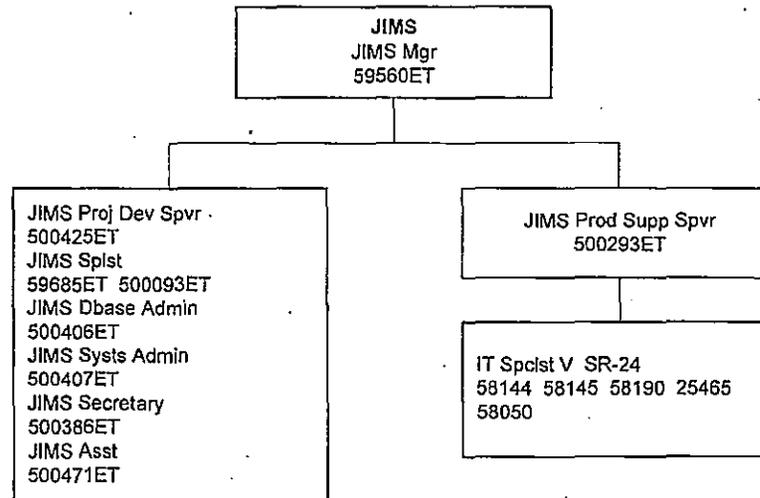
DATE: 12/13/04 Rev 9/09



Judiciary Information Management System  
(JIMS)

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

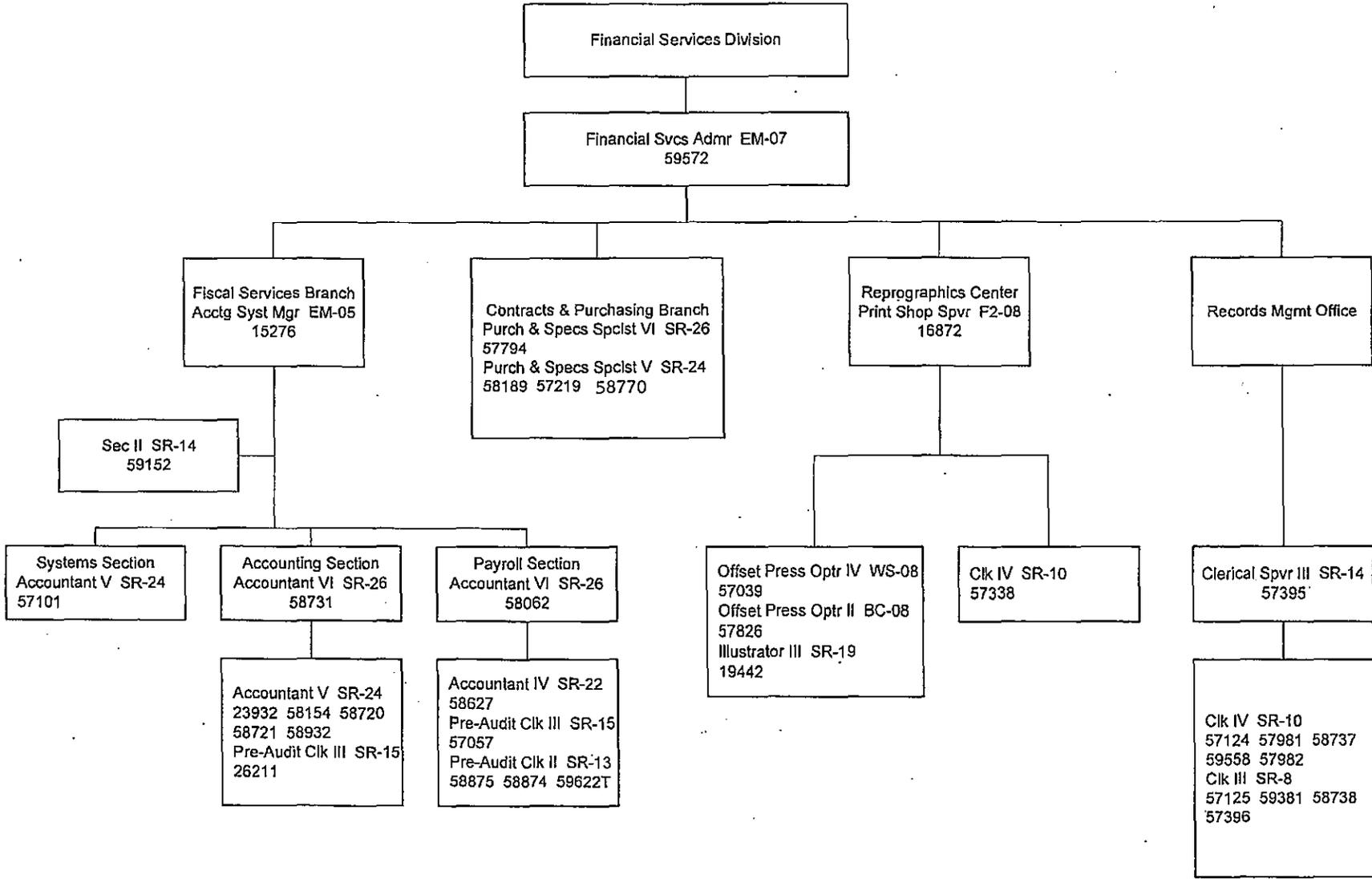
DATE: 10/14/08 Rev 9/09



# Support Services

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

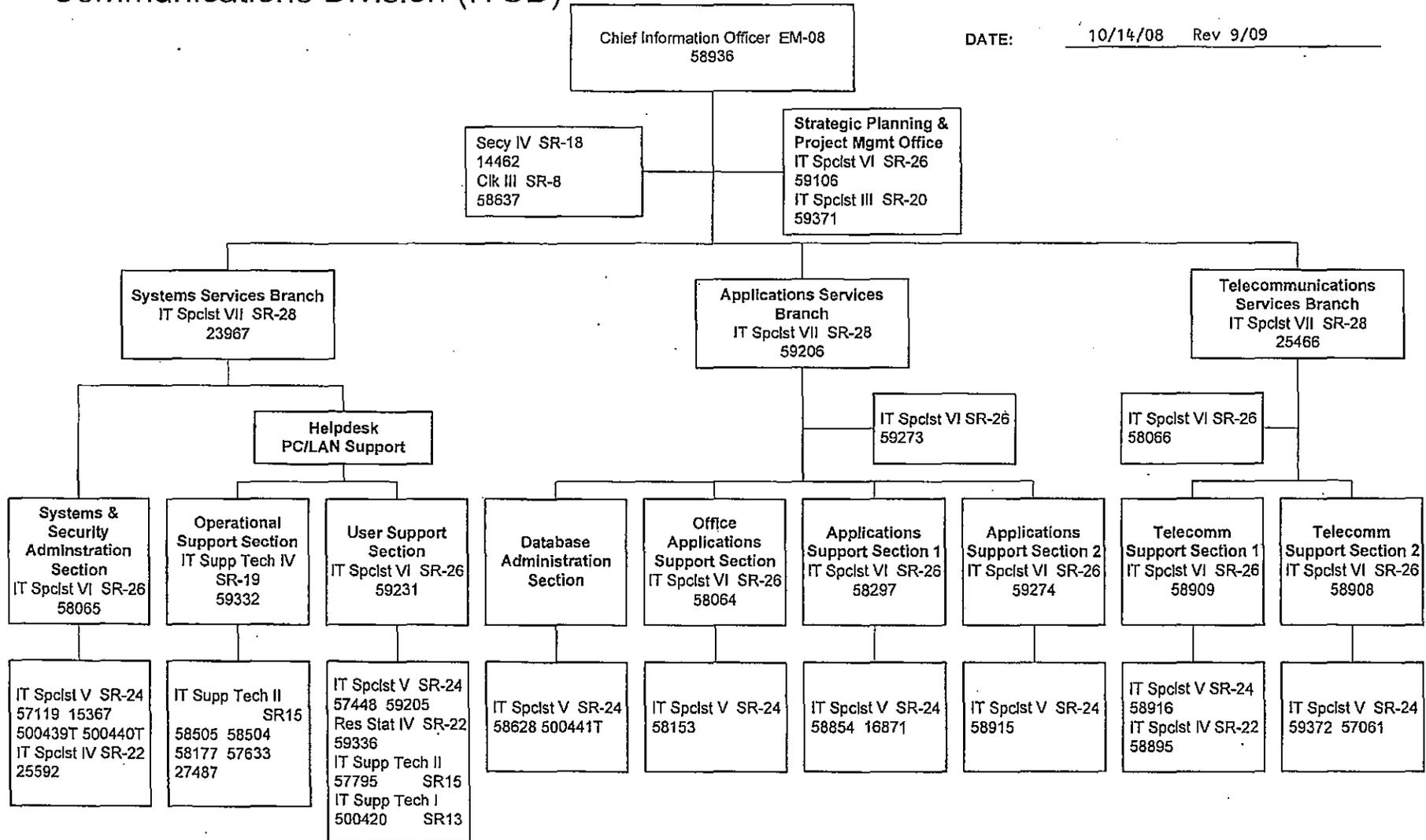
DATE: 6/17/03 Rev 9/09



SUPPORT SERVICES DEPT  
 Information Technology &  
 Communications Division (ITCD)

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

DATE: 10/14/08 Rev 9/09



# Human Resources Dept

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

DATE: 9/29/08 Rev 9/09

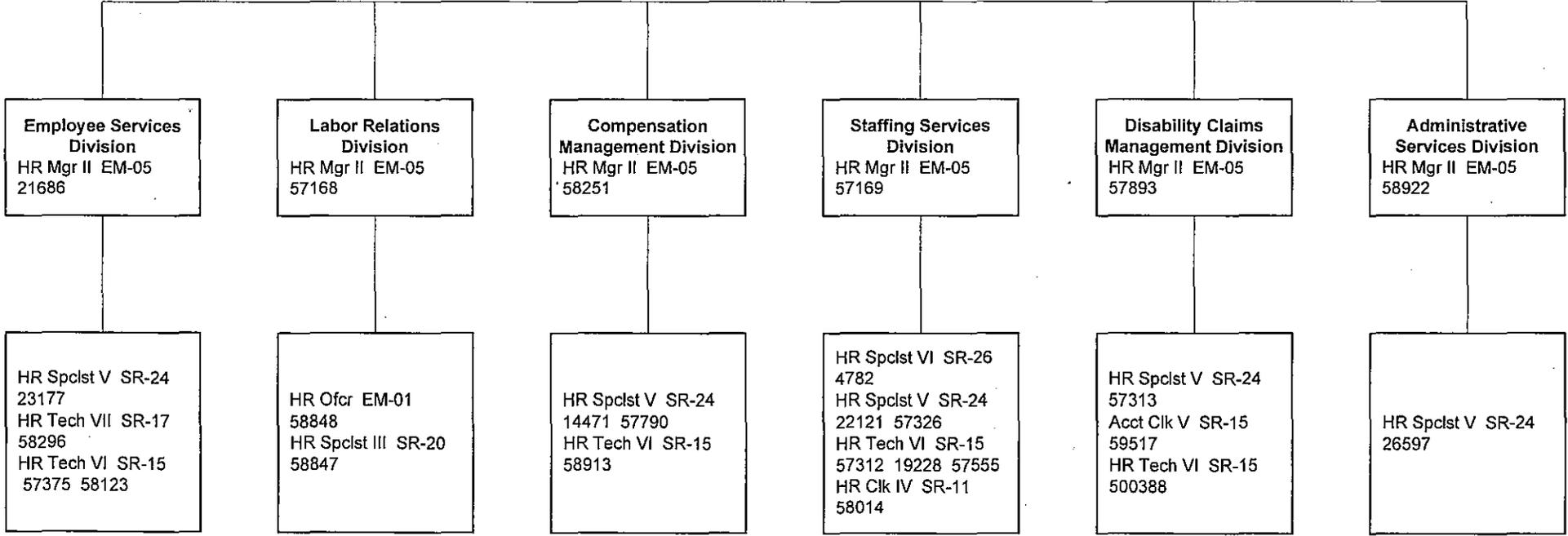
JUDICIARY - Page 93

Human Resources Department  
 HR Director EM-08  
 15275

Sec IV SR-18  
 57243

Judicial Education Office  
 Jud Ed Ofcr EM-03  
 59495  
 Jud Ed Spclst SR-24  
 59496 1)

1) Provides staff support to  
 Judicial Education Committee.



FISCAL BIENNIUM 2011-2013 BUDGET  
SUMMARY OF PROPOSED CIP LAPSES AND NEW CIP REQUESTS  
THE JUDICIARY

PART A: PROPOSED LAPSES			
Act/Year	Item No.	Project Title	Amount
		(NONE.)	0
TOTAL			0
BY MOF			
C	General Obligation Bond		0
D	Reimbursable GO Bond		0
E	Revenue Bond		0
N	Federal Funds		0
W	Revolving Funds		0

PART B: NEW REQUESTS						
Priority	Prog ID	Project Title	MOF	FY 12 (in 000's)	FY 13 (in 000's)	Notes
1	JUD 601	KA'AHUMANU HALE ROOF AND LANAI UPGRADES AND IMPROVEMENTS, O'AHU	C	4,645	0	
2	JUD 601	KONA JUDICIARY COMPLEX, HAWAII	C	4,500	7,500	
3	JUD 601	KAPUĀIWA BUILDING WINDOW REPLACEMENT AND UPGRADE, O'AHU	C	185	1,850	
4	JUD 601	KAIKĒAOULI HALE CELLBLOCK UPGRADE AND IMPROVEMENTS, O'AHU	C	305	0	
5	JUD 601	KA'AHUMANU HALE FIRE ALARM SYSTEM UPGRADE AND IMPROVEMENTS, O'AHU	C	147	0	
6	JUD 601	KA'AHUMANU HALE ELEVATOR SYSTEM UPGRADE AND MODERNIZATION, O'AHU	C	292	0	
7	JUD 601	LUMP SUM C I P FOR JUDICIARY FACILITIES, STATEWIDE	C	5,000	5,000	
8	JUD 601	WAHIAWĀ COURT FACILITY, O'AHU	C	2,000	0	
9	JUD 601	KAIKĒAOULI HALE DOMESTIC WATER BOOSTER AND FIRE PUMP REPLACEMENT, O'AHU	C	0	400	
10	JUD 601	ALI'ĪOLANI HALE BUILDING EXTERIOR IMPROVEMENTS, O'AHU	C	0	3,040	
11	JUD 601	KAIKĒAOULI HALE AIR CONDITIONING SYSTEM CONTROLS EQUIPMENT UPGRADE, O'AHU	C	0	227	
12	JUD 601	HOAPILI HALE INTERIOR AIR HANDLING AND SUPPLY SYSTEM IMPROVEMENTS, MAUI	C	0	1,365	
13	JUD 601	HOAPILI HALE AIR CONDITIONING ENERGY MANAGEMENT SYSTEM UPGRADE, MAUI	C	0	1,110	
14	JUD 601	STATUS OFFENDER SHELTER AND JUVENILE SERVICES CENTER, O'AHU	C	0	250	
15	JUD 601	HOAPILI HALE AIR CONDITIONING COOLING TOWER BUILDING IMPROVEMENTS, MAUI	C	0	890	
TOTAL				17,074	21,632	
BY MOF						
B	Special Fund			0	0	
C	General Obligation Bond			17,074	21,632	
D	Reimbursable GO Bond			0	0	
E	Revenue Bond			0	0	
N	Federal Funds			0	0	
W	Revolving Funds			0	0	

**CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET**

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

ISLAND
O'AHU

SEN. DIST.
11TH

REP. DIST.
28TH

PRIORITY NO. (For FY 2012-13)
1 OF 7

PREVIOUS PRIORITY NO.
-----

PROJECT SCOPE
I / R

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

DATE
29-Dec-2011

PROJECT TITLE:	KAUIKEAOULI HALE DOMESTIC WATER BOOSTER AND FIRE PUMP REPLACEMENT, O'AHU
----------------	--

PROJECT DESCRIPTION:	Design and construction for the replacement of the domestic water booster and fire pump 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	FY 2011-2012 (Act 61 / 2011)	FY 2012-2013	FUTURE YEARS
PLANS													0
LAND													0
DESIGN											115		115
CONSTRUCTION											285		285
EQUIPMENT													0
<b>TOTALS</b>		0			0		0			0	400		400

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

As with most of the other projects that make up the Judiciary's slate of requests in the CIP portion of its FY 2012-2013 supplemental budget, the primary objectives are to replace antiquated and obsolete equipment, and, in so doing, bringing these two critical building systems up to current building codes.

b. Identification of Need and Evaluation of Existing Situation.

The domestic water booster pump and the fire pump systems for Kauikeaouli Hale were designed in the late 1970's and completed as part of the original construction of Kauikeaouli Hale in 1982. At nearly 30 years old, the two systems have deteriorated to the point of needing complete replacement to prevent the eventual and catastrophic failure. Some of the pumps have been replaced piecemeal over the years out of necessity, but the piping across the board has corroded to the point of needing replacement. Leaking due to the deteriorated equipment has increasingly worsened, and the pumps and related piping will eventually fail, at which point the building will have to be closed, as water will not be available above the fourth floor. The fire pump in particular cannot be tested and certified in its current condition.

c. Alternatives Considered and Impact If Project Is Deferred.

There are no plausible alternatives. The current equipment would have to continue to operate, as is, with makeshift patches and repairs until it eventually fails, at which point the entire building will have to be closed for health and safety reasons.

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

Kauikeaouli Hale will have a new domestic water booster and a new fire pump system that will be up to current building codes. This will ease the maintenance difficulties that have attended the deteriorating equipment in recent years. The fully replaced domestic water booster and fire pump systems can then be expected to service Kauikeaouli Hale for 25 to 30 years following installation.

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

None anticipated, beyond reduced repair and maintenance costs.

**f. Additional Information:**

Photos of Existing Conditions:



Deteriorated Existing Domestic Water Booster System Equipment



Deteriorated Existing Fire Sprinkler Pump

TABLE R (5/97)

**CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET**

**FINAL**

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

ISLAND
O'AHU

SEN. DIST.
12TH

REP. DIST.
28TH

PRIORITY NO. (For FY 2012-13)
2 OF 7

PREVIOUS PRIORITY NO.
4 OF 9*

PROJECT SCOPE
I / R

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

DATE
29-Dec-2011

PROJECT TITLE: ALI'IOLANI HALE EXTERIOR AND CLOCK TOWER IMPROVEMENTS, O'AHU

PROJECT DESCRIPTION: Design and construction for comprehensive building exterior improvements at Ali'iōlani 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 2011-2012	FY 2012-2013	FUTURE YEARS	
PLANS																		(Not Known)	0
LAND																			0
DESIGN																40		(Not Known)	40
CONSTRUCTION																3,000		(Not Known)	3,000
EQUIPMENT																		(Not Known)	0
<b>TOTALS</b>																0	0	(Not Known)	3,040

**PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):**

**a. Total Scope of Project.**

Ali'iōlani Hale, located in the downtown Honolulu civic center district, is the "headquarters" building for the Judiciary that houses the State's Supreme Court and important central administrative functions, along with the King Kamehameha V Judiciary History Center. The overall building is believed to have been constructed in two phases in the late 1800's and first half of the 1900's. By virtue of its historic status and landmark profile, the facility is a major visitor industry attraction, drawing hundreds of tourists on any given day. With start-up funding from prior year Lump Sum CIP appropriations, the Judiciary was able to initiate planning and design work with the assistance of the Department of Accounting & General Services (DAGS). That work was completed as of March 2011, and is actually ready to be put out to bid, but for the current lack of construction funding. This request for funding is therefore being made in order for DAGS and the Judiciary to be able to put the project out to bid, and subsequently award a contract for construction for this project.

**b. Identification of Need and Evaluation of Existing Situation.**

Ali'iōlani Hale has undergone various alteration and upgrade projects over its lifetime. Most notable was the complete overhaul and historic renovation that took place in the 1970's-1980's. However, most of the other projects undertaken have been of limited scope and related to mostly operational issues such as telecommunications, accessibility (i.e., for compliance with the Americans with Disabilities Act), fire alarms, and selected office space reconfigurations and adjustments. However, there has been no renewal of the building's exterior concrete walls, parapets, balustrades, and other exterior elements and surfaces in at least the past 30 years. The clock tower has similarly had very little work done to it over the same period. On both counts, the need for such remedial work at Ali'iōlani Hale is considerably overdue.

\* (As submitted in the 2011 Legislative Session within the CIP portion of the Judiciary's biennium budget for FY 2011-2013.)

**c. Alternatives Considered and Impact if Project Is Deferred.**

There are really no realistic alternatives available, and unfortunately no foreseeable program changes which will address this situation. The high-volume, high-profile nature of the building, as well as its advanced age, compel the need for continual upkeep, maintenance, and renewal. Not having had such renewal or upgrade of the building's exterior at anytime in known memory, including the highly visible clock tower, such work at this important building is long overdue.

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

This project is intended to carry out repairs and refinishing of the building's exterior walls, repairs to and/or replacement of the exterior windows and doors, re-coating of the flat roof surfaces, and remedial improvements to the clock tower which overlooks South King Street and faces 'Iolani Palace.

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

Significant effects on future operating requirements are not anticipated.

**f. Additional Information:**

(NONE.)

TABLE R (5/97)

**CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET**

**FINAL**

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

ISLAND
O'AHU

SEN. DIST.
12TH

REP. DIST.
28TH

PRIORITY NO. (For FY 2012-13)
3 OF 7

PREVIOUS PRIORITY NO.
-----

PROJECT SCOPE
I / R

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

DATE
29-Dec-2011

PROJECT TITLE: KAUIKEAOULI HALE AIR CONDITIONING SYSTEM CONTROLS EQUIPMENT UPGRADE, O'AHU

PROJECT DESCRIPTION: Design and construction for the upgrades to the air conditioning system controls equipment 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 2011-2012 (Act 61 / 2011)		FY 2012-2013	FUTURE YEARS
PLANS																0
LAND																0
DESIGN														70		70
CONSTRUCTION														157		157
EQUIPMENT																0
<b>TOTALS</b>					0			0			0			0	227	227

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

The intended scope of this project, requiring mechanical and electrical engineering consulting services, among others, is three-fold: (1) new automated starter equipment that is compatible with Kauikeaouli Hale's current *Delta* air conditioning starter and control systems, (2) re-programming of the overall *Delta* starter and control software (and appurtenant hardware items, as may be required) that will allow consistent and efficient utilization of all three of the building's chillers, and (3) upgrading the computer systems that support the air conditioning automation, as they are over six years old and still operating on Windows 2000

b. Identification of Need and Evaluation of Existing Situation.

The Judiciary's Information Technology and Communications Division (ITCD) is presently installing an independent air conditioning system in its statewide data center on the first floor of Kauikeaouli Hale, complete with uninterrupted power supply (UPS) and generator back-up. Once cooling for the data center is completely on its own system, the building's 250 ton chiller(s) will not need to be operated on nights and weekends for the benefit of the data center.

A comprehensive replacement of the overall chiller and cooling tower equipment for Kauikeaouli Hale took place in 2005. This project replaced the old system with three (3) *Carrier* 250 ton chillers. Kauikeaouli Hale requires between 200 tons and 500 tons of chilling capacity to cool the building down during the daytime. At the time of design for the new chillers and cooling towers, the District Court's Traffic Violations Bureau (TVB) night crew worked until 12:30 a.m., and the Department of Public Safety's sheriffs, along with the Judiciary's data center, operated 24/7. Since then, the TVB and sheriff operations in the building have scaled back to be more in line with regular business hours. Consequently, the air conditioning demand in the off-hours for which the chiller plant was designed, and its considerably lessened usage at present, are at odds with each other, creating serious supply and humidity imbalances. The high humidity in the chiller room itself gave rise to undue condensation at the electronic circuit boards of the variable speed starter (connected to the number three chiller), which, in turn, resulted in a high-voltage burn-out of those electronic circuit boards. The electronic circuit boards were replaced the first time they burned. The circuit boards have since shorted again, but are now outdated and unable to be replaced as is. Consequently, complete replacement of these electronic control components, along with appropriate software adjustments, has become an unavoidable necessity.

**c. Alternatives Considered and Impact If Project Is Deferred.**

In the absence of funding to rectify the situation, Kauikeaouli Hale's air conditioning plant would have to continue to run on only the two operating chillers, counter to its intended design and without adequate back-up redundancy. In the event one of these chillers fails, or whenever extended maintenance is done on one of the chillers, the building will be running with less than full chilling capability, which would significantly raise the temperature within the building during such days when only one chiller is available to be operated.

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

We will finally be able to bring the third chiller back on line to provide full air conditioning chilling power to the building, even in the event one chiller (of three) is taken down for maintenance, via the reassurance that access to the other two chiller units is available.

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

None anticipated, beyond reduced repair and maintenance costs.

**f. Additional Information:**

(None.)

**CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET**

**FINAL**

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

ISLAND
MAUI

SEN. DIST.
4TH

REP. DIST.
9TH

PRIORITY NO. (For FY 2012-13)
4 OF 7

PREVIOUS PRIORITY NO.
-----

PROJECT SCOPE
I / R

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

DATE
29-Dec-2011

<b>PROJECT TITLE:</b>	HOAPILI HALE INTERIOR AIR HANDLING AND SUPPLY SYSTEM IMPROVEMENTS, MAUI
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<b>PROJECT DESCRIPTION:</b>	Design and construction for improvements to interior air handling and air conditioning supply system at Hoapili Hale, Maui.
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**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 (Act 61 / 2011)	FY 2012-2013	FUTURE YEARS
PLANS													0
LAND													0
DESIGN											165		165
CONSTRUCTION											1,200		1,200
EQUIPMENT													0
<b>TOTALS</b>		0			0			0		0		1,365	1,365

**PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):**

**a. Total Scope of Project.**

This scope for this project is the engineering and construction to replace Hoapili Hale's 26 year-old obsolete air conditioning (A/C) system components, less the chiller plant which is currently being upgraded. The obsolete portions of the existing system affect the health and safety of the public and staff, and also increase overall energy consumption. This replacement will encompass all thirty-six (36) air handling units throughout the Hoapili Hale complex by upgrading ducts and various other air supply and return components that monitor / regulate air quality and temperature throughout the building, including the eight (8) courtrooms. Also to be included are ultra-violet lights or similar detection appliances to identify airborne pathogens that may have infiltrated the system. Complete system electronic control upgrades are intended to be compatible with the recently installed chiller upgraded computer management BACNET system.

**b. Identification of Need and Evaluation of Existing Situation.**

Replacement of the A/C system is necessary due to elevated maintenance, repairs, operational costs and health issues for both staff and the public. The existing ductwork and associated devices that distribute the conditioned air from each air handler to specific zones within the building have deteriorated to the point of trapping airborne pathogens, most notably mold, creating health issues. Power outages contribute to the challenges affecting operations in that all of the existing air handling units that are located in the various ceiling and mechanical room locations cannot be reset automatically. Our one maintenance worker must reset each unit manually in order to restore air conditioning in each area of the building, a process that may take in excess of two (2) hours. During this time, the diminished air quality is at an unacceptable limit, since all courtrooms and centralized offices do not have windows, resulting in staff and public health issues.

**c. Alternatives Considered and Impact If Project Is Deferred.**

No alternatives are available. There will be higher maintenance costs that will be unavoidable for the deteriorated 26 year-old system, additional costs in repairs, and rising costs of energy to run this inefficient system. After power outages in particular, the lag time involved with resetting air handlers manually results in unacceptably diminished air quality levels that, in turn, increase susceptibility of the system to the aforementioned air quality health and safety issues.

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

The upgraded new air conditioning system can reasonably be expected to result in decreased repairs and lower maintenance, operating, and energy consumption costs, due in part to the wider range of automated functionality that will come with being able to control temperatures and reset individual air handling units electronically. Also, the project intends to take advantage of one-time (at the point of project completion) rebates that may be available from the pertinent utility companies. Lastly, and in human terms, the improved air quality will significantly help to address many of the current health issues that are related to the existing deteriorated air handling system.

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

(See Item d. immediately above.)

**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
MAUI

SEN. DIST.
4TH

REP. DIST.
9TH

PRIORITY NO. (For FY 2012-13)
5 OF 7

PREVIOUS PRIORITY NO.
-----

PROJECT SCOPE
I / R

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

DATE
29-Dec-2011

PROJECT TITLE: HOAPILI HALE AIR CONDITIONING ENERGY MANAGEMENT SYSTEM UPGRADE, MAUI

PROJECT DESCRIPTION: Design and construction for upgrade to air conditioning energy management system at Hoapili Hale, Maui.

**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 2011-2012 (Act 61 / 2011)	FY 2012-2013	FUTURE YEARS	
PLANS																			0
LAND																			0
DESIGN																	135		135
CONSTRUCTION																	975		975
EQUIPMENT																			0
<b>TOTALS</b>																0	1,110		1,110

**PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):**

**a. Total Scope of Project.**

The air conditioning chiller plant upgrade that is currently in progress includes only a partial upgraded computerized energy management system (BacNet). This system will be used as the base controller for the new chiller equipment that is going in under the project that is presently in progress, but an expansion to include and unify all of the electronic building sub-systems, including the facility's greater air conditioning and exhaust systems, as well as lighting, fire alarm, and duress and security systems throughout the building and parking structure, forms the substance of this particular request.

**b. Identification of Need and Evaluation of Existing Situation.**

The existing energy management system (Metasys) is an obsolete computer based controller that has been monitoring and controlling Hoapili Hale's major electrical equipment operations thus far, but has become increasingly difficult to maintain, especially when the need to acquire hard-to-find components for repairs arises. As the system components fail, we are faced with removing parts from nonessential areas to maintain critical operations in cases where the proper parts are unavailable. In addition to the scarcity of replacement parts, qualified servicing staff is limited or sometimes unavailable to intervene and manually operate failed controlled systems in order to maintain operations due to these component failures. Some duress and security components of the existing system are non-functionable which creates safety issues for the staff, detainees, and public. The fire warning system is outdated and is not within County of Maui's code regulations, which in turn affects our annual equipment permitting of critical equipment.

**c. Alternatives Considered and Impact If Project Is Deferred.**

No realistic alternatives are available. The controlled electrical systems of the building will become inoperable and major equipment operations will have to be carried out manually. The building's lighting and air conditioning will need to be manually turned on and off each day. The loss of reliability of existing electronic security coverage for the building and parking structure, which includes use of the duress system for the sheriff's department, staff, and judges, is inevitable. The existing fire warning systems will at some point similarly become inoperative, compromising the safety of both the staff and the public.

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

The updated system will address the lighting, air conditioning, exhaust systems, fire alarm, duress and security management needs toward making the building more energy efficient. Upgraded and expanded control over the security system is critical for monitoring the various areas throughout the complex, and for assisting the limited Department of Public Safety sheriff staff in its duty to maintain secure control over critical areas of the facility. Upgrade of the building control systems related to the fire alarm coverage over the whole building, including the elevators and parking levels, is important for continued building code and regulatory compliance. The aim is for the new system to have minimal proprietary constraints, and to allow competitive procurement / pricing among various potential manufacturers and service providers.

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

None.

**f. Additional Information:**

None.

TABLE R (5/97)

**CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET**

**FINAL**

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

ISLAND
O'AHU

SEN. DIST.
11TH

REP. DIST.
28TH

PRIORITY NO. (For FY 2012-13)
6 OF 7

PREVIOUS PRIORITY NO.
7 OF 12*

PROJECT SCOPE
N

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

DATE
29-Dec-2011

PROJECT TITLE: STATUS OFFENDER SHELTER AND JUVENILE SERVICES CENTER, O'AHU

PROJECT DESCRIPTION: Plans for the development of a new expanded status offender shelter and juvenile services center, 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 102	YR 2008	ITEM 4.05	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM		FY 2011-2012 (Act 61 / 2011)	FY 2012-2013	FUTURE YEARS
PLANS		225															250		475
LAND																			0
DESIGN																		(Not Known)	0
CONSTRUCTION																		(Not Known)	0
EQUIPMENT																		(Not Known)	0
<b>TOTALS</b>		225			0			0			0			0			250	(Not Known)	475

**PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):**

**a. Total Scope of Project.**

The scope for the portion of the overall project for which this supplemental year request is being made is primarily for the development of an Environmental Assessment (EA) for the project site, for compliance with Hawai'i Revised Statutes (HRS) Chapter 343 requirements. The EA process will likely entail some amount of community outreach, exploring long-term uses for the property with stakeholders involved with juvenile social services and the community-at-large, including potential shared-use opportunities. The intent of the overall project remains the re-development of the Alder Street site as an expanded youth shelter and a facility to implement the Juvenile Detention Alternatives to Incarceration (JDAI) program, with its methods for diverting youth from traditional incarceration by providing intensive wrap-around activities, programs, and services.

**b. Identification of Need and Evaluation of Existing Situation.**

Based on the completed studies there is a need to redevelop the site to provide for maximum opportunities. The age and level of deterioration of the facilities at this site preclude use of a significant portion of the property in its current state. Due to this fact, the reconstruction of a new facility on site is the only plausible course of action for the property. Continued funding, as is being presently requested, will allow the Judiciary to work on the types of uses that are most appropriate for the site, and to explore pertinent partnerships with other agencies and the community in the area. Ultimately, if the site is successfully redeveloped with JDAI initiatives in mind, the end result should be better outcomes for our youth, an improved partnership with agencies and the community, and a reduction in cost to the Judiciary through lessened confinement of juveniles.

\* (FY 2008-2009 Judiciary Supplemental CIP Budget)

**c. Alternatives Considered and Impact If Project Is Deferred.**

If the request is not funded, the Judiciary will continue with the recently instituted short-term use of the Girls' Dormitory at the Alder Street site for the implementation of the JDAI-based initiative(s), and will continue to operate the shelter at its current size and level of service. Long-term use and redevelopment of the facility and site cannot be pursued unless the EA requirements are satisfactorily completed. Opportunities to partner with agencies and with the public to provide the much-needed services for youth and their families will not be possible. Continuing limited use of the property is not the optimal or preferred scenario, as it restricts the range of services that can be provided, and does not allow for expansion of shelter services on site.

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

Once this phase of planning on the overall project (i.e., the EA process) is concluded, the Judiciary will begin design and construction work for the redevelopment of the site into a full-service site for youth and their families, inclusive of increased shelter services, which were always constricted by the primary detention emphasis that the site maintained until recently. The Judiciary's vision is that a redeveloped site will provide the space that will allow optimum handling of youth-related social services, with a "bottom-line" reduction in costs associated with the confinement of youths under the traditional detention paradigm.

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

It is anticipated that once the facility is built, existing staff and providers will move in. However, depending on the end size of the facility that can be built, and the level of staffing needed, additional operating funds may come into play. Due to the opportunity for shared use, however, some such future costs could be offset. The project may not generate income in the near term, but may provide for income in the long term via possible rental and use-for-fee arrangements with certain on-site users and partners in the future. The primary economic benefit remains in the prospect of an effective JDAI program and expanded shelter, which, as noted, will result in decreased costs of confining youth, along with improved societal and personal outcomes for affected youth and their families, and by extension, for the community as a whole.

**f. Additional Information:**

(None.)

TABLE R (5/97)

**CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET**

**FINAL**

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

ISLAND
MAUI

SEN. DIST.
4TH

REP. DIST.
9TH

PRIORITY NO. (For FY 2012-13)
7 OF 7

PREVIOUS PRIORITY NO.
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PROJECT SCOPE
I / R

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

DATE
29-Dec-2011

PROJECT TITLE: HOAPILI HALE INTERIOR AIR CONDITIONING COOLING TOWER BUILDING IMPROVEMENTS, MAUI

PROJECT DESCRIPTION: Design and construction for improvements to the air conditioning cooling tower building at Hoapili Hale, Maui.

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 2011-2012 (Act 61 / 2011)	FY 2012-2013	FUTURE YEARS	
	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM	ACT	YR	ITEM				
PLANS																0
LAND																0
DESIGN														100		100
CONSTRUCTION														790		790
EQUIPMENT																0
<b>TOTALS</b>		0			0			0			0			890	(not known)	890

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

a. Total Scope of Project.

The cooling tower facility at Hoapili Hale is a separate stand-alone building located within the "campus" of State-operated buildings in downtown Wailuku. Although it does not house any staff activity on a full-time basis, the Judiciary remains responsible for the maintenance and upkeep of this building, and the cooling tower equipment contained within it. This proposed project is concerned primarily with needed remedial work at the exterior and interior "envelope" of the building, including the roof and concrete surfaces, and the various metal access panels, doors, and ventilation louver assemblies.

b. Identification of Need and Evaluation of Existing Situation.

In the course of the air conditioning chiller plant replacement project that is presently under construction at Hoapili Hale, the roof of the stand-alone cooling tower building was found to be worn and in need of replacement. However, funding was unavailable to add the work onto that project, necessitating this present request for the next upcoming budgetary period. The existing single-ply roof is believed to date back to the original construction of the Hoapili Hale complex in the mid-1980's. That places the roof's age as being about 25 years old, which is at the maximum end of reasonable life expectancy for such roofing. The roof appears to be worn and abraded across a good portion of its surface, such that spot-type patching and repairs are not realistically feasible. Therefore, re-roofing in full is the appropriate course of action. Additionally, other building components are also in need of remedial work and/or replacement, including the corroded metal access doors and panels, and the fixed metal louvers that allow ventilation of the cooling tower equipment inside the building, as well as the various areas of spalling that are occurring at the building's exposed exterior and interior concrete surfaces.

c. Alternatives Considered and Impact If Project Is Deferred.

There really are not any feasible alternatives. Deterioration will continue, and necessitate the less-than-desirable "band-aid" type of interim repairs. As overall deterioration worsens, the costs for comprehensive remedial work, as is being proposed under this request, can only be expected to increase with time.

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

This project is intended to rehabilitate the cooling tower building, which has seen almost no remedial or renewal work since its construction as a part of the Hoapili Hale complex in the mid-1980s. The planned work consists of a complete re-roofing; patching / repairing and sealing all exterior and interior concrete wall, floor, and ceiling surfaces; and repair or replacement, as appropriate and needed, of metal access panels, doors, and fixed ventilation louver assemblies.

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

No significant impact on operating expenses is anticipated, but there should be far fewer outlays of repair funds for this particular part of the overall building complex once the remedial work is completed.

**f. Additional Information:**

(NONE.)

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 1/26/04 (Rev 9/09)
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<b>The Judiciary, Courts Of Appeal</b>
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<b>Supreme Court</b>
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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.

<b>Intermediate Court of Appeals</b>
--------------------------------------

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

<b>Office of the Chief Clerk</b>
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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.

<b>Office of the Chief Clerk, Legal Documents Section</b>
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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.

<b>Office of the Chief Clerk, Records Management Section</b>
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Processes all appeals; prepares, updates and maintains all appellate case files for the Courts of Appeal.

<b>Office of the Chief Clerk, Fiscal Office</b>
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Processes all fiscal, accounting, and budgetary matters for the Courts of Appeal.

<b>Office of the Chief Clerk, Bar Examination Section</b>
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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.

**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.

<b>FUNCTIONAL STATEMENT (July 2009)</b>	Approved Date: 11/04/09
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Personnel</b>	

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.

<b>FUNCTIONAL STATEMENT (July 2009)</b>	Approved Date: 11/04/09
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Staff Services Section</b>	

<b>Legal Research Unit</b>
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Serves as legal advisor to the Chief Court Administrator, 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.

<b>Statistics Unit</b>
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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.

<b>Social Work Program Specialist Unit</b>
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Serves as a Social Work Program Specialist to the Chief Court Administrator.

Assists the Chief Court Administrator of the First Circuit by providing staff assistance in researching, developing, coordinating and evaluating social work programs that serve the public involved with or appearing before the court. 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 Chief Court Administrator regarding alternatives, solutions, or refinements to the process or to the system.

**FUNCTIONAL STATEMENT (July 2009)**

Approved Date: 11/04/09

**First Circuit****Administrative Services Division****Staff Services Section****Court Operations Specialist Unit**

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.

**Programs Unit****Court Research Unit****Computer Support Unit**

The Computer Support Section 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. The Computer Support Section 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 within the Support Services Department of the Office of the Administrative Director of the Courts.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/16/11
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Fiscal Management &amp; Support Services Branch</b>	

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.

<b>Circuit Court Section</b>
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<b>Accounting Unit</b>
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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.

<b>Receivables/Revenues Unit</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/16/11
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Fiscal Management &amp; Support Services Branch</b>	

<b>Circuit Court Section</b>
<b>Payables/Procurement Unit</b>

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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/16/11
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Fiscal Management &amp; Support Services Branch</b>	

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.

<b>District Court Section</b>
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<b>Accounting Unit</b>
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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.

<b>Receivables/Revenues Cashiers Unit, Receivables/Revenues Accounts Unit</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/16/11
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Fiscal Management &amp; Support Services Branch</b>	

<b>District Court Section</b>
<b>Payables/Procurement Unit</b>

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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/16/11
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Fiscal Management &amp; Support Services Branch</b>	

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.

<b>Kapolei Court Section</b>
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<b>Accounting Unit</b>
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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.

<b>Receivables/Revenues Unit</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/16/11
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Fiscal Management &amp; Support Services Branch</b>	

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

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

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/16/11
<b>First Circuit</b>	
<b>Administrative Services Division</b>	
<b>Fiscal Management &amp; Support Services Branch</b>	

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.

<b>Facilities Management Section</b>
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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)**

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

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.

<b>Presentence Investigation I (PSI I) and Presentence Investigation II (PSI II Unit)</b>
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- 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.

<b>District Court PSI Unit</b>
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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.

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

<b>District Court PSI Unit (continued)</b>
--

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.

<b>Adult/Juvenile Community Service &amp; Restitution Unit 1 and 2</b>
--

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.

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

<b>PSI/AJSCR Clerical Unit</b>
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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.

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

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.

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

<b>District Court Supervision I and II Units</b>
--

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.

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

<b>District Court Supervision I and II Units (continued)</b>
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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.

<b>District Court Probation Clerical Unit and Adult Probation Clerical Unit</b>
---

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.

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

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.

<b>ASB Criminal Misdemeanor Probation Unit 1 and 2</b>
--

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.

<b>ASB TRO/Domestic Violence Unit</b>
---------------------------------------

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.

<b>Adult Services Clerical Unit</b>
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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.

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

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

<b>Integrated Community Sanctions Section</b>
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- 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.

<b>Sex Offender Unit 1</b>
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<b>Integrated Community Sanctions Unit</b>
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<b>Probation Supervision III Unit (Search &amp; Seizure)</b>
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<b>FUNCTIONAL STATEMENT</b>	Approved Date: 2/1/02 (Rev 9/09)
<b>First Circuit</b>	
<b>Client Services Division</b>	
<b>Adult Client Services Branch</b>	
<b>Specialized Services</b>	

<b>Drug Court</b>
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Provides case management, assessment, referral, coordination, and educational services to the targeted drug abusing offender population.

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

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

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.

<b>Clerical Support Services Unit</b>
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Provides receptionist services and intake of clients - obtains information from client to create, update, setup and maintain automated case records and files.

<b>Course Control/Records Unit</b>
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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.

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

<b>Driver Improvement Units 1 and 2, Maui, Hawaii, and Kauai</b>
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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.

<b>Graphic Support Unit</b>
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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.

<b>FUNCTIONAL STATEMENT (Aug 2008)</b>	Approved Date: 8/14/08 (Rev 9/09)
<b>First Circuit</b>	
<b>Client Services Division</b>	
<b>Juvenile Client Services Branch</b>	

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

**Family Drug Court**

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

**Girls Court**

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

**Specialized Services Section (refer to Specialized Services Section Functional Statement)**

**Intake & Probation Section (refer to Intake & Probation Section Functional Statement)**

**Juvenile Drug Court (refer to Juvenile Drug Court Functional Statement)**

**Detention Services Section (refer to Detention Services Section Functional Statement)**

**FUNCTIONAL STATEMENT (Aug. 3, 2009)**

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

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

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

**Volunteer Guardian Ad Litem Unit**

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

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

**Persons In Need of Supervision Unit**

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

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

**Special Services Unit**

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

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

**FUNCTIONAL STATEMENT (Aug. 3, 2009)**

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

**First Circuit****Client Services Division****Juvenile Client Services Branch****Specialized Services Section****Custody Investigation Unit**

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

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

**Clerical Support Unit**

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

**Kids First Program**

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

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

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

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.

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

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.

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

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)**

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

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.

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

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.

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

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.

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

**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.

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

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.

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

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

**FUNCTIONAL STATEMENT (Jan 2007)**

Approved Date: 4/5/10

**First Circuit****Court Operations Division****Legal Documents Branch 1**

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

**Legal Documents Branch 2**

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

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

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

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

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

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

<b>FUNCTIONAL STATEMENT</b>	Approved Date: January 2001
<b>Second Circuit</b>	
<b>Office of the Chief Court Administrator</b>	

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.

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

<b>Computer Support Branch</b>
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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.

<b>Personnel Branch</b>
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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.

<b>Facilities Management Branch</b>
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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.

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

<b>Fiscal Branch</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 3/1/07 (Rev 9/09)
<b>Second Circuit</b>	
<b>Client Services Division</b>	
<b>Adult Client Services Branch</b>	

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.

<b>Pre-Sentence Investigation Section</b>
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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.

<b>Supervision Section I and Supervision Section II</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 3/1/07 (Rev 9/09)
<b>Second Circuit</b>	
<b>Client Services Division</b>	
<b>Adult Client Services Branch</b>	

<b>Special Services Section</b>
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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.

<b>Domestic Violence Section</b>
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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.

<b>Clerical Section</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 8/31/09
<b>Second Circuit</b>	
<b>Client Services Division</b>	
<b>Juvenile Client &amp; Family Services Branch</b>	

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.

<b>Probation &amp; Other Agency Services Section</b>
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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).

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 8/31/09
<b>Second Circuit</b>	
<b>Client Services Division</b>	
<b>Juvenile Client &amp; Family Services Branch</b>	

<b>Juvenile Intake &amp; Crisis Section</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 8/31/09
<b>Second Circuit</b>	
<b>Client Services Division</b>	
<b>Juvenile Client &amp; Family Services Branch</b>	

<b>Family Drug Court</b>
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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.

<b>Support Services Section</b>
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<b>Clerical Section</b>
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<b>FUNCTIONAL STATEMENT (10/31/01)</b>	Approved Date: 8/30/06 (Rev 9/09)
<b>Second Circuit</b>	
<b>Client Services Division</b>	
<b>Special Services Branch</b>	

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.

<b>Program Services Section I and Program Services Section II</b>
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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.

Volunteer Guardian-Ad-Litem Program (VGAL)

Recruits, screens, trains and supervises volunteer VGALs 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 VGALs and reviews case recommendations prior to submittal to the Court.

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

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

Conducts ongoing orientation and training programs for VGALs and GALs.

Assigns all Court ordered appointments of guardian-ad-litem (GALs) and VGALs.

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.

<b>FUNCTIONAL STATEMENT (10/31/01)</b>	Approved Date: 8/30/06 (Rev 9/09)
<b>Second Circuit</b>	
<b>Client Services Division</b>	
<b>Special Services Branch</b>	

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.

<b>Clerical Section</b>
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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.

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

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**

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**

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)**

<b>FUNCTIONAL STATEMENT (Apr 2006)</b>	Approved Date: 2/11/10
<b>Second Circuit</b>	
<b>Court &amp; Operational Support Services Division</b>	
<b>Court &amp; Operational Support Services Branch</b>	
<b>Traffic Operations Section</b>	

<b>Traffic Violations Unit</b>
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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.

<b>DC Clerks Unit</b>
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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.

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

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.

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

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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 10/26/06 (Rev 10/07)
<b>Third Circuit</b>	
<b>Office of the Chief Court Administrator</b>	

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 (July 2007)**

Approved Date: 10/14/08 (Rev 9/09)

**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.

<b>FUNCTIONAL STATEMENT (July 2007)</b>	Approved Date: 10/26/06 (Rev 9/09)
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<b>Third Circuit</b>
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<b>Client Services Division</b>
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<b>Adult Client &amp; Probation Services Branch</b>
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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.

<b>Juvenile Client Services Branch</b>
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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.

<b>Drug Court</b>
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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 (July 2007)**

Approved Date: 9/1/09

**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 (July 2009)**

Approved Date: 9/1/09

**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.

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

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

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

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

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

Collects bail posted and assigns/reassigns court dates.

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

Prepares and issues clearances for license renewal and car registration.

**FUNCTIONAL STATEMENT (January 2001)**

Approved Date: 2/18/11

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

Reports to the Chief Judge of the Fifth Circuit.

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

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

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

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

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

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

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

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

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

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

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

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 6/8/05 (Rev 10/07)
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<b>Fifth Circuit</b>
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<b>Administrative Services Division</b>
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<b>Fiscal Branch</b>
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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.

<b>Personnel/Computer Support Branch</b>
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<b>Law Library</b>
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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.

<b>Facilities Management Branch</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 12/20/2010
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<b>Fifth Circuit</b>
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<b>Client Services Division</b>
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<b>Adult Client Services &amp; Probation Branch</b>
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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.

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

<b>Drug Court</b>
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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.

<b>FUNCTIONAL STATEMENT (April 2005)</b>	Approved Date: 2/18/11
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<b>Fifth Circuit</b>
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<b>Court &amp; Operational Support Services Division</b>
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Administers court support, documents processing and traffic disposition activities in support of the courts of the Fifth Circuit.

<b>Court &amp; Operational Support Services Branch</b>
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<b>Court Support Services Section</b>
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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.

<b>Legal Documents Section</b>
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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.

<b>Traffic Section</b>
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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.

<b>Estate and Guardianship Branch</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/5/10
<b>The Judiciary, Office of the Administrative Director of the Courts</b>	

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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/5/10
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<b>The Judiciary, Office of the Administrative Director of the Courts</b>
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<b>Office of Staff Attorney</b>
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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.

<b>Commission on Judicial Conduct</b>
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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.

<b>Judicial Selection Commission</b>
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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.

<b>Office of the Deputy Administrative Director of the Courts</b>
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Assists the Administrative Director of the Courts in the administration of the Judiciary through subordinate administrators/managers.

<b>Intergovernmental/Community Relations Department</b>
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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

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/5/10
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<b>The Judiciary, Office of the Administrative Director of the Courts</b>
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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.

<b>Policy &amp; Planning Department</b>
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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, statistics, CIP, planning, program evaluation, internal audit, affirmative action and equal employment opportunity, legislative coordinating and special projects, administrative drivers' license revocation.

<b>Support Services Department</b>
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Plans, directs, and coordinates the operations and activities in the Support Services Department through subordinate administrators, managers and supervisors. Programs in this unit include: fiscal and support services, information technology and communications services.

<b>Human Resources Department</b>
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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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: December 2011
<b>Office of the Administrative Director of the Courts</b>	
<b>Administration Fiscal Office</b>	

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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/5/10
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<b>Intergovernmental/Community Relations Department</b>
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<b>Communications &amp; Community Relations Office (January 2010)</b>
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Manages the Judiciary-wide communications, community relations, and volunteer program which includes a variety of informational, educational, and volunteerism activities, e.g., Lunch & Learn the Law, the Judiciary's various service, incentive awards, and volunteer ceremonies, special events, news conferences, and information for the Hawaii State Bar Association, orientation and information for legislators, etc. Formulates and develops the Judiciary's communication plans and strategies, and identifies the means and methods for effective implementation. Develops and maintains effective relationships with other agencies, the legislature and their staff, the media, and the public for the management of information dissemination. Plans, develops and implements marketing, advertising, public relations, and web development activities to meet short- and long-range goals of the Judiciary. Integrates communications and community relations programs and initiatives into a cohesive effort that conveys a consistent message in support of strategic goals and objectives. Transfers or converts materials into a form suitable for uploading onto the internet/intranet or onto another electronic medium, e.g., annual report, Judiciary newsletter, court briefs, etc. Oversees the Judiciary-wide volunteer program; develops volunteer opportunities into specific job activities for citizen participants; recruits, screens, trains, assigns and supervises volunteers; oversees court staff training on how to use and supervise volunteers; maintains a centralized registry of volunteers in the Judiciary; coordinates and conducts public orientation of the Judiciary and exposure to court proceedings. Advises and instructs all levels of management on policy and other mailers related to communications and community relations; serves as the Judiciary's point of contact with the media, serves as clearinghouse responding to the media; responds to news reporters' requests for information, interviews, access to the courts, and other assistance; represents the Judiciary at meetings with local, national and international reporters, governmental agency directors and officials, the legislature and their staff, and representatives of the general public; keeps abreast of daily local, national, and international news and events, especially those affecting the courts; evaluates and responds to a variety of requests for information including legislative requests; follow-ups and responds to complaints from the public; researches, writes, and disseminates news releases and media advisories that inform and educate the public and the media about the Judiciary, its programs and projects; prepares and drafts memoranda, letters, speeches, testimonies, proclamations, etc. for the Chief Justice and Administrative Director of the Courts, and speaks on their behalf as effective communications with the public, employees, and other agencies including the legislature; prepares news releases, feature articles, and radio and television scripts; and arranges and conducts press conferences, including the planning and conduct of news conferences, promulgating announcements and materials for media use, and preparing individual Judiciary representatives for participation in the news conference. Conducts studies and special projects affecting the communications and community relations program; formulates short- and long-range goals and objectives; prepares, evaluates, and revises program guidelines and operational procedures; and participates in the development, evaluation, implementation, and revision of policies to ensure compliance with applicable federal, state, and administrative policies affecting the communications and community relations program.

<b>Center for Alternative Dispute Resolution</b>
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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

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 5/5/10
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<b>Intergovernmental/Community Relations Department</b>
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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.

<b>Office on Equality &amp; Access to the Courts</b>
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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.

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

<b>Law Library</b>
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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.

<b>Law Library, Technical Services</b>
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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.

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

<b>Law Library, Public Services</b>
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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.

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

<b>Judiciary History Center</b>
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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.

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

<b>Children's Justice Center</b>
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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.

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

<b>Office of the Public Guardian</b>
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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 (April 2010)**

Approved Date: 5/5/10

**Policy & Planning Department****Budget & Statistics Division**

Plans, develops and administers budget, CIP, and statistics for the Judiciary.

**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 maintains a system for the Judiciary's uniform statistical information. Analyzes the effects of state and federal laws on the statistical information system and insures that the kinds of data collected and studies being undertaken are in full compliance with legal requirements. Conducts specialized research and statistical analysis phases of court operations. Designs and revises tables and reporting forms to generate pertinent statistical information from the different reporting units. Evaluates the existing statistical information system to identify deficiencies in the system. Conducts validation and reliability studies to verify the accuracy and consistency of data reported on the statistical information system. Develops new and revised policies and procedures governing statistical activities. Prepares tables, charts, graphic displays, and other relevant information on court caseload activity for publication in the Judiciary Annual Report. Provides statistical data and descriptive information on the courts' caseload for presentation in the Judiciary's Budget and Variance Report. Prepares court caseload data reported for computer processing and disseminates caseload summary reports to program managers. 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 statistical reporting systems for programs. 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.

<b>FUNCTIONAL STATEMENT (April 2010)</b>	Approved Date: 5/5/10
<b>Policy &amp; Planning Department</b>	
<b>Budget &amp; Statistics Division</b>	

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

**FUNCTIONAL STATEMENT (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.

<b>FUNCTIONAL STATEMENT (April 2010)</b>	Approved Date: 5/5/10
<b>Policy &amp; Planning Department</b>	

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

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

<b>Legislative Coordinating/Special Projects Office</b>
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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.

<b>FUNCTIONAL STATEMENT (April 2010)</b>	Approved Date: 5/5/10
<b>Policy &amp; Planning Department</b>	

<b>Administrative Driver's License Revocation Office</b>
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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.

**Judiciary Information Management Systems (JIMS)**

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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 6/17/03 (Rev 9/09)
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<b>Support Services Department</b>
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<b>Financial Services Division</b>
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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 a records management service which operates and coordinates the Judiciary-wide system of control, retention, storage and access to court and administrative records and microfilm services; and provides reprographics services.

<b>Fiscal Services Branch</b>
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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 effected. Manages a Judiciary-wide payroll system. Manages the preparation, revision, and distribution of the Judiciary Financial Administration Manual.

<b>Systems Section</b>
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<b>Accounting Section</b>
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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.

<b>Payroll Section</b>
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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.

<b>Contracts and Purchasing Branch</b>
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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.

<b>Reprographics Center</b>
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Provides design, printing, and binding services to Judiciary organizations. Operates offset and letter presses to produce leaflets, circulars, catalogs, documents, office forms, and other materials. Assures that

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 6/17/03 (Rev 9/09)
<b>Support Services Department</b>	
<b>Financial Services Division</b>	

completed work is delivered or picked-up to appropriate Judiciary organization. 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.

<b>Records Management Office</b>
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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. Microfilms court records, inspects microfilmed documents, maintains a film library for reference and reproduction. Provides information and reference services from court records to court personnel, attorneys, and the general public and renders technical assistance.

**FUNCTIONAL STATEMENT (1/08)**

Approved Date: 10/14/08 (Rev 9/09)

**Support Services 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, Wang VS 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 (1/08)**

Approved Date: 10/14/08 (Rev 9/09)

**Support Services 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 (1/08)**

Approved Date: 10/14/08 (Rev 9/09)

**Support Services 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.

<b>FUNCTIONAL STATEMENT</b>	Approved Date: 9/29/08 (Rev 9/09)
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<b>Human Resources Department</b>
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<b>Office of the Human Resources Director</b>
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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.

<b>Judicial Education Office</b>
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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.

<b>Employee Services Division</b>
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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.

<b>Labor Relations Division</b>
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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.

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

<b>Compensation Management Division</b>
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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.

<b>Staffing Services Division</b>
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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.

<b>Disability Claims Management Division</b>
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Administers a Judiciary-wide workers' compensation program designed to provide claims management, cost containment, and vocational rehabilitation services to all echelons of the Judiciary. Provides written and oral guidance to Judiciary operating elements on workers' compensation claims. Conducts workshops on the application of existing and newly promulgated workers' compensation laws, rules, and regulations. Compiles and maintains cost data records and identifies cost elements and trends that deviate from the norm. Formulates cost reduction programs, and solutions to increasing workers' compensation costs. Reviews medical fees of care providers and attorneys' fees. Audits claims and payments processed by operating divisions. Controls forms used in processing workers' compensation claims and recommends new or revised forms based on an analysis of the effectiveness of existing forms and newly promulgated requirements. Screens, selects, and refers injured workers for rehabilitation training and services. Coordinates rehabilitation training and services with appropriate private, state, and federal agencies and with physicians involved in the rehabilitative process. Monitors the progress of injured workers in vocational rehabilitation training. Maintains accounts of benefits and medical expenses related to vocational rehabilitation. Maintains a management information and feedback system to apprise management of date related to accidents and

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<b>Human Resources Department</b>
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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.

<b>Administrative Services Division</b>
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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.