



Department Source: Municipal Court

To: City Council

From: City Manager & Staff

Council Meeting Date: November 6, 2017

Re: Reorganizing positions

Executive Summary

The Columbia Municipal Court is reorganizing to prepare for the retirement of the Municipal Court Administrator, to meet the requirements of the Supreme Court, and to better serve the public with limited resources. This reorganizing will result in two new classifications, a classification reassignment, a classification closed, and the transfer of a position and associated budget and Chapter 19 changes.

Discussion

The current municipal Court Administrator is going to retire in two years. To prepare for this eventuality a transition plan needs to be implemented. As a part of that implementation a Deputy Court Administrator position will be created. Due to budget limitations an internal competitive process will be held to select the best employee. The current Administrative Technicians selected will be subject to a classification reassignment. This new position will be exempt unclassified matching the Court Administrator position that will also move to unclassified in compliance with court operating standards. This position is critical to meet the transition plan. This position will take on many responsibilities including: management responsibilities of the Traffic Violations Bureau division; management of the probation/alternative dockets of the court; and absorb increased workload/implementing of the evolving requirements and regulations of the Municipal Courts service to the public.

To comply with Court operating standards, a senior administrative support assistant position will be deleted from Municipal Court and a similar position created in the Law Department. This position will be required to interact with the public, and the need for redundancy is crucial. In the absence of the person filling the position, coverage is a necessity. The position is currently empty due to the recent loss of a court employee to another city department. This current vacancy in Municipal Court makes the timing of the change ideal. This legislation deletes the senior administrative support assistant position from Municipal Court; however, additional legislation will be brought forward before the end of the calendar year to amend the Law Department budget in order to fully implement the transfer.

The current Probation and Collections officer classification will be eliminated as a full time FTE. The Probation officer has recently retired from the City providing an opportunity for this reorganization within the current budget constraints. The funds of this eliminated position will be used to fund the difference between the successful Administrative Technicians salary and the very minimum salary of the Deputy Court Administrator. It will fund a new Court Services Analyst at .75 FTE. The remaining funds will be transferred to support temporary positions. This will help fund new hourly unbenefited temporary probation officer(s) to meet the workload



of the eliminated position. The new Court Service Analyst will be a three-quarter time exempt employee that will have an important role in shaping the courts future through the innovation and tracking of current pilot specialty dockets. This role is expected to: help assess the risks and needs of persons appearing in municipal court; use that information to match community resources to individual needs; and analyze positive and negative results. This information can be used to maximize the potential of each person to have a positive outcome and find the best methods to reduce recidivism. Ultimately this information can be considered by the City Council to determine the best allocation of resources for the municipal court to serve its function to society and the individuals that appear before it.

Fiscal Impact

Short-Term Impact: Within current Budget.
Long-Term Impact: Within current Budget.

Strategic & Comprehensive Plan Impacts

Strategic Plan Impacts: The proposed reorganization has the potential to impact the strategic plan for both social equity and public safety. The goal of the Municipal Court is to improve the odds for success of individuals who encounter our court system. The individual's needs and risks are analyzed and then a proper sentence is determined. The intent is to make sure that the individual's first experience with the court system is their last one. If it can be determined what outcomes are successful and what are not, the Municipal Court could focus its resources to maximize the success of individuals while maintaining societal accountability. If individuals feel that they have more positive and constructive outcomes, confidence in the justice system and improved citizen satisfaction of public safety should occur. To have operational excellence you must plan for the future and excel in the present and that is the intention of this reorganization.

Primary Impact: Social Equity, Secondary Impact: Public Safety, Tertiary Impact: Operational Excellence

Comprehensive Plan Impacts:

Primary Impact: Inter-Governmental Cooperation, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
NA	None

Suggested Council Action

Approve Columbia Municipal Court reorganization and pass associated agenda items.