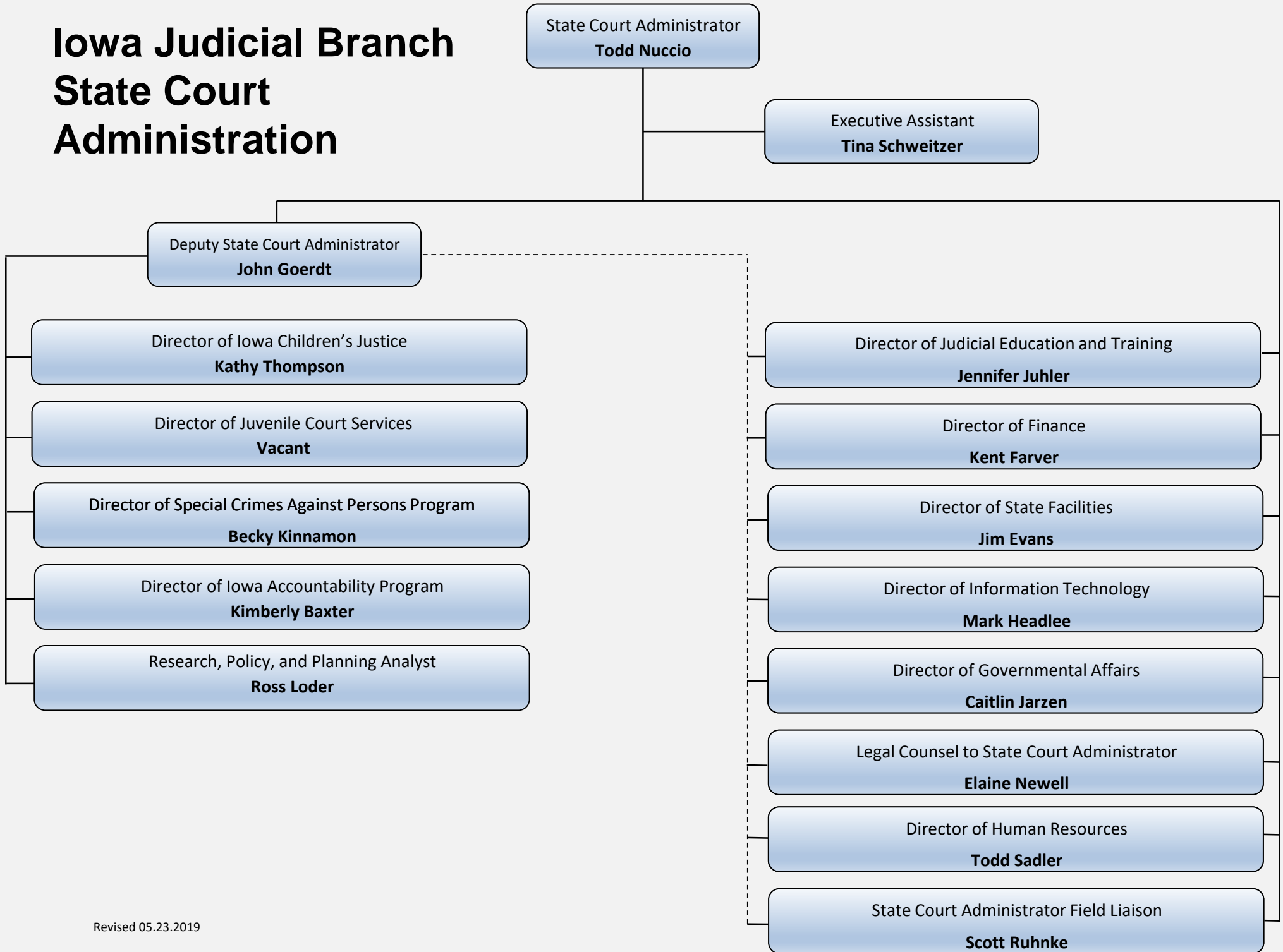


# Iowa Judicial Branch State Court Administration



## **Deputy State Court Administrator**

### **Areas of Responsibility**

- Counsel for judicial qualifications commission
- Coordinator of ADA services
- Coordinator of language interpreter services
- Specialty courts coordinator
- Legislative fiscal notes analyst
- Research, policy and planning analyst
- Special commission/committee staff
- Grants administrator
- Business court liaison

### **Current Projects/Initiatives**

- RFP for digital recording systems
- Adult drug court data standards and performance measures
- FY18 annual courthouse security report
- Language access in the courts advisory committee – staff support
- Electronic search warrants rules committee – staff support
- Development of new statistical reports
- Updating weighted caseload formulas for judges and clerks/DCA staff
- Compiling caseload statistics on statewide and district trends in filings, clearance rates, age of pending cases, and jury verdicts.
- Development of ADA guide for judges and court staff
- Preparation of directive on production of transcripts from e-recordings of court hearings
- Coordination of statewide process evaluation of specialty treatment courts
- Implementation of recommendations from council for state government for improving our juvenile justice system
- Organizing an e-reminders to litigants advisory committee
- Development of policies for e-filing and managing court interpreter fee claims

## **Director of Finance**

### **Areas of Responsibility**

- Budget preparation and management
- Accounting and auditing
- Processing claims payable
- Payroll system administration
- Oversight of judicial retirement funds
- Collections coordination

### **Current Projects/Initiatives**

- Supporting Fiscal Year 2020 Iowa Judicial Branch submission
- Management of Fiscal Year 2019 Judicial Branch budget
- Audit findings remediation
- Consolidation of statewide accounting functions

## **Director of Information Technology**

### **Areas of Responsibility**

- Provide technology vision and leadership
- Provide strategic and tactical planning, development, evaluation, and coordination of the information and technology systems
- Facilitate communication between staff, management, vendors and other technology resources within the organization
- Oversee the Case Management Systems including local area networks and wide-area networks
- Oversee management of multiple information and communications systems and projects, including data, e-mail, document management, workflow, imaging and office automation
- Design, implement and evaluate the systems that support end users in the productive use of computer hardware and software
- Oversee and evaluate system security and back up procedures

### **Current Projects/Initiatives**

- 91 active projects that affect Application and Systems (EDMS, Iowa Courts Online, Case Management, etc.), Infrastructure, Information Sharing, Security, customer service, etc.
- Examples:
  - Self-help interactive online forms
  - Online Dispute Resolution
  - Co-location data center for redundancy
  - EDMS document retention
  - E-Search warrants
  - Case Management database redundancy
  - Email archiving and discovery system
  - Emergency Protective Orders

## **Director of Governmental Affairs**

### **Areas of Responsibility**

- Develop and implement year-round legislative strategies, including outreach
- Analyze, monitor and report on legislative activity
- Develop strategies to achieve legislative goals, develop and defend legislative positions, and coordinate legislative testimony

- Attend and actively participate in legislative committee and informational meetings for the judicial branch
- Perform lobbying activities, develop and maintain legislative relations to support successful passage of judicial branch legislation
- Create and make presentations to a wide variety of audiences

### **Current Projects/Initiatives**

- Developing grassroots strategies, including district open houses/round tables, distribution of talking points, legislator/judge one-on-one meetings
- Advancing the Public Safety Assessment by identifying all the arguments being raised by the bonding industry against the PSA and developing points to refute them
- Planning informational program at the Capitol for legislators to attend and learn more about family drug treatment courts
- Preparing fact sheets/brochures and reports to support the value of these courts and have graduates share their personal stories of success
- Conducting budget comparison of surrounding states and states with like population
- Scheduling meetings with Legislative Services Agency staff, caucus staff, and legislators to discuss upcoming session issues

## **Legal Counsel to State Court Administrator**

### **Areas of Responsibility**

- Chief legal advisor to the State Court Administrator
- Legal advisor to:
  - SCA employees
  - Judicial officers
  - District court administrators
  - of court
  - Juvenile court officers
- Draft policies and administrative directives
- Respond to subpoenas of judicial branch employees
- Respond to legal challenges to court policies and SCA directives
- Review/draft contracts and MOUs related to state or district court administration
- Provide support and information related to proposed legislation as needed
- Coordinate/monitor legal advice and litigation with Attorney General's office
- Advise or respond to open records requests
- Represent the SCA Office in meetings and on committee with external partners
- Staff committees

## **Current Projects/Initiatives**

- Administrative directives:
  - Verification of felony convictions
  - Retention and destruction of juvenile records
  - Filing of court reporter notes
  - Attorney access to post-conviction relief cases
  - Appropriate payment of expert witness fees and court costs
- Contract negotiation related to probate file access; pro se litigant forms
- Email retention policy for Judicial Branch
- Employee Confidentiality agreement
- Research legal questions related to bail bonds, restitution, garnishments, record access, credit cards, social media, court debt, firearms, child labor laws, surplus property, QDROs, et. al.

## **Director of Human Resources**

### **Areas of Responsibility**

- Employee and labor relations
- Collective bargaining
- Benefit enrollment and administration
- Compensation structure and administration
- Leave administration, workers compensation and unemployment insurance administration
- HRIS, payroll and timekeeping system administration
- Discipline and grievance administration

### **Current Projects/Initiatives**

- Chief negotiator for AFSCME and PPME collective bargaining agreements
- Rewrite of Employee Handbook/HR Policies
- Implementation of electronic time-keeping system
- Court Reporter attraction, recruitment and retention
- Creation of manager's talent acquisition toolkit; interview guides, matrix and scoring tool, reference checks, offer letter templates (internal and external), exit interview guides, etc.
- New job descriptions and compensation/pay grades for positions using comparable worth guidelines

## **Director of Judicial Education and Training**

### **Areas of Responsibility**

- Provide appropriate and timely training to all judicial branch staff

### **Current Projects/Initiatives**

- Studying and revising training for administrative staff
- Building consensus regarding training curriculum for new judicial officers
- Creating innovative training to reduce disproportionality
- Defining competencies to guide training for all job types

## **Director of State Facilities**

### **Areas of Responsibility**

- Management of Judicial Branch Building
- Supervision of maintenance and security staff
- Management of physical assets
- Development of capital budget requests
- Coordinator for Emergency Planning
- Consultant - programming, planning and design for new courthouse construction and renovation

### **Current Projects/Initiatives**

- COOP/COG for the Judicial Branch Building and a COOP template for counties
- Statewide conversion to VOIP phone system
- Employee training regarding safety and security
- Implementation of courthouse security guidelines
- Uniform standards for courthouse design

## **State Court Administrator Field Liaison**

### **Areas of Responsibility**

- Cultivate/Manage internal and external customer relationships
- Communicate status, approach, and effects of various projects/initiatives
- Field questions and requests concerning Judicial Branch
- Marshall internal resources as necessary to provide customer service
- Initiate customer outreach (e.g., town hall meetings, customer conferences, and meetings)
- Serve as expert resource for accessing public information (Courts online and reports)

### **Current Projects/Initiatives**

- Agile Jury Implementation and Policies. Phase II: Visit each county after the NCSC training and audit compliance with all policies for fidelity to the model. Generate reports to examine juror utilization rates and jury panel costs in each county and recommend changes as appropriate with size of jury panels summoned and terms of service.
- Facilitate uniform use of juror orientation video in every county
- Promote and facilitate implementation of remote reporting, judging and interpreting technology
- Electronic search warrants rules committee – staff support
- Digital recording equipment deployment – staff support

- Court Interpreters – Protocol for communicating changes in case status
- Courthouse Security Audit

## **Director of Iowa Accountability Program**

### **Areas of Responsibility**

- Provide overall leadership and oversight of Iowa Accountability Program to improve the public's access to and trust in the court system
- Develop and implement strategy and policy
- Interpret and ensure compliance with state and federal laws, administrative rules, code and policies
- Develop, facilitate and contract for training and development programs for judges, magistrates, other court staff, service providers, law enforcement and various community organizations/leaders
- Serve as Court liaison between local, state and federal agencies, and community leaders. Liaison with key stakeholders outside of State Court Administration to gain executive, bi-partisan, and related support

### **Current Projects/Initiatives**

- Provide guidance and research/develop/oversee initiatives related to:
  - Procedural Justice
  - Domestic Violence
    - > Local courthouse-based points-of-contact for victims
    - > Emergency Civil Protective Orders
    - > Domestic Violence Court
  - Court debt that is a significant hardship to court users
    - > IAP Restitution Program that evaluates an offender's ability to pay victim restitution
  - Court case processing for pro se (Self-Represented) litigants
  - Court access for users with disabilities, who are deaf/hard of hearing, have Limited English proficiency
  - Training for court staff
    - > Judicial Mentoring Program
    - > Standardized interactive training rubric on core competencies necessary for working with domestic violence cases/people in trauma
    - > Online, in-person trainings and education

## **Director of Iowa Children's Justice**

### **Areas of Responsibility**

- Develop strategies to advance the quality and improve the consistency of court process for families and children in the child welfare system

- Advise on policies and procedures that impact the management and administration of child welfare cases
- Collaborate with child welfare partners
- Represent the Judicial Branch in liaison activities with federal agencies
- Manage federal Court Improvement funds
- Serve on statewide committees:
  - Child Protection Council
  - Child and Family Service Review Team
  - Cultural Equity Alliance
- Primary staff for Children’s Justice State Council
- Primary staff for Iowa Children’s Justice Advisory Committee
- Statewide contact for Family Treatment Courts
- Plan training programs for judges, attorneys and other child welfare system professionals

**Current Projects/Initiatives**

- Implementing and administering three Court Improvement Project grants and three federal discretionary grants
- System Improvement Efforts:
  - Training for judges, attorneys and other professionals in the child welfare system
  - Educational collaborative for youth in out-of-home care
  - Polk County Trauma Audit Advisory Committee
  - Summer fellowships for 2<sup>nd</sup> year law students
  - Court process reviews and assessments for federal and state compliance and implementation of best practices
  - Task Force on Quality Legal Representation
  - Advisory group for the improving legal representation for incarcerated parents
  - Task Force on the new Family First Prevention and Services Act
- Family Treatment Courts
  - On-going training for FTC Teams
  - Continuous quality improvement efforts
  - Planning informational program at the Capitol for legislators to attend and learn more about family treatment courts

**Director of Special Crimes Against Persons Program**

**Areas of Responsibility**

- Serve as expert resource regarding crimes against persons including processes that balance public safety needs with constitutional protections
- Serve as expert resource regarding uniform orders, promulgation of civil protective, criminal no contact orders and their transmission to applicable state and federal databases



- Serve as technical resource for the court's community coordinated response to crimes against persons for external practitioners including but not limited to various state agencies, state policy advisory bodies, and practitioners at state and local levels
- Monitor, research, identify, and create effective, procedurally fair policy and practice interventions that are consistent with ethical requirements of the courts

#### **Current Projects/Initiatives**

- Emergency Protective Order Pilot Project
- Serving as staff support to the following committees:
  - Iowa Court Rules Ch 4 Ad Hoc Advisory Workgroup
  - Pro Se Petitioner Handbooks
- State Court Administrator's liaison to Iowa Domestic Violence Death Review Team; Iowa's Multidisciplinary Human Trafficking Work Group

### **Assistant Legal Counsel to State Court Administrator**

#### **Areas of Responsibility**

- Assistant legal advisor to the State Court Administrator
- Legal advisor to:
  - SCA employees
  - Judicial Officers
  - District Court Administrators
  - Juvenile Court Officers
- Respond to legal challenges to court policies and SCA directives
- Advise and respond to open records requests
- Analyze, monitor and report on legislative activity
- Engage with legislative committee and informational meetings for the judicial branch
- Perform lobbying activities on behalf of the judicial branch
- Communicate with a diverse audience of citizens, legislators, and interested parties about Iowa's courts

#### **Current Projects/Initiatives**

- Create and maintain an information management infrastructure to track and monitor legislation affecting the court system
- Coordinate with SCA Director of Government Affairs and other members of the judicial branch to lobby for specific legislation affecting Iowa's courts
- Respond to legal and informational requests from state legislators
- Research and prepare portions of the annual judicial branch budget presentation to the Iowa Legislature

- Conduct in depth legal research on court debt policies, body camera footage requests, Iowa's judicial nominating system, etc.