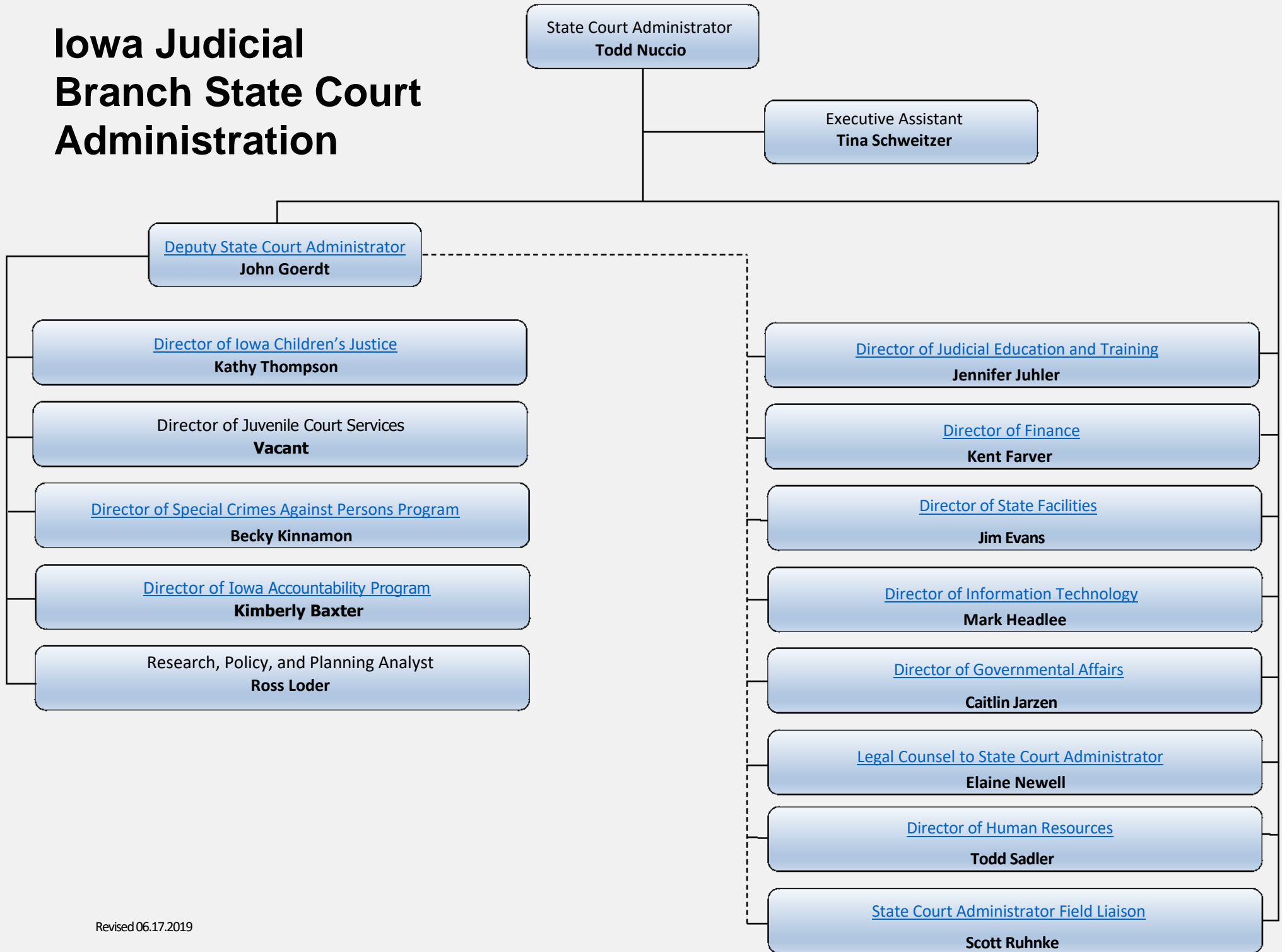


Iowa Judicial Branch State Court Administration



Deputy State Court Administrator

Areas of Responsibility

- Counsel for Judicial Qualifications Commission
- Advisor on ADA services
- Oversight of court interpreter services and compensation
- Legislative fiscal notes analyst
- Oversight of research, policy and planning analysis
- Specialty treatment courts information coordinator
- Business court liaison and case assignment coordinator
- Oversight of federal grants

Current Projects/Initiatives

- Preparation for and management of quarterly meetings of the Judicial Qualification Commission
- Advisory Committee on District Judicial Support Staff Needs – staff support
- Advisory committee on implementation of new law transferring minor guardianships from probate court to juvenile court – staff support
- Advisory committee on electronic search warrants – staff support
- Organizing advisory committee on guidelines for assisting self-represented litigants
- Language access in the courts advisory committee – staff support
- Development of policies for e-filing and managing court interpreter fee claims
- Development of a Memorandum of Understanding with the State Public Defenders' Office for State Court Administration to assume responsibility for payment of all oral language court interpreter fee claims
- Managing contracts with certified court reporters to translate high priority court forms and instructions into Spanish.
- Development of ADA guide for judges and court staff
- Annual courthouse security reports from each county
- Development of new statistical reports
- Updating weighted caseload formulas for judges and clerks/DCA staff.
- Implementation of recommendations from council for state government for improving our juvenile justice system
- Development of a contract for digital recording systems in courtrooms
- Preparation of directive on production of transcripts from e-recordings of court hearings

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

- Preparing Fiscal Year 2020 Judicial Branch Spending Plan Submission
- Preparing to Process Fiscal year 2019 Year-End Entires and Procedures
- Working With Auditors On A Variety Of Year-End Audits
- Working With Human Resource Staff On Transition Of Duties From Finance Staff to Human Resources Staff

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

- Over 90 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
- Planning interim outreach strategy, including meetings with Legislative Services Agency staff, caucus staff, and legislators to discuss upcoming session issues
- Composing legislative summary
- Preparing legislative update presentations for numerous conferences
- Preparing clerk trainings
- Assisting with updates to the bench book, resulting from legislation
- Identifying what needs to be implemented by working with subject matter staff, legal staff, technical staff, practitioners, Clerk’s Manual Committee, and internal constituency groups
- Reviewing ideas for legislation proposed by internal constituency groups

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
 - Clerks 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:
 - Retention and destruction of juvenile records
 - Attorney access to post-conviction relief cases
 - Appropriate payment of expert witness fees and court costs
- Contract negotiation related to probate file access
- 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
- Employee Branding

Current Projects/Initiatives

- Training and implementation of revised Employee Handbook/HR Policies/Collective Bargaining Agreements
- Updating Supervisors Manual
- Implementation of electronic time-keeping and electronic leave system
- Court Reporter attraction, recruitment, and retention
- Creation of manager's talent acquisition toolkit, interview guides, matrix and scoring tools, reference checks, offer letter template (internal and external), exit interview guides, etc. - This is done
- Review, revise job descriptions and utilizing comparable worth guidelines to determine pay grades.
- Development and implementation of training and development through different phases for supervisors, employees, new employee orientation, leadership academy, and an Institute of Court Management.
- Imaging all human resource files into electronic system
- Develop and implement on-boarding process for new employees

Director of Judicial Education and Training

Areas of Responsibility

- Provide appropriate and timely training to all judicial branch staff

Current Projects/Initiatives

- Implementing recommendations from administrative training needs assessment by forming an Education Governance Committee and piloting two subject matter expertise committees
- Staffing comprehensive review of the most effective and important training that should be provided to all new judicial officers
- Piloting a rapid response system to alert judges to critical changes in practice as a result of emerging case law
- Implementing "Empowering Justice" a leadership series aimed at improving leadership skills and ultimately linked to work on disproportionality
- Developing a global, in person on-boarding process for all new JB employees
- Creating a 5 year strategic plan

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: Work with Jury SME committee on compliance with all policies for fidelity to the Jury 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
- Resource to Marshall county disaster recovery effort
- Electronic search warrants rules committee – staff support
- Digital recording equipment deployment – staff support
- Online dispute resolution pilot – staff support
- Courthouse Security Audit

Director of Iowa Accountability Program

Areas of Responsibility

Provide overall leadership and oversight to develop strategies and policies related to various special projects within State Court Administration (e.g., domestic violence, victim restitution, court debt issues, training/technical assistance/consultation, research and policy development, etc.).

- Research and create effective, procedurally fair policy and practice interventions.
- Ensure compliance with state and federal laws, administrative rules, code and policies.
- Monitor legal and public policy developments around the country that may impact efforts related to domestic violence, access to justice issues, bias, best practices, etc.
- Develop and facilitate training for judicial officers, other court staff, service providers, law enforcement and various community organizations/leaders.
- Collaborate with and serve as a technical resource/Court liaison between local, state and federal agencies, and community leaders (particularly for communities of color).
- Serve as an expert resource for key stakeholders to gain bi-partisan support.
- Research, develop and disseminate informational resources, articles, blogs, etc.
- Provide community outreach to enhance the public's knowledge of and access to the Courts.

Current Projects/Initiatives

Develop, implement and administer federal grants to oversee initiatives related to:

- Enhancing Court Procedural Justice practices.
- Improving the Judicial handling of domestic violence cases and court case processing for pro se (Self-Represented) litigants via:
 - Local courthouse-based points-of-contact for victims.
 - Emergency Civil Protective Orders.
 - Domestic Violence Court.
 - Court Compass Advisory Board participation to identify best practices.
- Increasing Court access for users with disabilities, who are deaf/hard of hearing, have Limited English proficiency.
- Improving victim restitution payment compliance via the IAP Restitution Program.
- Participating in the Iowa Court Debt Initiative Committee.

- Evaluating how the Courts are addressing the needs of both internal and external customers (e.g., court observations, focus groups, surveys, etc.).
- Providing innovative training for judicial officers and other court staff via:
 - IAP Judicial Mentoring Program.
 - Verbal Defense and Influence (de-escalation) customer service training.
 - Standardized interactive training rubric on core competencies necessary for working with domestic violence cases/people in trauma.

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 2nd 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

Research, Policy, and Planning Analyst

Areas of Responsibility