

INDEPENDENCE AND ACCOUNTABILITY

LONG-RANGE STRATEGIC PLAN

SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO

LONG-RANGE ISSUE: 1. TO PROVIDE FOR ADMINISTRATION OF PROGRAMS FOR WHICH THE COURT HAS ASSUMED RESPONSIBILITY.

Issue Description: The Court has assumed administrative responsibilities that it has not had to perform in the past, such as integrated disability management, human resource functions, payroll, procurements, etc. In fulfilling its new role, the Court should strive to assure an intelligent, flexible, hard-working staff that possess integrity and a strong desire to provide exceptional customer service. To attract and retain a qualified workforce, the Court's compensation package must be competitive, the work environment must be physically and emotionally comfortable, and the Court must encourage initiative and the assumption of responsibility for customer satisfaction.

LONG-RANGE GOALS, STRATEGIES AND DESIRABLE OUTCOMES

Goal 1.1 To establish a Court human resources program that is competitive with comparable agencies from which El Dorado County draws in terms of compensation, working conditions, and opportunities for varied, challenging, and rewarding work experiences.

Strategies:

- 1.1(a) Establish adequate staffing to provide proper administration of Human Resources, Benefits, Workers Compensation, Retirement, Risk Management, ADA/OSHA, etc.
- 1.1(b) Establish a Court Human Resources program that is competitive with comparable agencies in terms of compensation, benefits and retirement for all employees.

Desirable Outcomes:	<p>By the year 2008, the court will have:</p> <ul style="list-style-type: none"> ➤ Hired qualified human resource staff. ➤ Developed a human resource program that allows for recruitment of qualified individuals by providing competitive salary and benefits.
----------------------------	--

OPERATIONAL PLAN	SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO
-------------------------	---

Goal 1.1 To establish a Court human resources program that is competitive with comparable agencies in terms of compensation, working conditions, and opportunities for varied, challenging, and rewarding work experiences.

Strategy: 1.1(a) Establish adequate staffing to provide proper administration of Human Resources, Benefits, Workers Compensation, Retirement, Risk Management, ADA/OSHA, Labor Relations, etc.

Objectives: 1.1(a) 1. Respond to increased workload in the administration of human resource programs.

Strategy: 1.1(b) Establish a Court Human Resources program that is competitive with comparable agencies from which El Dorado County draws in terms of compensation, benefits and retirement for all employees.

Objectives: 1.1(b) 1. Develop a program to complete compensation studies on a set timeline.
2. Respond to changes in employment laws that affect the court as the employer.

ACTION PLAN	SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO
--------------------	---

Objective 1.1(a) 1. Respond to increased workload in the administration of human resource programs.

Tasks:	Who	When	Fiscal Year
1. Hire qualified & experienced human resource staff	Administration	July	2007/08

Objective 1.1(b) 1. Develop a program to complete compensation studies on a set timeline.

Tasks:	Who	When	Fiscal Year
1. Complete compensation studies.	Human Resource staff	January	2007/08

Objective 1.1(b) 2. Respond to changes in employment law that affect the court as the employer.

Tasks:	Who	When	Fiscal Year
1. Ensure compliance with employment laws and rules.	Human Resource staff	January	2007/08

LONG-RANGE STRATEGIC PLAN

SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO

Goal 1.2 To establish a records management program that provides for the proper filing, storage, retention, microfilming, and purging of court records.

Strategies: 1.2(a) Establish adequate staffing to provide for a records management program

Desirable Outcomes: By the year 2008, the court will have:

- Hired qualified and experienced records management staff.
- Develop procedures for the purging of court records, paper files and electronic files.

➤ Purchased equipment for the proper microfilming and imaging of records.

OPERATIONAL PLAN

SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO_

Goal 1.2 To establish a records management program that provides for the proper filing, storage, retention, microfilming, and purging of court records.

Strategy: 1.2(a) Establish adequate staffing to provide for a records management program.

Objectives: 1.2(a)

1. Develop procedures for the purging of court records, paper files and electronic files.
2. Reduce the number of paper records stored at off site facilities.
3. Develop program and obtain equipment for the proper retention of records by microfilm or other electronic medium.

ACTION PLAN

SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO_

Objective 1.2(a) 1. Develop procedures for the purging of court records, paper files and electronic files.

Tasks:	Who	When	Fiscal Year
1. Develop written procedures.	Records Management Coordinator	July	2007/08

Objective 1.2(a) 2. Reduce the number of paper records stored at off site facilities.

Tasks:	Who	When	Fiscal Year
1. Review stored records for retention and destruction in compliance with rules, laws and procedures to begin	Records Management	January	2007/08

reduction of stored documents	Coordinator		
-------------------------------	-------------	--	--

Objective 1.2(a) 3. Develop program and obtain equipment for the proper retention of records by microfilm or other electronic medium.

Tasks:	Who	When	Fiscal Year
1. Review equipment and retention requirements to determine type of equipment to obtain.	Records Management Coordinator	July	2007/08