Reinventing Staffing

Reinventing Staffing explores new ways to conduct the business of the courts.

The goals of this project include providing opportunities to:

- Expand job duties
- Compensate employees with special abilities and initiative
- Centralize work
- Use technology to increase efficiencies
- Increase statewide consistency in court procedures
- Specialize work functions
- Recognize courts exceeding caseload expectations

Several potential new extra duties have been identified including:

- Accounting/Audit Specialist
- Procedures Manual Specialist
- Guardian/Conservatorship Specialist
- Collection Specialist
- Technology Specialist
- Central information "help desk" assistants
- Mentor/Trainer
- Records Management Specialist

The AOC has been implementing this project since July 2013 with the first four extra duties: Transcript Coordinator, Accounting/Audit Specialists, Guardian/Conservatorship Specialists and Procedures Manual Specialists. Other extra duty opportunities will be announced before the end of the year.

The following includes the process for applying for extra duty assignments, the criteria for selecting extra duty assignments, and opportunities for other salary increases as a result of exceeding the case processing standards.

Staff from all county courts, including one-person courts, are welcome to apply for extra duty assignments.

Process to apply for extra duty assignments

- Notices of extra duty assignments will be emailed to all county court employees.
- Interested employees will complete the form for the extra duty assignment and send to the AOC.
- After the closing date the AOC will select finalists to be "interviewed."
- A panel of AOC staff will conduct phone interviews.

Selections will be made based on the criteria below.

Criteria for extra duty positions

- Has the employee demonstrated competency in the area of the extra duty? Does he or she have the knowledge, skills, and abilities necessary to perform the extra duty?
- Can the employee explain how they will accomplish this extra duty within the 40-hour work week without involving other county court staff?
- Is the employee's court using tools and recommended practices to be an efficient court? (Using available technology, cross trained employees etc.)
- Does the employee's supervisor support this extra duty involvement?
- Does the employee have experience in working with a team and a demonstrated ability to make changes?

Criteria for compensation for extra duty assignments

- The employee is eligible for compensation if the employee's court is currently staffed with no more than one employee over the recommended staffing level using the workload study data.

Salary increases as a result of exceeding case processing standards

- A one-time salary increase was given in 2013 for employees in courts who were understaffed by at least 2 employees and exceeded the case processing standards as defined by the workload study.

The following employees have been assigned extra duties:

Guardian/Conservator Specialists

(See list on page 4 for county assignments)

- Darla Schiefelbein 402-563-4905
- Cathy Reiman 402-684-3601
- Linda Hanak 402-987-2145

Procedure Manual Specialists

- Ellen Faltys 402-352-8511
- Dianne Wheeler 308-785-2531
- Gretchen Wiebe 308-286-3315
- Tammie Duensing 402-729-6801

Transcription Coordination Specialist

- Linda Mitchell 402-887-4650

Accounting/Audit Specialists

(See list on page 5 for county assignments)

- Diane Sudbeck 402-254-7441
- Tia Pazarena 308-385-5135
- Vicki Kuhlmann 402-423-6833

Juvenile Specialist

- Sharmin Gonzales 308-236-1229

Collection Specialists

- Debora League 308-423-2374
- Linda Smith 308-334-5383

County Court Information Specialists

- Diana Wehrman 844-704-0328
- Angie Lewandowski 844-704-0328
- Celeste Cattin 844-704-0328
- Rachel Olson 844-704-0328

Guardian/Conservator Extra Duty Court Assignments

The lists were made with consideration to the number of active guardians/conservators handled by each county, and the desire to keep district support under the same specialist where possible.

Cathy Reiman	Darla Schiefelbein	Linda Hanak
Blaine	Adams	Antelope
Boyd	Arthur	Banner
Brown	Boone	Box butte
Cherry	Buffalo	Burt
Custer	Butler	Cass
Gage	Chase	Cedar
Garfield	Clay	Cheyenne
Greeley	Colfax	Cumming
Holt	Dawson	Dakota
Howard	Dundy	Dawes
Jefferson	Fillmore	Deuel
Johnson	Franklin	Dixon
Keya Paha	Frontier	Dodge
Lancaster	Furnas	Garden
Loup	Gosper	Grant
Nemaha	Hall	Kimball
Pawnee	Hamilton	Knox
Richardson	Harlan	Madison
Rock	Hayes	Morrill
Saline	Hitchcock	Otoe
Sherman	Hooker	Pierce
Thayer	Kearney	Sarpy
Valley	Keith	Scottsbluff
Wheeler	Lincoln	Sheridan
	Logan	Sioux
	McPherson	Stanton
	Merrick	Thurston
	Nance	Washington
	Nuckolls	Wayne
	Perkins	
	Phelps	
	Platte	
	Polk	
	Red Willow	
	Saunders	
	Seward	
	Thomas	
	Webster	
	York	

Given their caseload and organizational structure, Sheryl Connolly will be providing support as needed to Douglas County Court.

Accounting/Audit Extra Duty Court Assignments

Diane Sudbeck	Tia Pazarena	Vicki Kuhlmann
Arthur	Antelope	Adams
Boone	Boyd	Banner
Butler	Brown	Blaine
Cedar	Cass	Box Butte
Chase	Cherry	Buffalo
Colfax	Cuming	Burt
Dawson	Dakota	Cheyenne
Dundy	Dixon	Clay
Frontier	Dodge	Custer
Furnas	Gage	Dawes
Gosper	Garfield	Deuel
Hamilton	Hall	Douglas
Hayes	Holt	Fillmore
Hitchcock	Jefferson	Franklin
Hooker	Johnson	Garden
Keith	Keya Paha	Grant
Lancaster	Knox	Greeley
Lincoln	Madison	Harlan
Logan	Nemaha	Howard
McPherson	Otoe	Kearney
Merrick	Pawnee	Kimball
Nance	Pierce	Loup
Perkins	Richardson	Morrill
Platte	Rock	Nuckolls
Polk	Saline	Phelps
Red Willow	Sarpy	Scotts Bluff
Saunders	Stanton	Sheridan
Seward	Thayer	Sherman
Thomas	Thurston	Sioux
York	Wayne	Valley
	Wheeler	Washington
		Webster

Direct questions regarding this project to Judy Beutler, 402-471-2921.