

## APPELLATE COURT PERSONNEL SURVEY INSTRUCTIONS

The **Annual Personnel Survey** form is emailed to each court prior to the close of each fiscal year. The form containing the previous year's data will be emailed to a designated contact at the court and should be updated and returned to [research@courts.az.gov](mailto:research@courts.az.gov) no later than 30 working days after June 30<sup>th</sup>. To request a new form, please email [research@courts.az.gov](mailto:research@courts.az.gov) or call the research team at 602-452-3584.

It is important that you fill out this survey with the most accurate information possible. The preparer of this report is responsible for gathering data from the appropriate sources (county/city finance, human resources, personnel, etc.). We need the preparer's contact information at the bottom of the Excel form.

### OVERVIEW

The yearly personnel survey is provided in an Excel format. The information for employees of the **Appellate Courts** reported on last year's personnel survey appears on the current fiscal year survey form. Please do NOT alter the format, remove or insert new columns. Doing so would prevent your court data to be correctly read with the computer program. The section called "**FIELD DESCRIPTIONS**" contains the instructions on completing the below fields.

Employee Last Name	Employee First Name	Position Title	Position Class Code	Employee Hire Year	Weekly Hours Worked	Hourly Wage
Doe	Jane	Law Clerk II	LAD	2018	40	\$35.34

In addition to the above fields, there also are instructions for four demographic fields: Gender, Race, Hispanic and Birth Year. Moreover, we included a column for unique employee identifiers.

Gender	Race	Hispanic	Birth Year	Unique Employee Identifier
X	X	X	9999	

For each position reported please verify the data and make any necessary changes to reflect each employee's current position **status as of June 30<sup>th</sup>**. If the person is still an employee of your court, please verify his/her information (update if required) and make necessary changes to the position titles, position codes and hourly wage.

If necessary, you may have to replace the current values with the actual codes. *E.g.*, replace X for gender with either the letter "M" (Male) or "F" (Female).

**Vacant Positions.** In addition to filled positions, please list all positions that are funded and/or authorized but are unfilled as of **June 30<sup>th</sup>**, including judicial positions. If the person is no longer an employee, but the position is unfilled, simply tab through the fields and delete the irrelevant data (e.g., remove demographic variables). Empty fields can then be utilized for new employees. However, do keep relevant information (e.g., position title, position class codes, and weekly hours).

**New Employees.** If a current employee is not listed, enter all the information for that person in the row where an employee is no longer there or utilize the lines at the end of the survey labeled "*additional or new position.*" Simply delete that phrase and enter the new information.

### PREPARER CONTACT INFORMATION

At the bottom of the form, please do not forget to include the contact's first and last name as well as a business telephone number and an email. In the event we have questions regarding the data provided by the court, this information helps us contact the correct individual to verify information.

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### FIELD DESCRIPTIONS

**EMPLOYEE LAST NAME** Insert the last name only and spell it out completely. All funded/authorized positions should be listed including positions that are vacant as of the end of the fiscal year. For unfilled positions, please list the employee's last name as "Vacant Position0001". Each vacant position should have a different appended four-digit number (e.g., Vacant Position0001, Vacant Position0002, Vacant Position0003, etc.).

**EMPLOYEE FIRST NAME** Spell out the first name completely. You can include the middle initial here. E.g., John D. All funded positions should be listed including positions that are vacant as of the end of the fiscal year.

**UNIQUE EMPLOYEE IDENTIFIER** Alternatively to including employees' last and first names, court has the option to create unique identifiers. You can use position codes, an employee number or a sequential number, and they can be alpha numeric. The IDs need to be unique to each employee within your court. For unfilled positions, please use the ID as "Vacant Position-0000001." Each vacant position should have a different appended seven-digit number (e.g., Vacant Position-0000001, Vacant Position-0000002, etc.).

**POSITION TITLE** Enter the position title for the employee and spell it out completely. For example, "Justice of the Supreme Court," "Judge of the Court of Appeals," "Clerk of the Court of Appeals," "Senior Staff Attorney "Law Clerk III," "Deputy Clerk III," or "Court Reporter", etc. Please do NOT abbreviate.

**POSITION CLASS CODE** Please mark the appropriate box for the position class code which best describes the primary responsibilities of the position. There should be only one entry per person; however, if person holds two positions, then there should be a subsequent line to enter the information. Temporary, on-call, or contractual positions need to have a code of TEM. The position class codes are delineated in tables in the document in section called "**POSITION CLASS CODE KEY**".

**EMPLOYEE HIRE YEAR** Enter the four-digit calendar year when the employee was hired. This date should not change as long as the individual is an employee of the court, even if there is a change in position. These need to remain as four-digit and not change to a two digit.

**WEEKLY HOURS WORKED** Enter the regular number of hours each employee is normally scheduled to work per week. The most common method for reporting full-time employees is to enter "40" for full-time or salaried employees.

**HOURLY WAGE** Enter the hourly pay rate for each employee as of **June 30<sup>th</sup>**. Do not include any anticipated adjustments to salaries for the next fiscal year. Salaries need to be reported as the equivalent hourly wage.

**GENDER** Enter the gender for the employee. If there is a place holder of "X" for gender, please replace it with either a "F" for female or a "M" for male.

**RACE** Enter the race for the employee. Currently there may be a place holder of "X" for race categories. Please replaced "X" with the correct race code. Below are the valid single character codes for race.

W = <u>W</u> hite	P = Hawai'ian / other <u>P</u> acific Islander
B = <u>B</u> lack / African American	O = <u>O</u> ther race
A = <u>A</u> sian	T = <u>T</u> wo or more races
N = American Indian / Alaskan <u>N</u> ative	"O" should not be used if race of person is missing

**HISPANIC OR LATINO** Valid single character response includes either "Y" for yes, or "N" for no. If there is a place holder of "X", please replace the code with the correct response.

**BIRTH YEAR** Enter the four-digit year when the employee was born. If there is place holder of "9999," please replace it with the four-digit birth year. It needs to remain as a four-digit number and not change to a two-digit year.

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### POSITION CLASS CODE KEY

Table 1.

*Position Class Codes for the Appellate Court*

Code	Label	Description / Tentative Job Titles
JUD	Judicial Officer	– Judge.
OMG	Other Magisterial	– Court Commissioner, Court Referee.
JCA	Court Administrator	– AOC Court Administrator.
COC	Clerk of the Court	– Appointed official who is responsible for maintaining records, case files and handles the administrative duties of the court.
EXE	Executive	– Person who assists the Court Administrator, Clerk of the Court or the Justices in managing the office. They are the highest level of management who report directly to the JCA, COC or JUD. Example positions may include deputy court administrators or directors.
MGR	Manager	– These middle managers act as an intermediary between top-level management and low-level management. Managers report to either other middle managers or executives (EXE).
SUP	Supervisor	– Supervisors are the first-line managers who are responsible for directing non-supervisory staff. Supervisors focus on day-to-day operations of 'how' to implement management's decisions in their unit through the work of subordinates. They report to the Manager (MGR). If no Manager, they report to the executives.
PRO	Professional	– Accountants, finance, analysts, system analysts, software architect/engineer, programmers, system administrators, database administrators, instructors, or project managers. [Please do <u>not</u> include MGR, SUP or LSA.]

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## APPELLATE COURT PERSONNEL SURVEY INSTRUCTIONS

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Table 1 (continued)

Code	Label	Description
LGL	Legal	– Staff Attorney
LAD	Law Clerk	– Law Clerk
LSA	Legal Assistance	– Paralegal
REP	Court Reporter	– Person who records/transcribes courtroom proceedings in order to be able to produce a transcript of the proceeding.
INT	Court Interpreter	– Staff who are credentialed, or under a 24-month grace period, to interpret.
DCL	Deputy Clerk	– Non-supervisory positions who perform specialized clerical activities such as specific case types (criminal, probate, civil) or specialized functions (cashier, docket, or calendar).
BLF	Bailiff / Court Security Officer	– Bailiff or Security Officer.
OAS	Other Administrative Support	– Management Assistant, Collections Staff, Court Specialists, pre-trial or jury services.
TCH	Technical Support	– Computer or IT specialist ( <i>e.g.</i> , technical support, desktop support).
EXA	Executive Assistant	– Performs highly skilled administrative & secretarial support who works directly for the JUD, JCA or COC.
ADA	Administrative Assistant	– Person responsible for providing various kinds of administrative assistance, also include secretaries and receptionists. [Do not include executive assistants.]
MNT	Maintenance / Other General Support	– Maintenance person, custodian, landscaper, janitor; also includes food service and mail service. [Do not include administrative assistants in this job category.]
TEM	Pro-Tem / On-Call	– Pro-tempore, on call, or temporary.