

FILED

MAY 06 2010

LASSEN COUNTY SUPERIOR COURT
R. REED, CHIEF ADMIN. OFFICER
By  Deputy

THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF LASSEN

GENERAL ORDER
2010-04

COURT EXECUTIVE OFFICER COMPENSATION

(California Rule of Court 10.603(c) and (d))

The Presiding Judge is responsible for setting the total compensation package for the court executive officer and for approving any changes to the compensation package.

In setting the court executive officer's initial total compensation package, the criteria to be considered by the Presiding Judge should include the following:

- Availability of funding
- Scope of the key functions and responsibilities
- Size of the court (number of judicial officers, employees and caseload statistics)
- Prior relevant job experience
- Recent market evaluation of comparable positions (compensation surveys, as described below)

The total compensation package for a newly appointed court executive officer should be outlined in the offer letter that includes information pertaining to the criteria considered in establishing the initial compensation package and documented in the court's personnel action form. The total compensation package may also be included in a court executive officer employment agreement or contract.

The Presiding Judge will review the court executive officer's total compensation periodically to ensure that the established practice of setting the CEO's salary at a percentage of the judicial officer's salary is consistent with the results of any further compensation studies indicated in the following paragraphs. The Presiding Judge may delegate the compensation review process to a designee.

The designee will report any conclusions and recommendations to the Presiding Judge.

In reviewing the total compensation package, the Presiding Judge or designee should consider the items set forth in paragraph two above in addition to performance appraisals received by the court executive officer. The Presiding Judge may also conduct a compensation survey, including a market comparison of the following factors including:

- Base salary
- Retirement benefits
- Medical benefits
- Other compensable benefits
- Cash allowances
- Paid time off

Appropriate comparators may include other superior courts that are similar in size, caseload, operating budget, and geographic area.

Any adjustments to compensation must be approved in writing by the Presiding Judge.

The documentation required to set, review, and adjust the court executive officer's compensation package must be included in the court executive officer's personnel file. The documentation must include:

- Written authorization by the Presiding Judge of the initial total compensation package and of any compensation adjustments
- Written conclusions and recommendations of any designee
- Performance appraisals, if any
- Compensation surveys, if any
- Personnel Action Form

Dated: 5-6-10



F. Donald Sokol
Presiding Judge of the Superior Court