



STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

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Probate Court Budget Committee

Meeting Agenda
Wednesday, June 15, 2016
5:00 p.m.

- I. Convene Meeting
- II. Public Comment and Correspondence
- III. Remarks by the Chair
- IV. 2016 Office Budgets Revisions
- V. FY 2016-2017 Compensation Plan
 - Continue (without increase) 2015 merit pay for employees capped by 2% rule
- VI. Staffing Levels
- VII. Other Business
- VIII. Schedule Next Meeting
- IX. Adjournment

CAPC

Connecticut Association of Probate Clerks

Patricia E. Saviano
President, Danbury

Elaine D. Johnson
Treasurer, Wallingford

Evan Brunetti
Vice President, Farmington-Burlington

Pamela Griffin
Secretary, Tobacco Valley

May 31, 2016

TO: Members of the Budget Committee;
Hon. Paul Knierim, Hon. Joseph Marino, Hon. Fred Anthony
RE: Probate Court Compensation Increases.

Dear Budget Committee,

After one of the longest short-legislative sessions in recent memory, we would like to thank you and the Office of the Probate Court Administrator for their unceasing diligence in monitoring and wrestling with the issues of the day. As always, we greatly appreciate the ongoing efforts to improve the fairness and equity of our compensation and benefits.

On behalf of CAPC, and hopefully all of the probate court staff, we respectfully request the budget committee develop a specific timetable for periodic review and/or implementation of the second phase of compensation adjustments. We believe, like the Rio Grande, revenues and expenses in the court system are in a constant state of change, and perhaps intentional review of the status of the Probate Court System and our fellow governmental agencies and branches will lead us to our destination in the most timely and equitable manner. We are encouraged that the Office of the Probate Court Administrator appears to share this sentiment, as we anticipate their recommendation to this committee to be to defer but not cancel the second phase of the compensation adjustments.

In this manner, we would respectfully request that the Status of Probate Revenue/Expenses as well as the Status of our compatriots in the Judicial Branch both remain an agenda item for review by this committee until such time as the implementation of the compensation study adjustments. We believe this proactive approach would show great unity and support to the court staff who continue to stand by the Budget Committee and its judgment. This would also ensure prompt implementation, thereby promoting our competitiveness in the market and continue to allow the courts to be effective and efficient as we move forward into the 21st century. The best way to administer justice is to be able to attract and retain the best-qualified people to operate the system this is true for both judges and staff.

Thank you again for your service, time, consideration, and support. If you have any questions as to the above, please do not hesitate to contact me.

Warmest Regards,

Patricia Saviano,
CAPC President

Office Expense Budget

Newington Probate District

Budget Committee Meeting: June 15, 2016

FY 2016 Budget

7

July 1, 2015 - June 30, 2016

No. of Employees (Judge and Court Staff):

8

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Description	FY 16 Budget	Adjustment	Revised FY16 Budget
Education/Seminars/Meetings	600	(388)	212
Dues	200	(80)	120
Subscriptions	350	66	416
Coffee/Tea/Holiday/Special Occasion	-		-
Other Expenses	500	420	920
TOTAL EXPENSES	1,650	18	1,668

** Represents number of individuals (not FTE); excludes temporary employees

Probate Court Officer

Class Definition:

This class is accountable for independently performing a range of family plan development, assessment and case management services relative to children's matters in Regional Children's Probate Courts.

Guidelines for Class Use:

Assignment of Probate Court Officers will be made only in the Regional Children's Probate Courts.

Supervision Received:

Works under the general supervision of the Administrative Judge of the Regional Children's court. Receives clinical supervision from the Probate Court Administration Manager of Mental Health and Family programs. Reports to the chief clerk or lead PCO, as applicable, for administrative and attendance purposes.

Supervision Exercised:

May supervise interns as assigned.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:
Conducts conferences with parents, family members and attorneys, and utilizes negotiation skills to facilitate settlement of cases before hearing; develops agreements between the parties which provide for the best interests of the child and are judicially acceptable; coordinates with Department of Children and Families, private and court-appointed counsel, and other related persons and agencies; acts as a liaison between the court and families, professional associates, social welfare agencies, and attorneys regarding case issues; assists with providing referrals and resources for services to children and families; confers with the administrative judge to discuss case status, court policies and procedures; prepares recommendations for the consideration of the Judge; reviews and evaluates court files for completeness; monitors case for compliance with court expectations; prepares family case plans and monthly progress notes for court review; attends court hearings; prepares statistical and administrative reports and correspondence; provides interpreting services; provides for the translation of documents; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Considerable knowledge of family dynamics and child development; considerable knowledge of the social, cultural, economic psychological and legal issues influencing the attitudes and behaviors of clients and their families; considerable knowledge of relevant state and federal laws; statutes and regulations pertaining to Department of Children and Families; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to utilize multi-party negotiation skills; interpersonal skills; oral and written communication skills; computer skills; considerable ability to relate to different cultural and economic backgrounds.

Experience and Training:

General Experience:

A Master's Degree in the social sciences or related field or J.D., and two years of experience in social work, counseling or human services related to child welfare or child development.

Substitutions Allowed:

A Bachelor's degree in the social sciences or related field and four years of experience in social work, counseling or human services related to child welfare or child development.

Special Requirements: Incumbents may be required to travel in the course of their daily work.