

**Organizational Units**  
(Study Step 1: Agency Legal Directives, Plan and Resources)

Agency Responding	Commission on Prosecution Coordination
Date of Submission	April 6, 2018

Did the agency make efforts to obtain information from employees leaving the agency (e.g., exit interview, survey, evaluation, etc.) in 2014-15; 2015-16; or 2016-17? (Y/N)	2014-15: No* 2015-16: No* 2016-17: No*
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Organizational Unit (Since the agency only has seven employees, outside of the Solicitors and their administrative assistants, the agency is utilizing job descriptions as its organizational units)	Purpose of Organizational Unit	Year	Turnover Rate in the organizational unit	Did the agency evaluate and track employee satisfaction in the organizational unit?	Did the agency allow for <b>anonymous feedback from employees</b> in the organizational unit?	Did any of the jobs in the organizational unit <b>require a certification</b> (e.g., teaching, medical, accounting, etc.)?	If yes, in the previous column, did the agency pay for, or provide in-house, classes/instruction/etc. needed to maintain all, some, or none of the required certifications?
Executive Director	Oversees overall management of agency; coordinates and develops agency activities; monitors legislation and provides input as needed; and works with Solicitors.	2014-15:	0.00%	No*	No*	Yes	All
		2015-16:	0.00%	No*	No*	Yes	All
		2016-17:	0.00%	No*	No*	Yes	All
Administrative Assistant	Performs human resources functions and assists Executive Director in preparation of budget and financial management of agency.	2014-15:	0.00%	No*	No*	No	DNE
		2015-16:	0.00%	No*	No*	No	DNE
		2016-17:	0.00%	No*	No*	No	DNE
Administrative Assistant (Vacant)	Prepares correspondence, organizes files, maintains records, and performs other administrative duties for Executive Director and staff.	2014-15:	0.00%	No*	No*	No	DNE
		2015-16:	0.00%	No*	No*	No	DNE
		2016-17:	14.00%	No*	No*	No	DNE
Pretrial Intervention & Grants Coordinator	Support and coordinate the activities of Circuit Solicitor Diversion programs and ensures grant and legislative reports are completed in a timely manner.	2014-15:	0.00%	No*	No*	No	DNE
		2015-16:	14.00%	No*	No*	No	DNE
		2016-17:	0.00%	No*	No*	No	DNE
Education Coordinator/Senior Staff Attorney	Under limited supervision, develops and conducts trainings for Solicitors' staff; prepares legal updates; and assists prosecutors.	2014-15:	0.00%	No*	No*	Yes	All
		2015-16:	0.00%	No*	No*	Yes	All
		2016-17:	0.00%	No*	No*	Yes	All
Staff Attorney	Under limited supervision, assists in providing trainings for Solicitors' staff, preparing legal updates, and providing assistance to prosecutors.	2014-15:	0.00%	No*	No*	Yes	All
		2015-16:	0.00%	No*	No*	Yes	All
		2016-17:	0.00%	No*	No*	Yes	All
Traffic Safety Resource Prosecutor	Under limited supervision, pursuant to a grant from the National Highway Traffic Safety Administration, acts as resource on, and conducts training for, prosecutors for traffic-related criminal cases.	2014-15:	0.00%	No*	No*	Yes	All
		2015-16:	0.00%	No*	No*	Yes	All
		2016-17:	0.00%	No*	No*	Yes	All

**\*NOTE:** The agency does not have a formal system for receiving feedback, anonymous or otherwise, from its employees. While the agency has 39 FTE positions, 32 of those are the 16 elected Circuit Solicitors and 16 administrative assistants (one in each of the Offices of Solicitors, who are managed by and report to their respective Solicitor); only 7 positions are physically located within the SCCPC, and only 6 of those are currently filled. The agency is very small and the Executive Director has an open door policy.