

THE STATE BAR OF CALIFORNIA



2015 Proposed Final Budget

February 15, 2014

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Admissions

The Office of Admissions is responsible for all activities pertaining to the admission of attorneys to the practice of law in the State of California. Its principal activities include developing, administering and grading the Bar Exam as well as conducting moral character investigations. The Office also carries out the Bar's responsibility to accredit and register law schools. Finally, Admissions administers programs to allow non-members to practice in certain defined, limited areas, as well as programs to certify specialists in areas of legal practice.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Admissions Administration	9.0	9.0	9.0	1,170	1,531	1,604
Examination Development	2.0	2.0	2.0	912	1,063	1,086
Application Processing	15.0	14.0	14.0	1,334	1,321	1,411
Admissions Operations	15.0	15.0	15.0	7,167	7,559	7,794
Examination Grading	5.0	5.0	5.0	2,441	2,546	2,582
Moral Character Determinations	13.0	13.0	13.0	1,395	1,609	1,700
Law School Regulation	2.0	2.0	2.0	288	317	341
Special Admissions	2.0	2.0	2.0	169	174	183
Specialization	8.0	8.0	8.0	1,085	1,450	1,765
MCLE Providers	2.0	2.0	2.0	156	176	189
Admissions Projects	0.0	0.0	0.0	18	0	0
TOTAL (All Programs)	73.0	72.0	72.0	16,136	17,745	18,657
FUNDING				2013*	2014*	2015*
General Fund				0	0	0
Admissions Fund				15,051	16,295	16,891
Legal Specializations Fund				1,085	1,450	1,765
TOTAL (All Funds)				16,136	17,745	18,657

LEGAL CITATIONS & AUTHORITY

Business & Professions Code Sections 6046, 6063 and 6060-67.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSAdmissions Administration

Staff in this area provides general oversight and management of the Office of Admissions. The responsibilities of this area include: developing and implementing policies and procedures; supporting the activities of the Committee of Bar Examiners, Board of Governors and its Committee on Regulation, Admissions and Discipline Oversight; compiling and monitoring the departmental budget; interacting with law schools and communicating with applicants and the public; coordinating the production of Admissions certificates for new admittees; monitoring and implementing the IT projects for the office; and processing and determining reasonable testing accommodations for applicants with disabilities taking the examinations.

Examination Development

Staff in this area is responsible for the acquisition, development, editing and production of examination questions. The primary goal of this service area is to ensure that the questions administered on the First-Year Law Students' Examination and the California Bar Examination are valid, reliable, appropriately edited and printed.

Application Processing

Staff in this area is responsible for the receipt and processing of applications for registration, the First-Year Law Students' Examination, the California Bar Examination, moral character determinations, moral character determination extension, multi-jurisdictional practice moral character applications, and eligibility of applicants to take the examinations administered by the Committee of Bar Examiners. The primary goal of this service area is to ensure that applications received are processed correctly and timely.

Admissions Operations

Staff in this area is responsible for oversight of the Los Angeles application processing and examination administration functions. In addition, this area is responsible for the reception and telephone services provided by the Los Angeles office, development of the overall Office of Admissions budget and processing petitions for relief from Committee of Bar Examiners' policies. One of the primary goals of this service area is to ensure that the examinations administered by the Committee of Bar Examiners are done so consistently, efficiently, in conformance with established policies and protocols, and without any major incidents.

Examination Grading

Staff in this area is responsible for ensuring that examinations administered by the Committee of Bar Examiners are graded using the standards and protocols adopted by the Committee, and that the results provided to applicants are error free and on time. In addition to the permanent employees in this area, for each bar examination grading cycle (of which there are 2), approximately 120 Graders are retained as independent contractors. For the First-Year Law Students' Examination, 8 independent contractors are hired to lead the grading groups. Temporary employees are hired to assist in the sorting, processing and entry of data related to handling the examination answers.

Moral Character Determinations

Staff in this area is responsible for completing the moral character investigations of applicants seeking admission to practice law in California and scheduling and coordinating informal conferences for applicants with the Committee of Bar Examiners' Subcommittee on Moral Character. The primary goal of this service area is to ensure that the moral character investigation of applicants is thorough and complies with the standards and protocols required by the Committee of Bar Examiners, within specified time constraints.

Law School Regulation

Staff in this area is responsible for the registration of unaccredited law schools and the accreditation of law schools in California. The workload of the staff includes monitoring applications received, reviewing annual reports, completing law school visitations and reporting findings and recommendations to the Committee of Bar Examiners. The primary goal of this service area is to ensure that law schools meet the requirements for registration or accreditation.

Special Admissions

Staff in this area process applications for the Pro Hac Vice, Out-of-State Attorney Arbitration Counsel, Foreign Legal Consultants, and Multijurisdictional Practice programs, which allow attorneys from other jurisdictions to practice law in California in a limited way. Eligibility requirements are set by the California Rules of Court and the State Bar Rules. Staff also process applications from law students who wish to expand their legal training by participating in the Practice Training of Law Students' Program. Law students eligible for the program must have completed at least one year of law study, taken certain law school courses and have a designated Supervising Attorney, who is responsible for overseeing the work of the law student and ensuring that the student only engages in the activities permitted by the California Rules of Court. The primary goal of this department is to ensure that applications are timely processed and only those persons qualified for the programs are certified.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Specialization

Staff in this area support the work of the Legal Specialization department, which is responsible for administering the requirements for certification in 11 different areas of law. They facilitate meetings of the Board of Legal Specialization, which is responsible for setting policies and rules for the program, and the Legal Specialization Advisory Commissions, which are responsible for the development and grading of questions for the legal specialization examinations. In addition, staff coordinate the administration of the legal specialization examinations that are administered every other year. Legal Specialists must demonstrate proficiency in their specialty area, which includes completion of tasks and standards, engaging in extensive legal education, rigorous peer review and passage of an examination. The primary goal of this department is to ensure that only qualified attorneys are certified as legal specialists.

MCLE Providers

Staff in this area process applications from Mandatory Continuing Legal Education (MCLE) providers seeking certification as single or multiple educational activity providers. Certification is required in order for the legal education to count toward an attorney's MCLE requirements. The department ensures that the appropriate documentation is submitted by the providers that allows the State Bar to exercise its audit and compliance functions. Consistent criteria are applied so only qualified education programs are approved. The primary goal of this department is to ensure only legal education programs that have met the established standards are eligible for MCLE credit.

Admissions Projects

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Admissions Administration</u>			
Admissions Fund	1,170	1,531	1,604
Total Admissions Administration	1,170	1,531	1,604
<u>Examination Development</u>			
Admissions Fund	912	1,063	1,086
Total Examination Development	912	1,063	1,086
<u>Application Processing</u>			
Admissions Fund	1,334	1,321	1,411
Total Application Processing	1,334	1,321	1,411
<u>Admissions Operations</u>			
Admissions Fund	7,167	7,559	7,794
Total Admissions Operations	7,167	7,559	7,794
<u>Examination Grading</u>			
Admissions Fund	2,441	2,546	2,582
Total Examination Grading	2,441	2,546	2,582
<u>Moral Character Determinations</u>			
Admissions Fund	1,395	1,609	1,700
Total Moral Character Determinations	1,395	1,609	1,700
<u>Law School Regulation</u>			
Admissions Fund	288	317	341
Total Law School Regulation	288	317	341
<u>Special Admissions</u>			
General Fund	0	0	0
Admissions Fund	169	174	183
Total Special Admissions	169	174	183
<u>Specialization</u>			
Legal Specializations Fund	1,085	1,450	1,765
Total Specialization	1,085	1,450	1,765
<u>MCLE Providers</u>			
Admissions Fund	156	176	189
Total MCLE Providers	156	176	189
<u>Admissions Projects</u>			
Admissions Fund	18	0	0
Total Admissions Projects	18	0	0
TOTAL	16,136	17,745	18,657

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	73.0	72.0	72.0	6,435	7,310	7,854
Supplemental Staffing				857	567	607
Travel & Training				526	678	808
Supplies and Postage				357	455	455
Professional Services				367	550	550
Exam & Software Licensing				1,521	1,495	1,512
Exam Room Rental				1,663	1,685	1,727
Exam Proctors				1,625	1,628	1,669
Exam Graders				891	919	919
Occupancy				285	316	324
Telecommunications				99	108	108
Other Outside Services				1,464	1,928	1,989
Computers & Software				0	26	56
Buildings & Equipment				29	45	45
Retiree Medical Funding				0	0	0
Other Expenditures				18	34	34
TOTAL	73.0	72.0	72.0	16,136	17,745	18,657

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Chief Trial Counsel

The Office of the Chief Trial Counsel has primary responsibility for carrying out the disciplinary functions of the State Bar. This includes receiving and investigating complaints from members of the public, and, where necessary, acting as the prosecution in the quasi-judicial proceedings leading to the suspension and/or disbarment of attorneys in California.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Management	6.0	7.0	7.0	66	73	160
Intake	38.8	38.8	38.8	4,741	4,956	5,229
Investigation	57.0	55.0	55.0	6,177	6,898	7,253
Trial	65.6	67.6	67.6	9,450	11,231	11,616
Audit & Review	4.0	4.0	4.0	651	580	625
Central Administration	59.8	62.0	62.0	5,251	5,566	5,939
Abandoned and Unauthorized Practices	6.0	5.0	5.0	435	479	505
TOTAL (All Programs)	237.2	239.4	239.4	26,770	29,783	31,326
FUNDING				2013*	2014*	2015*
General Fund				26,770	29,783	31,326
TOTAL (All Funds)				26,770	29,783	31,326

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6043, 6044, 6044.5, 6049, 6077, 6078, 6092.5, subd (f) et seq

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSManagement

OCTC Management is responsible for the overall leadership of the department including ensuring compliance with statutes, rules and procedures, as well as specific duties including statistics gathering and performance reporting, employee supervision, fiscal oversight and management team development, case involvement and outreach activities.

Intake

Intake functions and responsibilities play a critical role in ensuring that the State Bar fulfills its public protection responsibilities. Intake provides direct customer support services to members of the public. Staff interactions with consumers and other individuals is a significant portion of the State Bar's direct consumer contact. Therefore, the quality of services provided has the potential to significantly affect public opinion about the State Bar and the legal profession. Intake operates as a legal "triage" function by identifying areas in which potential action needs to be taken, while effectively and efficiently pursuing appropriate remedies for those who have been harmed. Intake includes the complaint hotline, complaint processing in all its forms, other information sharing and consumer support services and mediation referral and monitoring.

Investigation

In previous years, the investigative function has been budgeted as an integral component of the Enforcement service area. In practice, drawing a precise line between the investigative and prosecutorial activities is necessarily somewhat artificial. However, in an effort to more clearly present the relative balance of resources committed to the investigation and trial phases of the enforcement process, the State Bar has begun presenting Investigation, Trial and Audit & Review as distinct service areas within the Office of Chief Trial Counsel. The division presented in 2010 is a "first pass" at this task, and modifications are to be expected.

The Investigation service area encompasses staff and other resources dedicated primarily (though not exclusively) to the investigative phase of the enforcement process.

Trial

In previous years, the investigative, prosecutorial (trial) and internal review phases of the enforcement process have been presented as a single service area in the budget, called Enforcement. This reflected the integrated nature of these functions as well as the Office's flexibility in assigning staff as needed to meet shifting workloads. However, in an effort to more clearly present the relative balance of resources committed to the investigation, trial and review phases of the enforcement process, the State Bar has begun presenting Investigation, Trial and Audit & Review as distinct service areas within the Office of Chief Trial Counsel. The division presented in 2010 is a "first pass" at this task, and modifications are to be expected.

The Trial service area encompasses staff and other resources dedicated primarily (though not exclusively) to the prosecutorial phase of the enforcement process.

Audit & Review

When the Office of Chief Trial Counsel decides to close a complaint against a member of the Bar without disciplinary action, the complainant may request a review ("second look") of the decision. These requests are handled by the Audit & Review unit, which was formed in OCTC in 2004. The unit also conducts random audits of OCTC's files twice each year and engages in other specifically designated audit and quality assurance measures.

In previous years, the Audit & Review unit was budgeted within the Enforcement service area. However, in an effort to more clearly present the relative balance of resources committed to the investigation, trial and review phases of the enforcement process, the State Bar has begun presenting Investigation, Trial and Audit & Review as distinct service areas within the Office of Chief Trial Counsel. The division presented in 2010 is a "first pass" at this task, and modifications are to be expected.

Central Administration

OCTC's Central Administration Unit ("Central Admin") provides critical support to the work of OCTC. It is the intention of Central Admin to develop and maintain consistency in administrative support practices between the two offices to the extent possible. Central Admin provides administrative and clerical assistance to all other professionals in OCTC. Like all good administrative operations, Central Admin staff must multi-task and trouble shoot to complete a wide range of duties. Administrative services are categorized as case/litigation support, office and financial services and training and technical support.

In previous years, Central Administration was budgeted separately only in the Los Angeles office, with administrative staff in San Francisco being included in the San Francisco trial unit budget. In an effort to improve comparability between SF and LA presentations, the Central Administration service area now includes administrative support staff from both Los Angeles and San Francisco.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Abandoned and Unauthorized Practices

The State Bar is authorized by law to petition the courts to assume jurisdiction over abandoned law practices, and over the practices of non-attorneys engaged in the unauthorized practice of law. In past years, the costs associated with these duties were not shown separately. Beginning in 2009, these activities will be identified as a separate service area in the Office of Chief Trial Counsel.

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Management</u>			
General Fund	66	73	160
Total Management	66	73	160
<u>Intake</u>			
General Fund	4,741	4,956	5,229
Total Intake	4,741	4,956	5,229
<u>Investigation</u>			
General Fund	6,177	6,898	7,253
Total Investigation	6,177	6,898	7,253
<u>Trial</u>			
General Fund	9,450	11,231	11,616
Total Trial	9,450	11,231	11,616
<u>Audit & Review</u>			
General Fund	651	580	625
Total Audit & Review	651	580	625
<u>Central Administration</u>			
General Fund	5,251	5,566	5,939
Total Central Administration	5,251	5,566	5,939
<u>Abandoned and Unauthorized Practices</u>			
General Fund	435	479	505
Total Abandoned and Unauthorized Practices	435	479	505
TOTAL	26,770	29,783	31,326

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	237.2	239.4	239.4	25,418	28,355	30,248
Supplemental Staffing				1,232	1,084	734
Travel & Training				158	165	165
Supplies and Postage				290	403	403
Professional Services				53	45	45
Occupancy				2	4	4
Telecommunications				173	226	226
Other Outside Services				379	454	454
Computers & Software				1	1	1
Buildings & Equipment				1	7	7
Retiree Medical Funding				0	0	0
Other Expenditures				43	58	58
Reimbursements				-983	-1,019	-1,019
TOTAL	237.2	239.4	239.4	26,767	29,783	31,326

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Probation

The Office of Probation monitors probationer compliance with court orders, providing timely information to Superior Court, State Bar Court and probationers regarding non-compliance, and assisting probationers to successfully return to the practice of law.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Probation	8.0	8.0	8.0	919	897	953
TOTAL (All Programs)	8.0	8.0	8.0	919	897	953
FUNDING				2013*	2014*	2015*
General Fund				919	897	953
TOTAL (All Funds)				919	897	953

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6043, 6044, 6044.5, 6049, 6077, 6078, 6092.5, subd (f) et seq

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Probation

The Office of Probation (OP) aims to timely and accurately open and maintain files. In order to do so, OP staff must receive the order or stipulation to be monitored, create a physical file, contact the attorney to ensure compliance, and monitor non/compliance. The monitoring may require the OP staff to contact other departments of the State Bar and/or third parties.

OP also aims to timely and accurately obtain and receive information. In order to do so, OP staff must regularly receive updated information and provide information to people both internal and external to the State Bar.

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Probation</u>			
General Fund	919	897	953
Total Probation	919	897	953
TOTAL	919	897	953

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	8.0	8.0	8.0	806	835	891
Supplemental Staffing				96	5	5
Travel & Training				0	13	13
Supplies and Postage				8	13	13
Professional Services				0	1	1
Occupancy				0	5	5
Telecommunications				6	5	5
Other Outside Services				2	9	9
Buildings & Equipment				0	9	9
Other Expenditures				1	1	1
TOTAL	8.0	8.0	8.0	919	897	953

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Client Security Fund

The main purpose of CSF is to reimburse victims of attorney theft by processing, investigating, reviewing and making decisions on applications for reimbursement. There are four main areas that encompass the work of CSF: (a) case processing; (b) support for the CSF Commission, the Board of Governors and other State Bar departments; (c) financial management; and (d) basic internal administrative functions.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Client Security Fund	11.0	11.0	11.0	12,385	10,148	7,228
TOTAL (All Programs)	11.0	11.0	11.0	12,385	10,148	7,228
FUNDING				2013*	2014*	2015*
Client Security Fund				12,385	10,148	7,228
TOTAL (All Funds)				12,385	10,148	7,228

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6140.5, 6028 and 6029.

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Client Security Fund

The main purpose of CSF is to reimburse victims of attorney theft by processing, investigating, reviewing and making decisions on applications for reimbursement. There are four main areas that encompass the work of CSF: (a) case processing; (b) support for the CSF Commission, the Board of Governors and other State Bar departments; (c) financial management; and (d) basic internal administrative functions.

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Client Security Fund</u>			
Client Security Fund	12,385	10,148	7,228
Total Client Security Fund	12,385	10,148	7,228
TOTAL	12,385	10,148	7,228

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	11.0	11.0	11.0	1,307	1,405	1,485
Supplemental Staffing				310	50	50
Travel & Training				9	17	17
Supplies and Postage				18	25	25
Professional Services				0	25	25
Telecommunications				10	7	7
Other Outside Services				13	16	16
CSF Applications				11,017	9,000	6,000
Computers & Software				1	3	3
Buildings & Equipment				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				-5	-1	-1
Reimbursements				-295	-399	-399
TOTAL	11.0	11.0	11.0	12,385	10,148	7,228

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Mandatory Fee Arbitration

The Mandatory Fee Arbitration program provides arbitration in cases of attorney-client disputes over legal fees, primarily through local bar associations.

	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
SUMMARY OF PROGRAM REQUIREMENTS						
Mandatory Fee Arbitration	5.0	5.0	5.0	603	712	756
TOTAL (All Programs)	5.0	5.0	5.0	603	712	756
FUNDING						
General Fund				603	712	756
TOTAL (All Funds)				603	712	756

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6200, 6203, 6203(d)

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Mandatory Fee Arbitration

The Mandatory Fee Arbitration program provides arbitration in cases of attorney-client disputes over legal fees, primarily through local bar associations.

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Mandatory Fee Arbitration</u>			
General Fund	603	712	756
Total Mandatory Fee Arbitration	603	712	756
TOTAL	603	712	756

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	5.0	5.0	5.0	496	522	567
Supplemental Staffing				0	64	64
Travel & Training				32	32	32
Supplies and Postage				11	11	11
Professional Services				1	0	0
Occupancy				0	0	0
Telecommunications				4	3	3
Other Outside Services				59	80	80
Computers & Software				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				0	0	0
TOTAL	5.0	5.0	5.0	603	712	756

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

State Bar Court

The California State Bar is the only state bar in the United States with independent professional judges dedicated to ruling on attorney disciplinary and regulatory cases. The independent State Bar Court hears the charges and has the power to recommend that the California Supreme Court suspend or disbar those attorneys found to have committed acts of professional misconduct or convicted of serious crimes. For lesser offenses, public or private reprimands may be issued.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Administration	2.8	2.8	2.8	549	547	582
Hearing Department & Effectuations Unit	31.0	31.0	31.0	4,997	4,971	5,188
Review Department	8.2	8.2	8.2	1,561	1,589	1,667
TOTAL (All Programs)	42.0	42.0	42.0	7,107	7,108	7,437
FUNDING				2013*	2014*	2015*
General Fund				7,107	7,108	7,437
TOTAL (All Funds)				7,107	7,108	7,437

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6007, 6086.5, Cal Rules of Ct, rules 951, 952.6; Rules Proc.Of State Bar, rules 680-687, 700, 711, 4602-4304

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Administration

Administration encompasses the day-to-day administration of the State Bar Court, as well as the State Bar Court Reporter.

Hearing Department & Effectuations Unit

The Hearing Department of the State Bar Court hears disciplinary cases brought by the Office of the Chief Trial Counsel, regulatory matters brought by petitioners, motions for modification and revocation of attorney probation and other matters. The Effectuations Unit of the State Bar Court transmits cases to the California Supreme Court and processes all other cases not requiring Supreme Court action.

Review Department

The Review Department of the State Bar Court decides cases on appeal, exercises suspension and other powers delegated pursuant to Rule 9.10, California Rules of Court, and conducts interlocutory review on issues materially affecting the outcome of Hearing Department cases.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Administration</u>			
General Fund	549	547	582
Total Administration	549	547	582
<u>Hearing Department & Effectuations Unit</u>			
General Fund	4,997	4,971	5,188
Total Hearing Department & Effectuations Unit	4,997	4,971	5,188
<u>Review Department</u>			
General Fund	1,561	1,589	1,667
Total Review Department	1,561	1,589	1,667
TOTAL	7,107	7,108	7,437

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	42.0	42.0	42.0	6,331	6,589	6,919
Supplemental Staffing				346	66	66
Travel & Training				78	123	123
Supplies and Postage				86	118	118
Professional Services				59	28	28
Occupancy				14	34	34
Telecommunications				65	49	49
Other Outside Services				95	73	73
Computers & Software				20	8	8
Buildings & Equipment				2	11	11
Retiree Medical Funding				0	0	0
Other Expenditures				12	10	10
TOTAL	42.0	42.0	42.0	7,107	7,108	7,437

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Member Records & Compliance

The Office of Member Records and Compliance maintains the official roll of attorneys for the State of California, and it manages the registration of law corporations and of LLPs providing legal services. It is also responsible for ensuring the compliance of all bar members with the requirements for mandatory continuing legal education (MCLE).

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Member Service Center	20.0	19.0	19.0	2,153	2,391	2,528
TOTAL (All Programs)	20.0	19.0	19.0	2,153	2,391	2,528
FUNDING				2013*	2014*	2015*
General Fund				2,153	2,391	2,528
TOTAL (All Funds)				2,153	2,391	2,528

LEGAL CITATIONS & AUTHORITY

Business & Professions Code Sections 6002.1

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Member Service Center

The Member Service Center (MSC) (which includes Membership Records services) is dedicated solely to improving service to members beyond traditional fee payment processing and discipline proceedings. MSC is dedicated to bringing a positive State Bar experience to all members thus enhancing the State Bar's relationships with its members.

The State Bar maintains, on behalf of the Supreme Court, the official "Roll of Attorneys," i.e., the list of all attorneys who are licensed to practice law in the State of California. Upon admission to the practice of law in California, an attorney becomes a "member" of the State Bar. That "membership" or licensing record is a public record accessible to the public.

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Member Service Center</u>			
General Fund	2,153	2,391	2,528
Total Member Service Center	2,153	2,391	2,528
TOTAL	2,153	2,391	2,528

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	20.0	19.0	19.0	1,536	1,730	1,868
Supplemental Staffing				239	186	186
Travel & Training				11	23	23
Supplies and Postage				163	179	179
Professional Services				1	0	0
Telecommunications				26	26	26
Other Outside Services				168	234	234
Computers & Software				0	0	0
Buildings & Equipment				0	2	2
Retiree Medical Funding				0	0	0
Other Expenditures				10	11	11
TOTAL	20.0	19.0	19.0	2,153	2,391	2,528

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Professional Competence

The Office of Professional Competence is responsible for developing and publishing standards and guidelines pertaining to ethics in the practice of law in California.

	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
SUMMARY OF PROGRAM REQUIREMENTS						
Ethics Hotline	0.0	0.0	0.0			
COPRAC & RRC	0.0	0.0	0.0	98	228	228
Outreach & Education	13.0	13.0	13.0	1,478	1,535	1,627
Publications	0.0	0.0	0.0	26	34	34
TOTAL (All Programs)	13.0	13.0	13.0	1,601	1,798	1,890
FUNDING				2013*	2014*	2015*
General Fund				1,601	1,798	1,890
TOTAL (All Funds)				1,601	1,798	1,890

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSEthics Hotline

The Ethics Hotline, a confidential research service for attorneys only, helps lawyers identify and analyze their professional responsibilities. Although staff members cannot provide legal counsel, advice, or opinions, they can discuss issues and authorities with lawyers. By referring callers to statutes, rules, cases, and bar opinions, staff members strive to assist attorneys in reaching informed decisions about their professional responsibility questions.

COPRAC & RRC

Professional Competence staff provides a full range of staffing support for issues related to ethics and professional competence for the Board of Governors, the Committee on Professional Responsibility and Conduct, the State Bar Rules Revision Commission, and other special task forces and committees as directed. These supports services include developing meetings agendas, attending meetings, distributing assignments, making logistical arrangements for meetings, completing legal research and writing, maintaining records of all official materials, assisting in the appointment process for members of COPRAC, implementing approved work product (such as distributing ethics opinions and submitting rules to the Supreme Court for approval, etc.), serving as liaison between groups and others both inside and outside the State Bar, tracking commission/committee expenditures, facilitating the development of work plans, and facilitating development of year to date accomplishment reports.

Outreach & Education

Professional Competence staff regularly participates in outreach and educational activities to enhance the awareness of ethics issues and professional competence resources in an effort to help prevent ethics violations and to protect the public. Professional Competence's outreach and educational activities include: preparing and presenting the State Bar's Annual Ethics Symposium; staffing an exhibit booth and providing educational programs for MCLE credit at the State Bar Annual Meeting; preparing and making presentations to local and specialty bar associations, related legal professional associations, and law schools; hosting and making presentations to out-of-state or out-of-country delegations visiting the State Bar; making presentations and providing information to other State Bar Departments; and writing articles for publication in the California Bar Journal. To complete delivery of these educational and outreach services, Professional Competence staff identifies speakers, compiles written materials, completes legal research, prepares and updates slide presentations, attends programs, arranges for program publicity, produces materials, makes speaker travel and other logistical arrangements, updates mailing lists, updates and sets-up/tears down Professional Competence annual meeting booth, and solicits and reviews feedback about the quality of services.

Publications

Professional Competence staff produces, updates, and distributes publications related to attorney professional responsibility including: The California Compendium on Professional Responsibility; The Handbook on Client Trust Accounting for California Attorneys; and Publication 250 - The California Rules of Professional Conduct, The State Bar Act, and Related Statutes.

DETAILED EXPENDITURES BY PROGRAM

	2013*	2014*	2015*
<u>COPRAC & RRC</u>			
General Fund	98	228	228
Total COPRAC & RRC	98	228	228
<u>Outreach & Education</u>			
General Fund	1,478	1,535	1,627
Total Outreach & Education	1,478	1,535	1,627
<u>Publications</u>			
General Fund	26	34	34
Total Publications	26	34	34
TOTAL	1,601	1,798	1,890

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	13.0	13.0	13.0	1,406	1,479	1,571
Supplemental Staffing				26	2	2
Travel & Training				54	67	67
Supplies and Postage				23	44	44
Professional Services				41	143	143
Occupancy				2	3	3
Telecommunications				21	22	22
Other Outside Services				20	33	33
Computers & Software				0	0	0
Buildings & Equipment				1	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				8	3	3
TOTAL	13.0	13.0	13.0	1,601	1,798	1,890

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Education

The Office of Education provides opportunities for continuing legal education and professional development. It encompasses the Sections of the State Bar as well as the bar's Annual Meeting.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Sections	20.0	20.0	20.0	6,193	9,012	9,286
Annual Meeting	0.0	0.0	0.0	851	922	947
Affinity & Insurance	1.8	1.8	1.8	362	484	498
CYLA	0.0	0.0	0.0	143	119	128
TOTAL (All Programs)	21.8	21.8	21.8	7,549	10,537	10,858
FUNDING				2013*	2014*	2015*
General Fund				143	119	128
Admin of Justice Fund				362	484	498
Annual Meeting Fund				851	922	947
Sections Funds				6,193	9,012	9,286
TOTAL (All Funds)				7,549	10,537	10,858

LEGAL CITATIONS & AUTHORITY

Business and Professions Code Sections 6025, 6026 and 6031.5

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSSections

The Sections are voluntary organizations of attorneys and associates who share an area of interest. The Sections help their members maintain expertise in their various fields of law, expand their professional contacts, and serve the profession, the public and the legal system. The State Bar of California has 16 Sections. Each Section is governed by an executive committee of members appointed by the State Bar Board of Governors.

Annual Meeting

In addition to its formal functions, such as the swearing in of newly elected and appointed trustees, the Annual Meeting of the State Bar offers an wide variety of continuing legal education opportunities for attorneys.

Affinity & Insurance

The State Bar of California sponsors several insurance programs specifically designed to serve the needs of State Bar members. These programs are monitored by Standing Committees of the State Bar comprised of volunteer attorney members who work with carriers and underwriters to provide competitive products at reasonable rates. These Standing Committees monitor carrier performance for each line of insurance.

CYLA

CYLA is the nation's largest association of young lawyers. A young lawyer has been in practice for five years or less or is 36 years old or younger.

DETAILED EXPENDITURES BY PROGRAM

	2013*	2014*	2015*
<u>Sections</u>			
Sections Funds	6,193	9,012	9,286
Total Sections	6,193	9,012	9,286
<u>Annual Meeting</u>			
Annual Meeting Fund	851	922	947
Total Annual Meeting	851	922	947
<u>Affinity & Insurance</u>			
Admin of Justice Fund	362	484	498
Total Affinity & Insurance	362	484	498
<u>CYLA</u>			
General Fund	143	119	128
Total CYLA	143	119	128
TOTAL	7,549	10,537	10,858

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	21.8	21.8	21.8	2,279	2,401	2,586
Supplemental Staffing				161	71	71
Travel & Training				2,848	3,239	3,239
Supplies and Postage				309	348	348
Professional Services				560	442	442
Occupancy				216	237	237
Telecommunications				66	77	77
Other Outside Services				952	1,366	1,366
Computers & Software				8	0	0
Buildings & Equipment				1	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				148	2,355	2,492
Indirect Costs				0	0	0
TOTAL	21.8	21.8	21.8	7,549	10,537	10,858

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Legal Services

The Office of Legal Services operates several programs intended to ensure that all Californians have appropriate access to the legal system, regardless of income.

	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
SUMMARY OF PROGRAM REQUIREMENTS						
Access To Justice	0.0	0.0	0.0	27	52	52
Program Development	8.0	9.0	9.0	1,068	1,330	1,441
Legal Services Funding	12.0	11.0	11.0	27,255	26,355	26,330
TOTAL (All Programs)	20.0	20.0	20.0	28,349	27,738	27,823
FUNDING						
General Fund				1,084	1,382	1,493
Grants Fund				11	0	0
Justice Gap Fund				0	0	0
Legal Services Trust Fund				27,255	26,355	26,330
TOTAL (All Funds)				28,349	27,738	27,823

LEGAL CITATIONS & AUTHORITY

Business and Professions Code Sections 6210 - 6228

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSAccess To Justice

This Service Area addresses the development of policy and initiatives in collaboration with other institutions working to expand access to justice for low income Californians (e.g. Judicial Council; legal services entities; local, state and national organizations such as the American Bar Association and National Legal Aid and Defender Association). Services are provided through the Legal Services Outreach Unit and the California Commission on Access to Justice.

Program Development

This Service Area supports and promotes the direct delivery of legal services to low and middle income Californians with an emphasis on increasing and enhancing pro bono participation by members of the bar. The services are provided through the Program Development Unit, the Standing Committee on the Delivery of Legal Services and a comprehensive, statewide legal services conference ("Pathways to Justice") held every three years. The Program Development Unit provides technical assistance and resources to legal services providers, pro bono programs and certified lawyer referral services, oversees the certification process for lawyer referral services, and administers the Emeritus Attorney Pro Bono Participation program and Wiley Manuel certificate program. The Unit also coordinates a statewide Disaster Legal Services Response network, administers the Standing Committee on the Delivery of Legal Services, and presents the Pathways to Justice conference.

Legal Services Funding

This Service Area focuses on the administration of grants generated through Interest on Lawyer Trust Accounts (IOLTA) and the state Equal Access Fund to fund the provision of free legal services to low income Californians.

DETAILED EXPENDITURES BY PROGRAM

	2013*	2014*	2015*
<u>Access To Justice</u>			
General Fund	16	52	52
Grants Fund	11	0	0
Total Access To Justice	27	52	52
<u>Program Development</u>			
General Fund	1,068	1,330	1,441
Total Program Development	1,068	1,330	1,441
<u>Legal Services Funding</u>			
Justice Gap Fund	0	0	0
Legal Services Trust Fund	27,255	26,355	26,330
Total Legal Services Funding	27,255	26,355	26,330
TOTAL	28,349	27,738	27,823

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	20.0	20.0	20.0	2,054	2,393	2,578
Supplemental Staffing				0	58	58
Travel & Training				90	86	86
Supplies and Postage				25	32	32
Professional Services				249	239	239
Occupancy				0	0	0
Telecommunications				25	23	23
Other Outside Services				16	11	11
Legal Services Grants				25,882	24,807	24,707
Computers & Software				3	75	75
Buildings & Equipment				4	7	7
Retiree Medical Funding				0	0	0
Other Expenditures				1	8	8
Indirect Costs				0	0	0
TOTAL	20.0	20.0	20.0	28,349	27,738	27,823

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Diversity & Bar Relations

Diversity & Bar Relations encompasses programs aimed at eliminating bias in the legal system as well as the State Bar's relationships with voluntary bar associations and related groups. Programs in this area are financed with non-mandatory dues revenues, with the exception of support for the California Young Lawyers Association (CYLA).

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Elimination of Bias	2.0	2.0	2.0	492	400	414
Bar Relations	2.0	2.0	2.0	239	247	263
TOTAL (All Programs)	4.0	4.0	4.0	731	647	677
FUNDING				2013*	2014*	2015*
Admin of Justice Fund				605	647	677
Grants Fund				126	0	0
TOTAL (All Funds)				731	647	677

LEGAL CITATIONS & AUTHORITY

(n/a)

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Elimination of Bias

This Service Area focuses on local and statewide programs and initiatives to diversify the legal profession and to eliminate bias in the practice of law. The activity in this area is funded solely through voluntary contributions to the State Bar. Services are provided by the Center for Access & Fairness and the Council on Access & Fairness. The Center staff supports and promotes local and statewide programs and projects to increase diversity and eliminate bias in the legal profession. Staff also compiles and disseminates demographic information and other materials to inform and facilitate diversity efforts by the State Bar and other organizations.

Bar Relations

This Service Area focuses on supporting the work of the 240 local, minority and specialty voluntary bar associations in California and providing support to the California Young Lawyers Association Board and members. Activity in conjunction with voluntary bar associations is funded solely through voluntary contributions to the State Bar.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Elimination of Bias</u>			
Admin of Justice Fund	369	400	414
Grants Fund	123	0	0
Total Elimination of Bias	492	400	414
<u>Bar Relations</u>			
Admin of Justice Fund	236	247	263
Grants Fund	3	0	0
Total Bar Relations	239	247	263
TOTAL	731	647	677

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	4.0	4.0	4.0	453	476	507
Supplemental Staffing				0	0	0
Travel & Training				92	98	98
Supplies and Postage				10	15	15
Professional Services				147	32	32
Occupancy				2	3	3
Telecommunications				6	7	7
Other Outside Services				20	14	14
Buildings & Equipment				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				1	0	0
TOTAL	4.0	4.0	4.0	731	647	677

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Lawyer Assistance Program

The Lawyer Assistance Program (LAP) seeks to rehabilitate attorneys with impairment due to abuse of drugs or alcohol, or due to mental illness, affecting competency so that attorneys so afflicted may be treated and returned to the practice of law in a manner that will not endanger the public health and safety.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Lawyer Assistance Program	8.0	9.0	9.0	1,040	1,353	1,438
TOTAL (All Programs)	8.0	9.0	9.0	1,040	1,353	1,438
FUNDING				2013*	2014*	2015*
Lawyer Asst Program Fund				1,040	1,353	1,438
TOTAL (All Funds)				1,040	1,353	1,438

LEGAL CITATIONS & AUTHORITY

Business and Professions Code Sections 6230 - 6232

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Lawyer Assistance Program
(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Lawyer Assistance Program</u>			
Lawyer Asst Program Fund	1,040	1,353	1,438
Total Lawyer Assistance Program	1,040	1,353	1,438
TOTAL	1,040	1,353	1,438

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	8.0	9.0	9.0	849	1,004	1,088
Supplemental Staffing				0	21	21
Travel & Training				76	85	85
Supplies and Postage				6	16	16
Professional Services				129	188	188
Occupancy				1	1	1
Telecommunications				17	26	26
Other Outside Services				-39	10	10
Computers & Software				0	0	0
Buildings & Equipment				0	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				2	1	1
TOTAL	8.0	9.0	9.0	1,040	1,353	1,438

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Executive Director

The Office of the Executive Director is responsible for the overall direction and administration of the day-to-day operations of the State Bar, as well as for legislative activities on behalf of the Bar.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Management, Oversight and Planning	6.0	7.0	7.0	1,497	1,518	1,510
Board Support - Secretariat	2.0	2.0	2.0	498	663	537
Judicial Evaluations	3.0	4.0	4.0	572	665	695
Governmental Affairs	2.0	3.0	3.0	543	496	530
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	13.0	16.0	16.0	3,110	3,343	3,272
FUNDING				2013*	2014*	2015*
General Fund				2,567	2,590	2,474
Admin of Justice Fund				543	521	556
Admissions Fund				0	92	96
Client Security Fund				0	6	6
Lawyer Asst Program Fund				0	7	7
Legal Services Trust Fund				0	18	19
Legal Specializations Fund				0	23	24
Annual Meeting Fund				0	5	5
Sections Funds				0	82	85
TOTAL (All Funds)				3,110	3,343	3,272

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSManagement Oversight and Planning

OED, through the Deputy Executive Director's office (DED) provides support and direction to all management within the State Bar regarding personnel administration, facilities operation and all other management related matters. In its management leadership role, OED staff leads the Senior Management Team in establishing and effectively completing operational/programmatic oversight. OED establishes Bar-wide operating policies and procedures, communicates those policies and procedures to all staff through Administrative Advisories, and follows-up on those advisories to ensure that policies and practices are being followed. OED leads the State Bar's efforts to ensure accountability for the use of resources and compliance with all mandated functions and/or requirements. OED takes the lead in working with the union to reach agreeable memoranda of understanding between the union and management. OED oversees facilities, security, and related functions. OED in collaboration with the Senior Management Team serves as the focus for problem-solving analysis and resolution Bar-wide.

Board Support - Secretariat

OED provides staff support to the Board of Governors to support its effective and efficient operation. In fulfilling the Secretariat responsibilities, OED staff sets the schedule of Board meetings, oversees production of Board agendas, travels to and attends all Board meetings, oversees production of minutes and action summaries, maintains the Board Book and all official permanent records of the State Bar, and timely processes Board member expense reports. OED staff provides expert assistance to Board members and ensures that appropriate State Bar staff timely responds to all Board member inquiries.

In addition to providing support for regular Board meetings and business, OED staff coordinates all Board appointments to commissions, committees, and special task forces, administers annual Board elections, and prepares and conducts orientations for Board candidates, Board members & Committee Chairs. OED staff ensures effective relationships are developed between Board members and State Bar staff and clearly inform board and staff about and enforce policies related to lines of authority. OED staff is responsible for ensuring that all Board directives are carried out.

Judicial Evaluations

The Commission on Judicial Nominees Evaluation (JNE), established pursuant to Government Code Section 12011.5, is the State Bar agency which evaluates all candidates who are under consideration for a judicial appointment by the Governor. The mission of the Commission is to assist the Governor in the judicial selection process and thereby to promote a California judiciary of quality and integrity by providing independent, comprehensive, accurate, and fair evaluations of candidates for judicial appointment and nomination.

Governmental Affairs

The Office of Governmental Affairs serves as the liaison between the State Bar and the Legislative and Executive Branches of Government. Using only non-mandatory, voluntarily-contributed funds, the office identifies and tracks legislative bills affecting or of interest to the State Bar; and advocates the position of the State Bar's Board of Governors on non-ideological issues of significance relating to the Bar, the ethical duties of attorneys, consumer protection relating to the practice of law by lawyers and non-lawyers, increasing access to legal services for the people of California, maintaining and improving the operation of the state's judicial/dispute resolution system, and related issues dealing with the administration of justice. The office also provides technical assistance and information to Legislators and to the Governor on issues of relevance to the practice of law, the legal profession, and consumers of legal services, and responds to inquiries from Legislative and Executive Branch staff. The office also initiates and implements education and assistance programs to increase state policy-makers' understanding of the legal profession, the practice of law and the State Bar's role in the administration of justice.

Cost Recovery

(n/a)

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Management, Oversight and Planning</u>			
General Fund	1,497	1,518	1,510
Total Management, Oversight and Planning	1,497	1,518	1,510
<u>Board Support - Secretariat</u>			
General Fund	498	663	537
Total Board Support - Secretariat	498	663	537
<u>Judicial Evaluations</u>			
General Fund	572	665	695
Total Judicial Evaluations	572	665	695
<u>Governmental Affairs</u>			
Admin of Justice Fund	543	496	530
Total Governmental Affairs	543	496	530
<u>Cost Recovery</u>			
General Fund	0	-257	-268
Admin of Justice Fund	0	25	26
Admissions Fund	0	92	96
Client Security Fund	0	6	6
Lawyer Asst Program Fund	0	7	7
Legal Services Trust Fund	0	18	19
Legal Specializations Fund	0	23	24
Annual Meeting Fund	0	5	5
Sections Funds	0	82	85
Total Cost Recovery	0	0	0
TOTAL	3,110	3,343	3,272

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	13.0	16.0	16.0	2,138	2,244	2,385
Supplemental Staffing				63	125	125
Travel & Training				547	679	501
Supplies and Postage				52	77	74
Professional Services				254	313	313
Occupancy				5	5	5
Telecommunications				19	22	21
Other Outside Services				23	65	35
Computers & Software				1	0	0
Buildings & Equipment				1	5	5
Retiree Medical Funding				0	0	0
Other Expenditures				7	-193	-193
Indirect Costs				0	0	0
TOTAL	13.0	16.0	16.0	3,110	3,343	3,272

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Finance

The Finance department is responsible for accounting, payroll, financial reporting and financial analysis for the State Bar.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Financial Planning and Analysis	4.0	3.0	3.0	930	788	1,017
Accounting	6.6	5.6	5.6	776	867	909
Procurement & Risk	3.0	3.0	3.0	1,128	1,240	1,266
Member Billing	6.0	6.0	6.0	1,531	1,870	1,916
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	19.6	17.6	17.6	4,365	4,764	5,107
FUNDING				2013*	2014*	2015*
General Fund				4,365	3,577	3,795
Admin of Justice Fund				0	90	98
Admissions Fund				0	415	476
Client Security Fund				0	217	225
Justice Gap Fund				0	67	69
Lawyer Asst Program Fund				0	80	86
Legal Services Trust Fund				0	38	44
Legal Specializations Fund				0	24	27
Annual Meeting Fund				0	22	25
Sections Funds				0	235	263
TOTAL (All Funds)				4,365	4,764	5,107

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSFinancial Planning and Analysis

This service area is responsible for the Bar's budgeting, financial planning, financial analysis and accounting. It also works closely with the Bar's outside auditors and the California Bureau of State Audits to ensure the implementation of sound financial controls and public accountability.

Accounting

This service area is responsible for making accurate and timely payments to the State Bar's employees (payroll) and outside vendors (accounts payable), and for implementing related procedures and internal controls.

Procurement & Risk

A key area of Office of Finance service is organizational support of its contracting for the purchase of goods and service agreements to ensure effective and appropriate use of State Bar resources.

Providing procurement services encompasses a wide range of activities including: developing and implementing general procurement policies and procedures; developing equipment and service standards for acquisition, purchasing specific products and services; documenting deviations from standard procedures; maintaining and developing standardized forms and contract templates; and management of Bar-wide master purchasing agreements with vendors.

Member Billing

Member Billing is responsible for ensuring attorneys are billed appropriately for annual fees and other costs. The primary task for the Member Billing Staff is the collection and recording of the annual membership fees. In addition to the primary task, staff responds to member's billing inquiries, calculates and tracks discipline and CSF cost assessments, assists in the annual suspension process, and reinstates members previously suspended for failure to pay annual fees upon payment of delinquent costs.

Cost Recovery

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Financial Planning and Analysis</u>			
General Fund	930	788	1,017
Total Financial Planning and Analysis	930	788	1,017
<u>Accounting</u>			
General Fund	776	867	909
Total Accounting	776	867	909
<u>Procurement & Risk</u>			
General Fund	1,128	1,240	1,266
Total Procurement & Risk	1,128	1,240	1,266
<u>Member Billing</u>			
General Fund	1,531	1,870	1,916
Total Member Billing	1,531	1,870	1,916
<u>Cost Recovery</u>			
General Fund	0	-1,187	-1,313
Admin of Justice Fund	0	90	98
Admissions Fund	0	415	476
Client Security Fund	0	217	225
Justice Gap Fund	0	67	69
Lawyer Asst Program Fund	0	80	86
Legal Services Trust Fund	0	38	44
Legal Specializations Fund	0	24	27
Annual Meeting Fund	0	22	25
Sections Funds	0	235	263
Total Cost Recovery	0	0	0
TOTAL	4,365	4,764	5,107

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	19.6	17.6	17.6	1,865	2,005	2,148
Supplemental Staffing				252	332	332
Travel & Training				57	38	38
Supplies and Postage				38	153	153
Professional Services				335	262	462
Occupancy				787	770	770
Telecommunications				25	27	27
Other Outside Services				1,000	1,171	1,171
Computers & Software				4	0	0
Buildings & Equipment				0	4	4
Retiree Medical Funding				0	0	0
Other Expenditures				1	2	2
Indirect Costs				0	0	0
TOTAL	19.6	17.6	17.6	4,365	4,764	5,107

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Budget & Performance Analysis

The Office of Budget & Performance Analysis develops and monitors the budget for the State Bar, assists in the development and implementation of the bar's Five-Year Strategic Plan, and develops systems and processes to measure and improve the performance of the organization.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Budget & Performance	3.0	3.0	3.0	739	864	909
Cost Recovery	0.0	0.0	0.0	0	-8	-9
TOTAL (All Programs)	3.0	3.0	3.0	739	856	900
FUNDING				2013*	2014*	2015*
General Fund				739	529	556
Admin of Justice Fund				0	11	12
Admissions Fund				0	177	186
Client Security Fund				0	10	10
Lawyer Asst Program Fund				0	12	13
Legal Services Trust Fund				0	16	17
Legal Specializations Fund				0	10	11
Annual Meeting Fund				0	9	10
Sections Funds				0	81	85
TOTAL (All Funds)				739	856	900

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Budget & Performance

(n/a)

Cost Recovery

(n/a)

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Budget & Performance</u>			
General Fund	739	864	909
Total Budget & Performance	739	864	909
<u>Cost Recovery</u>			
General Fund	0	-335	-353
Admin of Justice Fund	0	11	12
Admissions Fund	0	177	186
Client Security Fund	0	10	10
Lawyer Asst Program Fund	0	12	13
Legal Services Trust Fund	0	16	17
Legal Specializations Fund	0	10	11
Annual Meeting Fund	0	9	10
Sections Funds	0	81	85
Total Cost Recovery	0	-8	-9
TOTAL	739	856	900

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	3.0	3.0	3.0	496	518	563
Travel & Training				23	26	26
Supplies and Postage				0	3	3
Professional Services				218	315	315
Telecommunications				1	0	0
Other Outside Services				0	2	2
Computers & Software				0	0	0
Buildings & Equipment				0	0	0
Other Expenditures				0	0	0
Indirect Costs				0	-8	-9
TOTAL	3.0	3.0	3.0	739	856	900

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

General Counsel

The General Counsel functions as the State Bar's lawyer, and the OGC is responsible for providing legal advice and counsel to all departments of the Bar. In addition to its general legal duties, OGC also provides such services in specialty areas such as insurance/group insurance, real property, Lawyer Assistance Program, Admissions, Lawyer Referral Services, membership, and discipline.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
General Counsel	20.0	23.0	24.0	4,047	4,278	4,612
Law Library & Archives	2.0	2.0	2.0	503	494	511
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	22.0	25.0	26.0	4,550	4,773	5,123
FUNDING				2013*	2014*	2015*
General Fund				4,550	3,749	4,041
Admin of Justice Fund				0	59	62
Admissions Fund				0	507	536
Client Security Fund				0	84	89
Lawyer Asst Program Fund				0	71	75
Legal Services Trust Fund				0	87	92
Legal Specializations Fund				0	63	67
Annual Meeting Fund				0	23	24
Sections Funds				0	128	135
TOTAL (All Funds)				4,550	4,773	5,123

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSGeneral Counsel

OGC provides contract, litigation and legal opinion services for a wide range of matters for the State Bar. In addition to its general legal duties, OGC also provides such services in specialty areas such as insurance/group insurance, real property, Lawyer Assistance Program, Admissions, Lawyer Referral Services, membership, and discipline.

Law Library & Archives

This unit maintains the State Bar's law library, including hardcopy and electronic materials; provides legal research assistance to the Bar's attorney staff; and provides institutional archive services to maintain the Bar's historical records.

Cost Recovery

(n/a)

DETAILED EXPENDITURES BY PROGRAM

	2013*	2014*	2015*
<u>General Counsel</u>			
General Fund	4,047	4,278	4,612
Total General Counsel	4,047	4,278	4,612
<u>Law Library & Archives</u>			
General Fund	503	494	511
Total Law Library & Archives	503	494	511
<u>Cost Recovery</u>			
General Fund	0	-1,023	-1,081
Admin of Justice Fund	0	59	62
Admissions Fund	0	507	536
Client Security Fund	0	84	89
Lawyer Asst Program Fund	0	71	75
Legal Services Trust Fund	0	87	92
Legal Specializations Fund	0	63	67
Annual Meeting Fund	0	23	24
Sections Funds	0	128	135
Total Cost Recovery	0	0	0
TOTAL	4,550	4,773	5,123

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	22.0	25.0	26.0	3,344	3,304	3,654
Supplemental Staffing				261	205	205
Travel & Training				57	61	61
Supplies and Postage				335	339	339
Professional Services				476	776	776
Telecommunications				30	27	27
Other Outside Services				42	51	51
Computers & Software				0	3	3
Buildings & Equipment				0	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				5	5	5
Indirect Costs				0	0	0
TOTAL	22.0	25.0	26.0	4,550	4,773	5,123

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Human Resources

The Human Resources department is responsible for policies governing the compensation of Bar employees, for negotiation with the Bar's collective bargaining units, and for advising Bar staff with regard to personnel matters.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
HR Administration	0.0	0.0	0.0	0	390	390
Compensation Administration	1.0	1.0	1.0	263	173	180
Recruiting and Development	2.0	2.0	2.0	317	466	488
Employee Relations	2.0	1.0	1.0	199	186	202
Records and Information Systems	7.0	6.0	6.0	600	442	482
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	12.0	10.0	10.0	1,379	1,657	1,743
FUNDING				2013*	2014*	2015*
General Fund				1,379	1,211	1,274
Admin of Justice Fund				0	23	25
Admissions Fund				0	226	237
Client Security Fund				0	32	33
Lawyer Asst Program Fund				0	32	33
Legal Services Trust Fund				0	39	41
Legal Specializations Fund				0	28	30
Annual Meeting Fund				0	10	11
Sections Funds				0	57	60
TOTAL (All Funds)				1,379	1,657	1,743

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

HR Administration

This service area provides overall management and administrative support for the Office of Human Resources.

Compensation Administration

The Office of Human Resources plays the leading role in developing, benchmarking and administering the Bar's employee compensation structure, including its salary schedules, benefit offerings and retirement alternatives. This service area also includes day-to-day operations of the Bar's payroll and benefit programs.

Recruiting and Development

This service area encompasses recruiting new staff, institutional training, and administering the Bar's system of performance reviews for current employees. This service area also handles employee separations.

Employee Relations

Employee relations encompasses activities ranging from health and wellness promotion to collective bargaining. It includes workplace safety efforts, contract negotiations, and management of the employee grievance process.

Records and Information Systems

This service area is responsible for maintaining required employment records, processing security clearances, and operating the Bar's Human Resources Information System (HRIS).

Cost Recovery

(n/a)

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>HR Administration</u>			
General Fund	0	390	390
Total HR Administration	0	390	390
<u>Compensation Administration</u>			
General Fund	263	173	180
Total Compensation Administration	263	173	180
<u>Recruiting and Development</u>			
General Fund	317	466	488
Total Recruiting and Development	317	466	488
<u>Employee Relations</u>			
General Fund	199	186	202
Total Employee Relations	199	186	202
<u>Records and Information Systems</u>			
General Fund	600	442	482
Total Records and Information Systems	600	442	482
<u>Cost Recovery</u>			
General Fund	0	-446	-470
Admin of Justice Fund	0	23	25
Admissions Fund	0	226	237
Client Security Fund	0	32	33
Lawyer Asst Program Fund	0	32	33
Legal Services Trust Fund	0	39	41
Legal Specializations Fund	0	28	30
Annual Meeting Fund	0	10	11
Sections Funds	0	57	60
Total Cost Recovery	0	0	0
TOTAL	1,379	1,657	1,743

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	12.0	10.0	10.0	1,083	985	1,072
Supplemental Staffing				128	33	33
Travel & Training				27	31	31
Supplies and Postage				8	14	14
Professional Services				103	154	154
Telecommunications				19	14	14
Other Outside Services				3	37	37
Computers & Software				1	0	0
Buildings & Equipment				1	1	1
Retiree Medical Funding				0	387	387
Other Expenditures				6	0	0
Indirect Costs				0	0	0
TOTAL	12.0	10.0	10.0	1,379	1,657	1,743

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Information Technology

The Information Technology department is responsible for the Bar's IT infrastructure (including PC's, networks, servers, and mini-computers), for custom software development, for maintenance and administration of the Bar's existing software, and for the Bar's public-facing internet presence.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
IT Admin	32.0	29.0	29.0	4,983	372	400
IT Operations	0.0	0.0	0.0	0	2,873	2,998
IT Applications	0.0	0.0	0.0	0	2,318	2,568
IT Project Mgt	0.0	0.0	0.0	0	214	229
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	32.0	29.0	29.0	4,983	5,777	6,195
FUNDING				2013*	2014*	2015*
General Fund				4,983	4,220	4,526
Admin of Justice Fund				0	82	88
Admissions Fund				0	786	843
Client Security Fund				0	111	119
Lawyer Asst Program Fund				0	111	119
Legal Services Trust Fund				0	135	145
Legal Specializations Fund				0	98	105
Annual Meeting Fund				0	35	38
Sections Funds				0	198	213
TOTAL (All Funds)				4,983	5,777	6,195

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSIT Admin

(n/a)

IT Operations

(n/a)

IT Applications

(n/a)

IT Project Mgt

(n/a)

Cost Recovery

(n/a)

DETAILED EXPENDITURES BY PROGRAM

	2013*	2014*	2015*
<u>IT Admin</u>			
General Fund	4,983	372	400
Total IT Admin	4,983	372	400
<u>IT Operations</u>			
General Fund	0	2,873	2,998
Total IT Operations	0	2,873	2,998
<u>IT Applications</u>			
General Fund	0	2,318	2,568
Total IT Applications	0	2,318	2,568
<u>IT Project Mgt</u>			
General Fund	0	214	229
Total IT Project Mgt	0	214	229
<u>Cost Recovery</u>			
General Fund	0	-1,556	-1,669
Admin of Justice Fund	0	82	88
Admissions Fund	0	786	843
Client Security Fund	0	111	119
Lawyer Asst Program Fund	0	111	119
Legal Services Trust Fund	0	135	145
Legal Specializations Fund	0	98	105
Annual Meeting Fund	0	35	38
Sections Funds	0	198	213
Total Cost Recovery	0	0	0
TOTAL	4,983	5,777	6,195

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	32.0	29.0	29.0	3,379	3,985	4,284
Supplemental Staffing				199	50	50
Travel & Training				54	91	91
Supplies and Postage				10	10	10
Professional Services				59	260	260
Occupancy				3	148	148
Telecommunications				80	180	180
Other Outside Services				2	0	0
Computers & Software				1,099	1,054	1,174
Buildings & Equipment				98	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				0	0	0
Indirect Costs				0	0	0
TOTAL	32.0	29.0	29.0	4,983	5,777	6,195

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Communications

Media & Information Services is primarily responsible for communications between the Bar and both its members and the general public. MIS produces the California Bar Journal, a major channel of communication with the membership. In addition, MIS is responsible for public outreach, press relations, and the content of the Bar's website.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Media Relations	5.0	7.6	7.6	865	1,358	1,344
California Bar Journal	2.0	1.0	1.0	243	286	301
Public Education	0.0	0.0	0.0	0	0	0
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	7.0	8.6	8.6	1,108	1,644	1,644
FUNDING				2013*	2014*	2015*
General Fund				1,108	1,512	1,514
Admin of Justice Fund				0	8	8
Admissions Fund				0	70	69
Client Security Fund				0	4	4
Grants Fund				0	0	0
Lawyer Asst Program Fund				0	5	5
Legal Services Trust Fund				0	6	6
Legal Specializations Fund				0	4	4
Annual Meeting Fund				0	4	4
Sections Funds				0	32	31
TOTAL (All Funds)				1,108	1,644	1,644

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6092.5 subd. (h)

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSMedia Relations

Media Relations is the State Bar's principal day-to-day liaison with the news media. Media Relations staff are responsible for fielding inbound inquiries from the press and electronic media and for actively communicating the Bar's message via press releases and other means. Media Relations also provides support and training for other Bar staff who may have contact with the press.

California Bar Journal

Prepared and distributed monthly, the California Bar Journal is a primary communication tool between the State Bar and its members. Staff researches and writes stories, compiles monthly discipline summaries, solicits articles from outside authors, hires and oversees freelance writers, edits/rewrites submissions, identifies opportunities for and takes or obtains photographs relevant to stories, completes design and layout of stories and advertising, and solicits MCLE self-study tests. Staff in this area also obtains advertisers, oversees advertising and other contracts, and collects advertising and other revenue.

Public Education

Staff in this service area participates in the development of consumer education pamphlets, brochures and guides. These public education materials are initially researched and written by staff whose work is then reviewed by volunteer attorneys for completeness and accuracy. Staff designs, lays out, edits, and oversees the translation of the final materials in multiple languages. In addition, staff also organizes and attends public education forums throughout the state and helps to market those forums to encourage attorney participation and public attendance.

Cost Recovery

(n/a)

DETAILED EXPENDITURES BY PROGRAM

	2013*	2014*	2015*
<u>Media Relations</u>			
General Fund	865	1,358	1,344
Total Media Relations	865	1,358	1,344
<u>California Bar Journal</u>			
General Fund	243	286	301
Total California Bar Journal	243	286	301
<u>Public Education</u>			
Grants Fund	0	0	0
Total Public Education	0	0	0
<u>Cost Recovery</u>			
General Fund	0	-132	-130
Admin of Justice Fund	0	8	8
Admissions Fund	0	70	69
Client Security Fund	0	4	4
Lawyer Asst Program Fund	0	5	5
Legal Services Trust Fund	0	6	6
Legal Specializations Fund	0	4	4
Annual Meeting Fund	0	4	4
Sections Funds	0	32	31
Total Cost Recovery	0	0	0
TOTAL	1,108	1,644	1,644

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	7.0	8.6	8.6	590	1,218	1,293
Supplemental Staffing				182	4	4
Travel & Training				32	12	12
Supplies and Postage				31	23	23
Professional Services				193	219	219
Telecommunications				10	6	6
Other Outside Services				68	175	101
Computers & Software				1	0	0
Buildings & Equipment				5	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				-4	-13	-13
Indirect Costs				0	0	0
TOTAL	7.0	8.6	8.6	1,108	1,644	1,644

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

General Services

The Office of Operations provides a comprehensive range of administrative and facilities services that support the work of all State Bar departments.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Administrative Services	23.0	22.0	22.0	2,198	2,160	2,283
Facilities Management	0.0	0.0	0.0	6,729	3,432	3,421
Library & Research Services	0.0	0.0	0.0			
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	23.0	22.0	22.0	8,927	5,591	5,704
FUNDING				2013*	2014*	2015*
General Fund				8,927	2,908	2,989
Admin of Justice Fund				0	90	91
Admissions Fund				0	1,964	1,987
Building Assessment Fund				0	0	0
Lawyer Asst Program Fund				0	217	220
180 Howard Street Fund				0	0	0
Sections Funds				0	411	416
TOTAL (All Funds)				8,927	5,591	5,704

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSAdministrative Services

As the organization's administrative support arm, the Office of Operations manages mail and courier services; reception and public inquiry; document imaging and printing; fax and copier support; meeting and conference support; and travel services.

Facilities Management

The Office of Operations manages over 300,000 square feet of owned and leased office space for Bar staff and tenants. Operations maintains the Bar's facilities and safeguards its physical assets by managing engineering and janitorial services; landlord/tenant relations; space planning and use; safety and security programs; parking; and recycling programs.

Library & Research Services

This unit maintains the State Bar's law library, including hardcopy and electronic materials; provides legal research assistance to the Bar's attorney staff; and provides institutional archive services to maintain the Bar's historical records.

Cost Recovery

(n/a)

DETAILED EXPENDITURES BY PROGRAM

	2013*	2014*	2015*
<u>Administrative Services</u>			
General Fund	2,198	2,160	2,283
Total Administrative Services	2,198	2,160	2,283
<u>Facilities Management</u>			
General Fund	6,729	3,432	3,421
Building Assessment Fund	0	0	0
180 Howard Street Fund	0	0	0
Total Facilities Management	6,729	3,432	3,421
<u>Cost Recovery</u>			
General Fund	0	-2,683	-2,716
Admin of Justice Fund	0	90	91
Admissions Fund	0	1,964	1,987
Lawyer Asst Program Fund	0	217	220
Sections Funds	0	411	416
Total Cost Recovery	0	0	0
TOTAL	8,927	5,591	5,704

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	23.0	22.0	22.0	1,918	1,943	2,067
Supplemental Staffing				12	59	59
Travel & Training				60	24	24
Supplies and Postage				161	259	264
Professional Services				395	271	282
Occupancy				6,299	2,783	3,006
Telecommunications				41	27	27
Other Outside Services				36	287	37
Computers & Software				0	0	0
Buildings & Equipment				51	15	15
Retiree Medical Funding				0	0	0
Other Expenditures				-46	-76	-76
Indirect Costs				0	0	0
TOTAL	23.0	22.0	22.0	8,927	5,591	5,704

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Technology Projects

This category includes telecommunications and IT infrastructure upgrades as well as upgrades to and replacement of software applications.

	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
SUMMARY OF PROGRAM REQUIREMENTS						
Technology Projects	0.0	0.0	0.0	1,977	1,509	2,850
TOTAL (All Programs)	0.0	0.0	0.0	1,977	1,509	2,850
FUNDING				2013*	2014*	2015*
Technology Projects Fund				1,977	1,509	2,850
TOTAL (All Funds)				1,977	1,509	2,850

LEGAL CITATIONS & AUTHORITY

Business and Professions Code Section 6001

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Technology Projects
(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Technology Projects</u>			
Technology Projects Fund	1,977	1,509	2,850
Total Technology Projects	1,977	1,509	2,850
TOTAL	1,977	1,509	2,850

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Supplemental Staffing				125	0	0
Travel & Training				51	0	0
Supplies and Postage				1	0	0
Professional Services				400	200	100
Telecommunications				4	0	0
Other Outside Services				1	200	100
Computers & Software				1,393	1,109	2,650
Buildings & Equipment				1	0	0
TOTAL				1,977	1,509	2,850

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Facilities Projects

This category includes capital improvement projects at the State Bar's headquarters at 180 Howard Street in San Francisco as well as at its recently acquired offices at 845 South Figueroa in Los Angeles.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Facilities Projects	0.0	0.0	0.0	566	10,877	3,702
TOTAL (All Programs)	0.0	0.0	0.0	566	10,877	3,702
FUNDING				2013*	2014*	2015*
General Fund				430	3,702	3,702
180 Howard Street Fund				0	7,175	0
LA Facilities Fund				136	0	0
TOTAL (All Funds)				566	10,877	3,702

LEGAL CITATIONS & AUTHORITY

Business and Professions Code Section 6001

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Facilities Projects

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Facilities Projects</u>			
General Fund	430	3,702	3,702
180 Howard Street Fund	0	7,175	0
LA Facilities Fund	136	0	0
Total Facilities Projects	566	10,877	3,702
TOTAL	566	10,877	3,702

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Travel & Training				1	0	0
Supplies and Postage				22	0	0
Professional Services				0	0	0
Occupancy				541	1,400	1,400
Telecommunications				0	0	0
Other Outside Services				0	0	0
Buildings & Equipment				1	7,175	0
Debt Service				0	2,302	2,302
TOTAL				566	10,877	3,702

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Non-Departmental

The Non-Departmental budget accounts for a variety of line items which are not associated with specific departments, programs or Bar operations.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Bar-Wide Accounts	0.0	0.0	0.0	37	51	51
Fund Level Accounts	0.0	0.0	0.0	26,564	3,312	1,401
Fixed Assets	0.0	0.0	0.0			
Obsolete Accounts	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	0.0	0.0	0.0	26,601	3,363	1,452
FUNDING				2013*	2014*	2015*
General Fund				-6,189	-827	-852
Admin of Justice Fund				6,798	1,349	3,099
Admissions Fund				3,940	135	135
Building Assessment Fund				10,221	0	0
Client Security Fund				655	19	19
Discipline Fund				0	0	0
Grants Fund				0	0	0
IT Assessment Fund				4,145	3,500	0
Justice Gap Fund				952	680	680
Lawyer Asst Program Fund				391	19	19
Legal Services Trust Fund				498	19	19
Legal Specializations Fund				2,964	19	19
180 Howard Street Fund				612	106	106
LA Facilities Fund				1,053	400	400
Technology Projects Fund				-659	0	0
Annual Meeting Fund				82	6	6
Sections Funds				1,141	-2,063	-2,200
Public Protection Fund				0	0	0
TOTAL (All Funds)				26,601	3,363	1,452

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Bar-Wide Accounts

Bar-Wide Accounts includes a number of revenue and expenditure lines which are meaningful for the Bar as a whole, but which are not connected with specific departments, programs or operations.

Fund Level Accounts

Fund level accounts reflect charges attributed to particular State Bar funds, but not to the operations of specific departments. Major examples include indirect costs and inter-fund transfers.

Fixed Assets

In previous years, the Fixed Assets fund included a budget for depreciation expense. However, most government agencies do not budget for non-cash expenses such as depreciation. In keeping with prevailing government accounting practice, depreciation is not shown as a budgeted item in 2008.

Obsolete Accounts

The Obsolete Accounts budget is a "holding area" for certain accounts which are no longer in use, but which may have small historical amounts associated with them (so that they do not drop out of the presentation altogether).

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Bar-Wide Accounts</u>			
Admin of Justice Fund	37	51	51
Total Bar-Wide Accounts	37	51	51
<u>Fund Level Accounts</u>			
General Fund	-6,190	-827	-852
Admin of Justice Fund	6,761	1,298	3,048
Admissions Fund	3,940	135	135
Building Assessment Fund	10,221	0	0
Client Security Fund	655	19	19
Discipline Fund	0	0	0
IT Assessment Fund	4,145	3,500	0
Justice Gap Fund	952	680	680
Lawyer Asst Program Fund	391	19	19
Legal Services Trust Fund	498	19	19
Legal Specializations Fund	2,964	19	19
180 Howard Street Fund	612	106	106
LA Facilities Fund	1,053	400	400
Technology Projects Fund	-659	0	0
Annual Meeting Fund	82	6	6
Sections Funds	1,141	-2,063	-2,200
Public Protection Fund	0	0	0
Total Fund Level Accounts	26,564	3,312	1,401
<u>Obsolete Accounts</u>			
General Fund	0	0	0
Grants Fund	0	0	0
Total Obsolete Accounts	0	0	0
TOTAL	26,601	3,363	1,452

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits				407	-1,129	-1,154
Travel & Training				56	31	31
Supplies and Postage				0	0	0
Professional Services				-339	0	0
Telecommunications				-283	-200	-200
Other Outside Services				23	100	100
CSF Applications				0	0	0
Legal Services Grants				0	0	0
Computers & Software				-378	0	0
Buildings & Equipment				-26	0	0
Retiree Medical Funding				1,500	813	813
Debt Service				1,053	0	0
Other Expenditures				0	-2,095	-2,232
Indirect Costs				0	8	9
Reimbursements				-14	0	0
Interfund Transfers				23,992	5,836	4,086
TOTAL				25,990	3,363	1,452

DETAIL OF APPROPRIATIONS & ADJUSTMENTS

Not applicable: no adjustments have been made to date.

CHANGES IN AUTHORIZED POSITIONS

Not applicable: no changes in authorized positions have been made to date.

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Statements of Fund Condition

General Fund	2013*	2014*	2015*
Beginning Balance	3,734	2,600	2,562
<u>Revenues</u>			
Mandatory Dues	57,277	61,750	63,000
Administrative Fees	2,062	2,010	2,010
Penalties and Late Fees	2,553	2,530	2,530
Lease Revenues	0	0	0
Other Fees and Charges	196	160	160
Grants	20	0	0
Interest Income	54	40	40
Other Revenues	378	331	331
Interfund Transfers	0	500	2,400
Total Revenues	62,539	67,321	70,471
<u>Expenditures</u>			
Admissions	0	0	0
Chief Trial Counsel	26,770	29,783	31,326
Probation	919	897	953
Mandatory Fee Arbitration	603	712	756
State Bar Court	7,107	7,108	7,437
Member Records & Compliance	2,153	2,391	2,528
Professional Competence	1,601	1,798	1,890
Education	143	119	128
Legal Services	1,084	1,382	1,493
Executive Director	2,567	2,590	2,474
Finance	4,365	3,577	3,795
Budget & Performance Analysis	739	529	556
General Counsel	4,550	3,749	4,041
Human Resources	1,379	1,211	1,274
Information Technology	4,983	4,220	4,526
Communications	1,108	1,512	1,514
General Services	8,927	2,908	2,989
Facilities Projects	430	3,702	3,702
Non-Departmental	-6,189	-827	-852
Total Expenditures	63,240	67,359	70,529
Estimated Closing Adjustments	-433		
Ending Balance	2,600	2,562	2,503

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Admin of Justice Fund	2013*	2014*	2015*
Beginning Balance	5,802	1,000	1,477
<u>Revenues</u>			
Voluntary Dues & Donations	1,571	1,540	1,540
Lease Revenues	0	0	0
Insurance Commissions	1,867	1,775	1,775
Other Fees and Charges	0	0	0
Interest Income	9	6	6
Other Revenues	157	120	120
Interfund Transfers	0	400	400
Total Revenues	3,604	3,841	3,841
<u>Expenditures</u>			
Education	362	484	498
Diversity & Bar Relations	605	647	677
Executive Director	543	521	556
Finance	0	90	98
Budget & Performance Analysis	0	11	12
General Counsel	0	59	62
Human Resources	0	23	25
Information Technology	0	82	88
Communications	0	8	8
General Services	0	90	91
Non-Departmental	6,798	1,349	3,099
Total Expenditures	8,307	3,364	5,214
Estimated Closing Adjustments	-99		
Ending Balance	1,000	1,477	104

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Admissions Fund	2013*	2014*	2015*
Beginning Balance	2,759	3,800	2,642
<u>Revenues</u>			
Administrative Fees	679	610	610
Penalties and Late Fees	508	510	535
Student Registration Fees	1,194	1,080	1,134
Exam Fees	13,113	13,131	13,787
Moral Character Fees	4,242	3,888	4,082
Other Fees and Charges	290	260	260
Interest Income	21	32	32
Other Revenues	0	0	0
Interfund Transfers	0	0	0
Total Revenues	20,048	19,510	20,440
<u>Expenditures</u>			
Admissions	15,051	16,295	16,891
Executive Director	0	92	96
Finance	0	415	476
Budget & Performance Analysis	0	177	186
General Counsel	0	507	536
Human Resources	0	226	237
Information Technology	0	786	843
Communications	0	70	69
General Services	0	1,964	1,987
Non-Departmental	3,940	135	135
Total Expenditures	18,991	20,668	21,458
Estimated Closing Adjustments	-16		
Ending Balance	3,800	2,642	1,624
Building Assessment Fund			
Beginning Balance	8,137	0	0
<u>Revenues</u>			
Mandatory Dues	2,153	0	0
Interest Income	11	0	0
Other Revenues	1	0	0
Total Revenues	2,165	0	0
<u>Expenditures</u>			
General Services	0	0	0
Non-Departmental	10,221	0	0
Total Expenditures	10,221	0	0
Estimated Closing Adjustments	-81		
Ending Balance	0	0	0

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Client Security Fund	2013*	2014*	2015*
Beginning Balance	-15,638	5,100	2,050
<u>Revenues</u>			
Mandatory Dues	7,440	7,580	7,730
Interest Income	29	0	0
Other Revenues	20	0	0
Total Revenues	7,489	7,580	7,730
<u>Expenditures</u>			
Client Security Fund	12,385	10,148	7,228
Executive Director	0	6	6
Finance	0	217	225
Budget & Performance Analysis	0	10	10
General Counsel	0	84	89
Human Resources	0	32	33
Information Technology	0	111	119
Communications	0	4	4
Non-Departmental	655	19	19
Total Expenditures	13,040	10,630	7,733
Estimated Closing Adjustments	26,289		
Ending Balance	5,100	2,050	2,048
Discipline Fund	2013*	2014*	2015*
Beginning Balance	0	0	0
<u>Revenues</u>			
Interest Income	0	0	0
Total Revenues	0	0	0
<u>Expenditures</u>			
Non-Departmental	0	0	0
Total Expenditures	0	0	0
Estimated Closing Adjustments	0		
Ending Balance	0	0	0

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Grants Fund	2013*	2014*	2015*
Beginning Balance	253	0	0
<u>Revenues</u>			
Grants	56	0	0
Other Revenues	58	0	0
Total Revenues	114	0	0
<u>Expenditures</u>			
Legal Services	11	0	0
Diversity & Bar Relations	126	0	0
Communications	0	0	0
Non-Departmental	0	0	0
Total Expenditures	137	0	0
Estimated Closing Adjustments	-230		
Ending Balance	0	0	0
IT Assessment Fund	2013*	2014*	2015*
Beginning Balance	5,811	3,500	0
<u>Revenues</u>			
Mandatory Dues	1,761	0	0
Interest Income	13	0	0
Other Revenues	1	0	0
Total Revenues	1,775	0	0
<u>Expenditures</u>			
Non-Departmental	4,145	3,500	0
Total Expenditures	4,145	3,500	0
Estimated Closing Adjustments	59		
Ending Balance	3,500	0	0
Justice Gap Fund	2013*	2014*	2015*
Beginning Balance	317	0	3
<u>Revenues</u>			
Voluntary Dues & Donations	1,042	750	750
Interest Income	1	0	0
Other Revenues	0	0	0
Total Revenues	1,043	750	750
<u>Expenditures</u>			
Legal Services	0	0	0
Finance	0	67	69
Non-Departmental	952	680	680
Total Expenditures	952	747	749
Estimated Closing Adjustments	-408		
Ending Balance	0	3	4

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Lawyer Asst Program Fund	2013*	2014*	2015*
Beginning Balance	874	1,400	1,475
<u>Revenues</u>			
Mandatory Dues	1,959	1,983	2,033
Interest Income	5	0	0
Other Revenues	1	0	0
Interfund Transfers	0	0	0
Total Revenues	<u>1,965</u>	<u>1,983</u>	<u>2,033</u>
<u>Expenditures</u>			
Lawyer Assistance Program	1,040	1,353	1,438
Executive Director	0	7	7
Finance	0	80	86
Budget & Performance Analysis	0	12	13
General Counsel	0	71	75
Human Resources	0	32	33
Information Technology	0	111	119
Communications	0	5	5
General Services	0	217	220
Non-Departmental	391	19	19
Total Expenditures	<u>1,431</u>	<u>1,908</u>	<u>2,016</u>
Estimated Closing Adjustments	-7		
Ending Balance	<u><u>1,400</u></u>	<u><u>1,475</u></u>	<u><u>1,492</u></u>

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Legal Services Trust Fund	2013*	2014*	2015*
Beginning Balance	933	0	81
<u>Revenues</u>			
Voluntary Dues & Donations	3,280	4,800	4,800
Administrative Fees	525	500	500
Grants	16,009	15,600	15,600
IOLTA	4,989	4,800	4,800
Interest Income	6	15	15
Other Revenues	12	0	0
Interfund Transfers	2,934	1,080	1,080
Total Revenues	<u>27,755</u>	<u>26,795</u>	<u>26,795</u>
<u>Expenditures</u>			
Legal Services	27,255	26,355	26,330
Executive Director	0	18	19
Finance	0	38	44
Budget & Performance Analysis	0	16	17
General Counsel	0	87	92
Human Resources	0	39	41
Information Technology	0	135	145
Communications	0	6	6
Non-Departmental	498	19	19
Total Expenditures	<u>27,753</u>	<u>26,714</u>	<u>26,713</u>
Estimated Closing Adjustments	-935		
Ending Balance	<u>0</u>	<u>81</u>	<u>163</u>

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Legal Specializations Fund	2013*	2014*	2015*
Beginning Balance	2,805	1,100	1,520
<u>Revenues</u>			
Administrative Fees	1,907	1,935	1,935
Penalties and Late Fees	1	0	0
Exam Fees	490	77	452
Other Fees and Charges	8	11	11
Interest Income	7	7	7
Other Revenues	2	3	3
Interfund Transfers	0	106	106
Total Revenues	2,415	2,140	2,515
<u>Expenditures</u>			
Admissions	1,085	1,450	1,765
Executive Director	0	23	24
Finance	0	24	27
Budget & Performance Analysis	0	10	11
General Counsel	0	63	67
Human Resources	0	28	30
Information Technology	0	98	105
Communications	0	4	4
Non-Departmental	2,964	19	19
Total Expenditures	4,048	1,719	2,052
Estimated Closing Adjustments	-72		
Ending Balance	1,100	1,520	1,983
<hr/>			
180 Howard Street Fund	2013*	2014*	2015*
Beginning Balance	8,467	7,700	1,255
<u>Revenues</u>			
Mandatory Dues	3	0	0
Penalties and Late Fees	0	0	0
Lease Revenues	925	836	721
Interest Income	25	0	0
Other Revenues	2	0	0
Interfund Transfers	2,480	0	0
Total Revenues	3,435	836	721
<u>Expenditures</u>			
General Services	0	0	0
Facilities Projects	0	7,175	0
Non-Departmental	612	106	106
Total Expenditures	612	7,281	106
Estimated Closing Adjustments	-3,591		
Ending Balance	7,700	1,255	1,870

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

LA Facilities Fund	2013*	2014*	2015*
Beginning Balance	31,221	0	0
<u>Revenues</u>			
Lease Revenues	93	400	400
Interest Income	25	0	0
Other Revenues	14	0	0
Interfund Transfers	14,466	0	0
Total Revenues	14,597	400	400
<u>Expenditures</u>			
Facilities Projects	136	0	0
Non-Departmental	1,053	400	400
Total Expenditures	1,188	400	400
Estimated Closing Adjustments	-44,630		
Ending Balance	0	0	0
<hr/>			
Technology Projects Fund	2013*	2014*	2015*
Beginning Balance	1,858	1,200	3,191
<u>Revenues</u>			
Interest Income	8	0	0
Other Revenues	0	0	0
Interfund Transfers	4,113	3,500	0
Total Revenues	4,120	3,500	0
<u>Expenditures</u>			
Technology Projects	1,977	1,509	2,850
Non-Departmental	-659	0	0
Total Expenditures	1,318	1,509	2,850
Estimated Closing Adjustments	-3,461		
Ending Balance	1,200	3,191	341

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Annual Meeting Fund	2013*	2014*	2015*
Beginning Balance	172	0	1
<u>Revenues</u>			
Other Fees and Charges	420	482	482
Interest Income	7	1	1
Other Revenues	271	303	303
Interfund Transfers	0	250	100
Total Revenues	698	1,036	886
<u>Expenditures</u>			
Education	851	922	947
Executive Director	0	5	5
Finance	0	22	25
Budget & Performance Analysis	0	9	10
General Counsel	0	23	24
Human Resources	0	10	11
Information Technology	0	35	38
Communications	0	4	4
Non-Departmental	82	6	6
Total Expenditures	933	1,035	1,069
Estimated Closing Adjustments	63		
Ending Balance	0	1	-182
<hr/>			
Sections Funds	2013*	2014*	2015*
Beginning Balance	7,098	6,800	6,098
<u>Revenues</u>			
Sections Member Dues	4,951	4,876	4,876
Grants	5	5	5
Interest Income	25	24	24
Other Revenues	2,764	2,566	2,566
Total Revenues	7,745	7,471	7,471
<u>Expenditures</u>			
Education	6,193	9,012	9,286
Executive Director	0	82	85
Finance	0	235	263
Budget & Performance Analysis	0	81	85
General Counsel	0	128	135
Human Resources	0	57	60
Information Technology	0	198	213
Communications	0	32	31
General Services	0	411	416
Non-Departmental	1,141	-2,063	-2,200
Total Expenditures	7,334	8,172	8,375
Estimated Closing Adjustments	-710		
Ending Balance	6,800	6,098	5,193

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Public Protection Fund	2013*	2014*	2015*
Beginning Balance	6,485	1,900	1,900
<u>Revenues</u>			
Interest Income	8	0	0
Total Revenues	<u>8</u>	<u>0</u>	<u>0</u>
<u>Expenditures</u>			
Non-Departmental	0	0	0
Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>
Estimated Closing Adjustments	-4,594		
Ending Balance	<u><u>1,900</u></u>	<u><u>1,900</u></u>	<u><u>1,900</u></u>

* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

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* 2013 Pre-close actuals, 2014-15 Budget, \$ thousands

Wages & Salary Supplement

	Budgeted FTE			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
Admissions						
<u>Admissions Administration</u>						
Senior Director Admissions	1.00	1.00	1.00	11,360 - 16,585	186,204	198,684
Section Chief	1.00	1.00	1.00	6,418 - 8,450	81,307	87,504
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	63,726	68,744
Administrative Specialist Conf	1.00	1.00	1.00	5,000 - 6,761	60,818	66,120
Administrative Assistant II	1.00	2.00	2.00	4,346 - 5,790	106,976	115,860
Admissions Analyst III	1.00	1.00	1.00	4,346 - 5,790	69,362	71,370
Accounting Technician	1.00	0.00	0.00	3,933 - 5,243		
Administrative Assistant I	2.00	2.00	2.00	3,933 - 5,243	97,511	105,581
Admissions Administration Total	9.00	9.00	9.00	583,237	665,904	713,863
<u>Examination Development</u>						
Director, Examinations	1.00	1.00	1.00	8,535 - 12,376	133,740	144,306
Examinations Technician	1.00	1.00	1.00	5,840 - 7,699	90,333	94,851
Examination Development Total	2.00	2.00	2.00	195,332	224,073	239,157
<u>Application Processing</u>						
Section Chief	3.00	3.00	3.00	6,418 - 8,450	267,292	282,534
Sr Administrative Assistant	2.00	1.00	1.00	5,311 - 7,008	71,168	76,712
Admis Eligibility Analyst III	1.00	1.00	1.00	4,781 - 6,371	76,440	78,546
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	58,731	63,302
Admis Eligibility Analyst II	2.00	2.00	2.00	4,346 - 5,790	134,850	141,396
Coordinator Of Records	6.00	6.00	6.00	3,933 - 5,243	311,190	335,829
Application Processing Total	15.00	14.00	14.00	902,838	919,671	978,319
<u>Admissions Operations</u>						
Director, Operations & Mgmt	1.00	1.00	1.00	8,535 - 12,376	127,370	137,416
Deputy Dir, Operations & Mgmt	1.00	1.00	1.00	7,759 - 11,256	117,382	126,636
Section Chief	2.00	2.00	2.00	6,418 - 8,450	159,958	172,246
Technology Svce Analyst Techn	1.00	1.00	1.00	5,840 - 7,699	88,863	94,101
Sr Administrative Assistant	2.00	2.00	2.00	5,311 - 7,008	149,652	160,902
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	61,715	66,380
Admissions Analyst III	1.00	1.00	1.00	4,346 - 5,790	69,307	71,370
Accounting Technician	1.00	1.00	1.00	3,933 - 5,243	52,038	56,138
Administrative Assistant I	2.00	2.00	2.00	3,933 - 5,243	110,123	118,495
Admissions Analyst II	1.00	1.00	1.00	3,933 - 5,243	51,735	55,829
Admissions Analyst I	2.00	2.00	2.00	3,228 - 4,306	93,039	98,933
Admissions Operations Total	15.00	15.00	15.00	975,627	1,081,182	1,158,446
<u>Examination Grading</u>						
Director, Admissions Admin	1.00	1.00	1.00	8,535 - 12,376	121,480	131,058
Section Chief	1.00	1.00	1.00	6,418 - 8,450	77,012	83,070
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	63,726	68,744
Admssions Coordinator	1.00	1.00	1.00	3,550 - 4,731	56,533	58,318
Admissions Processing Clerk II	1.00	1.00	1.00	2,919 - 3,892	46,696	47,996
Examination Grading Total	5.00	5.00	5.00	333,462	365,447	389,186

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<u>Moral Character Determinations</u>						
Dir, Moral Char Determinations	1.00	1.00	1.00	8,535 - 12,376	122,194	131,838
Section Chief	1.00	2.00	2.00	6,418 - 8,450	202,800	208,364
Moral Character Analyst	10.00	9.00	9.00	5,311 - 7,008	672,513	711,640
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	67,709	71,202
Moral Character Determinations Total	13.00	13.00	13.00	1,009,479	1,065,216	1,123,044
<u>Law School Regulation</u>						
Director, Educational Standards	1.00	1.00	1.00	8,535 - 12,376	132,474	142,916
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	68,620	73,952
Law School Regulation Total	2.00	2.00	2.00	176,080	201,094	216,868
<u>Special Admissions</u>						
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	69,472	71,370
Administrative Assistant I	1.00	1.00	1.00	3,933 - 5,243	51,432	55,520
Special Admissions Total	2.00	2.00	2.00	108,020	120,904	126,890
<u>Specialization</u>						
Director, Legal Specialization	1.00	1.00	1.00	8,535 - 12,376	133,740	144,306
Section Chief	1.00	1.00	1.00	6,418 - 8,450	80,712	86,895
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	65,800	70,886
Administrative Assistant II	3.00	3.00	3.00	4,346 - 5,790	170,066	183,636
Administrative Assistant I	2.00	2.00	2.00	3,933 - 5,243	103,369	111,555
Specialization Total	8.00	8.00	8.00	479,958	553,687	597,278
<u>MCLE Providers</u>						
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	57,497	62,048
Administrative Assistant I	1.00	1.00	1.00	3,933 - 5,243	57,466	61,750
MCLE Providers Total	2.00	2.00	2.00	99,926	114,963	123,798
Admissions Total	73.00	72.00	72.00	4,863,959	5,312,141	5,666,849
Chief Trial Counsel						
<u>Management</u>						
Chief Trial Counsel	1.00	1.00	1.00	12,496 - 16,585	199,004	199,004
Deputy Chief Trial Counsel	1.00	1.00	1.00	10,328 - 15,113	173,450	185,316
Special Asst. Chief Trial Cnsl	1.00	1.00	1.00	9,388 - 13,810	127,114	154,284
Program/Court Sys Anlst (Conf)	0.00	1.00	1.00	5,588 - 7,435	67,054	72,488
Executive Secretary	2.00	2.00	2.00	5,000 - 6,761	121,636	132,240
Administrative Secretary	1.00	1.00	1.00	4,346 - 5,790	69,472	71,370
Management Total	6.00	7.00	7.00	631,601	757,730	814,702

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<u>Intake</u>						
Assistant Chief Trial Counsel	1.00	1.00	1.00	9,388 - 13,810	160,798	170,248
Senior Attorney	2.00	2.00	2.00	8,450 - 12,729	305,448	313,872
Attorney	7.75	7.75	7.75	6,853 - 10,682	942,715	983,506
Complaint Analyst	17.00	17.00	17.00	5,311 - 7,008	1,286,412	1,355,683
Paralegal	4.00	4.00	4.00	5,311 - 7,008	335,800	345,592
Complaint Analyst I	6.00	6.00	6.00	4,781 - 6,371	372,108	401,880
Administrative Secretary	1.00	1.00	1.00	4,346 - 5,790	56,386	60,908
Intake Total	38.75	38.75	38.75	3,406,986	3,459,667	3,631,689
<u>Investigation</u>						
Managing Dir Investigation	1.00	1.00	1.00	7,759 - 11,256	108,544	117,116
Investigator Supervisor	5.00	5.00	5.00	6,418 - 8,450	412,908	440,896
Investigator II	50.00	48.00	48.00	5,840 - 7,699	4,162,485	4,342,818
Administrative Secretary	1.00	1.00	1.00	4,346 - 5,790	57,394	61,934
Investigation Total	57.00	55.00	55.00	5,595,985	4,741,331	4,962,764
<u>Trial</u>						
Assistant Chief Trial Counsel	5.00	4.00	4.00	9,388 - 13,810	636,644	674,232
Senior Attorney	19.00	24.00	24.00	8,450 - 12,729	3,188,125	3,393,854
Attorney	26.60	25.60	25.60	6,853 - 10,682	2,414,331	2,585,565
Paralegal	12.00	11.00	11.00	5,311 - 7,008	799,528	853,046
Administrative Secretary	3.00	3.00	3.00	4,346 - 5,790	192,306	203,718
Trial Total	65.60	67.60	67.60	4,821,815	7,230,934	7,710,415
<u>Audit & Review</u>						
Senior Attorney	1.00	0.00	0.00	8,450 - 12,729		
Attorney	2.00	4.00	4.00	6,853 - 10,682	417,260	446,488
Legal Secretary	1.00	0.00	0.00	4,346 - 5,790		
Audit & Review Total	4.00	4.00	4.00	554,980	417,260	446,488
<u>Central Administration</u>						
Director, Central Admin, Ctc	1.00	1.00	1.00	8,535 - 12,376	127,370	137,416
Managing Director Admin	0.00	1.00	1.00	7,759 - 11,256	98,888	106,674
Sr Administrative Supervisor	2.00	1.00	1.00	6,418 - 8,450	82,797	89,024
Complaint Analyst	1.00	1.00	1.00	5,311 - 7,008	69,481	74,918
Program Court Sys Analyst	2.00	3.00	3.00	5,311 - 7,008	206,772	222,792
Sr Administrative Assistant	3.00	3.00	3.00	5,311 - 7,008	230,991	244,540
Administrative Assistant II	2.00	1.00	1.00	4,346 - 5,790	69,472	71,370
Administrative Secretary	2.00	2.00	2.00	4,346 - 5,790	113,672	122,728
Legal Secretary	14.83	16.00	16.00	4,346 - 5,790	967,601	1,033,077
Administrative Assistant I	2.00	2.00	2.00	3,933 - 5,243	125,840	129,272
Coordinator Of Records	14.00	14.00	14.00	3,933 - 5,243	778,035	825,477
Secretary II	11.00	11.00	11.00	3,933 - 5,243	607,941	646,091
General Clerk II	4.00	4.00	4.00	3,228 - 4,306	164,878	178,264
General Clerk III	1.00	2.00	2.00	3,228 - 4,306	91,899	96,893
Central Administration Total	59.83	62.00	62.00	3,181,585	3,735,637	3,978,536

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<u>Abandoned and Unauthorized Practices</u>						
Paralegal	1.00	1.00	1.00	5,311 - 7,008	84,084	86,398
Sr Administrative Assistant	1.00	0.00	0.00	5,311 - 7,008		
Coordinator Of Records	4.00	4.00	4.00	3,933 - 5,243	220,533	234,611
Abandoned and Unauthorized Practices Total	6.00	5.00	5.00	395,998	304,617	321,009
Chief Trial Counsel Total	237.18	239.35	239.35	18,588,950	20,647,176	21,865,603
Probation						
<u>Probation</u>						
Senior Attorney	1.00	1.00	1.00	8,450 - 12,729	152,724	156,936
Probation Deputy	6.00	6.00	6.00	4,781 - 6,371	395,706	422,905
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	58,620	63,188
Probation Total	8.00	8.00	8.00	533,830	607,050	643,029
Probation Total	8.00	8.00	8.00	533,830	607,050	643,029
Client Security Fund						
<u>Client Security Fund</u>						
Director, Client Security Fund	1.00	1.00	1.00	9,388 - 13,810	151,728	163,716
Senior Attorney	2.00	2.00	2.00	8,450 - 12,729	299,634	312,696
Sr Administrative Supervisor	1.00	1.00	1.00	6,418 - 8,450	101,400	104,182
Paralegal	2.00	2.00	2.00	5,311 - 7,008	153,319	161,040
Administrative Assistant II	2.00	2.00	2.00	4,346 - 5,790	128,745	135,242
Administrative Secretary	1.00	1.00	1.00	4,346 - 5,790	69,472	71,370
Legal Secretary	1.00	1.00	1.00	4,346 - 5,790	57,394	61,934
Coordinator Of Records	1.00	1.00	1.00	3,933 - 5,243	62,920	64,636
Client Security Fund Total	11.00	11.00	11.00	898,907	1,024,612	1,074,816
Client Security Fund Total	11.00	11.00	11.00	898,907	1,024,612	1,074,816
Mandatory Fee Arbitration						
<u>Mandatory Fee Arbitration</u>						
Director, Fee Arbitration	1.00	1.00	1.00	8,535 - 12,376	109,356	117,980
Sr Administrative Assistant	3.00	3.00	3.00	5,311 - 7,008	208,443	224,754
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	61,950	66,618
Mandatory Fee Arbitration Total	5.00	5.00	5.00	330,652	379,749	409,352
Mandatory Fee Arbitration Total	5.00	5.00	5.00	330,652	379,749	409,352

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
State Bar Court						
<u>Administration</u>						
Sr Director State Bar Court	1.00	1.00	1.00	11,360 - 16,585	178,794	192,624
Admin Specialist II (Conf)	1.00	1.00	1.00	6,143 - 8,172	74,604	80,634
Sr Admin Secretary	0.75	0.75	0.75	4,781 - 6,371	54,769	58,211
Administration Total	2.75	2.75	2.75	289,151	308,167	331,469
<u>Hearing Department & Effectuations Unit</u>						
Hearing Judge	5.00	5.00	5.00	13,769 - 15,108	826,020	826,020
Chief Assistant Court Counsel	1.00	1.00	1.00	9,388 - 13,810	150,014	161,852
Court Administrator	2.00	2.00	2.00	8,535 - 12,376	275,974	296,856
Senior Attorney	5.00	5.00	5.00	8,450 - 12,729	700,691	731,359
Case Administrator	10.00	10.00	10.00	5,840 - 7,699	881,382	916,364
Court Services Analyst/Tech	1.00	1.00	1.00	5,840 - 7,699	92,378	94,926
Lead Data Analyst	1.00	1.00	1.00	5,840 - 7,699	80,860	87,048
Program Court Sys Analyst	2.00	2.00	2.00	5,311 - 7,008	131,239	141,454
Deputy Court Clerk IV	2.00	2.00	2.00	4,781 - 6,371	139,434	146,534
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	54,931	59,425
Legal Secretary	1.00	1.00	1.00	4,346 - 5,790	69,472	71,370
Hearing Department & Effectuations Unit Total	31.00	31.00	31.00	3,126,257	3,402,395	3,533,208
<u>Review Department</u>						
Presiding Judge	1.00	1.00	1.00	13,769 - 15,108	181,272	181,272
Review Judge	1.20	1.20	1.20	13,769 - 15,108	217,516	217,516
Chief Court Counsel	1.00	1.00	1.00	10,328 - 15,113	168,508	181,256
Senior Attorney	3.00	3.00	3.00	8,450 - 12,729	361,654	388,910
Case Administrator	2.00	2.00	2.00	5,840 - 7,699	165,148	173,156
Review Department Total	8.20	8.20	8.20	1,028,155	1,094,098	1,142,110
State Bar Court Total	41.95	41.95	41.95	4,443,563	4,804,660	5,006,787
Member Records & Compliance						
<u>Member Service Center</u>						
Managing Dir Member Rec & Comp	1.00	1.00	1.00	7,759 - 11,256	108,778	117,376
Sr Administrative Supervisor	2.00	2.00	2.00	6,418 - 8,450	177,380	190,738
Lead Data Analyst	1.00	1.00	1.00	5,840 - 7,699	73,445	79,058
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	67,390	72,572
Administrative Specialist Conf	1.00	0.00	0.00	5,000 - 6,761		
Membership Services Rep	3.00	3.00	3.00	4,781 - 6,371	196,194	209,834
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	69,472	71,370
Member Services Associate	6.00	6.00	6.00	4,346 - 5,790	366,748	392,787
Administrative Assistant I	4.00	4.00	4.00	3,933 - 5,243	196,234	212,398
Member Service Center Total	20.00	19.00	19.00	1,094,018	1,255,641	1,346,133
Member Records & Compliance Total	20.00	19.00	19.00	1,094,018	1,255,641	1,346,133

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
Professional Competence						
<u>Outreach & Education</u>						
Director, Professnl Competnce	1.00	1.00	1.00	9,388 - 13,810	164,818	170,248
Attorney	1.00	1.00	1.00	6,853 - 10,682	89,842	97,558
Sr Administrative Specialist	1.00	1.00	1.00	6,750 - 8,925	81,974	88,602
Paralegal	7.00	7.00	7.00	5,311 - 7,008	543,123	570,082
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	78,992	84,673
Administrative Secretary	1.00	1.00	1.00	4,346 - 5,790	61,839	66,503
Data Analyst II	1.00	1.00	1.00	3,550 - 4,731	56,623	58,318
Outreach & Education Total	13.00	13.00	13.00	971,729	1,077,211	1,135,984
Professional Competence Total	13.00	13.00	13.00	971,729	1,077,211	1,135,984
Education						
<u>Sections</u>						
Senior Director Education	0.00	1.00	1.00	11,360 - 16,585	166,138	179,236
Dir, Section Educ & Mtg Svcs	1.00	0.00	0.00	8,535 - 12,376	0	0
Managing Dir Sec Ed & Mtg Svcs	1.00	1.00	1.00	7,759 - 11,256	107,726	116,246
Meeting & Event Administrator	2.00	2.00	2.00	6,418 - 8,450	189,809	199,307
Section Coordinator	6.00	6.00	6.00	6,418 - 8,450	555,688	589,700
Web Administrator	1.00	1.00	1.00	5,840 - 7,699	78,830	84,906
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	65,190	70,256
Administrative Assistant II	7.00	7.00	7.00	4,346 - 5,790	399,907	431,678
Data Analyst II	1.00	1.00	1.00	3,550 - 4,731	45,045	48,713
Sections Total	20.00	20.00	20.00	1,133,185	1,608,333	1,720,042
<u>Affinity & Insurance</u>						
Sr Administrative Assistant	1.80	1.80	1.80	5,311 - 7,008	140,004	149,418
Affinity & Insurance Total	1.80	1.80	1.80	122,084	140,004	149,418
Education Total	21.80	21.80	21.80	1,525,847	1,748,337	1,869,460
Legal Services						
<u>Program Development</u>						
Sr Director Admin Justice	0.00	1.00	1.00	11,360 - 16,585	153,868	186,758
Director Legal Services	1.00	1.00	1.00	8,535 - 12,376	129,896	140,130
Program Developer	3.00	3.00	3.00	6,418 - 8,450	301,346	312,460
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	75,740	81,420
Program Coordinator	1.00	1.00	1.00	4,781 - 6,371	61,286	66,224
Administrative Assistant II	2.00	2.00	2.00	4,346 - 5,790	132,754	139,368
Program Development Total	8.00	9.00	9.00	656,332	854,890	926,360

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<u>Legal Services Funding</u>						
Mngng Dir, Lgl Svcs Trust Fnd	1.00	1.00	1.00	7,759 - 11,256	128,214	137,222
Senior Accountant/Auditor	2.00	2.00	2.00	6,418 - 8,450	175,717	188,874
Senior Grants Administrator	1.00	1.00	1.00	6,418 - 8,450	101,400	104,182
Sr Administrative Assistant	3.00	3.00	3.00	5,311 - 7,008	236,542	246,472
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	62,394	67,078
Compliance Auditor I	3.00	3.00	3.00	4,346 - 5,790	182,135	193,046
General Clerk II	1.00	0.00	0.00	3,228 - 4,306		
Legal Services Funding Total	12.00	11.00	11.00	790,188	886,402	936,874
Legal Services Total	20.00	20.00	20.00	1,446,520	1,741,292	1,863,234
 Diversity & Bar Relations						
<u>Elimination of Bias</u>						
Managing Dir Diversity Outrec	1.00	1.00	1.00	7,759 - 11,256	134,970	138,762
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	67,513	72,710
Elimination of Bias Total	2.00	2.00	2.00	179,214	202,483	211,472
<u>Bar Relations</u>						
Managing Director Bar Relation	1.00	1.00	1.00	7,759 - 11,256	118,746	128,110
Program Court Sys Analyst	1.00	1.00	1.00	5,311 - 7,008	79,126	84,742
Bar Relations Total	2.00	2.00	2.00	125,693	197,872	212,852
Diversity & Bar Relations Total	4.00	4.00	4.00	304,907	400,355	424,324
 Lawyer Assistance Program						
<u>Lawyer Assistance Program</u>						
Director, Lawyers Assist Prgm	1.00	1.00	1.00	8,535 - 12,376	113,960	122,954
Case Specialist	1.00	1.00	1.00	6,418 - 8,450	92,896	99,723
Case Manager	4.00	5.00	5.00	5,840 - 7,699	396,957	427,291
Program Court Sys Analyst	1.00	1.00	1.00	5,311 - 7,008	68,866	74,228
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	56,946	61,478
Lawyer Assistance Program Total	8.00	9.00	9.00	574,227	729,625	785,674
Lawyer Assistance Program Total	8.00	9.00	9.00	574,227	729,625	785,674

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
Executive Director						
<u>Management, Oversight and Planning</u>						
Executive Director/Ceo	1.00	1.00	1.00	19,750 - 19,750	236,990	236,990
Deputy Ceo/Chief Ops Officer	1.00	1.00	1.00	12,496 - 16,585	199,004	199,004
Assistant Secretary	1.00	1.00	1.00	8,535 - 12,376	138,390	148,748
Managing Dir Planning Admin	1.00	1.00	1.00	7,759 - 11,256	114,148	123,162
Special Asst To Exec Director	0.00	1.00	1.00	7,759 - 11,256	95,128	102,648
Sr Administrative Specialist	1.00	1.00	1.00	6,750 - 8,925	81,974	88,602
Admin Specialist II (Conf)	1.00	1.00	1.00	6,143 - 8,172	73,710	79,716
Management, Oversight and Planning Total	6.00	7.00	7.00	807,952	939,344	978,870
<u>Board Support - Secretariat</u>						
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	64,458	69,500
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	69,307	71,370
Board Support - Secretariat Total	2.00	2.00	2.00	152,205	133,765	140,870
<u>Judicial Evaluations</u>						
Sr Administrative Specialist	1.00	1.00	1.00	6,750 - 8,925	81,974	88,602
Executive Secretary	1.00	1.00	1.00	5,000 - 6,761	60,818	66,120
Administrative Assistant II	1.00	2.00	2.00	4,346 - 5,790	115,993	125,123
Judicial Evaluations Total	3.00	4.00	4.00	200,840	258,785	279,845
<u>Governmental Affairs</u>						
Attorney III Conf	1.00	2.00	2.00	8,971 - 13,025	216,462	232,930
Sr Administrative Assistant	1.00	1.00	1.00	5,311 - 7,008	79,520	85,294
Governmental Affairs Total	2.00	3.00	3.00	191,832	295,982	318,224
Executive Director Total	13.00	16.00	16.00	1,352,829	1,627,876	1,717,809
Finance						
<u>Financial Planning and Analysis</u>						
Chief Financial Officer	1.00	1.00	1.00	12,496 - 16,585	199,004	199,004
Director, Finance	1.00	1.00	1.00	9,388 - 13,810	140,890	151,988
Senior Financial Analyst	1.00	1.00	1.00	6,750 - 8,925	81,974	88,602
Administrative Specialist Conf	1.00	0.00	0.00	5,000 - 6,761	0	0
Financial Planning and Analysis Total	4.00	3.00	3.00	433,681	421,868	439,594
<u>Accounting</u>						
Senior Financial Analyst	1.00	1.00	1.00	6,750 - 8,925	81,974	88,602
Payroll Specialist	1.00	1.00	1.00	5,588 - 7,435	67,864	73,328
Auditor/Accountant	1.00	1.00	1.00	4,781 - 6,371	63,970	68,996
Payroll Technician I	1.00	1.00	1.00	4,111 - 5,564	50,000	54,380
Accounting Technician	1.55	1.55	1.55	3,933 - 5,243	82,576	89,022
Accounting Clerk	1.00	0.00	0.00	3,228 - 4,306	0	0
Accounting Total	6.55	5.55	5.55	366,939	346,384	374,328

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
Procurement & Risk						
Dir Procurement & Risk Mgmt	0.00	1.00	1.00	8,535 - 12,376	127,370	137,416
Finance Manager	1.00	0.00	0.00	7,759 - 11,256	0	0
Purchasing Assistant	2.00	2.00	2.00	4,781 - 6,371	133,796	140,764
Procurement & Risk Total	3.00	3.00	3.00	206,189	261,166	278,180
Member Billing						
Finance Manager	1.00	1.00	1.00	7,759 - 11,256	105,018	113,298
Sr Administrative Supervisor	1.00	1.00	1.00	6,418 - 8,450	81,009	87,200
Membership Billing Technician	4.00	4.00	4.00	4,346 - 5,790	243,643	259,225
Member Billing Total	6.00	6.00	6.00	433,795	429,670	459,723
Finance Total	19.55	17.55	17.55	1,440,604	1,459,088	1,551,825
Budget & Performance Analysis						
Budget & Performance						
Director, Budget & Perf. Anls	1.00	1.00	1.00	10,328 - 15,113	165,904	178,996
Director Is & Bus Solutions	1.00	1.00	1.00	8,535 - 12,376	138,416	148,768
Budget & Performance Analyst	1.00	1.00	1.00	6,143 - 8,172	74,604	80,634
Budget & Performance Total	3.00	3.00	3.00	330,110	378,924	408,398
Budget & Performance Analysis Total	3.00	3.00	3.00	330,110	378,924	408,398
General Counsel						
General Counsel						
Chief Legal Officer	1.00	1.00	1.00	12,496 - 16,585	169,260	199,004
Chief Legal Officer Emeritus	0.00	1.00	0.00	12,496 - 16,585	22,962	0
Chief Assist. General Counsel	2.00	2.00	2.00	10,328 - 15,113	355,592	372,272
Attorney III Conf	8.00	8.00	8.00	8,971 - 13,025	870,576	936,592
Senior Attorney	0.00	1.00	1.00	8,450 - 12,729	101,400	109,512
Director, Administration	1.00	1.00	1.00	7,759 - 11,256	125,876	135,302
Investigator Supervisor	0.00	1.00	1.00	6,418 - 8,450	77,012	83,070
Admin Specialist II (Conf)	1.00	1.00	1.00	6,143 - 8,172	74,604	80,634
Investigator II	0.00	0.00	1.00	5,840 - 7,699	35,035	75,608
Legal Assistant (Confidential)	1.00	1.00	1.00	5,588 - 7,435	67,864	73,328
Program/Court Sys Anlst (Conf)	1.00	1.00	1.00	5,588 - 7,435	67,864	73,328
Admin Assistant II (Conf)	1.00	1.00	1.00	4,544 - 6,146	55,266	60,094
Administrative Secretary (Conf)	1.00	1.00	1.00	4,544 - 6,146	55,266	60,094
Legal Secretary (Confidential)	2.00	2.00	2.00	4,544 - 6,146	110,532	120,188
Administrative Assistant II	0.00	0.00	1.00	4,346 - 5,790	26,078	56,550
Coordinator Rec Conf	1.00	1.00	1.00	4,111 - 5,564	50,000	54,380
General Counsel Total	20.00	23.00	24.00	2,003,072	2,265,187	2,489,956
Law Library & Archives						
Senior Librarian/Archivist	1.00	1.00	1.00	5,840 - 7,699	80,564	86,755
Administrative Assistant II	1.00	1.00	1.00	4,346 - 5,790	62,616	67,308
Law Library & Archives Total	2.00	2.00	2.00	124,724	143,180	154,063

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
General Counsel Total	22.00	25.00	26.00	2,127,796	2,408,367	2,644,019
Human Resources						
<u>Compensation Administration</u>						
Hr Specialist	1.00	1.00	1.00	5,588 - 7,435	67,864	73,328
Compensation Administration Total	1.00	1.00	1.00	63,516	67,864	73,328
<u>Recruiting and Development</u>						
Hr Specialist	1.00	1.00	1.00	5,588 - 7,435	67,864	73,328
Human Resources Coordinator	1.00	1.00	1.00	4,544 - 6,146	55,266	60,094
Recruiting and Development Total	2.00	2.00	2.00	232,121	123,130	133,422
<u>Employee Relations</u>						
Director Hr & Labor Relations	1.00	1.00	1.00	8,535 - 12,376	131,792	142,202
Mgr Hr & Emp/Labor Relations	1.00	0.00	0.00	7,759 - 11,256	0	0
Employee Relations Total	2.00	1.00	1.00	279,426	131,792	142,202
<u>Records and Information Systems</u>						
Senior Hr Specialist	1.00	1.00	1.00	6,750 - 8,925	81,974	88,602
Human Resources Administrator	1.00	1.00	1.00	5,000 - 6,761	60,818	66,120
Admin Assistant II (Conf)	1.00	1.00	1.00	4,544 - 6,146	55,266	60,094
Human Resources Coordinator	3.00	3.00	3.00	4,544 - 6,146	165,798	180,282
Human Resources Assistant	1.00	0.00	0.00	4,111 - 5,564		
Records and Information Systems Total	7.00	6.00	6.00	313,964	363,856	395,098
Human Resources Total	12.00	10.00	10.00	889,027	686,642	744,050
Information Technology						
<u>IT Admin</u>						
Senior Director It	1.00	1.00	1.00	11,360 - 16,585	166,138	179,236
Director Of Applications	1.00	1.00	1.00	8,535 - 12,376	127,370	137,416
Director, Project Management	1.00	1.00	1.00	8,535 - 12,376	127,370	137,416
Director, Technology Systems	1.00	1.00	1.00	8,535 - 12,376	132,474	142,916
Managing Dir Info Tec/Sys Proj	1.00	0.00	0.00	7,759 - 11,256		
Managing Director Telecom	1.00	1.00	1.00	7,759 - 11,256	117,668	126,954
Computer Analyst/Programmer	10.00	10.00	10.00	7,186 - 9,379	989,248	1,052,394
Webmaster	2.00	2.00	2.00	7,186 - 9,379	210,178	221,180
Technical Support Administratr	8.00	8.00	8.00	6,418 - 8,450	714,134	759,304
Technology Svce Analyst Techn	4.00	3.00	3.00	5,840 - 7,699	255,773	272,678
Program/Court Sys Anlst (Conf)	1.00	1.00	1.00	5,588 - 7,435	67,864	73,328
Administrative Specialist Conf	1.00	0.00	0.00	5,000 - 6,761	0	0
IT Admin Total	32.00	29.00	29.00	2,738,695	2,908,217	3,102,822
Information Technology Total	32.00	29.00	29.00	2,738,695	2,908,217	3,102,822

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
Communications						
<u>Media Relations</u>						
Chief Executive Communications	0.00	1.00	1.00	12,496 - 16,585	199,940	199,004
Director Communications	1.00	1.00	1.00	8,535 - 12,376	122,110	131,740
Web Editor	1.00	1.00	1.00	6,418 - 8,450	82,201	88,416
Public Information Officer	3.00	4.60	4.60	5,840 - 7,699	346,682	369,229
Media Relations Total	5.00	7.60	7.60	302,955	750,933	788,389
<u>California Bar Journal</u>						
Managing Dir Comm & Info Svcs	1.00	0.00	0.00	7,759 - 11,256		
Program Court Sys Analyst	1.00	1.00	1.00	5,311 - 7,008	77,225	82,948
California Bar Journal Total	2.00	1.00	1.00	219,266	77,225	82,948
Communications Total	7.00	8.60	8.60	522,221	828,158	871,337
General Services						
<u>Administrative Services</u>						
Director, Operations	1.00	1.00	1.00	10,328 - 15,113	165,904	178,996
Deputy Director, Operations	1.00	1.00	1.00	7,759 - 11,256	98,888	106,674
Admin Specialist II (Conf)	1.00	1.00	1.00	6,143 - 8,172	74,604	80,634
Supervisor, Off. & Recep. Svcs	2.00	2.00	2.00	5,840 - 7,699	181,241	189,027
Administrative Assistant II	2.00	1.00	1.00	4,346 - 5,790	69,472	71,370
Printing Technician II	2.00	2.00	2.00	4,346 - 5,790	138,944	142,740
Travel & Info Svcs Coordinator	2.00	2.00	2.00	3,933 - 5,243	114,958	120,774
Maintenance Technician	1.00	1.00	1.00	3,550 - 4,731	51,224	55,071
Printing Technician I	2.00	2.00	2.00	3,550 - 4,731	106,148	111,495
Sr Office Services Coordinator	1.00	1.00	1.00	3,550 - 4,731	56,758	58,318
Sr Office Services Clerk	5.00	5.00	5.00	3,228 - 4,306	221,080	236,031
Receptionist/Reservation Coord	3.00	3.00	3.00	2,919 - 3,892	122,490	129,870
Administrative Services Total	23.00	22.00	22.00	1,290,783	1,401,711	1,481,000
General Services Total	23.00	22.00	22.00	1,290,783	1,401,711	1,481,000

NOTE: FTEs show are as of January 1 of each year.

Positions (FTE)			Expenditures		
2013	2014	2015	2013 Range	2014 Budget	2015 Budget

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NOTE: FTEs show are as of January 1 of each year.