

APPENDIX A

DESIGNATED EMPLOYEE POSITIONS¹

(Amended February 2006)

Deletions in **Strikeout**; Additions **Shaded**

OFFICE AND POSITIONS

DISCLOSURE CATEGORIES

I. Office of the Executive Director

| | |
|-----------------------------------------------------|-------------------------------------|
| Executive Director & Secretary | 1 |
| Deputy Executive Director | 1 |
| Manager Planning and Administration | 20 |
| Senior Administrative Specialist / Supervisor | 20 |
| Chief Legislative Counsel | 1 |
| Director of Governmental Affairs | 1 |
| Legislative Counsel | 4 |
| Director of Media Services & Information | 2, 7, 14, 18, 19 |
| Web Editor | 2, 7, 19 |
| Editor / General Manager Cal Bar Journal | 2, 14, 19 |
| Publication & Production Assistant | 20 |
| Public Information Officer | 20 |
| Director JNE & Appointments | 4, 11, 12 |
| Director Legal Services, Access & Fairness Programs | 2, 4, 6, 10 , 11, 14, 17, 18 |
| Program Developer | 2, 4, 10 , 11, 14, 17, 18 |
| Senior Administrative Assistant | 2, 4, 10 , 11, 14, 17, 18 |
| Director Legal Services Outreach | 2, 4, 10, 11, 14, 17, 18 |
| Program Coordinator | 2, 4, 10, 11, 18 |
| Director Legal Services Trust Fund Program | 2, 4, 6, 10, 11, 14, 18 |
| Senior Grants Administrator | 20 |
| Senior Administrative Assistant | 20 |
| Director Bar Relations Outreach | 2, 4, 10, 11, 14, 17, 18 |
| Program Coordinator | 2, 4, 10, 11, 17, 18 |
| Manager Human Resources | 5, 7, 8 |
| Senior Human Resources Analyst | 5, 7, 8 |

¹ Where employees in both San Francisco and Los Angeles have the same job title and disclosure categories, only the job title appears and not the location. Employees in either location with the indicated job title should file conflicts reports according to the category listed.

OFFICE AND POSITIONS

DISCLOSURE CATEGORIES

Human Resources Employment Representative 8
Human Resources Representative 20

II. Operations

~~Director Operations / Chief Operations Officer~~ 4

Director Administrative Services – LA 2, 4, 10, 11, 13, 15, 18

Supervisor of Facilities 10

Supervisor Office & Reception Services 2, 4, 10, 11

Administrative Specialist 4, 10, 11, 13

Director Real Property Operations 2, 4, 5, 6, 10, 11, 13, 14 15, 18

Supervisor Office & Reception Services 2, 4, 10, 11, 14, 18

Supervisor Offset Printing 2, 10, 14

III. Office of the Chief Trial Counsel

Chief Trial Counsel 1

Special Assistant to Chief Trial Counsel 20

Deputy Chief Trial Counsel 20

Assistant Chief Trial Counsel 20

Dir Central Administration 7, 10

Manager Central Administration 20

Director Client Security Fund 20

Senior Administrative Supervisor 20

Senior Attorney, Probation 20

Director Fee Arbitration 4

Senior Administrative Assistant 20

IV. State Bar Court

State Bar Court Judge 20

~~Administrative Officer / Chief Court Counsel~~ 1

Chief Court Counsel 20

Chief Assistant Court Counsel 20

Court Administrator 20

Administrative Specialist II 20

Court Services Analyst Technician 20

V. Office of Admissions

Senior Executive Admissions 1

Sr. Administrative Assistant 4, 11

Director for Examinations 2, 3, 4, 7, 10, 11, 13, 14, 18

OFFICE AND POSITIONS

DISCLOSURE CATEGORIES

| | |
|------------------------------------------------------|----------------------------------------|
| Examination Technician | 2, 4, 7, 10, 11, 18 |
| Director for Administration | 2, 3, 4, 7, 10, 11, 13, 14 |
| Deputy Director for Administration | 2, 3, 4, 7, 10, 11, 13, 14 |
| Section Chief Administration | 2, 4, 7, 10, 14 |
| Section Chief Examinations | 2, 4, 7, 10, 14 |
| Director for Moral Character Determinations | 2, 3, 4, 7, 10, 11, 16, 18 |
| Section Chief Moral Character Determinations | 20 |
| Director Operations & Management – LA | 2, 4, 6, 7, 10, 11, 13, 14 |
| Deputy Director Operations & Management | 2, 4, 6, 7, 10, 11, 13, 14 |
| Section Chief Operations | 2, 4, 7, 8, 10 , 11, 13, 14 |
| Section Chief Receipts | 20 |
| Section Chief Eligibility | 20 |
| Section Chief Petitions / Information Services | 20 |
| VI. Office of Member Services | |
| Senior Executive, Member Services | 1 |
| Manager, Insurance Programs | 4, 5 |
| Senior Administrative Assistant | 4, 5 |
| Director Certification | 2, 4, 11, 17, 18 |
| Senior Compliance Coordinator | 20 |
| Senior Administrative Supervisor | 20 |
| Supervisor Membership Records | 20 |
| Director Lawyer Assistance Program | 2, 4, 7, 10, 16, 17, 18, 19 |
| Deputy Director Lawyer Assistance Program | 2, 4, 7, 10, 16, 17, 18, 19 |
| Special Assistant to the Director of LAP | 2, 4, 7, 10, 16, 17, 18, 19 |
| Clinical Director | 2, 4, 7, 10, 16, 17, 18, 19 |
| Special Advisor Member Service Center | 20 |
| Director Administration, Member Services | 2, 5, 10, 14 |
| Director Section Education & Meeting Services | 2, 4, 10, 11, 17, 18 |
| Manager Section Education & Meeting Services | 2, 4, 10, 11, 17, 18 |
| Meeting & Event Administrator | 2, 4, 10, 11, 17, 18 |
| Section Coordinator | 2, 4, 10, 11, 17, 18 |
| Senior Administrative Assistant | 2, 4, 11, 14 |
| VII. Office of General Counsel | |
| General Counsel | 1 |
| Chief Assistant General Counsel | 20 |

OFFICE AND POSITIONS**DISCLOSURE CATEGORIES**

| | |
|-----------------------------------|---------------------|
| Assistant General Counsel | 20 |
| Director of Administration | 9, 10 |
| Director Professional Competence | 2, 4, 9, 11, 14, 17 |
| Senior Administrative Specialist | 2, 4, 9, 11, 14, 17 |
| Attorney, Professional Competence | 20 |

VIII. Office of Administration & Finance

| | |
|------------------------------------|----------|
| Senior Executive for Finance / CFO | 1 |
| Investment Advisor | 1 |
| Manager Finance | 6 |
| Payroll / Accounting Supervisor | 6 |
| Supervisor of Accounting | 6 |
| Procurement Officer | 1 |
| Supervisor Purchasing | 1 |
| Manager Budget & Planning | 6 |

IX. Office of Information Technology

| | |
|---------------------------------------------|--------------|
| Senior Executive for Information Technology | 1 |
| Director Technology Systems – LA | 7, 10 |
| Director Information Systems – SF | 7 |
| Manager Systems Development | 7 |
| Manager Web Development | 7 |
| Manager Systems Operations | 7, 10 |
| Manager Telecommunications | 7, 10 |
| Technical Support Administrator | 20 |
| Senior Librarian / Archivist | 10, 17 |

X. Miscellaneous Boards & Commissions

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|-----------------------------------------------|----|
| Committee on Group Insurance | 20 |
| Committee on Professional Liability Insurance | 20 |
| Lawyer Assistance Program Oversight Committee | 20 |
| Board of Legal Specialization | 20 |
| Advisory Commission, Legal Specialization | 20 |
| Committee of Bar Examiners | 20 |
| Client Security Fund Commission | 20 |
| Legal Services Trust Fund Commission | 20 |
| Consultants | 30 |