

APPENDIX A

DESIGNATED EMPLOYEE POSITIONS¹

(Amended by the Board of Governors on January 9, 2010)

Public Comment Proposal (Nov. 2010) - Deletions are in ~~strike-out~~ and Additions are in **Highlight**

Office and Positions

Disclosure Categories

I. Office of the Executive Director

Executive Director & Secretary	1
Deputy Executive Director	1
Manager Planning and Administration	4, 11, 12
Senior Administrative Specialist JNE & Appointments	4, 11, 12
Senior Administrative Specialist	20
Attorney-III (Confidential)	20
Director Office of Legal Services	2, 4, 6, 10, 11, 14, 17, 18
Program Coordinator	2, 4, 10, 11, 18
Program Developer	2, 4, 10, 11, 14, 17, 18
Senior Administrative Assistant	2, 4, 10, 11, 14, 17, 18
Managing Director Legal Services Trust Fund	2, 4, 6, 10, 11, 14, 18
Senior Grants Administrator	20
Senior Administrative Assistant	20
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
Managing Director Bar Relations Outreach	2, 4, 10, 11, 14, 17, 18
Program Coordinator	2, 4, 10, 11, 14, 17, 18
Program/Court Systems Analyst	20
Director Professional Competence	2, 4, 7, 9, 10, 11, 14, 17
Senior Administrative Specialist	2, 4, 7, 9, 10, 11, 14, 17
Attorney, Professional Competence	20
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, 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
Managing Director Diversity Outreach	2, 4,10, 11, 14, 17, 18
Senior Administrative Assistant	2, 4,10, 11, 14, 17, 18

II. Operations

Director Operations	1
Deputy Director Operations - LA	2, 4, 5, 6, 10,11,13,14,15,18
Supervisor of Facilities	40
Supervisor Office & Reception Services	2, 4, 10, 11, 14, 18
Administrative Specialist	2, 4, 10,11, 13
Deputy Director Operations - SF	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
Senior Librarian / Archivist	10, 17

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

IV. State Bar Court

State Bar Court Judge	20
Administrative Officer	1
Director Client Security Fund	20
Senior Administrative Supervisor	20
Director Fee Arbitration	4
Senior Administrative Assistant	20
Chief Court Counsel	20
Chief Assistant Court Counsel	20
Court Administrator	20
Court Services Analyst Technician	20
Administrative Specialist II	20
Senior Attorney, Probation	20

Office and Positions

Disclosure Categories

V. Admissions

Senior Executive Admissions	1
Sr. Administrative Assistant	2, 3, 4, 7, 9, 10, 11, 13
Administrative Specialist	20
Director for Educational Standards	2, 3, 4, 7, 10, 11, 13, 14, 17, 18
Sr. Administrative Assistant	4, 11, 17
Director for Examinations	2, 3, 4, 7, 10, 11, 13, 14, 18
Examination Technician	2, 4, 7, 10, 11, 18
Director for Legal Specialization	2, 3, 4, 7, 10, 11, 13, 14, 17, 18, 19
Senior Administrative Assistant	4, 11
Section Chief, Legal Specialization	2, 4, 7, 8, 9, 10, 11, 13, 14
Director for Administration	2, 3, 4, 7, 8, 9, 10, 11, 13, 14, 18
Section Chief, Administration	2, 4, 7, 10, 14
Section Chief, Examinations Grading	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, Examination Administration	2, 4, 7, 8, 9, 10, 11, 13, 14
Section Chief, Application Preprocessing	20
Section Chief, Eligibility	20
Section Chief, Applicant Services	20

VI. Office of Member Services

Senior Executive, Member Services	1
Managing Director Diversity Outreach	2, 4, 10, 11, 14, 17, 18
 Senior Administrative Assistant	2, 4, 10, 11, 14, 17, 18
Director of Legal Services Outreach	2, 4, 6, 10, 11, 14, 17, 18
Director Office of Legal Services	2, 4, 6, 10, 11, 14, 17, 18
 Program Coordinator	2, 4, 10, 11, 18
Managing Dir Legal Services Trust Fund	2, 4, 6, 10, 11, 14, 18
 Senior Grants Administrator	20
 Senior Administrative Assistant	20
Managing Director Bar Relations Outreach	2, 4, 10, 11, 14, 17, 18
 Program Coordinator	2, 4, 10, 11, 14, 17, 18

Office and Positions**Disclosure Categories**

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
Director Administration, Member Services	2, 4, 5, 6, 7, 10, 11, 14, 17
Senior Administrative Assistant	4, 5
Senior Administrative Assistant	4, 5
Senior Administrative Supervisor	2, 4, 5, 6, 7, 10, 11, 14, 17
Senior Administrative Supervisor	20
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
Assistant General Counsel	20
Managing Director of Administration	9, 10
Attorney III (Confidential)	20

VIII. Office of Administration & Finance

Senior Executive for Finance / CFO	1
Manager Finance	1
Supervisor of Accounting	6
Senior Financial Analyst	6

IX. Office of Information Technology

Senior Executive for Information Technology	1
Director Technology Systems – LA	7, 10
Director Information Systems – SF	7, 10
Manager Systems Development	7, 10
Manager Telecommunications	7, 10
Manager Information Technology/Systems Projects	7, 10
Technical Support Administrator	20

Office and Positions

Disclosure Categories

X. Miscellaneous Boards & Commissions

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/Contractors	30