

APPENDIX A

DESIGNATED EMPLOYEE POSITIONS¹

(Revised November 2006)

(Suggested Additions/Deletions for 2008)

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
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
<u>Senior Compliance Coordinator</u>	<u>20</u>
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
<u>Managing</u> 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
Human Resources Employment Representative	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 Representative	20
II. Operations	
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	1
Chief Court Counsel	20
Chief Assistant Court Counsel	20
Court Administrator	20
Administrative Specialist II	20
Court Services Analyst Technician	20
V. Admissions	
Senior Executive Admissions	1
Sr. Administrative Assistant	4, 11
<u>Director for Educational Standards</u>	<u>2, 3, 4, 7, 10, 11, 13, 14, 17, 18</u>
<u>Sr. Administrative Assistant</u>	<u>4, 11</u>
Director for Examinations	2, 3, 4, 7, 10, 11, 13, 14, 18
Examination Technician	2, 4, 7, 10, 11, 18

OFFICE AND POSITIONS**DISCLOSURE CATEGORIES****Director Certification Special Admissions/Legal Specialization****2, 4, 11, 17, 18****Senior Administrative Supervisor****20**

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 Special Admissions/Legal Specialization**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

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, 5, 10, 14

Supervisor Membership Records**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

<u>OFFICE AND POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Assistant General Counsel	20
Director of Administration	9, 10
Director Professional Competence	2, 4, 9, <u>10</u> , 11, 14, 17
Senior Administrative Specialist	2, 4, 9, <u>10</u> , 11, 14, 17
Attorney, Professional Competence	20
VIII. Office of Administration & Finance	
Senior Executive for Finance / CFO	1
Investment Advisor	1
Manager Finance	6 <u>1</u>
Payroll / Accounting Supervisor	6
Supervisor of Accounting	6
Procurement Officer	4
Supervisor Purchasing	4
Manager Budget & Planning	6
<u>Senior Financial Analyst (Conf.)</u>	<u>6</u>
IX. Office of Information Technology	
Senior Executive for Information Technology	1
Director Technology Systems – LA	7, 10
Director Information Systems – SF	7, <u>10</u>
<u>Director Information Technology Operations</u>	<u>7, 10</u>
Manager Systems Development	7, <u>10</u>
Manager Systems Operations	7, 10
Manager Telecommunications	7, 10
<u>Manager Information Technology/Systems Projects</u>	<u>7, 10</u>
Technical Support Administrator	20
Senior Librarian / Archivist	10, 17
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	30