

APPENDIX A

DESIGNATED EMPLOYEE POSITIONS¹

(Amended by the Board of Governors on January 10, 2009)

(Public comment proposal - Deletions are in strike-out and Additions are in highlight)

<u>OFFICE AND POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
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 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 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
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
Managing 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

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

Manager Human Resources	5, 7, 8
Senior Human Resources Analyst	5, 7, 8
Human Resources Employment Representative	8
Human Resources Representative	20

II. Operations

Director Operations	1
Deputy Director Operations - LA	2, 4, 5, 6, 10,11,13,14,15,18
Director Administrative Services – LA	2, 4, 10, 11, 13, 15,
Supervisor of Facilities	10
Supervisor Office & Reception Services	2, 4, 10, 11
Administrative Specialist	4, 10,11, 13
Deputy Director Operations - SF	2, 4, 5, 6, 10,11,13,14,15,18
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
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
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
Director Client Security Fund	20
Senior Administrative Supervisor	20
Director Fee Arbitration	4
Senior Administrative Assistant	20

OFFICE AND POSITIONS

DISCLOSURE CATEGORIES

Chief Court Counsel	20
Chief Assistant Court Counsel	20
Court Administrator	20
Administrative Specialist II	20
Court Services Analyst Technician	20
Senior Attorney, Probation	20

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 Special Admissions for Legal Specialization	2, 3, 4, 7, 10, 11, 13, 14, 17, 18, 19
Senior Administrative Supervisor Assistant	20 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
Deputy Director for Administration	2, 3, 4, 7, 10, 11, 13, 14
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, Operations Examination Administration	2, 4, 7, 8, 9, 10, 11, 13, 14
Section Chief, Receipts Application Preprocessing	20
Section Chief, Eligibility	20
Section Chief, Petitions / Information Services Applicant Services	20

VI. Office of Member Services

Senior Executive, Member Services	1
Managing Director Diversity Outreach	2, 4, 10, 11, 14, 17, 18

OFFICE AND POSITIONS

DISCLOSURE CATEGORIES

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
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
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

OFFICE AND POSITIONS

DISCLOSURE CATEGORIES

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 Systems Operations	7, 10
Manager Telecommunications	7, 10
Manager Information Technology/Systems Projects	7, 10
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/Contractors	30