



THE STATE BAR OF CALIFORNIA

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Title of Report: 2014 Proposed Baseline Budget
Statutory Citation: Business and Professions Code section 6140.1
Date of Report: November 15, 2012

The State Bar of California has submitted a report to the Legislature in accordance with Business and Professions Code section 6140.1.

This summary is provided under Government Code section 9795.

Business and Professions Code section 6140.1 requires the State Bar of California to submit a proposed baseline budget to the Legislature by November 15 and later a proposed final budget February 15 so that the budget may be reviewed in conjunction with any bill that authorizes the State Bar's imposition of membership fees on its members. The authority for the State Bar to assess annual membership fees is provided under Business and Professions Code section 6140 et seq. A State Bar fee bill related to the membership fees it may impose in 2014 will be introduced in the next Regular Session 2013-2014 of the Legislature by February 18, 2013. (J.R. 54(a), 61(a)(1) .) The State Bar has submitted its proposed baseline budget for 2014, as required by Business and Professions Code section 6140.1.

The 2014 proposed baseline budget can be accessed at:
<http://www.calbar.ca.gov/AboutUs/Reports.aspx>.

A printed copy of the report may be obtained by calling 916-442-8018.

THE STATE BAR OF CALIFORNIA



2014 Proposed Baseline Budget

November 15, 2012

November 15, 2012

Mr. Edgar Cabral
Fiscal and Policy Analyst
Office of the Legislative Analyst
925 L Street
Suite 1000
Sacramento, CA 95814

Re: 2014 Proposed Baseline Budget

Dear Mr. Cabral:

Enclosed are two copies of the 2014 Proposed Baseline Budget for the State Bar of California. This document is sent to you as required by the State Bar Act.

If you have any questions regarding the 2014 Proposed Baseline Budget, please contact me at (415) 538-2208.

Sincerely,

John Chiappetta
Budget Director

Enclosures

Copy: Joe Dunn, Executive Director / CEO
Starr Babcock, General Counsel
Jennifer Wada, The Wada Group

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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		
	2012	2013	2014	2012*	2013*	2014*
Admissions Administration	11.0	11.0	11.0	1,510	1,185	1,225
Examination Development	2.0	2.0	2.0	1,059	898	912
Application Processing	13.0	13.0	13.0	1,154	1,134	1,178
Admissions Operations	16.0	16.0	16.0	6,830	6,728	6,796
Examination Grading	5.0	5.0	5.0	2,440	2,160	2,180
Moral Character Determinations	12.0	12.0	12.0	1,439	1,470	1,505
Law School Regulation	2.0	2.0	2.0	298	295	308
Special Admissions	3.0	2.0	2.0	258	174	178
Specialization	8.0	8.0	8.0	1,286	912	948
MCLE Providers	2.0	2.0	2.0	161	160	167
Admissions Projects	0.0	0.0	0.0	0	18	18
TOTAL (All Programs)	74.0	73.0	73.0	16,435	15,132	15,415
FUNDING				2012*	2013*	2014*
General Fund				0	0	0
Admissions Fund				15,148	14,221	14,467
Legal Specializations Fund				1,286	912	948
TOTAL (All Funds)				16,435	15,132	15,415

LEGAL CITATIONS & AUTHORITY

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

* 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.

* 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	2012*	2013*	2014*
<u>Admissions Administration</u>			
Admissions Fund	1,510	1,185	1,225
Total Admissions Administration	1,510	1,185	1,225
<u>Examination Development</u>			
Admissions Fund	1,059	898	912
Total Examination Development	1,059	898	912
<u>Application Processing</u>			
Admissions Fund	1,154	1,134	1,178
Total Application Processing	1,154	1,134	1,178
<u>Admissions Operations</u>			
Admissions Fund	6,830	6,728	6,796
Total Admissions Operations	6,830	6,728	6,796
<u>Examination Grading</u>			
Admissions Fund	2,440	2,160	2,180
Total Examination Grading	2,440	2,160	2,180
<u>Moral Character Determinations</u>			
Admissions Fund	1,439	1,470	1,505
Total Moral Character Determinations	1,439	1,470	1,505
<u>Law School Regulation</u>			
Admissions Fund	298	295	308
Total Law School Regulation	298	295	308
<u>Special Admissions</u>			
General Fund	0	0	0
Admissions Fund	258	174	178
Total Special Admissions	258	174	178
<u>Specialization</u>			
Legal Specializations Fund	1,286	912	948
Total Specialization	1,286	912	948
<u>MCLE Providers</u>			
Admissions Fund	161	160	167
Total MCLE Providers	161	160	167
<u>Admissions Projects</u>			
Admissions Fund	0	18	18
Total Admissions Projects	0	18	18
TOTAL	16,435	15,132	15,415

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	74.0	73.0	73.0	6,926	6,934	7,216
Supplemental Staffing				581	483	483
Travel & Training				632	507	507
Supplies and Postage				458	390	390
Professional Services				456	334	334
Exam & Software Licensing				1,360	1,661	1,661
Exam Room Rental				1,471	1,762	1,762
Exam Proctors				1,403	744	744
Exam Graders				889	510	510
Occupancy				169	325	325
Telecommunications				84	80	80
Other Outside Services				1,926	1,377	1,377
Computers & Software				30	1	1
Buildings & Equipment				9	3	3
Retiree Medical Funding				0	0	0
Other Expenditures				43	22	22
Indirect Costs				0	0	0
TOTAL	74.0	73.0	73.0	16,435	15,132	15,415

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
Management	9.0	6.0	6.0	191	4	32
Intake	32.0	41.8	41.8	3,892	4,975	5,100
Investigation	68.0	61.0	61.0	7,924	7,997	8,193
Trial	66.0	55.8	55.8	8,454	7,887	8,160
Audit & Review	2.9	5.6	5.6	404	801	830
Central Administration	58.8	59.8	59.8	4,953	5,473	5,662
Abandoned and Unauthorized Practices	7.0	7.0	7.0	687	638	662
TOTAL (All Programs)	243.7	237.0	237.0	26,505	27,774	28,640
FUNDING				2012*	2013*	2014*
General Fund				26,505	27,774	28,640
TOTAL (All Funds)				26,505	27,774	28,640

LEGAL CITATIONS & AUTHORITY

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

* 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.

* 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	2012*	2013*	2014*
<u>Management</u>			
General Fund	191	4	32
Total Management	191	4	32
<u>Intake</u>			
General Fund	3,892	4,975	5,100
Total Intake	3,892	4,975	5,100
<u>Investigation</u>			
General Fund	7,924	7,997	8,193
Total Investigation	7,924	7,997	8,193
<u>Trial</u>			
General Fund	8,454	7,887	8,160
Total Trial	8,454	7,887	8,160
<u>Audit & Review</u>			
General Fund	404	801	830
Total Audit & Review	404	801	830
<u>Central Administration</u>			
General Fund	4,953	5,473	5,662
Total Central Administration	4,953	5,473	5,662
<u>Abandoned and Unauthorized Practices</u>			
General Fund	687	638	662
Total Abandoned and Unauthorized Practices	687	638	662
TOTAL	26,505	27,774	28,640

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	243.7	237.0	237.0	25,672	26,238	27,104
Supplemental Staffing				534	1,586	1,586
Travel & Training				146	128	128
Supplies and Postage				411	318	318
Professional Services				37	42	42
Occupancy				3	0	0
Telecommunications				230	185	185
Other Outside Services				468	310	310
Computers & Software				0	0	0
Buildings & Equipment				8	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				14	9	9
Indirect Costs				0	0	0
Reimbursements				-1,019	-1,043	-1,043
TOTAL	243.7	237.0	237.0	26,505	27,774	28,640

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
Probation	8.0	8.0	8.0	818	828	858
TOTAL (All Programs)	8.0	8.0	8.0	818	828	858
FUNDING				2012*	2013*	2014*
General Fund				818	828	858
TOTAL (All Funds)				818	828	858

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	2012*	2013*	2014*
<u>Probation</u>			
General Fund	818	828	858
Total Probation	818	828	858
TOTAL	818	828	858

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	8.0	8.0	8.0	757	781	812
Supplemental Staffing				5	30	30
Travel & Training				13	1	1
Supplies and Postage				13	8	8
Professional Services				1	0	0
Occupancy				5	0	0
Telecommunications				5	4	4
Other Outside Services				9	2	2
Buildings & Equipment				9	0	0
Other Expenditures				1	0	0
Indirect Costs				0	0	0
TOTAL	8.0	8.0	8.0	818	828	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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
Client Security Fund	11.0	11.0	11.0	10,266	14,307	14,348
TOTAL (All Programs)	11.0	11.0	11.0	10,266	14,307	14,348
FUNDING				2012*	2013*	2014*
Client Security Fund				10,266	14,307	14,348
TOTAL (All Funds)				10,266	14,307	14,348

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	2012*	2013*	2014*
<u>Client Security Fund</u>			
Client Security Fund	10,266	14,307	14,348
Total Client Security Fund	10,266	14,307	14,348
TOTAL	10,266	14,307	14,348

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	11.0	11.0	11.0	1,071	1,310	1,351
Supplemental Staffing				50	48	48
Travel & Training				17	8	8
Supplies and Postage				25	15	15
Professional Services				25	0	0
Occupancy				0	0	0
Telecommunications				7	7	7
Other Outside Services				16	17	17
CSF Applications				9,481	13,171	13,171
Computers & Software				3	0	0
Buildings & Equipment				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				-1	-4	-4
Indirect Costs				0	0	0
Reimbursements				-427	-267	-267
TOTAL	11.0	11.0	11.0	10,266	14,307	14,348

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
SUMMARY OF PROGRAM REQUIREMENTS						
Mandatory Fee Arbitration	5.0	5.0	5.0	615	617	641
TOTAL (All Programs)	5.0	5.0	5.0	615	617	641
FUNDING				2012*	2013*	2014*
General Fund				615	617	641
TOTAL (All Funds)				615	617	641

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	2012*	2013*	2014*
<u>Mandatory Fee Arbitration</u>			
General Fund	615	617	641
Total Mandatory Fee Arbitration	615	617	641
TOTAL	615	617	641

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	5.0	5.0	5.0	485	504	528
Supplemental Staffing				6	23	23
Travel & Training				30	24	24
Supplies and Postage				11	9	9
Professional Services				0	0	0
Occupancy				0	0	0
Telecommunications				3	2	2
Other Outside Services				80	53	53
Computers & Software				0	0	0
Other Expenditures				0	1	1
Indirect Costs				0	0	0
TOTAL	5.0	5.0	5.0	615	617	641

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.

* 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 reprovls may be issued.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Administration	2.8	2.8	2.8	546	318	327
Hearing Department & Effectuations Unit	31.0	31.0	31.0	4,690	4,753	4,854
Review Department	8.2	8.2	8.2	1,541	1,539	1,580
TOTAL (All Programs)	42.0	42.0	42.0	6,778	6,609	6,761
FUNDING				2012*	2013*	2014*
General Fund				6,778	6,609	6,761
TOTAL (All Funds)				6,778	6,609	6,761

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.

* Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Administration</u>			
General Fund	546	318	327
Total Administration	546	318	327
<u>Hearing Department & Effectuations Unit</u>			
General Fund	4,690	4,753	4,854
Total Hearing Department & Effectuations Unit	4,690	4,753	4,854
<u>Review Department</u>			
General Fund	1,541	1,539	1,580
Total Review Department	1,541	1,539	1,580
TOTAL	6,778	6,609	6,761

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	42.0	42.0	42.0	6,426	6,284	6,435
Supplemental Staffing				28	64	64
Travel & Training				91	69	69
Supplies and Postage				104	90	90
Professional Services				28	0	0
Occupancy				11	16	16
Telecommunications				49	43	43
Other Outside Services				32	35	35
Computers & Software				8	8	8
Buildings & Equipment				1	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				1	0	0
Indirect Costs				0	0	0
TOTAL	42.0	42.0	42.0	6,778	6,609	6,761

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.

* Budget, \$ thousands

Member Records

(n/a)

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Member Service Center	20.0	19.0	19.0	2,200	2,236	2,311
TOTAL (All Programs)	20.0	19.0	19.0	2,200	2,236	2,311
FUNDING				2012*	2013*	2014*
General Fund				2,200	2,236	2,311
TOTAL (All Funds)				2,200	2,236	2,311

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	2012*	2013*	2014*
<u>Member Service Center</u>			
General Fund	2,200	2,236	2,311
Total Member Service Center	2,200	2,236	2,311
TOTAL	2,200	2,236	2,311

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	20.0	19.0	19.0	1,696	1,553	1,628
Supplemental Staffing				76	261	261
Travel & Training				23	3	3
Supplies and Postage				156	195	195
Telecommunications				27	21	21
Other Outside Services				207	191	191
Computers & Software				3	0	0
Buildings & Equipment				2	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				10	11	11
Indirect Costs				0	0	0
TOTAL	20.0	19.0	19.0	2,200	2,236	2,311

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
SUMMARY OF PROGRAM REQUIREMENTS						
Ethics Hotline	0.0	0.0	0.0			
COPRAC & RRC	0.0	0.0	0.0	238	47	47
Outreach & Education	13.0	13.0	13.0	1,489	1,513	1,556
Publications	0.0	0.0	0.0	32	19	19
TOTAL (All Programs)	13.0	13.0	13.0	1,759	1,578	1,622
FUNDING						
General Fund				1,759	1,578	1,622
TOTAL (All Funds)				1,759	1,578	1,622

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030.

* 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

	2012*	2013*	2014*
<u>COPRAC & RRC</u>			
General Fund	238	47	47
Total COPRAC & RRC	238	47	47
<u>Outreach & Education</u>			
General Fund	1,489	1,513	1,556
Total Outreach & Education	1,489	1,513	1,556
<u>Publications</u>			
General Fund	32	19	19
Total Publications	32	19	19
TOTAL	1,759	1,578	1,622

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	13.0	13.0	13.0	1,439	1,477	1,520
Supplemental Staffing				2	0	0
Travel & Training				82	43	43
Supplies and Postage				32	17	17
Professional Services				144	5	5
Occupancy				2	0	0
Telecommunications				18	16	16
Other Outside Services				30	18	18
Computers & Software				0	0	0
Buildings & Equipment				1	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				8	1	1
Indirect Costs				0	0	0
TOTAL	13.0	13.0	13.0	1,759	1,578	1,622

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.

* Budget, \$ thousands

Education

(n/a)

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Sections	20.0	20.0	20.0	0	5,059	5,132
Meeting Services	0.0	0.0	0.0	878	464	477
Affinity & Insurance	1.8	1.8	1.8	372	552	561
CYLA	0.0	0.0	0.0	108	109	113
TOTAL (All Programs)	21.8	21.8	21.8	1,358	6,184	6,283
FUNDING				2012*	2013*	2014*
General Fund				108	109	113
Admin of Justice Fund				372	552	561
Annual Meeting Fund				878	464	477
Sections Funds				0	5,059	5,132
TOTAL (All Funds)				1,358	6,184	6,283

LEGAL CITATIONS & AUTHORITY

(n/a)

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Sections

(n/a)

Meeting Services

(n/a)

Affinity & Insurance

(n/a)

CYLA

(n/a)

* Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Sections</u>			
Sections Funds	0	5,059	5,132
Total Sections	0	5,059	5,132
<u>Meeting Services</u>			
Annual Meeting Fund	878	464	477
Total Meeting Services	878	464	477
<u>Affinity & Insurance</u>			
Admin of Justice Fund	372	552	561
Total Affinity & Insurance	372	552	561
<u>CYLA</u>			
General Fund	108	109	113
Total CYLA	108	109	113
TOTAL	1,358	6,184	6,283

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	21.8	21.8	21.8	520	2,275	2,373
Supplemental Staffing				20	26	26
Travel & Training				296	1,864	1,864
Supplies and Postage				44	287	287
Professional Services				66	518	518
Occupancy				45	115	115
Telecommunications				17	45	45
Other Outside Services				344	991	991
Computers & Software				0	0	0
Buildings & Equipment				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				6	64	64
Indirect Costs				0	0	0
TOTAL	21.8	21.8	21.8	1,358	6,184	6,283

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
SUMMARY OF PROGRAM REQUIREMENTS						
Access To Justice	0.0	0.0	0.0	53	13	13
Program Development	8.0	8.0	8.0	1,001	1,071	1,107
Legal Services Funding	11.0	12.0	12.0	28,135	1,349	1,388
TOTAL (All Programs)	19.0	20.0	20.0	29,189	2,433	2,508
FUNDING				2012*	2013*	2014*
General Fund				1,054	1,085	1,120
Grants Fund				0	0	0
Justice Gap Fund				0	0	0
Legal Services Trust Fund				28,135	1,349	1,388
TOTAL (All Funds)				29,189	2,433	2,508

LEGAL CITATIONS & AUTHORITY

* 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

	2012*	2013*	2014*
<u>Access To Justice</u>			
General Fund	53	13	13
Grants Fund	0	0	0
Total Access To Justice	53	13	13
<u>Program Development</u>			
General Fund	1,001	1,071	1,107
Total Program Development	1,001	1,071	1,107
<u>Legal Services Funding</u>			
Justice Gap Fund	0	0	0
Legal Services Trust Fund	28,135	1,349	1,388
Total Legal Services Funding	28,135	1,349	1,388
TOTAL	29,189	2,433	2,508

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	19.0	20.0	20.0	2,007	2,148	2,222
Supplemental Staffing				58	11	11
Travel & Training				88	89	89
Supplies and Postage				32	27	27
Professional Services				314	128	128
Occupancy				0	0	0
Telecommunications				23	20	20
Other Outside Services				11	5	5
Legal Services Grants				26,644	2	2
Computers & Software				4	0	0
Buildings & Equipment				7	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				4	2	2
Indirect Costs				0	0	0
TOTAL	19.0	20.0	20.0	29,189	2,433	2,508

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
Elimination of Bias	2.0	2.0	2.0	395	329	335
Bar Relations	2.0	2.0	2.0	242	219	228
TOTAL (All Programs)	4.0	4.0	4.0	636	548	563
FUNDING				2012*	2013*	2014*
Admin of Justice Fund				636	548	563
Grants Fund				0	0	0
TOTAL (All Funds)				636	548	563

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.

* Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Elimination of Bias</u>			
Admin of Justice Fund	395	329	335
Grants Fund	0	0	0
Total Elimination of Bias	395	329	335
<u>Bar Relations</u>			
Admin of Justice Fund	242	219	228
Grants Fund	0	0	0
Total Bar Relations	242	219	228
TOTAL	636	548	563

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	4.0	4.0	4.0	470	468	483
Supplemental Staffing				0	0	0
Travel & Training				100	44	44
Supplies and Postage				15	14	14
Professional Services				32	5	5
Occupancy				2	1	1
Telecommunications				6	6	6
Other Outside Services				10	6	6
Buildings & Equipment				0	2	2
Retiree Medical Funding				0	0	0
Other Expenditures				0	0	0
Indirect Costs				0	0	0
TOTAL	4.0	4.0	4.0	636	548	563

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.

* Budget, \$ thousands

Lawyer Assistance Program

(n/a)

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Lawyer Assistance Program	13.0	8.0	8.0	1,339	1,078	1,119
TOTAL (All Programs)	13.0	8.0	8.0	1,339	1,078	1,119
FUNDING				2012*	2013*	2014*
Lawyer Asst Program Fund				1,339	1,078	1,119
TOTAL (All Funds)				1,339	1,078	1,119

LEGAL CITATIONS & AUTHORITY

(n/a)

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Lawyer Assistance Program

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Lawyer Assistance Program</u>			
Lawyer Asst Program Fund	1,339	1,078	1,119
Total Lawyer Assistance Program	1,339	1,078	1,119
TOTAL	1,339	1,078	1,119

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	13.0	8.0	8.0	930	850	891
Supplemental Staffing				21	90	90
Travel & Training				85	70	70
Supplies and Postage				13	4	4
Professional Services				196	45	45
Occupancy				1	1	1
Telecommunications				26	15	15
Other Outside Services				65	3	3
Computers & Software				0	0	0
Buildings & Equipment				1	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				1	2	2
Indirect Costs				0	0	0
TOTAL	13.0	8.0	8.0	1,339	1,078	1,119

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
Management, Oversight and Planning	6.0	6.0	6.0	1,151	613	631
Board Support - Secretariat	2.0	2.0	2.0	489	467	471
Judicial Evaluations	3.0	3.0	3.0	737	557	568
Governmental Affairs	2.0	2.0	2.0	504	460	472
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	13.0	13.0	13.0	2,881	2,097	2,141
FUNDING				2012*	2013*	2014*
General Fund				2,378	1,526	1,555
Admin of Justice Fund				504	466	478
Admissions Fund				0	57	58
Client Security Fund				0	8	8
Lawyer Asst Program Fund				0	8	8
Legal Services Trust Fund				0	10	10
Legal Specializations Fund				0	7	7
Annual Meeting Fund				0	3	3
Sections Funds				0	14	15
TOTAL (All Funds)				2,881	2,097	2,141

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 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)

* Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Management, Oversight and Planning</u>			
General Fund	1,151	613	631
Total Management, Oversight and Planning	1,151	613	631
<u>Board Support - Secretariat</u>			
General Fund	489	467	471
Total Board Support - Secretariat	489	467	471
<u>Judicial Evaluations</u>			
General Fund	737	557	568
Total Judicial Evaluations	737	557	568
<u>Governmental Affairs</u>			
Admin of Justice Fund	504	460	472
Total Governmental Affairs	504	460	472
<u>Cost Recovery</u>			
General Fund	0	-112	-114
Admin of Justice Fund	0	6	6
Admissions Fund	0	57	58
Client Security Fund	0	8	8
Lawyer Asst Program Fund	0	8	8
Legal Services Trust Fund	0	10	10
Legal Specializations Fund	0	7	7
Annual Meeting Fund	0	3	3
Sections Funds	0	14	15
Total Cost Recovery	0	0	0
TOTAL	2,881	2,097	2,141

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	13.0	13.0	13.0	1,726	1,341	1,386
Supplemental Staffing				159	103	103
Travel & Training				467	386	386
Supplies and Postage				153	50	50
Professional Services				273	177	177
Occupancy				5	3	3
Telecommunications				21	14	14
Other Outside Services				66	21	21
Computers & Software				3	0	0
Buildings & Equipment				5	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				2	0	0
Indirect Costs				0	0	0
TOTAL	13.0	13.0	13.0	2,881	2,097	2,141

* 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.

Finance

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

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Financial Planning and Analysis	6.0	6.0	6.0	958	1,144	1,192
Accounting	7.6	6.6	6.6	1,114	789	810
Procurement	3.0	3.0	3.0	326	386	398
Member Billing	6.0	6.0	6.0	1,724	1,439	1,465
Cost Recovery	0.0	0.0	0.0	0	-1,887	-1,950
TOTAL (All Programs)	22.6	21.6	21.6	4,121	1,871	1,914
FUNDING				2012*	2013*	2014*
General Fund				4,121	1,246	1,268
Admin of Justice Fund				0	33	34
Admissions Fund				0	316	327
Client Security Fund				0	44	46
Lawyer Asst Program Fund				0	44	46
Legal Services Trust Fund				0	54	56
Legal Specializations Fund				0	39	41
Annual Meeting Fund				0	14	15
Sections Funds				0	80	82
TOTAL (All Funds)				4,121	1,871	1,914

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 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

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	2012*	2013*	2014*
<u>Financial Planning and Analysis</u>			
General Fund	958	1,144	1,192
Total Financial Planning and Analysis	958	1,144	1,192
<u>Accounting</u>			
General Fund	1,114	789	810
Total Accounting	1,114	789	810
<u>Procurement</u>			
General Fund	326	386	398
Total Procurement	326	386	398
<u>Member Billing</u>			
General Fund	1,724	1,439	1,465
Total Member Billing	1,724	1,439	1,465
<u>Cost Recovery</u>			
General Fund	0	-2,511	-2,597
Admin of Justice Fund	0	33	34
Admissions Fund	0	316	327
Client Security Fund	0	44	46
Lawyer Asst Program Fund	0	44	46
Legal Services Trust Fund	0	54	56
Legal Specializations Fund	0	39	41
Annual Meeting Fund	0	14	15
Sections Funds	0	80	82
Total Cost Recovery	0	-1,887	-1,950
TOTAL	4,121	1,871	1,914

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	22.6	21.6	21.6	2,283	2,378	2,485
Supplemental Staffing				387	254	254
Travel & Training				16	23	23
Supplies and Postage				115	30	30
Professional Services				244	135	135
Occupancy				0	0	0
Telecommunications				26	20	20
Other Outside Services				1,044	916	916
Computers & Software				0	0	0
Buildings & Equipment				4	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				2	1	1
Indirect Costs				0	-1,887	-1,950
TOTAL	22.6	21.6	21.6	4,121	1,871	1,914

* 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.

Budget & Performance Analysis

(n/a)

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Budget & Performance	0.0	0.0	0.0	629	58	58
Mgt Info Systems	0.0	0.0	0.0			
Cost Recovery	0.0	0.0	0.0	0	-1	-1
TOTAL (All Programs)	0.0	0.0	0.0	629	57	57
FUNDING				2012*	2013*	2014*
General Fund				629	42	42
Admin of Justice Fund				0	0	0
Admissions Fund				0	8	8
Client Security Fund				0	1	1
Lawyer Asst Program Fund				0	1	1
Legal Services Trust Fund				0	1	1
Legal Specializations Fund				0	1	1
Sections Funds				0	2	2
TOTAL (All Funds)				629	57	57

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)

Mgt Info Systems

(n/a)

Cost Recovery

(n/a)

* Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Budget & Performance</u>			
General Fund	629	58	58
Total Budget & Performance	629	58	58
<u>Cost Recovery</u>			
General Fund	0	-16	-16
Admin of Justice Fund	0	0	0
Admissions Fund	0	8	8
Client Security Fund	0	1	1
Lawyer Asst Program Fund	0	1	1
Legal Services Trust Fund	0	1	1
Legal Specializations Fund	0	1	1
Sections Funds	0	2	2
Total Cost Recovery	0	-1	-1
TOTAL	629	57	57

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits				283	0	0
Travel & Training				26	8	8
Supplies and Postage				3	0	0
Professional Services				215	49	49
Other Outside Services				102	0	0
Indirect Costs				0	-1	-1
TOTAL				629	57	57

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
General Counsel	20.0	20.0	20.0	4,066	3,497	3,601
Law Library & Archives	2.0	2.0	2.0	439	419	428
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	22.0	22.0	22.0	4,505	3,916	4,029
FUNDING				2012*	2013*	2014*
General Fund				4,505	2,981	3,065
Admin of Justice Fund				0	49	51
Admissions Fund				0	473	487
Client Security Fund				0	66	68
Lawyer Asst Program Fund				0	66	68
Legal Services Trust Fund				0	81	84
Legal Specializations Fund				0	59	61
Annual Meeting Fund				0	21	22
Sections Funds				0	119	123
TOTAL (All Funds)				4,505	3,916	4,029

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 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	2012*	2013*	2014*
<u>General Counsel</u>			
General Fund	4,066	3,497	3,601
Total General Counsel	4,066	3,497	3,601
<u>Law Library & Archives</u>			
General Fund	439	419	428
Total Law Library & Archives	439	419	428
<u>Cost Recovery</u>			
General Fund	0	-935	-963
Admin of Justice Fund	0	49	51
Admissions Fund	0	473	487
Client Security Fund	0	66	68
Lawyer Asst Program Fund	0	66	68
Legal Services Trust Fund	0	81	84
Legal Specializations Fund	0	59	61
Annual Meeting Fund	0	21	22
Sections Funds	0	119	123
Total Cost Recovery	0	0	0
TOTAL	4,505	3,916	4,029

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	22.0	22.0	22.0	3,347	3,094	3,207
Supplemental Staffing				181	54	54
Travel & Training				41	46	46
Supplies and Postage				290	263	263
Professional Services				576	397	397
Telecommunications				23	20	20
Other Outside Services				41	40	40
Computers & Software				4	1	1
Buildings & Equipment				1	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				0	0	0
Indirect Costs				0	0	0
TOTAL	22.0	22.0	22.0	4,505	3,916	4,029

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
HR Administration	0.0	0.0	0.0	3	0	0
Compensation Administration	2.0	1.0	1.0	305	264	269
Recruiting and Development	3.0	3.0	3.0	592	538	553
Employee Relations	2.0	3.0	3.0	341	473	495
Records and Information Systems	6.0	6.0	6.0	626	612	633
Cost Recovery	0.0	0.0	0.0	0	1,887	1,950
TOTAL (All Programs)	13.0	13.0	13.0	1,867	3,773	3,900
FUNDING				2012*	2013*	2014*
General Fund				1,867	3,265	3,375
Admin of Justice Fund				0	27	28
Admissions Fund				0	257	265
Client Security Fund				0	36	37
Lawyer Asst Program Fund				0	36	37
Legal Services Trust Fund				0	44	46
Legal Specializations Fund				0	32	33
Annual Meeting Fund				0	11	12
Sections Funds				0	65	67
TOTAL (All Funds)				1,867	3,773	3,900

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 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)

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>HR Administration</u>			
General Fund	3	0	0
Total HR Administration	3	0	0
<u>Compensation Administration</u>			
General Fund	305	264	269
Total Compensation Administration	305	264	269
<u>Recruiting and Development</u>			
General Fund	592	538	553
Total Recruiting and Development	592	538	553
<u>Employee Relations</u>			
General Fund	341	473	495
Total Employee Relations	341	473	495
<u>Records and Information Systems</u>			
General Fund	626	612	633
Total Records and Information Systems	626	612	633
<u>Cost Recovery</u>			
General Fund	0	1,378	1,425
Admin of Justice Fund	0	27	28
Admissions Fund	0	257	265
Client Security Fund	0	36	37
Lawyer Asst Program Fund	0	36	37
Legal Services Trust Fund	0	44	46
Legal Specializations Fund	0	32	33
Annual Meeting Fund	0	11	12
Sections Funds	0	65	67
Total Cost Recovery	0	1,887	1,950
TOTAL	1,867	3,773	3,900

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	13.0	13.0	13.0	1,582	1,558	1,621
Supplemental Staffing				33	137	137
Travel & Training				31	41	41
Supplies and Postage				14	14	14
Professional Services				154	109	109
Occupancy				0	0	0
Telecommunications				14	13	13
Other Outside Services				37	7	7
Computers & Software				0	1	1
Buildings & Equipment				1	6	6
Retiree Medical Funding				0	0	0
Other Expenditures				0	0	0
Indirect Costs				0	1,887	1,950
TOTAL	13.0	13.0	13.0	1,867	3,773	3,900

* 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.

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.

	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
SUMMARY OF PROGRAM REQUIREMENTS						
Base Services	32.0	31.0	31.0	5,103	4,962	5,135
IT Projects	0.0	0.0	0.0			
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	32.0	31.0	31.0	5,103	4,962	5,135
FUNDING				2012*	2013*	2014*
General Fund				5,103	3,625	3,751
Admin of Justice Fund				0	70	73
Admissions Fund				0	675	699
Client Security Fund				0	95	98
Lawyer Asst Program Fund				0	95	98
Legal Services Trust Fund				0	116	120
Legal Specializations Fund				0	84	87
Annual Meeting Fund				0	30	31
Sections Funds				0	170	176
TOTAL (All Funds)				5,103	4,962	5,135

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSBase Services

IT provides important operational support for completion of State Bar business including a) supporting daily operations; b) providing technical support to State Bar staff; and c) standardizing hardware and software specifications, deployment, and compliance bar-wide.

IT staff directly ensures smooth running of the State Bar's daily operations including: completion of bank file transfers; data processing with external entities; completing systems backups and off-site storage; monitoring systems, managing software/hardware warranties; identifying, documenting and resolving technology incidents; ensuring compliance with hardware/software licensing requirements; updating documentation for users; moving, adding, changing and installing hardware and software; and disposing of outdated or damaged equipment.

Providing quality customer care, the Help Desk receives telephone calls and emails regarding use of desktop applications. IT staff troubleshoots problems and resolves them. IT staff also use support opportunities to educate State Bar staff about systems applications and their use.

IT Projects

This service area encompasses a variety of information technology improvement projects, including hardware upgrades, software updates and new systems acquisition and development.

Cost Recovery

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Base Services</u>			
General Fund	5,103	4,962	5,135
Total Base Services	5,103	4,962	5,135
<u>Cost Recovery</u>			
General Fund	0	-1,337	-1,383
Admin of Justice Fund	0	70	73
Admissions Fund	0	675	699
Client Security Fund	0	95	98
Lawyer Asst Program Fund	0	95	98
Legal Services Trust Fund	0	116	120
Legal Specializations Fund	0	84	87
Annual Meeting Fund	0	30	31
Sections Funds	0	170	176
Total Cost Recovery	0	0	0
TOTAL	5,103	4,962	5,135

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	32.0	31.0	31.0	3,973	3,836	4,009
Supplemental Staffing				73	306	306
Travel & Training				70	58	58
Supplies and Postage				11	11	11
Professional Services				335	155	155
Occupancy				0	50	50
Telecommunications				42	27	27
Other Outside Services				10	6	6
Computers & Software				543	467	467
Buildings & Equipment				46	46	46
Retiree Medical Funding				0	0	0
Other Expenditures				0	0	0
Indirect Costs				0	0	0
TOTAL	32.0	31.0	31.0	5,103	4,962	5,135

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
Media Relations	5.0	4.0	4.0	686	472	487
California Bar Journal	2.0	2.0	2.0	581	270	280
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	6.0	6.0	1,267	742	767
FUNDING				2012*	2013*	2014*
General Fund				1,267	679	701
Admin of Justice Fund				0	3	3
Admissions Fund				0	32	33
Client Security Fund				0	5	5
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	1	1
Sections Funds				0	8	8
TOTAL (All Funds)				1,267	742	767

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6092.5 subd. (h)

* 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

	2012*	2013*	2014*
<u>Media Relations</u>			
General Fund	686	472	487
Total Media Relations	686	472	487
<u>California Bar Journal</u>			
General Fund	581	270	280
Total California Bar Journal	581	270	280
<u>Public Education</u>			
Grants Fund	0	0	0
Total Public Education	0	0	0
<u>Cost Recovery</u>			
General Fund	0	-64	-66
Admin of Justice Fund	0	3	3
Admissions Fund	0	32	33
Client Security Fund	0	5	5
Lawyer Asst Program Fund	0	5	5
Legal Services Trust Fund	0	6	6
Legal Specializations Fund	0	4	4
Annual Meeting Fund	0	1	1
Sections Funds	0	8	8
Total Cost Recovery	0	0	0
TOTAL	1,267	742	767

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	7.0	6.0	6.0	896	559	583
Supplemental Staffing				4	56	56
Travel & Training				12	4	4
Supplies and Postage				13	4	4
Professional Services				112	104	104
Telecommunications				6	2	2
Other Outside Services				239	19	19
Computers & Software				0	0	0
Buildings & Equipment				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				-15	-4	-4
Indirect Costs				0	0	0
TOTAL	7.0	6.0	6.0	1,267	742	767

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
Administrative Services	24.0	23.0	23.0	2,281	2,213	2,278
Facilities Management	0.0	0.0	0.0	6,614	6,145	6,145
Risk Management	0.0	0.0	0.0	769	627	627
Library & Research Services	0.0	0.0	0.0			
Cost Recovery	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	24.0	23.0	23.0	9,663	8,984	9,049
FUNDING				2012*	2013*	2014*
General Fund				9,663	7,020	7,065
Admin of Justice Fund				0	83	84
Admissions Fund				0	1,239	1,249
Building Assessment Fund				0	0	0
Client Security Fund				0	62	64
Lawyer Asst Program Fund				0	150	152
Legal Services Trust Fund				0	76	78
Legal Specializations Fund				0	55	57
180 Howard Street Fund				0	0	0
Annual Meeting Fund				0	20	20
Sections Funds				0	279	281
TOTAL (All Funds)				9,663	8,984	9,049

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* 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.

Risk Management

Responsibilities include managing the Bar's business insurance program (covering property, financial and professional liability, etc), and coordinating business continuity and disaster recovery planning.

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	2012*	2013*	2014*
<u>Administrative Services</u>			
General Fund	2,281	2,213	2,278
Total Administrative Services	2,281	2,213	2,278
<u>Facilities Management</u>			
General Fund	6,614	6,145	6,145
Building Assessment Fund	0	0	0
180 Howard Street Fund	0	0	0
Total Facilities Management	6,614	6,145	6,145
<u>Risk Management</u>			
General Fund	769	627	627
Total Risk Management	769	627	627
<u>Cost Recovery</u>			
General Fund	0	-1,965	-1,984
Admin of Justice Fund	0	83	84
Admissions Fund	0	1,239	1,249
Client Security Fund	0	62	64
Lawyer Asst Program Fund	0	150	152
Legal Services Trust Fund	0	76	78
Legal Specializations Fund	0	55	57
Annual Meeting Fund	0	20	20
Sections Funds	0	279	281
Total Cost Recovery	0	0	0
TOTAL	9,663	8,984	9,049

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits	24.0	23.0	23.0	2,076	1,993	2,058
Supplemental Staffing				59	55	55
Travel & Training				26	25	25
Supplies and Postage				145	56	56
Professional Services				266	127	127
Occupancy				7,080	6,633	6,633
Telecommunications				36	31	31
Other Outside Services				34	23	23
Computers & Software				0	2	2
Buildings & Equipment				19	96	96
Retiree Medical Funding				0	0	0
Other Expenditures				-77	-58	-58
Indirect Costs				0	0	0
TOTAL	24.0	23.0	23.0	9,663	8,984	9,049

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.

* Budget, \$ thousands

Technology Projects

(n/a)

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Technology Projects	0.0	0.0	0.0	5,725	29	29
TOTAL (All Programs)	0.0	0.0	0.0	5,725	29	29
FUNDING				2012*	2013*	2014*
Technology Projects Fund				5,725	29	29
TOTAL (All Funds)				5,725	29	29

LEGAL CITATIONS & AUTHORITY

(n/a)

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Technology Projects

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Technology Projects</u>			
Technology Projects Fund	5,725	29	29
Total Technology Projects	5,725	29	29
TOTAL	5,725	29	29

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Supplemental Staffing				0	29	29
Travel & Training				0	0	0
Supplies and Postage				0	0	0
Professional Services				0	0	0
Computers & Software				5,725	0	0
TOTAL				5,725	29	29

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.

* Budget, \$ thousands

Facilities Projects

(n/a)

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Facilities Projects	0.0	0.0	0.0	4,300	152	152
TOTAL (All Programs)	0.0	0.0	0.0	4,300	152	152
FUNDING				2012*	2013*	2014*
General Fund				0	152	152
180 Howard Street Fund				4,300	0	0
TOTAL (All Funds)				4,300	152	152

LEGAL CITATIONS & AUTHORITY

(n/a)

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONS

Facilities Projects

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2012*	2013*	2014*
<u>Facilities Projects</u>			
General Fund	0	152	152
180 Howard Street Fund	4,300	0	0
Total Facilities Projects	4,300	152	152
TOTAL	4,300	152	152

* Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Professional Services				0	152	152
Buildings & Equipment				4,300	0	0
TOTAL				4,300	152	152

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.

* 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		
	2012	2013	2014	2012*	2013*	2014*
Bar-Wide Accounts	0.0	0.0	0.0	13,024	1,547	1,547
Fixed Assets	0.0	0.0	0.0			
Discipline Fund	0.0	0.0	0.0	1,156	0	0
Obsolete Accounts	0.0	0.0	0.0	0	0	0
TOTAL (All Programs)	0.0	0.0	0.0	14,180	1,548	1,548
FUNDING				2012*	2013*	2014*
General Fund				-4,942	0	0
Admin of Justice Fund				2,646	47	47
Admissions Fund				5,002	0	0
Building Assessment Fund				51	0	0
Client Security Fund				566	1	1
Discipline Fund				1,156	0	0
Grants Fund				0	0	0
IT Assessment Fund				5,741	0	0
Justice Gap Fund				1,143	0	0
Lawyer Asst Program Fund				1,871	1,500	1,500
Legal Services Trust Fund				469	0	0
Legal Specializations Fund				354	0	0
180 Howard Street Fund				0	0	0
Technology Projects Fund				0	0	0
Annual Meeting Fund				123	0	0
Sections Funds				0	0	0
Public Protection Fund				0	0	0
TOTAL (All Funds)				14,180	1,548	1,548

LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

* Budget, \$ thousands

DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

PROGRAM DESCRIPTIONSBar-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.

Mandatory member dues, which are resources supporting the Bar as a whole, make up the largest revenue item. Interest earnings on balances in the General Fund are also included here.

Estimates savings of salary and benefit costs due to vacancies and staff turnover are budgeted in this area as a negative expenditure.

The large negative expenditure shown for Indirect Costs represents the offset for internal support department costs which are collected in the Administration & Support fund and then allocated to operating departments.

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.

Discipline Fund

The Discipline Fund was established during the period in which the Bar was unable to collect mandatory member dues, and it is no longer in current use. At the direction of the Special Master, the balance remaining in this fund is earmarked for discipline-related technology projects.

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	2012*	2013*	2014*
<u>Bar-Wide Accounts</u>			
General Fund	-4,942	0	0
Admin of Justice Fund	2,646	47	47
Admissions Fund	5,002	0	0
Building Assessment Fund	51	0	0
Client Security Fund	566	1	1
IT Assessment Fund	5,741	0	0
Justice Gap Fund	1,143	0	0
Lawyer Asst Program Fund	1,871	1,500	1,500
Legal Services Trust Fund	469	0	0
Legal Specializations Fund	354	0	0
180 Howard Street Fund	0	0	0
Technology Projects Fund	0	0	0
Annual Meeting Fund	123	0	0
Sections Funds	0	0	0
Public Protection Fund	0	0	0
Total Bar-Wide Accounts	13,024	1,547	1,547
<u>Discipline Fund</u>			
Discipline Fund	1,156	0	0
Total Discipline Fund	1,156	0	0
<u>Obsolete Accounts</u>			
General Fund	0	0	0
Grants Fund	0	0	0
Total Obsolete Accounts	0	0	0
TOTAL	14,180	1,548	1,548

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2012	2013	2014	2012*	2013*	2014*
Regular Salary & Benefits				21	20	20
Travel & Training				81	13	13
Supplies and Postage				0	0	0
Professional Services				0	0	0
Occupancy				0	0	0
Telecommunications				-200	0	0
Other Outside Services				100	1	1
CSF Applications				0	0	0
Legal Services Grants				0	12	12
Computers & Software				0	0	0
Buildings & Equipment				0	0	0
Retiree Medical Funding				1,919	0	0
Other Expenditures				0	0	0
Indirect Costs				-915	1	1
Reimbursements				0	1	1
Interfund Transfers				13,174	1,500	1,500
TOTAL				14,180	1,548	1,548

* 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.

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Statements of Fund Condition

General Fund	2012*	2013*	2014*
Beginning Balance	8,063	1,663	1,020
<u>Revenues</u>			
Mandatory Dues	53,950	54,937	56,937
Administrative Fees	1,496	2,884	2,884
Penalties and Late Fees	2,005	2,590	2,590
Other Fees and Charges	111	63	63
Grants	0	0	0
Interest Income	100	0	0
Other Revenues	365	255	255
Interfund Transfers	0	0	0
Total Revenues	58,028	60,729	62,729
<u>Expenditures</u>			
Admissions	0	0	0
Chief Trial Counsel	26,505	27,774	28,640
Probation	818	828	858
Mandatory Fee Arbitration	615	617	641
State Bar Court	6,778	6,609	6,761
Member Records	2,200	2,236	2,311
Professional Competence	1,759	1,578	1,622
Education	108	109	113
Legal Services	1,054	1,085	1,120
Executive Director	2,378	1,526	1,555
Finance	4,121	1,246	1,268
Budget & Performance Analysis	629	42	42
General Counsel	4,505	2,981	3,065
Human Resources	1,867	3,265	3,375
Information Technology	5,103	3,625	3,751
Communications	1,267	679	701
General Services	9,663	7,020	7,065
Facilities Projects	0	152	152
Non-Departmental	-4,942	0	0
Total Expenditures	64,427	61,372	63,041
Estimated Savings			
Ending Balance	1,663	1,020	708

* Budget, \$ thousands

Admin of Justice Fund	2012*	2013*	2014*
Beginning Balance	5,067	5,565	7,659
<u>Revenues</u>			
Voluntary Dues & Donations	1,600	1,583	1,583
Lease Revenues	0	0	0
Insurance Commissions	1,700	1,128	1,128
Other Fees and Charges	0	0	0
Interest Income	0	0	0
Other Revenues	106	10	10
Interfund Transfers	1,250	1,250	1,250
Total Revenues	4,656	3,971	3,971
<u>Expenditures</u>			
Education	372	552	561
Diversity & Bar Relations	636	548	563
Executive Director	504	466	478
Finance	0	33	34
Budget & Performance Analysis	0	0	0
General Counsel	0	49	51
Human Resources	0	27	28
Information Technology	0	70	73
Communications	0	3	3
General Services	0	83	84
Non-Departmental	2,646	47	47
Total Expenditures	4,158	1,878	1,921
Estimated Savings			
Ending Balance	5,565	7,659	9,709

* Budget, \$ thousands

Admissions Fund	2012*	2013*	2014*
Beginning Balance	3,846	3,587	4,258
<u>Revenues</u>			
Administrative Fees	873	444	444
Penalties and Late Fees	470	462	462
Student Registration Fees	1,180	831	831
Exam Fees	12,634	12,827	12,827
Moral Character Fees	4,446	3,171	3,171
Other Fees and Charges	261	214	214
Interest Income	27	0	0
Other Revenues	0	0	0
Interfund Transfers	0	0	0
Total Revenues	19,891	17,948	17,948
<u>Expenditures</u>			
Admissions	15,148	14,221	14,467
Executive Director	0	57	58
Finance	0	316	327
Budget & Performance Analysis	0	8	8
General Counsel	0	473	487
Human Resources	0	257	265
Information Technology	0	675	699
Communications	0	32	33
General Services	0	1,239	1,249
Non-Departmental	5,002	0	0
Total Expenditures	20,151	17,277	17,593
Estimated Savings			
Ending Balance	3,587	4,258	4,613
Building Assessment Fund			
	2012*	2013*	2014*
Beginning Balance	6,041	8,090	10,099
<u>Revenues</u>			
Mandatory Dues	2,100	2,009	9
Interest Income	0	0	0
Other Revenues	0	0	0
Total Revenues	2,100	2,009	9
<u>Expenditures</u>			
General Services	0	0	0
Non-Departmental	51	0	0
Total Expenditures	51	0	0
Estimated Savings			
Ending Balance	8,090	10,099	10,108

* Budget, \$ thousands

Client Security Fund	2012*	2013*	2014*
Beginning Balance	-7,215	-10,847	-18,179
<u>Revenues</u>			
Mandatory Dues	7,200	7,280	7,280
Interest Income	0	0	0
Other Revenues	0	13	13
Total Revenues	7,200	7,293	7,293
<u>Expenditures</u>			
Client Security Fund	10,266	14,307	14,348
Executive Director	0	8	8
Finance	0	44	46
Budget & Performance Analysis	0	1	1
General Counsel	0	66	68
Human Resources	0	36	37
Information Technology	0	95	98
Communications	0	5	5
General Services	0	62	64
Non-Departmental	566	1	1
Total Expenditures	10,832	14,626	14,676
Estimated Savings			
Ending Balance	-10,847	-18,179	-25,562
Discipline Fund			
Beginning Balance	1,156	0	0
<u>Revenues</u>			
Interest Income	0	0	0
Total Revenues	0	0	0
<u>Expenditures</u>			
Non-Departmental	1,156	0	0
Total Expenditures	1,156	0	0
Estimated Savings			
Ending Balance	0	0	0

* Budget, \$ thousands

Grants Fund	2012*	2013*	2014*
Beginning Balance	201	201	216
<u>Revenues</u>			
Grants	0	0	0
Other Revenues	0	15	15
Total Revenues	0	15	15
<u>Expenditures</u>			
Legal Services	0	0	0
Diversity & Bar Relations	0	0	0
Communications	0	0	0
Non-Departmental	0	0	0
Total Expenditures	0	0	0
Estimated Savings			
Ending Balance	201	216	231
IT Assessment Fund	2012*	2013*	2014*
Beginning Balance	4,102	61	1,783
<u>Revenues</u>			
Mandatory Dues	1,700	1,722	1,722
Interest Income	0	0	0
Other Revenues	0	0	0
Total Revenues	1,700	1,722	1,722
<u>Expenditures</u>			
Non-Departmental	5,741	0	0
Total Expenditures	5,741	0	0
Estimated Savings			
Ending Balance	61	1,783	3,505
Justice Gap Fund	2012*	2013*	2014*
Beginning Balance	307	13	13
<u>Revenues</u>			
Voluntary Dues & Donations	850	0	0
Interest Income	0	0	0
Other Revenues	0	0	0
Total Revenues	850	0	0
<u>Expenditures</u>			
Legal Services	0	0	0
Non-Departmental	1,143	0	0
Total Expenditures	1,143	0	0
Estimated Savings			
Ending Balance	13	13	13

* Budget, \$ thousands

Lawyer Asst Program Fund	2012*	2013*	2014*
Beginning Balance	1,576	266	-800
<u>Revenues</u>			
Mandatory Dues	1,900	1,918	1,918
Interest Income	0	0	0
Other Revenues	0	0	0
Interfund Transfers	0	0	0
Total Revenues	1,900	1,918	1,918
<u>Expenditures</u>			
Lawyer Assistance Program	1,339	1,078	1,119
Executive Director	0	8	8
Finance	0	44	46
Budget & Performance Analysis	0	1	1
General Counsel	0	66	68
Human Resources	0	36	37
Information Technology	0	95	98
Communications	0	5	5
General Services	0	150	152
Non-Departmental	1,871	1,500	1,500
Total Expenditures	3,210	2,984	3,035
Estimated Savings			
Ending Balance	266	-800	-1,918

* Budget, \$ thousands

Legal Services Trust Fund	2012*	2013*	2014*
Beginning Balance	744	127	1,691
<u>Revenues</u>			
Voluntary Dues & Donations	3,000	3,296	3,296
Administrative Fees	503	0	0
Grants	15,609	0	0
IOLTA	5,750	0	0
Interest Income	0	0	0
Other Revenues	0	6	6
Interfund Transfers	3,124	0	0
Total Revenues	27,987	3,301	3,301
<u>Expenditures</u>			
Legal Services	28,135	1,349	1,388
Executive Director	0	10	10
Finance	0	54	56
Budget & Performance Analysis	0	1	1
General Counsel	0	81	84
Human Resources	0	44	46
Information Technology	0	116	120
Communications	0	6	6
General Services	0	76	78
Non-Departmental	469	0	0
Total Expenditures	28,604	1,737	1,789
Estimated Savings			
Ending Balance	127	1,691	3,204

* Budget, \$ thousands

Legal Specializations Fund	2012*	2013*	2014*
Beginning Balance	2,040	2,098	2,839
<u>Revenues</u>			
Administrative Fees	1,657	1,860	1,860
Penalties and Late Fees	1	0	0
Exam Fees	30	64	64
Other Fees and Charges	6	9	9
Interest Income	5	0	0
Other Revenues	1	1	1
Total Revenues	1,699	1,935	1,935
<u>Expenditures</u>			
Admissions	1,286	912	948
Executive Director	0	7	7
Finance	0	39	41
Budget & Performance Analysis	0	1	1
General Counsel	0	59	61
Human Resources	0	32	33
Information Technology	0	84	87
Communications	0	4	4
General Services	0	55	57
Non-Departmental	354	0	0
Total Expenditures	1,640	1,194	1,239
Estimated Savings			
Ending Balance	2,098	2,839	3,535
180 Howard Street Fund			
Beginning Balance	20,960	17,460	18,066
<u>Revenues</u>			
Mandatory Dues	0	0	0
Penalties and Late Fees	0	1	1
Lease Revenues	800	591	591
Interest Income	0	0	0
Other Revenues	0	13	13
Interfund Transfers	0	0	0
Total Revenues	800	605	605
<u>Expenditures</u>			
General Services	0	0	0
Facilities Projects	4,300	0	0
Non-Departmental	0	0	0
Total Expenditures	4,300	0	0
Estimated Savings			
Ending Balance	17,460	18,066	18,671

* Budget, \$ thousands

LA Facilities Fund	2012*	2013*	2014*
Beginning Balance			
Estimated Savings			
Ending Balance			
Technology Projects Fund	2012*	2013*	2014*
Beginning Balance	106	3,181	3,152
<u>Revenues</u>			
Interest Income	0	0	0
Other Revenues	0	0	0
Interfund Transfers	8,800	0	0
Total Revenues	8,800	0	0
<u>Expenditures</u>			
Technology Projects	5,725	29	29
Non-Departmental	0	0	0
Total Expenditures	5,725	29	29
Estimated Savings			
Ending Balance	3,181	3,152	3,123
Annual Meeting Fund	2012*	2013*	2014*
Beginning Balance	213	111	207
<u>Revenues</u>			
Other Fees and Charges	560	0	0
Interest Income	1	0	0
Other Revenues	339	660	660
Total Revenues	900	660	660
<u>Expenditures</u>			
Education	878	464	477
Executive Director	0	3	3
Finance	0	14	15
General Counsel	0	21	22
Human Resources	0	11	12
Information Technology	0	30	31
Communications	0	1	1
General Services	0	20	20
Non-Departmental	123	0	0
Total Expenditures	1,002	565	581
Estimated Savings			
Ending Balance	111	207	286

* Budget, \$ thousands

Sections Funds	2012*	2013*	2014*
Beginning Balance	7,299	7,299	8,133
<u>Revenues</u>			
Sections Member Dues	0	4,855	4,855
Grants	0	0	0
Interest Income	0	0	0
Other Revenues	0	1,776	1,776
Total Revenues	0	6,631	6,631
<u>Expenditures</u>			
Education	0	5,059	5,132
Executive Director	0	14	15
Finance	0	80	82
Budget & Performance Analysis	0	2	2
General Counsel	0	119	123
Human Resources	0	65	67
Information Technology	0	170	176
Communications	0	8	8
General Services	0	279	281
Non-Departmental	0	0	0
Total Expenditures	0	5,796	5,886
Estimated Savings			
Ending Balance	7,299	8,133	8,878
Public Protection Fund			
Beginning Balance	6,469	6,502	6,502
<u>Revenues</u>			
Interest Income	33	0	0
Total Revenues	33	0	0
<u>Expenditures</u>			
Non-Departmental	0	0	0
Total Expenditures	0	0	0
Estimated Savings			
Ending Balance	6,502	6,502	6,502

* Budget, \$ thousands

Wages & Salary Supplement

	Budgeted FTE			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
Admissions						
<u>Admissions Administration</u>						
Sr Executive, Admissions	1.00	0.00	0.00	10,375 - 15,272		
Section Chief	1.00	1.00	1.00	5,861 - 7,717	70,735	74,248
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	67,443	70,641
Administrative Specialist Conf	1.00	1.00	1.00	4,566 - 6,174	56,394	59,618
Administrative Assistant II	2.00	2.00	2.00	3,969 - 5,288	97,890	103,168
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	48,945	51,584
Admissions Analyst III	1.00	1.00	1.00	3,969 - 5,288	61,938	63,340
Accounting Technician	1.00	1.00	1.00	3,592 - 4,788	44,304	46,696
Administrative Assistant I	2.00	2.00	2.00	3,592 - 4,788	90,540	95,324
Admissions Administration Total	11.00	10.00	10.00	629,124	538,189	564,619
<u>Examination Development</u>						
Director, Examinations	1.00	1.00	1.00	7,795 - 11,303	116,324	122,136
Examinations Technician	1.00	1.00	1.00	5,333 - 7,031	79,008	82,494
Examination Development Total	2.00	2.00	2.00	185,783	195,332	204,630
<u>Application Processing</u>						
Section Chief	2.00	2.00	2.00	5,861 - 7,717	146,195	153,256
Admis Eligibility Analyst III	1.00	1.00	1.00	4,366 - 5,818	69,810	69,810
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	50,972	53,624
Admis Eligibility Analyst II	2.00	2.00	2.00	3,969 - 5,288	120,530	123,156
Admissions Analyst III	1.00	1.00	1.00	3,969 - 5,288	48,945	51,584
Coordinator Of Records	6.00	6.00	6.00	3,592 - 4,788	283,945	297,815
Application Processing Total	13.00	13.00	13.00	738,093	720,397	749,245
<u>Admissions Operations</u>						
Director, Operations & Mgmt	1.00	1.00	1.00	7,795 - 11,303	116,324	122,136
Deputy Dir, Operations & Mgmt	1.00	1.00	1.00	7,086 - 10,280	107,200	112,564
Section Chief	2.00	2.00	2.00	5,861 - 7,717	161,531	166,562
Technology Svce Analyst Techn	1.00	1.00	1.00	5,333 - 7,031	77,648	81,154
Sr Administrative Assistant	2.00	2.00	2.00	4,850 - 6,400	130,552	136,667
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	53,726	56,378
Admissions Analyst III	1.00	1.00	1.00	3,969 - 5,288	61,837	63,290
Accounting Technician	1.00	1.00	1.00	3,592 - 4,788	45,132	47,524
Administrative Assistant I	2.00	2.00	2.00	3,592 - 4,788	95,784	100,568
Admissions Analyst II	1.00	1.00	1.00	3,592 - 4,788	44,856	47,248
Admissions Analyst I	3.00	3.00	3.00	2,948 - 3,932	117,398	123,274
Admissions Operations Total	16.00	16.00	16.00	934,770	1,011,988	1,057,365

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
<u>Examination Grading</u>						
Director, Admissions Admin	1.00	1.00	1.00	7,795 - 11,303	105,648	110,934
Section Chief	1.00	1.00	1.00	5,861 - 7,717	78,861	82,492
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	59,644	62,556
Admissions Coordinator	1.00	1.00	1.00	3,242 - 4,321	50,363	51,639
Admissions Processing Clerk II	1.00	1.00	1.00	2,666 - 3,554	42,640	42,640
Examination Grading Total	5.00	5.00	5.00	329,028	337,156	350,261
<u>Moral Character Determinations</u>						
Dir, Moral Char Determinations	1.00	1.00	1.00	7,795 - 11,303	106,278	111,590
Section Chief	2.00	2.00	2.00	5,861 - 7,717	185,172	185,172
Moral Character Analyst	8.00	8.00	8.00	4,850 - 6,400	560,311	573,528
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	59,211	61,837
Moral Character Determinations Total	12.00	12.00	12.00	900,068	910,972	932,127
<u>Law School Regulation</u>						
Director, Educational Standards	1.00	1.00	1.00	7,795 - 11,303	116,324	122,136
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	59,084	61,996
Law School Regulation Total	2.00	2.00	2.00	170,948	175,408	184,132
<u>Special Admissions</u>						
Administrative Assistant II	2.00	1.00	1.00	3,969 - 5,288	126,880	126,880
Administrative Assistant I	1.00	1.00	1.00	3,592 - 4,788	44,580	46,972
Special Admissions Total	3.00	2.00	2.00	152,348	171,460	173,852
<u>Specialization</u>						
Director, Legal Specialization	1.00	1.00	1.00	7,795 - 11,303	116,324	122,136
Section Chief	1.00	1.00	1.00	5,861 - 7,717	72,085	75,608
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	73,978	76,194
Administrative Assistant II	3.00	3.00	3.00	3,969 - 5,288	148,047	155,976
Administrative Assistant I	2.00	2.00	2.00	3,592 - 4,788	92,012	96,780
Specialization Total	8.00	8.00	8.00	480,799	502,446	526,694
<u>MCLE Providers</u>						
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	49,850	52,502
Administrative Assistant I	1.00	1.00	1.00	3,592 - 4,788	50,076	52,490
MCLE Providers Total	2.00	2.00	2.00	96,824	99,926	104,992
Admissions Total	74.00	72.00	72.00	4,617,785	4,663,274	4,847,917

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
Chief Trial Counsel						
<u>Management</u>						
Acting Chief Trial Counsel	1.00	0.00	0.00	10,375 - 15,272		
Deputy Chief Trial Counsel	2.00	1.00	1.00	9,432 - 13,802	158,404	164,700
Special Asst. Chief Trial Cnsl	1.00	1.00	1.00	8,574 - 12,612	86,004	90,310
Program Court Sys Analyst	2.00	0.00	0.00	4,850 - 6,400		
Executive Secretary	2.00	2.00	2.00	4,566 - 6,174	138,393	144,143
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Management Total	9.00	5.00	5.00	770,432	446,241	462,593
<u>Intake</u>						
Assistant Chief Trial Counsel	1.00	1.00	1.00	8,574 - 12,612	146,840	151,320
Senior Attorney	4.00	4.00	4.00	7,717 - 11,625	530,219	541,784
Attorney	7.00	8.75	8.75	6,258 - 9,755	909,765	927,982
Investigator II	0.00	1.00	1.00	5,333 - 7,031	76,424	79,941
Complaint Analyst	17.00	17.00	17.00	4,850 - 6,400	1,148,595	1,183,272
Paralegal	2.00	3.00	3.00	4,850 - 6,400	227,834	229,924
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	48,238	50,870
Intake Total	32.00	35.75	35.75	2,592,860	3,087,915	3,165,093
<u>Investigation</u>						
Assistant Chief Trial Counsel	0.00	1.00	1.00	8,574 - 12,612	140,338	146,980
Senior Attorney	9.00	7.00	7.00	7,717 - 11,625	815,383	847,449
Attorney	10.00	7.00	7.00	6,258 - 9,755	718,962	738,874
Investigator II	49.00	45.00	45.00	5,333 - 7,031	3,570,976	3,631,699
Paralegal	0.00	1.00	1.00	4,850 - 6,400	65,598	68,796
Investigation Total	68.00	61.00	61.00	5,298,557	5,311,257	5,433,798
<u>Trial</u>						
Assistant Chief Trial Counsel	4.00	3.00	3.00	8,574 - 12,612	414,300	433,419
Senior Attorney	9.00	10.00	10.00	7,717 - 11,625	1,201,321	1,239,960
Attorney	27.00	18.84	18.84	6,258 - 9,755	1,575,262	1,650,604
Investigator II	8.00	7.00	7.00	5,333 - 7,031	548,386	562,820
Paralegal	14.00	13.00	13.00	4,850 - 6,400	879,593	906,642
Administrative Secretary	4.00	4.00	4.00	3,969 - 5,288	217,928	228,013
Trial Total	66.00	55.84	55.84	5,376,805	4,836,790	5,021,458
<u>Audit & Review</u>						
Senior Attorney	0.00	1.00	1.00	7,717 - 11,625	114,482	119,714
Attorney	1.90	3.60	3.60	6,258 - 9,755	387,942	399,999
Legal Secretary	1.00	1.00	1.00	3,969 - 5,288	55,052	57,683
Audit & Review Total	2.90	5.60	5.60	275,314	557,476	577,396

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
<u>Central Administration</u>						
Director, Central Admin, Ctc	1.00	1.00	1.00	7,795 - 11,303	116,324	122,136
Sr Administrative Supervisor	2.00	2.00	2.00	5,861 - 7,717	151,216	158,392
Complaint Analyst	1.00	1.00	1.00	4,850 - 6,400	60,540	63,452
Program Court Sys Analyst	0.00	2.00	2.00	4,850 - 6,400	122,760	128,734
Sr Administrative Assistant	3.00	3.00	3.00	4,850 - 6,400	204,313	210,943
Administrative Assistant II	2.00	2.00	2.00	3,969 - 5,288	111,880	114,514
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	49,955	52,604
Legal Secretary	15.83	15.83	15.83	3,969 - 5,288	834,369	869,890
Administrative Assistant I	3.00	3.00	3.00	3,592 - 4,788	172,380	172,380
Coordinator Of Records	13.00	13.00	13.00	3,592 - 4,788	641,822	665,430
Secretary II	11.00	11.00	11.00	3,592 - 4,788	541,591	561,392
General Clerk II	3.00	4.00	4.00	2,948 - 3,932	145,744	153,544
General Clerk III	2.00	1.00	1.00	2,948 - 3,932	45,746	46,962
Investigative Assistant	1.00	0.00	0.00	2,948 - 3,932		
Central Administration Total	58.83	59.83	59.83	2,997,351	3,198,640	3,320,373
<u>Abandoned and Unauthorized Practices</u>						
Attorney	1.00	1.00	1.00	6,258 - 9,755	77,626	81,724
Paralegal	1.00	1.00	1.00	4,850 - 6,400	76,804	76,804
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	60,764	63,676
Coordinator Of Records	4.00	4.00	4.00	3,592 - 4,788	180,804	190,356
Abandoned and Unauthorized Practices Total	7.00	7.00	7.00	404,538	395,998	412,560
Chief Trial Counsel Total	243.73	230.02	230.02	17,715,857	17,834,317	18,393,271
Probation						
<u>Probation</u>						
Senior Attorney	1.00	1.00	1.00	7,717 - 11,625	136,084	139,490
Probation Deputy	6.00	6.00	6.00	4,366 - 5,818	346,876	361,378
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	50,870	53,522
Probation Total	8.00	8.00	8.00	518,609	533,830	554,390
Probation Total	8.00	8.00	8.00	518,609	533,830	554,390
Client Security Fund						
<u>Client Security Fund</u>						
Director, Client Security Fund	1.00	1.00	1.00	8,574 - 12,612	138,572	145,494
Senior Attorney	2.00	2.00	2.00	7,717 - 11,625	267,696	273,662
Sr Administrative Supervisor	1.00	1.00	1.00	5,861 - 7,717	91,598	92,586
Paralegal	2.00	2.00	2.00	4,850 - 6,400	119,960	125,784
Administrative Assistant II	2.00	2.00	2.00	3,969 - 5,288	114,922	117,574
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	62,640	63,440
Legal Secretary	1.00	1.00	1.00	3,969 - 5,288	49,753	52,400
Coordinator Of Records	1.00	1.00	1.00	3,592 - 4,788	57,460	57,460
Client Security Fund Total	11.00	11.00	11.00	757,847	902,601	928,400

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
Client Security Fund Total	11.00	11.00	11.00	757,847	902,601	928,400
Mandatory Fee Arbitration						
<u>Mandatory Fee Arbitration</u>						
Director, Fee Arbitration	1.00	1.00	1.00	7,795 - 11,303	95,102	99,862
Sr Administrative Assistant	3.00	3.00	3.00	4,850 - 6,400	181,620	190,356
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	53,930	56,572
Mandatory Fee Arbitration Total	5.00	5.00	5.00	319,252	330,652	346,790
Mandatory Fee Arbitration Total	5.00	5.00	5.00	319,252	330,652	346,790
State Bar Court						
<u>Administration</u>						
Chf Admin Officer State Bar Ct	1.00	0.00	0.00	10,375 - 15,272		
Admin Specialist II (Conf)	1.00	1.00	1.00	5,610 - 7,463	85,794	88,644
Sr Admin Secretary	0.75	0.75	0.75	4,366 - 5,818	47,843	50,012
Administration Total	2.75	1.75	1.75	284,362	133,637	138,656
<u>Hearing Department & Effectuations Unit</u>						
Hearing Judge	5.00	5.00	5.00	13,606 - 14,899	816,270	816,270
Chief Assistant Court Counsel	1.00	1.00	1.00	8,574 - 12,612	136,994	143,838
Court Administrator	2.00	2.00	2.00	7,795 - 11,303	246,038	257,840
Senior Attorney	5.00	5.00	5.00	7,717 - 11,625	625,610	639,953
Case Administrator	10.00	10.00	10.00	5,333 - 7,031	798,817	809,772
Court Services Analyst/Tech	1.00	1.00	1.00	5,333 - 7,031	84,370	84,370
Lead Data Analyst	1.00	1.00	1.00	5,333 - 7,031	73,840	77,376
Program Court Sys Analyst	2.00	2.00	2.00	4,850 - 6,400	118,392	124,216
Deputy Court Clerk IV	2.00	2.00	2.00	4,366 - 5,818	124,440	127,332
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	48,945	51,584
Legal Secretary	1.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Hearing Department & Effectuations Unit Total	31.00	31.00	31.00	3,112,807	3,137,156	3,195,991
<u>Review Department</u>						
Presiding Judge	1.00	1.00	1.00	13,606 - 14,899	178,776	178,776
Review Judge	1.20	1.20	1.20	13,606 - 14,899	214,552	214,552
Chief Court Counsel	1.00	1.00	1.00	9,432 - 13,802	153,884	161,100
Senior Attorney	3.00	3.00	3.00	7,717 - 11,625	335,048	349,520
Case Administrator	2.00	2.00	2.00	5,333 - 7,031	162,426	165,926
Review Department Total	8.20	8.20	8.20	1,028,040	1,044,686	1,069,874
State Bar Court Total	41.95	40.95	40.95	4,425,209	4,315,479	4,404,521

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
Member Records						
<u>Member Service Center</u>						
Sr Executive, Communications	1.00	0.00	0.00	10,375 - 15,272		
Director Admin Member Svcs	1.00	0.00	0.00	7,795 - 11,303		
Sr Administrative Supervisor	2.00	2.00	2.00	5,861 - 7,717	154,882	162,002
Lead Data Analyst	1.00	1.00	1.00	5,333 - 7,031	65,585	68,796
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	60,092	63,004
Administrative Specialist Conf	1.00	1.00	1.00	4,566 - 6,174	56,146	59,370
Membership Services Rep	2.00	2.00	2.00	4,366 - 5,818	107,916	113,727
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	61,240	63,440
Member Services Associate	6.00	6.00	6.00	3,969 - 5,288	320,797	336,639
Administrative Assistant I	4.00	4.00	4.00	3,592 - 4,788	176,848	186,416
Member Service Center Total	20.00	18.00	18.00	1,110,004	1,003,506	1,053,394
Member Records Total	20.00	18.00	18.00	1,110,004	1,003,506	1,053,394
Professional Competence						
<u>Outreach & Education</u>						
Director, Professnl Competnce	1.00	1.00	1.00	8,574 - 12,612	144,780	150,520
Attorney	1.00	1.00	1.00	6,258 - 9,755	77,908	82,054
Sr Administrative Specialist	1.00	1.00	1.00	6,164 - 8,151	97,652	97,812
Paralegal	7.00	7.00	7.00	4,850 - 6,400	500,423	510,174
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	68,919	72,118
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	53,828	56,471
Data Analyst II	1.00	1.00	1.00	3,242 - 4,321	50,529	51,721
Outreach & Education Total	13.00	13.00	13.00	973,516	994,039	1,020,870
Professional Competence Total	13.00	13.00	13.00	973,516	994,039	1,020,870
Education						
<u>Sections</u>						
Dir, Section Educ & Mtg Svcs	1.00	1.00	1.00	7,795 - 11,303	126,006	131,916
Manager, Section Ed & Mtg Svcs	1.00	1.00	1.00	7,086 - 10,280	92,816	97,466
Meeting & Event Administrator	2.00	2.00	2.00	5,861 - 7,717	169,066	173,337
Section Coordinator	6.00	6.00	6.00	5,861 - 7,717	486,905	505,648
Web Administrator	1.00	1.00	1.00	5,333 - 7,031	68,672	71,992
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	68,548	71,761
Administrative Assistant II	7.00	7.00	7.00	3,969 - 5,288	352,064	370,548
Data Analyst II	1.00	1.00	1.00	3,242 - 4,321	38,979	41,137
Sections Total	20.00	20.00	20.00		1,403,056	1,463,805
<u>Affinity & Insurance</u>						
Sr Administrative Assistant	1.80	1.80	1.80	4,850 - 6,400	122,084	127,864
Affinity & Insurance Total	1.80	1.80	1.80	98,682	122,084	127,864

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
Education Total	21.80	21.80	21.80	353,732	1,525,140	1,591,669
Legal Services						
<u>Program Development</u>						
Director Legal Services	1.00	1.00	1.00	7,795 - 11,303	118,616	124,558
Program Developer	3.00	3.00	3.00	5,861 - 7,717	268,790	275,174
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	65,964	69,168
Program Coordinator	1.00	1.00	1.00	4,366 - 5,818	55,302	58,188
Administrative Assistant II	2.00	2.00	2.00	3,969 - 5,288	117,894	121,224
Program Development Total	8.00	8.00	8.00	608,647	626,566	648,312
<u>Legal Services Funding</u>						
Mngng Dir, Lgl Svcs Trust Fnd	1.00	1.00	1.00	7,086 - 10,280	111,512	117,090
Senior Accountant/Auditor	2.00	2.00	2.00	5,861 - 7,717	153,241	160,462
Senior Grants Administrator	1.00	1.00	1.00	5,861 - 7,717	92,586	92,586
Sr Administrative Assistant	2.00	3.00	3.00	4,850 - 6,400	211,736	215,380
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	54,338	56,976
Compliance Auditor I	3.00	3.00	3.00	3,969 - 5,288	164,989	170,280
General Clerk II	1.00	1.00	1.00	2,948 - 3,932	36,361	38,311
Legal Services Funding Total	11.00	12.00	12.00	749,048	824,763	851,085
Legal Services Total	19.00	20.00	20.00	1,357,695	1,451,329	1,499,397
Diversity & Bar Relations						
<u>Elimination of Bias</u>						
Managing Dir Diversity Outreac	1.00	1.00	1.00	7,086 - 10,280	123,264	123,344
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	58,748	61,660
Elimination of Bias Total	2.00	2.00	2.00	181,428	182,012	185,004
<u>Bar Relations</u>						
Director, Bar Relations Outrch	1.00	1.00	1.00	7,086 - 10,280	108,434	113,856
Program Court Sys Analyst	1.00	1.00	1.00	4,850 - 6,400	69,042	72,242
Bar Relations Total	2.00	2.00	2.00	124,396	177,476	186,098
Diversity & Bar Relations Total	4.00	4.00	4.00	305,824	359,488	371,102
Lawyer Assistance Program						
<u>Lawyer Assistance Program</u>						
Director, Lawyers Assist Prgm	1.00	1.00	1.00	7,795 - 11,303	99,128	104,090
Special Asst To Director, Lap	1.00	0.00	0.00	7,086 - 10,280		
Case Specialist	1.00	1.00	1.00	5,861 - 7,717	81,062	84,834
Case Manager	8.00	4.00	4.00	5,333 - 7,031	284,708	298,508
Program Court Sys Analyst	1.00	1.00	1.00	4,850 - 6,400	58,524	61,436
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	49,349	51,992
Lawyer Assistance Program Total	13.00	8.00	8.00	620,653	572,771	600,860

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
Lawyer Assistance Program Total	13.00	8.00	8.00	620,653	572,771	600,860
Executive Director						
<u>Management, Oversight and Planning</u>						
Executive Director	1.00	0.00	0.00	19,750 - 19,750		
Deputy Executive Director	1.00	0.00	0.00	10,375 - 15,272		
Special Asst To Exec Director	1.00	0.00	0.00	9,432 - 13,802		
Manager Planning And Admin	1.00	1.00	1.00	7,086 - 10,280	99,284	104,252
Sr Administrative Specialist	1.00	1.00	1.00	6,164 - 8,151	97,812	97,812
Admin Specialist II (Conf)	0.00	1.00	1.00	5,610 - 7,463	68,130	71,666
Administrative Specialist Conf	1.00	0.00	0.00	4,566 - 6,174		
Management, Oversight and Planning Total	6.00	3.00	3.00	664,296	265,226	273,730
<u>Board Support - Secretariat</u>						
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	76,804	76,804
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	61,837	63,290
Board Support - Secretariat Total	2.00	2.00	2.00	90,036	138,641	140,094
<u>Judicial Evaluations</u>						
Sr Administrative Specialist	1.00	1.00	1.00	6,164 - 8,151	86,094	90,074
Executive Secretary	1.00	1.00	1.00	4,566 - 6,174	74,074	74,074
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	54,236	56,875
Judicial Evaluations Total	3.00	3.00	3.00	197,446	214,404	221,023
<u>Governmental Affairs</u>						
Attorney III Conf	1.00	1.00	1.00	8,193 - 11,895	122,416	127,508
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	69,416	72,622
Governmental Affairs Total	2.00	2.00	2.00	185,068	191,832	200,130
Executive Director Total	13.00	10.00	10.00	1,136,846	810,103	834,977
Finance						
<u>Financial Planning and Analysis</u>						
Chief Financial Officer	1.00	1.00	1.00	10,375 - 15,272	167,190	175,554
Director, Budget & Perf. Anls	1.00	1.00	1.00	9,432 - 13,802	141,604	148,696
Director, Finance	1.00	1.00	1.00	8,574 - 12,612	121,376	127,448
Senior Financial Analyst	1.00	1.00	1.00	6,164 - 8,151	75,920	79,807
Budget & Performance Analyst	1.00	1.00	1.00	5,610 - 7,463	68,130	71,666
Administrative Specialist Conf	1.00	1.00	1.00	4,566 - 6,174	56,394	59,618
Financial Planning and Analysis Total	6.00	6.00	6.00	447,948	630,614	662,789

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
<u>Accounting</u>						
Finance Manager	1.00	0.00	0.00	7,086 - 10,280		
Senior Financial Analyst	1.00	1.00	1.00	6,164 - 8,151	76,670	80,552
Auditor/Accountant	1.00	1.00	1.00	4,366 - 5,818	55,524	58,412
Payroll Technician II	1.00	0.00	0.00	4,150 - 5,613		
Payroll Technician I	1.00	1.00	1.00	3,754 - 5,081	60,970	60,970
Accounting Technician	1.55	1.55	1.55	3,592 - 4,788	71,726	75,414
Accounting Clerk	1.00	1.00	1.00	2,948 - 3,932	36,361	38,311
Accounting Total	7.55	5.55	5.55	446,726	301,251	313,659
<u>Procurement</u>						
Finance Manager	1.00	1.00	1.00	7,086 - 10,280	86,004	90,310
Purchasing Assistant	2.00	2.00	2.00	4,366 - 5,818	123,656	126,555
Procurement Total	3.00	3.00	3.00	205,205	209,660	216,865
<u>Member Billing</u>						
Finance Manager	1.00	1.00	1.00	7,086 - 10,280	91,336	95,894
Asst Supervisor Memb Billing	1.00	1.00	1.00	4,850 - 6,400	66,090	69,288
Membership Billing Technician	4.00	4.00	4.00	3,969 - 5,288	213,344	222,475
Member Billing Total	6.00	6.00	6.00	364,378	370,770	387,657
Finance Total	22.55	20.55	20.55	1,464,257	1,512,295	1,580,970
General Counsel						
<u>General Counsel</u>						
General Counsel	1.00	0.00	0.00	10,375 - 15,272		
Chief Assist. General Counsel	2.00	2.00	2.00	9,432 - 13,802	317,160	324,738
Attorney III Conf	8.00	8.00	8.00	8,193 - 11,895	950,249	980,599
Director, Administration	1.00	1.00	1.00	7,086 - 10,280	109,486	114,954
Admin Specialist II (Conf)	1.00	1.00	1.00	5,610 - 7,463	83,994	87,744
Legal Assistant (Confidential)	1.00	1.00	1.00	5,103 - 6,790	68,272	71,551
Program/Court Sys Anlst (Conf)	1.00	1.00	1.00	5,103 - 6,790	65,544	68,768
Admin Assistant II (Conf)	1.00	1.00	1.00	4,150 - 5,613	51,259	54,184
Administrative Secretary (Conf)	1.00	1.00	1.00	4,150 - 5,613	51,146	54,072
Legal Secretary (Confidential)	2.00	2.00	2.00	4,150 - 5,613	124,462	127,400
Data Entry / File Clerk	1.00	0.00	0.00	3,083 - 4,172		
General Counsel Total	20.00	18.00	18.00	2,053,584	1,821,572	1,884,010
<u>Law Library & Archives</u>						
Senior Librarian/Archivist	1.00	1.00	1.00	5,333 - 7,031	70,182	73,568
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	54,542	57,178
Law Library & Archives Total	2.00	2.00	2.00	121,706	124,724	130,746
General Counsel Total	22.00	20.00	20.00	2,175,290	1,946,296	2,014,756

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
Human Resources						
<u>Compensation Administration</u>						
Human Resources Representative	2.00	1.00	1.00	5,103 - 6,790	79,036	81,484
Compensation Administration Total	2.00	1.00	1.00	132,457	79,036	81,484
<u>Recruiting and Development</u>						
Human Resources Representative	1.00	1.00	1.00	5,103 - 6,790	81,484	81,484
Human Resources Administrator	1.00	0.00	0.00	4,566 - 6,174		
Sr Human Resources Assistant	0.00	1.00	1.00	4,150 - 5,613	51,259	54,184
Human Resources Assistant	1.00	1.00	1.00	3,754 - 5,081	46,371	49,049
Recruiting and Development Total	3.00	3.00	3.00	220,777	179,114	184,717
<u>Employee Relations</u>						
Director Hr & Labor Relations	1.00	1.00	1.00	7,795 - 11,303	120,376	126,396
Mgr Hr & Emp/Labor Relations	1.00	1.00	1.00	7,086 - 10,280	106,782	112,112
Program/Court Sys Anlst (Conf)	0.00	1.00	1.00	5,103 - 6,790	62,829	66,040
Employee Relations Total	2.00	3.00	3.00	219,177	289,987	304,548
<u>Records and Information Systems</u>						
Sr Human Resources Analyst	1.00	1.00	1.00	6,164 - 8,151	74,870	78,764
Program/Court Sys Anlst (Conf)	1.00	0.00	0.00	5,103 - 6,790		
Human Resources Administrator	1.00	2.00	2.00	4,566 - 6,174	134,064	137,272
Sr Human Resources Assistant	2.00	2.00	2.00	4,150 - 5,613	121,337	126,917
Human Resources Assistant	1.00	1.00	1.00	3,754 - 5,081	45,650	48,328
Records and Information Systems Total	6.00	6.00	6.00	366,310	375,921	391,281
Human Resources Total	13.00	13.00	13.00	938,721	924,058	962,030
Information Technology						
<u>Base Services</u>						
Sr Executive Info Technology	1.00	0.00	0.00	10,375 - 15,272		
Director, Information Systems	1.00	1.00	1.00	7,795 - 11,303	120,376	126,396
Director, Technology Systems	1.00	1.00	1.00	7,795 - 11,303	116,324	122,136
Manager Telecommunications	1.00	1.00	1.00	7,086 - 10,280	102,336	107,460
Manager, Info Tech/Sys Projects	1.00	1.00	1.00	7,086 - 10,280	111,512	117,090
Manager, Systems Development	1.00	1.00	1.00	7,086 - 10,280	99,862	104,856
Computer Analyst/Programmer	10.00	10.00	10.00	6,563 - 8,565	883,475	921,910
Webmaster	2.00	2.00	2.00	6,563 - 8,565	185,114	191,948
Technical Support Administratr	8.00	8.00	8.00	5,861 - 7,717	635,048	662,692
Technology Svce Analyst Techn	4.00	4.00	4.00	5,333 - 7,031	288,831	302,368
Administrative Specialist Conf	1.00	1.00	1.00	4,566 - 6,174	62,706	65,916
Administrative Assistant II	1.00	0.00	0.00	3,969 - 5,288		
Base Services Total	32.00	30.00	30.00	2,716,358	2,605,584	2,722,772
Information Technology Total	32.00	30.00	30.00	2,716,358	2,605,584	2,722,772

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

	Positions (FTE)			Expenditures		
	2012	2013	2014	2012 Range	2013 Budget	2014 Budget
Communications						
<u>Media Relations</u>						
Dir, Media & Info Svcs	1.00	0.00	0.00	7,795 - 11,303		
Web Editor	1.00	1.00	1.00	7,086 - 10,280	73,705	77,248
Public Information Officer	2.00	2.00	2.00	5,333 - 7,031	131,170	137,592
General Clerk II	1.00	0.00	0.00	2,948 - 3,932		
Media Relations Total	5.00	3.00	3.00	375,698	204,875	214,840
<u>California Bar Journal</u>						
Editor & Gm, Ca Bar Journal	1.00	0.00	0.00	7,086 - 10,280		
Program Court Sys Analyst	1.00	1.00	1.00	4,850 - 6,400	67,308	70,531
California Bar Journal Total	2.00	1.00	1.00	218,957	67,308	70,531
Communications Total	7.00	4.00	4.00	594,655	272,183	285,371
General Services						
<u>Administrative Services</u>						
Director, Operations	1.00	1.00	1.00	9,432 - 13,802	141,604	148,696
Deputy Director, Operations	1.00	1.00	1.00	7,086 - 10,280	86,004	90,310
Admin Specialist II (Conf)	1.00	1.00	1.00	5,610 - 7,463	69,626	73,166
Supervisor, Off. & Recep. Svcs	2.00	2.00	2.00	5,333 - 7,031	162,018	165,524
Supervisor, Offset Printing	1.00	0.00	0.00	4,850 - 6,400		
Administrative Assistant II	2.00	2.00	2.00	3,969 - 5,288	112,385	115,024
Printing Technician II	2.00	2.00	2.00	3,969 - 5,288	126,880	126,880
Travel & Info Svcs Coordinator	2.00	2.00	2.00	3,592 - 4,788	102,592	104,984
Maintenance Technician	1.00	1.00	1.00	3,242 - 4,321	44,606	46,772
Printing Technician I	2.00	2.00	2.00	3,242 - 4,321	94,807	96,942
Sr Office Services Coordinator	1.00	1.00	1.00	3,242 - 4,321	51,844	51,844
Sr Office Services Clerk	5.00	5.00	5.00	2,948 - 3,932	192,855	200,963
Receptionist/Reservation Coord	3.00	3.00	3.00	2,666 - 3,554	108,257	111,888
Administrative Services Total	24.00	23.00	23.00	1,341,863	1,293,478	1,332,993
General Services Total	24.00	23.00	23.00	1,341,863	1,293,478	1,332,993

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

Positions (FTE)			Expenditures		
2012	2013	2014	2012 Range	2013 Budget	2014 Budget

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