



THE STATE BAR OF CALIFORNIA

INVITES YOUR INTEREST IN THE POSITION OF

DIRECTOR OF HUMAN RESOURCES



BOB MURRAY & ASSOCIATES
EXPERTS IN EXECUTIVE SEARCH

THE ORGANIZATION

Created by the Legislature in 1927, the State Bar of California is a public corporation with the Judicial Branch of state government, serving as an administrative arm of the California Supreme Court. The State Bar licenses attorneys and regulates the profession and practice of law in California by administering the California Bar Exam; enforcing Rules of Professional Conduct for attorneys; disciplining attorneys who violate rules and laws; advancing access to justice; and promoting diversity and inclusion in the legal system.

The State Bar of California is the largest State Bar in the country and one of the largest in the world. The State Bar licenses more than 260,000 attorneys, investigates approximately 16,000 complaints of attorney misconduct annually, and distributes over \$75 million in grants to legal aid organizations. It is headquartered in San Francisco and also has an office in Los Angeles.

"The State Bar of California's mission is to protect the public and includes the primary functions of licensing, regulation and discipline of attorneys; the advancement of the ethical and competent practice of law; and the promotion of efforts for greater access to, and inclusion in, the legal system."

The State Bar is led by a Board of Trustees and managed by staff. The Board of Trustees serves as the State Bar's governing body and develops the guiding policies and principles underpinning its regulatory mission. The Board is comprised of 13 members that include five attorneys appointed by the California Supreme Court, two attorneys appointed by the Legislature; and six "public" (non-attorney) members appointed by the legislature and the Governor. The Executive Director, through and with the Bar's Leadership Team, is responsible for ensuring that the organization fulfills its mission and achieves the specific goals outlined in the Bar's strategic plan. The Executive Director's Leadership Team is comprised of the General Counsel, Chief Trial Counsel, Chief of Programs, Chief Financial Officer, Chief Administrative Officer, and Chief of Mission Advancement & Accountability.

The State Bar is organized into seven functional divisions: Office of General Counsel, Office of Chief Trial Counsel, State Bar Court, Office of Finance, Programs Division, Administrative Division, and Mission Advancement & Accountability Division.

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The State Bar is funded largely by annual attorney licensing fees and is not part of the traditional State budget process. However, the majority of the Bar's funding is dependent on a licensing fee bill that must be approved by the legislature and the Governor each year. The State Bar has a 2020 Adopted Budget that reflects \$211 million in total revenue, \$242 million in total expenses, and 609 full-time equivalent employees, the majority of whom are represented by Service Employees International Union. Staff is about evenly divided between the State Bar's offices in downtown San Francisco and downtown Los Angeles. The State Bar owns both of the buildings it occupies.

THE POSITION

The Office of Human Resources is part of the State Bar's Administrative Division, which also includes the Office of General Services (facilities management, procurement and contracting, and administrative support services) and the Office of Information Technology. The Administrative Division develops policies and strategies for these three core support Offices, ensuring that they are coordinated, aligned with the State Bar's strategic goals and objectives, and effectively supporting the Bar's mission-critical programs.

The Director of Human Resources (HR Director) is a member of the State Bar's executive team, serves under the general direction of the Chief Administrative Officer (CAO), and oversees a team of eight HR staff members at the Principal Analyst, Senior Analyst, Analyst and Coordinator level.



Essential duties may include, but are not limited to, the following:

- Oversee the budget and personnel in the Office of Human Resources.
- Plan, develop, implement and administer human resources policies and procedures, subject to the general oversight of the CAO. This includes: classification and compensation administration; benefits and leave administration; equal employment opportunity and non-discrimination policy administration; labor relations; performance management; HR information system management; metrics tracking and analysis; organizational development and succession planning; and general personnel policy administration. Recruitment and retention, which includes training and professional development, is currently a stand-alone unit reporting directly to the CAO.
- Oversee the development and implementation of strategic plans, short-and long-term goals, operational procedures, systems, and other initiatives related to human resources functions.
- Maintain effective working relationships with colleagues within the State Bar, and professional relationships with external constituencies of the State Bar.
- Maintain effective relationships with internal and external union representatives; ensure the State Bar's compliance with governing Memoranda of Understanding and other labor agreements.
- Stay current on laws, regulations, industry best practices and trends related to human resources and labor relations. Ensure that the Office of Human Resources assesses its policies and procedures in light of laws, regulations, industry best practices and trends, and modifies those policies and procedures as appropriate.
- Provide guidance to the Board of Trustees, executives, and supervisors on human resource and labor relations matters.
- Represent the State Bar on human resources and labor relations policy matters before the Board of Trustees and other constituencies. Represent the State Bar in employee disciplinary proceedings.



The HR Director can be based in either the San Francisco or Los Angeles office. Under normal circumstances the position would require frequent travel between offices. Due to the current pandemic, most State Bar staff are telecommuting and travel is restricted.

THE IDEAL CANDIDATE

The State Bar of California is seeking an experienced human resources professional to oversee its Office of Human Resources. The ideal candidate:

- Has advanced knowledge of and experience with: federal, state and local rules and regulations pertaining to human resources and labor relations; principles of human resource and labor relations policy development and administration, preferably in a government, legal, judicial or related environment; principles of effective personnel management, preferably in a government and union environment.
- Is a strong manager and leader who is capable of guiding, motivating and mentoring staff and creating opportunities for professional growth and development; someone who holds staff accountable and pushes them to achieve their full potential, while promoting a culture of collaboration and teamwork.
- Is a positive change agent, a strategic thinker and creative problem-solver.

The ideal candidate is highly organized and possesses strong time management skills, strong public speaking skills and excellent writing skills.

- Thrives in a fast-paced environment and performs well under pressure.
- Is highly organized and possesses strong time management skills, strong public speaking skills and excellent writing skills.

Minimum education and experience requirements:

- Bachelor's degree in a field that develops skills related to the essential duties
- Eight years' progressively responsible experience in related program administration, including a minimum of four years' senior level management experience administering personnel and budget requirements.
- A Master's degree in a related field is preferred and may be substituted for two years of experience.
- Candidates must be able to travel by air and automobile.
- Candidates who meet the minimum qualifications will be required to successfully complete the State Bar's selection process for this position.

COMPENSATION

The annual salary range for the Director of Human Resources in 2021 is \$158,000 – \$210,000; placement within this range is dependent upon qualifications. The State Bar also offers an attractive benefits package including:

Retirement – The State Bar participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 55 formula for Classic Members. New (PEPRA) Members (membership after January 1, 2013) are under a 2% @ 62 formula.

Deferred Compensation – 457 Deferred Compensation Program available (no matching contribution).

Insurance – Medical coverage through CalPERS Health Program. Executive employees pay 20 percent of premium costs.

Leave Allowance – Starting with 19 days of vacation and personal leave, 14 holidays, and 12 days of sick leave.

Additional Benefits – Dental and Vision, Long Term Disability Insurance, Life Insurance, State Bar-funded retiree health after 15 years of CalPERS service (80 percent paid by State Bar), parking and transit reimbursement program.



TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline: Open Until Filled

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with The State Bar of California. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

