

APPENDIX A

DESIGNATED EMPLOYEE POSITIONS¹

(Revised January 2008)

(Additions are underlined and ~~Deletions~~ are in strikeout)

OFFICE AND POSITIONS

DISCLOSURE CATEGORIES

I. Office of the Executive Director

Executive Director & Secretary	1
Deputy Executive Director	1
Manager Planning and Administration	20
Senior Administrative Specialist / Supervisor	20
Chief Legislative Counsel	1
Director of Governmental Affairs	1
Director of Media Services & Information	2, 7, 14, 18, 19
Web Editor	2, 7, 19
Editor / General Manager Cal Bar Journal	2, 14, 19
Publication & Production Assistant	20
Public Information Officer	20
Director JNE & Appointments	4, 11, 12
Director Legal Services, Access & Fairness Programs	2, 4, 6, 10, 11, 14, 17, 18
Program Developer	2, 4, 10, 11, 14, 17, 18
<u>Senior Compliance Coordinator</u>	<u>20</u>
Senior Administrative Assistant	2, 4, 10, 11, 14, 17, 18
Director Legal Services Outreach	2, 4, 10, 11, 14, 17, 18
Program Coordinator	2, 4, 10, 11, 18
<u>Managing</u> Director Legal Services Trust Fund Program	2, 4, 6, 10, 11, 14, 18
Senior Grants Administrator	20
Senior Administrative Assistant	20
Director Bar Relations Outreach	2, 4, 10, 11, 14, 17, 18
Program Coordinator	2, 4, 10, 11, 17, 18
Manager Human Resources	5, 7, 8
Senior Human Resources Analyst	5, 7, 8
Human Resources Employment Representative	8

¹ Where employees in both San Francisco and Los Angeles have the same job title, only the job title appears and not the location. Employees in either location with the indicated job title should file conflicts reports according to the category listed.

OFFICE AND POSITIONS**DISCLOSURE CATEGORIES**

Human Resources Representative

20

II. Operations

Director Administrative Services – LA

2, 4, 10, 11, 13, 15, 18

Supervisor of Facilities

10

Supervisor Office & Reception Services

2, 4, 10, 11

Administrative Specialist

4, 10, 11, 13

Director Real Property Operations

2, 4, 5, 6, 10, 11, 13, 14, 15, 18

Supervisor Office & Reception Services

2, 4, 10, 11, 14, 18

Supervisor Offset Printing

2, 10, 14

III. Office of the Chief Trial Counsel

Chief Trial Counsel

1

Special Assistant to Chief Trial Counsel

20

Deputy Chief Trial Counsel

20

Assistant Chief Trial Counsel

20

Dir Central Administration

7, 10

Manager Central Administration

20

Director Client Security Fund

20

Senior Administrative Supervisor

20

Senior Attorney, Probation

20

Director Fee Arbitration

4

Senior Administrative Assistant

20

IV. State Bar Court

State Bar Court Judge

20

Administrative Officer

1

Chief Court Counsel

20

Chief Assistant Court Counsel

20

Court Administrator

20

Administrative Specialist II

20

Court Services Analyst Technician

20

V. Admissions

Senior Executive Admissions

1

Sr. Administrative Assistant

4, 11

Director for Educational Standards**2, 3, 4, 7, 10, 11, 13, 14, 17, 18****Sr. Administrative Assistant****4, 11**

Director for Examinations

2, 3, 4, 7, 10, 11, 13, 14, 18

OFFICE AND POSITIONS

Examination Technician

Director Certification Special Admissions/Legal Specialization**Senior Administrative Supervisor**

Director for Administration

Deputy Director for Administration

Section Chief Administration

Section Chief Examinations

Director for Moral Character Determinations

Section Chief Moral Character Determinations

Director Operations & Management – LA

Deputy Director Operations & Management

Section Chief Operations

Section Chief Receipts

Section Chief Eligibility

Section Chief Petitions / Information Services

DISCLOSURE CATEGORIES

2, 4, 7, 10, 11, 18

2, 4, 11, 17, 18**20**

2, 3, 4, 7, 10, 11, 13, 14

2, 3, 4, 7, 10, 11, 13, 14

2, 4, 7, 10, 14

2, 4, 7, 10, 14

2, 3, 4, 7, 10, 11, 16, 18

20

2, 4, 6, 7, 10, 11, 13, 14

2, 4, 6, 7, 10, 11, 13, 14

2, 4, 7, 8, 10, 11, 13, 14

20

20

20

VI. Office of Member Services

Senior Executive, Member Services

Manager, Insurance Programs

Senior Administrative Assistant

Director Certification Special Admissions/Legal Specialization**Senior Compliance Coordinator****Senior Administrative Supervisor****Supervisor Membership Records**

Director Lawyer Assistance Program

Special Assistant to the Director of LAP

Clinical Director

Director Administration, Member Services

Supervisor Membership Records

Director Section Education & Meeting Services

Manager Section Education & Meeting Services

Meeting & Event Administrator

Section Coordinator

Senior Administrative Assistant

1

4, 5

4, 5

2, 4, 11, 17, 18**20****20****20**

2, 4, 7, 10, 16, 17, 18, 19

2, 4, 7, 10, 16, 17, 18, 19

2, 4, 7, 10, 16, 17, 18, 19

2, 5, 10, 14

20

2, 4, 10, 11, 17, 18

2, 4, 10, 11, 17, 18

2, 4, 10, 11, 17, 18

2, 4, 10, 11, 17, 18

2, 4, 11, 14

VII. Office of General Counsel

OFFICE AND POSITIONS**DISCLOSURE CATEGORIES**

General Counsel	1
Chief Assistant General Counsel	20
Assistant General Counsel	20
Director of Administration	9, 10
Director Professional Competence	2, 4, 9, <u>10</u> , 11, 14, 17
Senior Administrative Specialist	2, 4, 9, <u>10</u> , 11, 14, 17
Attorney, Professional Competence	20

VIII. Office of Administration & Finance

Senior Executive for Finance / CFO	1
Investment Advisor	1
Manager Finance	6 <u>1</u>
Payroll / Accounting Supervisor	6
Supervisor of Accounting	6
Procurement Officer	1
Supervisor Purchasing	1
Manager Budget & Planning	6
<u>Senior Financial Analyst (Conf.)</u>	<u>6</u>

IX. Office of Information Technology

Senior Executive for Information Technology	1
Director Technology Systems – LA	7, 10
Director Information Systems – SF	7, <u>10</u>
<u>Director Information Technology Operations</u>	<u>7, 10</u>
Manager Systems Development	7, <u>10</u>
Manager Systems Operations	7, 10
Manager Telecommunications	7, 10
<u>Manager Information Technology/Systems Projects</u>	<u>7, 10</u>
Technical Support Administrator	20
Senior Librarian / Archivist	10, 17

X. Miscellaneous Boards & Commissions

Committee on Group Insurance	20
Committee on Professional Liability Insurance	20
Lawyer Assistance Program Oversight Committee	20
Board of Legal Specialization	20
Advisory Commission, Legal Specialization	20
Committee of Bar Examiners	20

OFFICE AND POSITIONS

Client Security Fund Commission
Legal Services Trust Fund Commission
Consultants

DISCLOSURE CATEGORIES

20
20
30