

**DESIGNATED EMPLOYEE POSITIONS<sup>1</sup>**

(Revised January 12, 2008)

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

<b><u>OFFICE AND POSITIONS</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b>
<b>I. Office of the Executive Director</b>	
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>	<b><u>20</u></b>
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
<b><u>Managing</u></b> 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

<sup>1</sup> 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**

Senior Human Resources Analyst	5, 7, 8
Human Resources Employment Representative	8
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**

**OFFICE AND POSITIONS**

**DISCLOSURE CATEGORIES**

**Sr. Administrative Assistant**

**4, 11**

Director for Examinations

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

Examination Technician

2, 4, 7, 10, 11, 18

**Director Certification Special Admissions/Legal Specialization**

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

**Senior Administrative Supervisor**

**20**

Director for Administration

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

Deputy Director for Administration

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

Section Chief Administration

2, 4, 7, 10, 14

Section Chief Examinations

2, 4, 7, 10, 14

Director for Moral Character Determinations

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

Section Chief Moral Character Determinations

20

Director Operations & Management – LA

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

Deputy Director Operations & Management

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

Section Chief Operations

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

Section Chief Receipts

20

Section Chief Eligibility

20

Section Chief Petitions / Information Services

20

**VI. Office of Member Services**

Senior Executive, Member Services

1

Manager, Insurance Programs

4, 5

Senior Administrative Assistant

4, 5

**Director Certification Special Admissions/Legal Specialization**

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

**Senior Compliance Coordinator**

**20**

**Senior Administrative Supervisor**

**20**

**Supervisor Membership Records**

**20**

Director Lawyer Assistance Program

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

Special Assistant to the Director of LAP

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

Clinical Director

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

Director Administration, Member Services

2, 5, 10, 14

**Supervisor Membership Records**

**20**

Director Section Education & Meeting Services

2, 4, 10, 11, 17, 18

Manager Section Education & Meeting Services

2, 4, 10, 11, 17, 18

Meeting & Event Administrator

2, 4, 10, 11, 17, 18

Section Coordinator

2, 4, 10, 11, 17, 18

**OFFICE AND POSITIONS**

**DISCLOSURE CATEGORIES**

Senior Administrative Assistant

2, 4, 11, 14

**VII. Office of General Counsel**

General Counsel

1

Chief Assistant General Counsel

20

Assistant General Counsel

20

Director of Administration

9, 10

Director Professional Competence

2, 4, 9, **10**, 11, 14, 17

Senior Administrative Specialist

2, 4, 9, **10**, 11, 14, 17

Attorney, Professional Competence

20

**VIII. Office of Administration & Finance**

Senior Executive for Finance / CFO

1

Investment Advisor

1

Manager Finance

**6 1**

**Payroll / Accounting Supervisor**

**6**

Supervisor of Accounting

6

**Procurement Officer**

**4**

**Supervisor Purchasing**

**4**

**Manager Budget & Planning**

**6**

**Senior Financial Analyst (Conf.)**

**6**

**IX. Office of Information Technology**

Senior Executive for Information Technology

1

Director Technology Systems – LA

7, 10

Director Information Systems – SF

7, **10**

**Director Information Technology Operations**

**7, 10**

Manager Systems Development

7, **10**

Manager Systems Operations

7, 10

Manager Telecommunications

7, 10

**Manager Information Technology/Systems  
Projects**

**7, 10**

Technical Support Administrator

20

Senior Librarian / Archivist

10, 17

**X. Miscellaneous Boards & Commissions**

Committee on Group Insurance

20

Committee on Professional Liability Insurance

20

Lawyer Assistance Program Oversight Committee

20

Board of Legal Specialization

20

**OFFICE AND POSITIONS**

Advisory Commission, Legal Specialization  
Committee of Bar Examiners  
Client Security Fund Commission  
Legal Services Trust Fund Commission  
Consultants

**DISCLOSURE CATEGORIES**

20  
20  
20  
20  
30