

APPENDIX A

DESIGNATED EMPLOYEE POSITIONS¹

(Adopted by the Board of Governors on January 12, 2008)
Proposed Additions are underlined, ~~Deletions~~ are in strike-out

OFFICE AND POSITIONS

DISCLOSURE CATEGORIES

I. Office of the Executive Director

Executive Director & Secretary	1
Deputy Executive Director	1
Manager Planning and Administration	<u>4, 11, 12</u>
<u>Senior Administrative Specialist JNE & Appointments</u>	<u>4, 11, 12</u>
Senior Administrative Specialist / Supervisor	20
Chief Legislative Counsel	4
Director of Governmental Affairs	4
<u>Attorney III (Confidential)</u>	<u>20</u>
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	<u>4, 11, 12</u>
Director Legal Services, Access & Fairness Programs	2, 4, 6, 10, 11, 14, 17, 18
Program Developer	2, 4, 10, 11, 14, 17, 18
Senior Compliance Coordinator	<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
Managing Director Legal Services Trust Fund Program	2, 4, 6, 10, 11, 14, 18
Senior Grants Administrator	20
Senior Administrative Assistant	20
Director Bar Relations Outreach	2, 4, 10, 11, 14, 17, 18
Program Coordinator	2, 4, 10, 11, 17, 18

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

OFFICE AND POSITIONS**DISCLOSURE CATEGORIES**

Manager Human Resources	5, 7, 8	
Senior Human Resources Analyst	5, 7, 8	
Human Resources Employment Representative	8	
Human Resources Representative	20	
II. Operations		
<u>Director Operations</u>	<u>1</u>	
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	

OFFICE AND POSITIONS**DISCLOSURE CATEGORIES**

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
Examination Technician	2, 4, 7, 10, 11, 18
Director 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 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
<u>Senior Administrative Assistant</u>	<u>4, 5</u>
<u>Senior Administrative Supervisor</u>	<u>4, 5</u>
<u>Senior Administrative Supervisor</u>	<u>20</u>
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
Senior Administrative Assistant	2, 4, 11, 14

OFFICE AND POSITIONS**DISCLOSURE CATEGORIES****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, <u>7</u> , 9, 10, 11, 14, 17
Senior Administrative Specialist	2, 4, <u>7</u> , 9, 10, 11, 14, 17
Attorney, Professional Competence	20

VIII. Office of Administration & Finance

Senior Executive for Finance / CFO	1
Investment Advisor	4
Manager Finance	1
Supervisor of Accounting	6
Senior Financial Analyst	6

IX. Office of Information Technology

Senior Executive for Information Technology	1
Director Technology Systems – LA	7, 10
Director Information Systems – SF	7, 10
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
Advisory Commission, Legal Specialization	20
Committee of Bar Examiners	20
Client Security Fund Commission	20
Legal Services Trust Fund Commission	20
Consultants/ <u>Contractors</u>	30