

## APPENDIX A

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

(Amended by the Board of Governors on January 9, 2010)

Public Comment Proposal (Nov. 2010) - Deletions are in ~~strike-out~~ and Additions are in **Highlight**

#### OFFICE AND POSITIONS

#### DISCLOSURE CATEGORIES

##### **I. Office of the Executive Director**

Executive Director & Secretary	1
Deputy Executive Director	1
Manager Planning and Administration	4, 11, 12
Senior Administrative Specialist JNE & Appointments	4, 11, 12
Senior Administrative Specialist	20
Attorney III (Confidential)	20
Director Office of Legal Services	2, 4, 6, 10, 11, 14, 17, 18
Program Coordinator	2, 4, 10, 11, 18
Program Developer	2, 4, 10, 11, 14, 17, 18
Senior Administrative Assistant	2, 4, 10, 11, 14, 17, 18
Managing Director Legal Services Trust Fund	2, 4, 6, 10, 11, 14, 18
Senior Grants Administrator	20
Senior Administrative Assistant	20
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
Managing Director Bar Relations Outreach	2, 4, 10, 11, 14, 17, 18
Program Coordinator	2, 4, 10, 11, 14, 17, 18
Program/Court Systems Analyst	20
Director Professional Competence	2, 4, 7, 9, 10, 11, 14, 17
Senior Administrative Specialist	2, 4, 7, 9, 10, 11, 14, 17
Attorney, Professional Competence	20
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

Managing Director Diversity Outreach 2, 4,10, 11, 14, 17, 18

Senior Administrative Assistant 2, 4,10, 11, 14, 17, 18

**II. Operations**

Director Operations 1

Deputy Director Operations - LA 2, 4, 5, 6, 10,11,13,14,15,18

Supervisor of Facilities 40

Supervisor Office &amp; Reception Services 2, 4, 10, 11, 14, 18

Administrative Specialist 2, 4, 10,11, 13

Deputy Director Operations - SF 2, 4, 5, 6, 10,11,13,14,15,18

Supervisor Office &amp; Reception Services 2, 4, 10, 11, 14, 18

Supervisor Offset Printing 2, 10, 14

Senior Librarian / Archivist 10, 17

**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

**IV. State Bar Court**

State Bar Court Judge 20

Administrative Officer 1

Director Client Security Fund 20

Senior Administrative Supervisor 20

Director Fee Arbitration 4

Senior Administrative Assistant 20

Chief Court Counsel 20

Chief Assistant Court Counsel 20

Court Administrator 20

Court Services Analyst Technician 20

Administrative Specialist II 20

Senior Attorney, Probation 20

**OFFICE AND POSITIONS**

**DISCLOSURE CATEGORIES**

**V. Admissions**

Senior Executive Admissions	1
Sr. Administrative Assistant	2, 3, 4, 7, 9, 10, 11, 13
Administrative Specialist	20
Director for Educational Standards	2, 3, 4, 7, 10, 11, 13, 14, 17, 18
Sr. Administrative Assistant	4, 11, 17
Director for Examinations	2, 3, 4, 7, 10, 11, 13, 14, 18
Examination Technician	2, 4, 7, 10, 11, 18
Director for Legal Specialization	2, 3, 4, 7, 10, 11, 13, 14, 17, 18, 19
Senior Administrative Assistant	4, 11
Section Chief, Legal Specialization	2, 4, 7, 8, 9, 10, 11, 13, 14
Director for Administration	2, 3, 4, 7, 8, 9, 10, 11, 13, 14, 18
Section Chief, Administration	2, 4, 7, 10, 14
Section Chief, Examinations Grading	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, Examination Administration	2, 4, 7, 8, 9, 10, 11, 13, 14
Section Chief, Application Preprocessing	20
Section Chief, Eligibility	20
Section Chief, Applicant Services	20

**VI. Office of Member Services**

Senior Executive, Member Services	1
<del>Managing Director Diversity Outreach</del>	<del>2, 4, 10, 11, 14, 17, 18</del>
<del>    Senior Administrative Assistant</del>	<del>2, 4, 10, 11, 14, 17, 18</del>
<del>Director of Legal Services Outreach</del>	<del>2, 4, 6, 10, 11, 14, 17, 18</del>
<del>Director Office of Legal Services</del>	<del>2, 4, 6, 10, 11, 14, 17, 18</del>
<del>    Program Coordinator</del>	<del>2, 4, 10, 11, 18</del>
<del>Managing Dir Legal Services Trust Fund</del>	<del>2, 4, 6, 10, 11, 14, 18</del>
<del>    Senior Grants Administrator</del>	<del>20</del>
<del>    Senior Administrative Assistant</del>	<del>20</del>
<del>Managing Director Bar Relations Outreach</del>	<del>2, 4, 10, 11, 14, 17, 18</del>
<del>    Program Coordinator</del>	<del>2, 4, 10, 11, 14, 17, 18</del>

**OFFICE AND POSITIONS****DISCLOSURE CATEGORIES**

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, 4, 5, 6, 7, 10, 11, 14, 17
Senior Administrative Assistant	4, 5
Senior Administrative Assistant	4, 5
Senior Administrative Supervisor	2, 4, 5, 6, 7, 10, 11, 14, 17
Senior Administrative Supervisor	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

**VII. Office of General Counsel**

General Counsel	1
Chief Assistant General Counsel	20
Assistant General Counsel	20
Managing Director of Administration	9, 10
Attorney III (Confidential)	20

**VIII. Office of Administration & Finance**

Senior Executive for Finance / CFO	1
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
Manager Systems Development	7, 10
Manager Telecommunications	7, 10
Manager Information Technology/Systems Projects	7, 10
Technical Support Administrator	20

**OFFICE AND POSITIONS**

**DISCLOSURE CATEGORIES**

**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/Contractors	30