

APPENDIX A

DESIGNATED EMPLOYEE POSITIONS¹

(Amended by the Board of Governors on February 10, 2012)
Legislative style with Deletions in ~~strike-out~~ and Additions 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
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 Dir 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, 19
Program/Court Systems Analyst	2, 4, 10, 11, 14, 17, 18, 19
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
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
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 Office & 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 & 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
[Insert text Begins]Consultant to Chief Trial Counsel [Insert text ends]	[Insert text begins]1[Insert text ends]
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, 17, 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
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
[Deleted text begins]Senior Administrative Assistant[Delete text ends]	[Delete text begins]4, 5[Delete text ends]
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

<u>OFFICE AND POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
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
[Insert text begins]Dir., Budget & Performance Analysis	1
Budget & Performance Analyst	10[Insert text ends]
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
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

OFFICE AND POSITIONS

Legal Services Trust Fund Commission
Consultants/Contractors

DISCLOSURE CATEGORIES

20
30