



The State Bar of California

OPEN SESSION AGENDA ITEM 50-7 NOVEMBER 2020

DATE: November 19, 2020

TO: Members, Board of Trustees

FROM: Steve Mazer, Chief Administrative Officer

SUBJECT: Adoption of Employee Pay Schedule

EXECUTIVE SUMMARY

This item requests adoption of the State Bar employee pay schedule effective January 1, 2021, reflecting the 2 percent Cost of Living Adjustment (COLA) agreed to by the State Bar and its employees' union in the April 17, 2020 Memorandum of Understanding (MOU).

BACKGROUND

All compensation reported to CalPERS must be compliant with the California Public Employees' Retirement Law (PERL).

Government Code section 20636 requires that base pay rates be set pursuant to publicly available pay schedules. California Code of Regulations section 570.5 clarifies the requirements of publicly available pay schedules, which include approval and adoption by the employer's governing body.

DISCUSSION

The State Bar posts updated employee pay schedules on its public website every January. Attachment A is the employee pay schedule effective January 1, 2021, which reflects the 2 percent COLA to 2020 salary ranges, as agreed to by the State Bar and its employees' union in the April 17, 2020 MOU. The 2 percent range adjustment is applied to all classifications. It is anticipated that the COLA will be provided to all classifications, including those not subject to the MOU.

FISCAL/PERSONNEL IMPACT

The 2 percent COLA will add approximately \$1.51 million to personnel costs in 2021.

AMENDMENTS TO RULES OF THE STATE BAR

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & OBJECTIVES

Goal: None - core business operations

RECOMMENDATIONS

Should the Board of Trustees concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Board of Trustees approves the 2021 employee pay schedule included as Attachment A, as described herein.

ATTACHMENT(S) LIST

- A.** State Bar Employee 2021 Pay Schedule

The State Bar of California
2021 Employee Annual Salary Ranges by Job Classification*

Classification Title	Unit	Effective Date	Minimum Annual Salary	Maximum Annual Salary
Attorney	Attorney	1/1/2021	\$ 104,388	\$ 156,455
Senior Attorney	Attorney	1/1/2021	\$ 120,046	\$ 179,929
Supervising Attorney	Attorney	1/1/2021	\$ 132,055	\$ 197,919
Administrative Assistant I	General	1/1/2021	\$ 55,652	\$ 74,199
Administrative Assistant II	General	1/1/2021	\$ 61,213	\$ 81,622
Administrative Supervisor	General	1/1/2021	\$ 83,419	\$ 111,233
Clinical Rehabilitation Coordinator	General	1/1/2021	\$ 73,376	\$ 97,825
Court Specialist	General	1/1/2021	\$ 73,482	\$ 97,904
Financial Analyst	General	1/1/2021	\$ 83,434	\$ 111,241
Fiscal Services Specialist	General	1/1/2021	\$ 66,040	\$ 88,045
General Services Specialist I	General	1/1/2021	\$ 53,499	\$ 71,310
General Services Specialist II	General	1/1/2021	\$ 59,441	\$ 79,229
General Services Specialist III	General	1/1/2021	\$ 66,040	\$ 88,045
Investigator I	General	1/1/2021	\$ 73,248	\$ 97,661
Investigator II	General	1/1/2021	\$ 80,571	\$ 107,428
Investigator III	General	1/1/2021	\$ 88,628	\$ 118,171
IT Analyst I	General	1/1/2021	\$ 77,378	\$ 103,159
IT Analyst II	General	1/1/2021	\$ 85,968	\$ 114,624
IT Business Systems Analyst I	General	1/1/2021	\$ 77,378	\$ 103,159
IT Business Systems Analyst II	General	1/1/2021	\$ 85,968	\$ 114,624
IT Support Technican I	General	1/1/2021	\$ 59,402	\$ 79,203
IT Support Technican II	General	1/1/2021	\$ 65,990	\$ 87,994
Legal Secretary I	General	1/1/2021	\$ 58,435	\$ 77,909
Legal Secretary II	General	1/1/2021	\$ 64,274	\$ 85,703
Legal Secretary III	General	1/1/2021	\$ 67,493	\$ 89,986
Office Assistant I	General	1/1/2021	\$ 45,403	\$ 60,530
Office Assistant II	General	1/1/2021	\$ 49,939	\$ 66,586
Office Assistant III	General	1/1/2021	\$ 55,652	\$ 74,199
Paralegal	General	1/1/2021	\$ 67,121	\$ 89,429
Paralegal Supervisor	General	1/1/2021	\$ 69,816	\$ 93,075
Probation Case Specialist	General	1/1/2021	\$ 66,040	\$ 88,045
Program Analyst	General	1/1/2021	\$ 83,434	\$ 111,241
Program Assistant I	General	1/1/2021	\$ 48,140	\$ 64,178
Program Assistant II	General	1/1/2021	\$ 53,499	\$ 71,310
Program Assistant III	General	1/1/2021	\$ 59,441	\$ 79,229
Program Coordinator	General	1/1/2021	\$ 73,376	\$ 97,825
Program Specialist	General	1/1/2021	\$ 66,040	\$ 88,045
Program Supervisor	General	1/1/2021	\$ 100,967	\$ 134,602
Public Information Officer	General	1/1/2021	\$ 83,434	\$ 111,241
Public Service Representative I	General	1/1/2021	\$ 45,277	\$ 60,378
Public Service Representative II	General	1/1/2021	\$ 49,812	\$ 66,408
Public Service Representative III	General	1/1/2021	\$ 54,791	\$ 73,059
Senior Administrative Assistant	General	1/1/2021	\$ 64,279	\$ 85,701

The State Bar of California
2021 Employee Annual Salary Ranges by Job Classification*

Classification Title	Unit	Effective Date	Minimum Annual Salary	Maximum Annual Salary
Senior Financial Analyst	General	1/1/2021	\$ 91,783	\$ 122,377
Senior IT Analyst	General	1/1/2021	\$ 90,275	\$ 120,362
Senior IT Business Systems Analyst	General	1/1/2021	\$ 90,275	\$ 120,362
Senior Program Analyst	General	1/1/2021	\$ 91,783	\$ 122,377
Translator-Interpreter	General	1/1/2021	\$ 73,376	\$ 97,825
Assistant Chief Trial Counsel	Executive	1/1/2021	\$ 160,281	\$ 240,230
Chief Administrative Officer	Executive	1/1/2021	\$ 189,532	\$ 284,076
Chief Financial Officer	Executive	1/1/2021	\$ 189,532	\$ 284,076
Chief of Mission Advancement	Executive	1/1/2021	\$ 189,532	\$ 284,076
Chief of Programs	Executive	1/1/2021	\$ 189,532	\$ 284,076
Chief Trial Counsel	Executive	1/1/2021	\$ 189,532	\$ 284,076
Controller	Executive	1/1/2021	\$ 143,735	\$ 191,648
Court Counsel	Executive	1/1/2021	\$ 160,281	\$ 240,230
Deputy Chief Trial Counsel	Executive	1/1/2021	\$ 172,302	\$ 258,258
Deputy General Counsel	Executive	1/1/2021	\$ 172,302	\$ 258,258
Director, General Services	Executive	1/1/2021	\$ 158,114	\$ 210,815
Director, Human Resources	Executive	1/1/2021	\$ 158,114	\$ 210,815
Executive Director	Executive	1/1/2021	\$ 267,500	\$ 267,500
Finance Manager	Executive	1/1/2021	\$ 119,400	\$ 159,178
General Counsel	Executive	1/1/2021	\$ 189,532	\$ 284,076
IT Director	Executive	1/1/2021	\$ 173,924	\$ 231,895
IT Manager I	Executive	1/1/2021	\$ 111,064	\$ 148,068
IT Manager III	Executive	1/1/2021	\$ 128,344	\$ 171,112
Program Director I	Executive	1/1/2021	\$ 143,735	\$ 191,648
Program Director II	Executive	1/1/2021	\$ 158,114	\$ 210,815
Program Director III	Executive	1/1/2021	\$ 173,924	\$ 231,895
Program Manager I	Executive	1/1/2021	\$ 111,064	\$ 148,068
Program Manager II	Executive	1/1/2021	\$ 119,400	\$ 159,178
Program Manager III	Executive	1/1/2021	\$ 128,344	\$ 171,112
Special Assistant Chief Trial Counsel	Executive	1/1/2021	\$ 172,302	\$ 258,258
Administrative Assistant I	Confidential	1/1/2021	\$ 55,652	\$ 74,199
Administrative Assistant II	Confidential	1/1/2021	\$ 61,213	\$ 81,622
Administrative Supervisor	Confidential	1/1/2021	\$ 83,419	\$ 111,233
Attorney I	Confidential	1/1/2021	\$ 94,899	\$ 142,228
Attorney II	Confidential	1/1/2021	\$ 104,388	\$ 156,455
Attorney III	Confidential	1/1/2021	\$ 120,046	\$ 179,929
Attorney IV	Confidential	1/1/2021	\$ 132,055	\$ 197,919
Financial Analyst	Confidential	1/1/2021	\$ 83,434	\$ 111,241
Fiscal Services Specialist	Confidential	1/1/2021	\$ 66,040	\$ 88,045
Human Resources Analyst	Confidential	1/1/2021	\$ 83,434	\$ 111,241
Human Resources Coordinator	Confidential	1/1/2021	\$ 73,376	\$ 97,825
Human Resources Specialist	Confidential	1/1/2021	\$ 66,040	\$ 88,045
IT Analyst I	Confidential	1/1/2021	\$ 77,378	\$ 103,159

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2021 Employee Annual Salary Ranges by Job Classification*

Classification Title	Unit	Effective Date	Minimum Annual Salary	Maximum Annual Salary
IT Analyst II	Confidential	1/1/2021	\$ 85,968	\$ 114,624
Legal Secretary I	Confidential	1/1/2021	\$ 58,435	\$ 77,909
Legal Secretary II	Confidential	1/1/2021	\$ 64,274	\$ 85,703
Legal Secretary III	Confidential	1/1/2021	\$ 67,493	\$ 89,986
Paralegal	Confidential	1/1/2021	\$ 67,121	\$ 89,429
Principal Financial Analyst	Confidential	1/1/2021	\$ 111,064	\$ 148,068
Principal Human Resources Analyst	Confidential	1/1/2021	\$ 111,064	\$ 148,068
Principal Program Analyst	Confidential	1/1/2021	\$ 111,064	\$ 148,068
Program Analyst	Confidential	1/1/2021	\$ 83,434	\$ 111,241
Program Coordinator	Confidential	1/1/2021	\$ 73,376	\$ 97,825
Program Supervisor	Confidential	1/1/2021	\$ 100,967	\$ 134,602
Senior Administrative Assistant	Confidential	1/1/2021	\$ 64,279	\$ 85,701
Senior Financial Analyst	Confidential	1/1/2021	\$ 91,783	\$ 122,377
Senior Human Resources Analyst	Confidential	1/1/2021	\$ 91,783	\$ 122,377
Senior Paralegal	Confidential	1/1/2021	\$ 77,190	\$ 102,843
Senior Program Analyst	Confidential	1/1/2021	\$ 91,783	\$ 122,377

***Notes**

(1) 2021 salary ranges reflect a 2% Cost of Living Adjustment (COLA) effective 1/1/2021, which was agreed to in the April 17, 2020 Memorandum of Understanding (MOU) between the State Bar and its represented employees (MOU Section 22.D.1).

(2) In 2017 the State Bar completed a comprehensive classification and compensation study. A new job classification system and a new compensation structure were implemented for Executive and Confidential staff in July 2017, and for represented staff (Attorney Unit and General Unit) in January 2018. Those employees whose prior salaries exceeded the maximum annual salary of their new classifications were "red circled," i.e., they retained their prior, higher salaries. Employees may receive wages in excess of the maximum of the salary range for their position in the following instances: (i) They are red-circled as stated above; (ii) If a red-circled employee is granted a promotion to a job classification with a higher salary range, but his or her red-circled salary still exceeds the salary maximum for the promotional position, that employee shall receive a 5% salary increase at the time of the promotion; or (iii) Every employee who expressly has and routinely exercises supervisory authority over subordinate employees shall earn at least a 5% wage differential over their highest paid subordinate employee. This standard applies even when a supervising employee is red-circled. An asterisk indicates a classification with a higher maximum salary for one or more "red circled" employees, with the actual maximum salary noted. [NOT INCLUDED HERE. THIS INFORMATION WILL BE CALCULATED AND ADDED TO THE SALARY SCHEDULE THAT IS POSTED ON 1/1/2021 BASED ON THE ACTUAL EMPLOYEE ROSTER AS OF THAT DATE.]