



THE STATE BAR OF CALIFORNIA

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The State Bar of California has submitted a report to the Legislature in accordance with Business and Professions Code section 6140.1.

This summary is provided under Government Code section 9795. Business and Professions Code section 6140.1 requires the State Bar of California to submit a proposed baseline budget to the Legislature by November 15 and later a proposed final budget February 15 so that the budget may be reviewed in conjunction with any bill that authorizes the State Bar's imposition of membership fees on its members. The proposed final budget includes the State Bar's revenues and expenditures, by each department and fund, for the calendar year 2016, as well as 2017 and 2018. Expenditures on wages and salaries by department are also included. The authority for the State Bar to assess annual membership fees is provided under Business and Professions Code section 6140 et seq. A State Bar fee bill related to the membership fees it may impose in 2017 will be introduced in the Regular Session 2016-2017 of the Legislature by February 19, 2016. (J.R. 54(a), 61(a)(1) .) The State Bar has submitted its proposed final budget for 2017, as required by Business and Professions Code section 6140.1.

In January, 2016, the State Bar Board of Trustees adopted a two-month reserve policy, pursuant to a 2015 California State Auditor recommendation; given the restricted and dedicated nature of the majority of the State Bar's revenue streams, this policy is applied to each fund within the State Bar's three Fund Groups. In addition, the State Bar's 2017 proposed final budget reflects the implementation of GASB 68, as related to the State Bar's pension liability. The Statement of Fund Condition/Projected Working Capital Rollover 2016-2018 included in the 2017 proposed final budget should be reviewed with these issues in mind.

The 2017 proposed final budget can be accessed
at: <http://www.calbar.ca.gov/AboutUs/Reports.aspx>.

A printed copy of the report may be obtained by calling 916-442-8018.

THE STATE BAR OF CALIFORNIA



2017 Proposed Final Budget

February 12, 2016

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Statement of Fund Condition/Projected Working Capital Rollover 2016-2018

Fund Description	2015 Adopted Budget Expenditure	Projected 12/31/2015 Working Capital Before GASB 68 Adjustment	GASB 68 Adjustments (Estimated)	Projected 12/31/2015 Working Capital After GASB 68 Adjustment (B)	2016 Budget Revenue	2016 Budget Expense	2016 Budget Interfund Transfer	Projected 12/31/2016 Working Capital	2017 Budget Revenue	2017 Budget Expenses	Projected 12/31/2017 Working Capital	2018 Budget Revenue	2018 Budget Expenses	Projected 12/31/2018 Working Capital
Consolidated General Fund: (A)	(83,000,700)	24,570,700	(14,487,500)	10,083,200	72,954,900	(74,776,500)	1,211,400	9,473,000	73,599,700	(73,857,300)	9,215,400	74,251,000	(74,607,000)	8,859,400
Special Revenue Fund Group:														
Admissions Fund (20)	(22,267,300)	3,600,700	(2,088,100)	1,512,600	21,161,000	(21,624,000)	-	1,049,600	21,161,000	(21,840,000)	370,600	21,161,000	(22,123,000)	(591,400)
Annual Mtg Fund (14)	(968,200)	100,700	(100,700)	-	623,800	(678,400)	54,600	-	678,400	(678,400)	-	678,400	(678,400)	-
Grant Fund (12)	(308,397)	376,800	-	376,800	40,000	(68,800)	-	348,000	40,000	(68,800)	319,200	40,000	(68,800)	290,400
Sections (70-89)	(8,115,100)	8,186,800	(600,400)	7,586,400	8,601,200	(8,076,800)	(54,600)	8,056,200	8,601,200	(8,110,900)	8,546,500	8,601,200	(8,213,500)	8,934,200
Total Special Revenue Fund Group:	(31,658,997)	12,265,000	(2,789,200)	9,475,800	30,426,000	(30,448,000)	-	9,453,800	30,480,600	(30,698,100)	9,236,300	30,480,600	(31,083,700)	8,633,200
Restricted Fund Group:														
Legislative Activities Fund (16)	(640,400)	541,900	(114,000)	427,900	761,900	(594,400)	-	595,400	761,900	(603,900)	753,400	761,900	(616,600)	898,700
Elimination of Bias / Bar Relations Fund(17)	(1,118,400)	598,000	(188,100)	409,900	785,200	(1,158,800)	-	36,300	785,200	(1,175,400)	(353,900)	785,200	(1,198,600)	(767,300)
Lawyer Assistance Program (21)	(1,948,300)	2,292,300	(309,700)	1,982,600	2,064,100	(1,651,900)	-	2,394,800	2,084,600	(1,679,300)	2,800,100	2,105,300	(1,713,700)	3,191,700
Legal Specialization Fund (24)	(2,043,000)	5,558,600	(237,500)	5,321,100	2,115,800	(1,415,600)	-	6,021,300	2,115,800	(1,439,500)	6,697,600	2,115,800	(1,470,400)	7,343,000
Client Security Fund (27)	(8,085,300)	2,035,200	(509,200)	1,526,000	7,847,100	(7,831,400)	-	1,541,700	7,925,000	(7,875,000)	1,591,700	8,003,700	(7,932,500)	1,662,900
IT Special Assessment Fund(31)	-	1,211,400	-	1,211,400	-	-	(1,211,400)	-	-	-	-	-	-	-
Legal Service Trust Fund (28)	(11,830,000)	11,183,600	(364,800)	10,818,800	11,522,400	(12,973,900)	-	9,367,300	11,522,400	(13,008,600)	7,881,100	11,522,400	(13,053,200)	6,350,300
Equal Access Fund (29)	(15,462,100)	335,800	-	335,800	15,165,100	(15,192,800)	-	308,100	15,165,100	(15,192,800)	280,400	15,165,100	(15,192,800)	252,700
Justice Gap Fund (32)	-	938,300	-	938,300	625,800	-	-	1,564,100	625,800	-	2,189,900	625,800	-	2,815,700
Total Restricted Fund Group:	(41,127,500)	24,695,100	(1,723,300)	22,971,800	40,887,400	(40,818,800)	(1,211,400)	21,829,000	40,985,800	(40,974,500)	21,840,300	41,085,200	(41,177,800)	21,747,700
Grand Total:	(155,787,197)	61,530,800	(19,000,000)	42,530,800	144,268,300	(146,043,300)	-	40,755,800	145,066,100	(145,529,900)	40,292,000	145,816,800	(146,868,500)	39,240,300

Notes:

(A) Consolidated General Fund includes: 180 Howard Building Fund, Legal Education and Development Fund, LA Facility Fund, Public Protection Fund, Support & Admin Fund, Technology Fund, Fixed Asset Fund, Benefit Reserve Fund and the original unconsolidated General Fund.

(B) As of 12/31/15, General Fund Working Capital balance consists of \$4.6 million restricted cash and \$2.1 million designated OPEB benefit cost balance, which leaves a Spendable reserve of \$ 3.38 million.

Admissions

The Office of Admissions is responsible for all activities pertaining to the admission of attorneys to the practice of law in the State of California. Its principal activities include developing, administering and grading the Bar Examination and the First-Year Law Students' Examination, as well as conducting moral character investigations. The Office also carries out the Committee of Bar Examiners' responsibility to accredit and register law schools. Finally, Admissions administers programs to allow non-members to practice in certain defined, limited areas, as well as programs to certify specialists in areas of legal practice.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Admissions Administration	7.0	8.0	8.0	8.0	1,977	1,625	1,605	1,635
Examination Development	2.0	2.0	2.0	2.0	1,106	974	983	993
Admissions Operations and Processing	26.0	28.0	28.0	28.0	10,897	9,250	9,338	9,428
Examination Grading	3.0	7.0	7.0	7.0	2,688	2,632	2,650	2,666
Moral Character Determinations	12.0	13.0	13.0	13.0	2,166	1,626	1,670	1,717
Law School Regulation	2.0	2.0	2.0	2.0	448	332	340	350
Special Admissions	2.0	2.0	2.0	2.0	312	190	195	201
Specialization	8.0	8.0	8.0	8.0	1,543	1,017	1,036	1,060
MCLE Providers	2.0	2.0	2.0	2.0	287	176	181	186
Admissions Overhead					316	5,214	5,277	5,353
TOTAL	64.0	72.0	72.0	72.0	21,740	23,036	23,275	23,589
REVENUE					2015*	2016*	2017*	2018*
Admissions Fund					20,430	21,161	21,161	21,161
Legal Specialization Fund					2,575	2,114	2,114	2,114
TOTAL REVENUE (All Funds)					23,005	23,275	23,275	23,275

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONS

Admissions Administration

Staff in this area provides general oversight and management of the Office of Admissions, which carries out the functions delegated to the Committee of Bar Examiners by statute. The responsibilities of this area include: developing and implementing policies and procedures; supporting the activities of the Committee of Bar Examiners, Board of Trustees and its Committee on Admissions and Education; compiling and monitoring the departmental budget; interacting with law schools and communicating with applicants and the public; and monitoring and implementing IT projects for the office.

Examination Development

Staff in this area is responsible for the acquisition, development, editing and production of examination questions. This area also processes petitions and determines reasonable testing accommodations for applicants with disabilities, and coordinates the production of Admission certificates for new admits.

Admissions Operations

Staff in this area is responsible for the receipt and processing of applications for registration, the First-Year Law Students' Examination, the California Bar Examination, moral character determinations, moral character determination extension, multi-jurisdictional practice program, Foreign Legal Consultant program, determining the eligibility of applicants to take the examinations and administering examinations on behalf of Committee of Bar Examiners. In addition, this area is responsible for the reception and telephone services provided by the Los Angeles office.

Examination Grading

Staff in this area is responsible for ensuring that examinations administered by the Committee of Bar Examiners are graded using the standards and protocols adopted by the Committee, and that the results provided to applicants are error free and on time.

Moral Character Determinations

Staff in this area is responsible for completing the moral character investigations of applicants seeking admission to practice law in California and scheduling and coordinating informal conferences for applicants with the Committee of Bar Examiners' Subcommittee on Moral Character.

Law School Regulation

Staff in this area is responsible for the registration of unaccredited law schools and the accreditation of law schools in California. The workload of the staff includes monitoring applications received, reviewing annual reports, completing law school visitations and reporting findings and recommendations to the Committee of Bar Examiners.

Special Admissions

Staff in this area process applications for the Pro Hac Vice and Out-of-State Attorney Arbitration Counsel, which allow attorneys from other jurisdictions to practice law in California in limited ways. Staff also process applications from law students who wish to enhance their legal training by participating in the Practical Training of Law Students Program.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Specialization

Staff in this area support the work of the Legal Specialization department, which is responsible for administering the requirements for certification in 11 different areas of law. In addition, staff coordinate the administration of the legal specialization examinations that are administered every other year.

MCLE Providers

Staff in this area process applications from Mandatory Continuing Legal Education (MCLE) providers seeking certification as single or multiple educational activity providers. Certification is required in order for the legal education to count toward an attorney's MCLE requirements.

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	64.0	72.0	72.0	72.0	6,803	7,653	7,823	8,055
Supplemental Staffing					766	745	751	757
Travel & Training					519	496	496	496
Supplies and Postage					389	425	425	425
Professional Services					434	452	452	452
Exam & Software Licensing					1,682	1,844	1,844	1,844
Exam Room Rental					1,766	1,716	1,716	1,716
Exam Proctors					1,640	1,668	1,668	1,668
Exam Graders					875	686	686	686
Occupancy					172	185	185	185
Telecommunications					100	98	98	98
Other Outside Services					1,770	1,812	1,812	1,812
Computers & Software					0	20	20	20
Buildings & Equipment					2	7	7	7
Retiree Medical Funding					298	146	146	146
Other Expenditures					18	16	16	16
Indirect Costs					4,506	5,067	5,130	5,206
TOTAL	64.0	72.0	72.0	72.0	21,740	23,036	23,275	23,589

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Chief Trial Counsel

The Office of Chief Trial Counsel (OCTC) is the prosecutorial arm of the State Bar, responsible for investigating and prosecuting attorneys for violations of the Rules of Professional Conduct and State Bar Act. In addition to its core attorney regulatory function, OCTC is responsible for regulatory proceedings before the State Bar Court, such as representing the Committee of Bar Examiners in moral character appeals to the State Bar Court and representing the Board of Legal Specialization in specialization certification appeals to the State Bar Court. OCTC is also responsible for ancillary proceedings such as superior court proceedings involving the assumption of a law practice and conducting certain investigations of non-attorneys who may be engaging in the unauthorized practice of law.

OCTC has an Intake Unit responsible for receiving and initiating new cases involving attorney violations of ethical rules and complaints against non-attorneys alleging the unauthorized practice of law. The Intake Unit conducts the initial review of complaints and determines whether the matters should be forwarded to OCTC's Enforcement Unit for further action. The Intake Unit also services the State Bar's complaint hotline.

OCTC's Enforcement Unit handles the investigation and prosecution of matters before the State Bar Court and superior court proceedings involving the assumption of a law practice.

OCTC's Audit and Review Unit handles the review of closed cases. More specifically, when the Office of Chief Trial Counsel decides to close a complaint against a member of the Bar without disciplinary action, the complainant may request a review ("second look") of the decision. The "second look" requests and reviews are handled by the Audit & Review Unit.

OCTC is staffed with executive, attorney and non-attorney staff. Non-attorney staff includes investigators, paralegals, complaint analysts, administrative assistants, secretaries, record coordinators and clerks.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Chief Trial Counsel	217.3	233.1	233.1	233.1	38,258	30,063	30,701	31,588
TOTAL	217.3	233.1	233.1	233.1	38,258	30,063	30,701	31,588
REVENUE					2015*	2016*	2017*	2018*
General Fund					70	61	61	61
TOTAL REVENUE (All Funds)					70	61	61	61

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	217.3	233.1	233.1	233.1	26,528	29,356	29,994	30,881
Supplemental Staffing					1,121	820	820	820
Travel & Training					116	109	109	109
Supplies and Postage					363	331	331	331
Professional Services					79	58	58	58
Telecommunications					150	153	153	153
Other Outside Services					337	227	227	227
Buildings & Equipment					2	3	3	3
Other Expenditures					37	6	6	6
Indirect Costs					10,616	0	0	0
Reimbursements					-1,091	-1,000	-1,000	-1,000
TOTAL	217.3	233.1	233.1	233.1	38,258	30,063	30,701	31,588

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Probation

The Office of Probation (OP) monitors disciplined attorneys who have been ordered to comply with probation or reprobation conditions pursuant to orders issued by the California Supreme Court and/or the State Bar Court. The OP also monitors compliance with Rule 9.20 of the California Rules of Court; Agreements in Lieu of Discipline; some Alternative Discipline Program matters; and conditions imposed pursuant to Business and Professions Code, section 6007(h). Once these orders or agreements become effective, the OP establishes its own case files to maintain a record of compliance or non-compliance for each attorney.

OP staff monitor participating attorneys' compliance. The monitoring requires OP staff to contact the attorney being monitored and third parties such as former clients, service providers, and other departments of the State Bar. OP staff provides timely information to the attorney, Office of Chief Trial Counsel, and State Bar Court regarding non-compliance and are available to testify regarding such under oath in court.

SUMMARY OF PROGRAM REQUIREMENTS	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Probation	8.0	8.0	8.0	8.0	1,332	939	959	985
TOTAL	8.0	8.0	8.0	8.0	1,332	939	959	985

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	8.0	8.0	8.0	8.0	887	918	938	964
Supplemental Staffing					2	2	2	2
Travel & Training					1	0	0	0
Supplies and Postage					12	12	12	12
Telecommunications					7	7	7	7
Other Outside Services					1	0	0	0
Other Expenditures					1	0	0	0
Indirect Costs					421	0	0	0
TOTAL	8.0	8.0	8.0	8.0	1,332	939	959	985

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Client Security Fund

The main purpose of the Client Security Fund (CSF) is to reimburse victims of attorney theft by processing, investigating, reviewing and administering the legal decisions made on applications for reimbursement. There are four main areas that encompass the work of CSF: (a) legal case processing; (b) support for the CSF Commission, the Board of Trustees and other State Bar departments; (c) financial management; and (d) basic internal administrative functions.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Client Security Fund	11.0	11.0	11.0	11.0	7,553	6,990	7,023	7,069
Indirect Cost					189	840	851	863
TOTAL	11.0	11.0	11.0	11.0	7,742	7,830	7,874	7,932
REVENUE					2015*	2016*	2017*	2018*
Client Security Fund					7,737	7,846	7,924	8,003
TOTAL REVENUE (All Funds)					7,737	7,846	7,924	8,003

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	11.0	11.0	11.0	11.0	1,469	1,497	1,530	1,576
Supplemental Staffing					123	5	5	5
Travel & Training					14	13	13	13
Supplies and Postage					18	20	20	20
Telecommunications					10	10	10	10
Other Outside Services					16	17	17	17
CSF Applications					6,005	6,000	6,000	6,000
Computers & Software					1	1	1	1
Retiree Medical Funding					37	21	21	21
Other Expenditures					-123	-99	-99	-99
Indirect Costs					702	819	830	842
Reimbursements					-530	-474	-474	-474
TOTAL	11.0	11.0	11.0	11.0	7,742	7,830	7,874	7,932

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Mandatory Fee Arbitration

The Mandatory Fee Arbitration program provides arbitration in cases of attorney-client disputes over legal fees, primarily through local bar associations. The program also assists clients in enforcing those awards where an attorney has been ordered to return unearned fees to the client, but fails to do so.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Mandatory Fee Arbitration	5.0	5.0	5.0	5.0	827	678	691	709
TOTAL	5.0	5.0	5.0	5.0	827	678	691	709
REVENUE					2015*	2016*	2017*	2018*
General Fund					52	48	48	48
TOTAL REVENUE (All Funds)					52	48	48	48

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	5.0	5.0	5.0	5.0	528	576	589	607
Travel & Training					34	29	29	29
Supplies and Postage					12	10	10	10
Telecommunications					4	4	4	4
Other Outside Services					58	58	58	58
Other Expenditures					1	1	1	1
Indirect Costs					190	0	0	0
TOTAL	5.0	5.0	5.0	5.0	827	678	691	709

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

State Bar Court

The California State Bar is the only state bar in the United States with independent professional judges dedicated to ruling on attorney disciplinary and regulatory cases. The independent State Bar Court hears the charges and has the power to recommend that the California Supreme Court suspend or disbar those attorneys found to have committed acts of professional misconduct or convicted of serious crimes. For lesser offenses, public or private reprimands may be issued.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Administration	2.9	2.9	2.9	2.9	899	589	601	616
Hearing Department & Effectuations Unit	31.0	31.0	31.0	31.0	8,312	5,249	5,358	5,509
Review Department	8.6	8.6	8.6	8.6	2,746	1,730	1,765	1,812
TOTAL	42.5	42.5	42.5	42.5	11,957	7,568	7,724	7,937
REVENUE					2015*	2016*	2017*	2018*
General Fund					29	16	16	16
TOTAL REVENUE (All Funds)					29	16	16	16

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONS

Administration

Administration encompasses the day-to-day administration of the State Bar Court, as well as the State Bar Court Reporter.

Hearing Department

The Hearing Department of the State Bar Court hears disciplinary cases brought by the Office of the Chief Trial Counsel, regulatory matters brought by petitioners, motions for modification and revocation of attorney probation and other matters.

Review Department

The Review Department of the State Bar Court decides cases on appeal, exercises suspension and other powers delegated pursuant to Rule 9.10, California Rules of Court, and conducts interlocutory review on issues materially affecting the outcome of Hearing Department cases.

Effectuations Unit

The Effectuations Unit of the State Bar Court transmits cases to the California Supreme Court and processes all other cases not requiring Supreme Court action.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	42.5	42.5	42.5	42.5	6,991	7,037	7,193	7,406
Supplemental Staffing					223	177	177	177
Travel & Training					179	135	135	135
Supplies and Postage					95	94	94	94
Professional Services					4	1	1	1
Occupancy					16	12	12	12
Telecommunications					65	65	65	65
Other Outside Services					46	32	32	32
Buildings & Equipment					11	14	14	14
Other Expenditures					10	1	1	1
Indirect Costs					4,317	0	0	0
TOTAL	42.5	42.5	42.5	42.5	11,957	7,568	7,724	7,937

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Member Records & Compliance

The State Bar of California's Office of Member Records and Compliance maintains, on behalf of the Supreme Court, the official "Roll of Attorneys," i.e., the list of all attorneys who are licensed to practice law in the State of California. Upon admission to the practice of law in California, an attorney becomes a "member" of the State Bar. That official "membership" or licensing record is public information.

The Office also manages the registration of law corporations and of LLPs providing legal services, and is responsible for ensuring the compliance of all bar members with the requirements for mandatory continuing legal education (MCLE). Member Records and Compliance staff is responsible for answering all calls and emails to the Member Services Center, and is dedicated to efficiently providing reliable information to State Bar members.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Member Service Center	19.0	19.0	19.0	19.0	3,108	2,545	2,587	2,646
TOTAL	19.0	19.0	19.0	19.0	3,108	2,545	2,587	2,646
REVENUE					2015*	2016*	2017*	2018*
General Fund					904	713	713	713
TOTAL REVENUE (All Funds)					904	713	713	713

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	19.0	19.0	19.0	19.0	1,735	1,909	1,951	2,009
Supplemental Staffing					213	179	179	180
Travel & Training					8	9	9	9
Supplies and Postage					184	216	216	216
Professional Services					29	28	28	28
Telecommunications					19	19	19	19
Other Outside Services					156	173	173	173
Buildings & Equipment					1	1	1	1
Other Expenditures					10	11	11	11
Indirect Costs					753	0	0	0
TOTAL	19.0	19.0	19.0	19.0	3,108	2,545	2,587	2,646

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Professional Competence

The Office of Professional Competence administers the State Bar's attorney professional responsibility programs and resources. These activities assist practicing attorneys in complying with their professional duties.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
COPRAC & RRC					204	208	208	208
Outreach & Education	12.0	13.0	13.0	13.0	2,143	1,621	1,654	1,704
Publications					13	25	25	25
TOTAL	12.0	13.0	13.0	13.0	2,360	1,854	1,887	1,937
REVENUE					2015*	2016*	2017*	2018*
General Fund					18	21	21	21
TOTAL REVENUE (All Funds)					18	21	21	21

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONS

Ethics Hotline

The Ethics Hotline is a confidential legal research service that helps lawyers identify and analyze professional responsibility issues. Although legal advice is not provided, lawyers receive research assistance that helps them make informed decisions on issues such as: conflicts of interest; fee arrangements; advertising; and ex parte communications. Among the types of information provided are references to: Rules of Professional Conduct; State Bar Act sections; Rules of Court; bar committee advisory ethics opinions; and case law citations, including published opinions of the State Bar Court.

Board of Trustees, Ethics Opinion Committee (COPRAC), and Rules Revision Commission (RRC) Support

As needed, Professional Competence staff provides a full range of staffing support to the Board of Trustees for issues related to attorney professional responsibility. On an ongoing basis, staffing support also is provided to the Standing Committee on Professional Responsibility and Conduct (COPRAC), the State Bar Rules Revision Commission (RRC), and other special task forces and committees as directed. These support services include developing meetings agendas, attending meetings, distributing assignments, making logistical arrangements for meetings, completing legal research and writing, maintaining records of all official materials, assisting in the appointment process for members, implementing approved work product (such as distributing ethics opinions and submitting proposed amended Rules of Professional Conduct to the Supreme Court for approval, etc.), serving as liaison between groups and others, both inside and outside, the State Bar, tracking staff and volunteer meeting expenditures, facilitating policy input and legal advice, and preparing annual committee accomplishment reports.

Outreach & Education

Professional Competence staff participates in, and coordinates, outreach and educational activities that enhance attorney awareness of issues in professional conduct, including recent developments. This education and outreach also disseminates information on State Bar resources that facilitate compliance with the Rules of Professional Conduct and the State Bar Act. This helps to protect the public from violations, such as inadvertent violations of the Board of Trustees' client trust account recordkeeping standards. Professional Competence's outreach and educational activities include: preparing and presenting the State Bar's Annual Ethics Symposium; providing educational programs for MCLE credit at the State Bar Annual Meeting; preparing and making presentations to local and specialty bar associations, related legal professional associations, and law schools; making presentations and providing information to other State Bar departments; writing articles for publication in the California Bar Journal; and staffing a booth at the State Bar Annual Meeting exhibit hall. To complete delivery of these educational and outreach services, Professional Competence staff identify speakers, compile written materials, complete legal research, prepare and update slide presentations, attend programs, arrange for program publicity, produce materials, make speaker travel and other logistical arrangements, update mailing lists, and solicit and review feedback about the quality of educational programs and presentations.

Publications

Professional Competence staff produce, update and distribute publications related to attorney professional responsibility including: The California Compendium on Professional Responsibility; The Handbook on Client Trust Accounting for California Attorneys; and Publication 250 - The California Rules of Professional Conduct, The State Bar Act, and Related Statutes. The latter book also is offered as an e-Book for any device compatible with the Amazon.com Kindle reader application. Staff's publication work includes extensive online professional responsibility resources on topics such as: ethics and technology; judicial ethics; civility and professionalism; and senior lawyer resources. These online resources are continually updated by Professional Competence staff.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	12.0	13.0	13.0	13.0	1,451	1,572	1,605	1,654
Supplemental Staffing					3	3	3	4
Travel & Training					111	121	121	121
Supplies and Postage					19	21	21	21
Professional Services					82	84	84	84
Occupancy					0	3	3	3
Telecommunications					22	20	20	20
Other Outside Services					14	23	23	23
Buildings & Equipment					0	1	1	1
Other Expenditures					4	6	6	6
Indirect Costs					654	0	0	0
TOTAL	12.0	13.0	13.0	13.0	2,360	1,854	1,887	1,937

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Education

The Office of Education provides opportunities for continuing legal education and professional development. It encompasses the Sections of the State Bar as well as the Bar's Annual Meeting, the California Young Lawyers Association (CYLA), and the California Solo & Small Firm Summit.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Sections	16.2	19.5	19.5	19.5	8,293	8,049	8,057	8,158
Annual Meeting	2.9	1.6	1.6	1.6	917	627	634	641
Affinity & Insurance	0.8	0.8	0.8	0.8	624	296	300	302
CYLA		0.9	0.9	0.9	232	169	170	175
Indirect Cost					418	159	161	163
TOTAL	19.8	22.8	22.8	22.8	10,484	9,300	9,322	9,439
REVENUE					2015*	2016*	2017*	2018*
Sections Funds					9,101	8,595	8,595	8,595
Legal Educ. and Dev. Fund					2,436	1,312	1,312	1,312
General Fund					16	16	16	16
Annual Meeting Fund					709	677	682	690
TOTAL REVENUE (All Funds)					12,262	10,600	10,605	10,613

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONSSections

The Sections are voluntary organizations of attorneys and associates who share an area of interest. The Sections help their members maintain expertise in their various fields of law, expand their professional contacts, and serve the profession, the public and the legal system. The State Bar of California has 16 Sections. Each Section is governed by an executive committee of members appointed by the State Bar Board of Trustees.

Annual Meeting

In addition to its formal functions, such as the swearing in of newly elected and appointed trustees, the Annual Meeting of the State Bar offers an wide variety of continuing legal education opportunities for attorneys.

California Solo & Small Firm Summit

The Summit content is geared to California attorneys who are in a solo or small firm practice and offers a wide variety of education and networking opportunities for solo practitioners.

CYLA

CYLA is the nation's largest association of young lawyers.. A California young lawyer is defined as a member in good standing of the State Bar of California who is in his or her first five (5) years of practice in California or whose age is 36 or under.

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	19.8	22.8	22.8	22.8	2,462	2,743	2,805	2,887
Supplemental Staffing					178	145	146	147
Travel & Training					3,356	2,348	2,348	2,348
Supplies and Postage					378	381	381	381
Professional Services					594	574	574	574
Occupancy					3	1	1	1
Telecommunications					79	59	59	59
Other Outside Services					1,135	984	984	984
Computers & Software					-1	-1	-1	-1
Buildings & Equipment					1	1	1	1
Retiree Medical Funding					75	42	42	42
Other Expenditures					185	123	123	123
Indirect Costs					1,639	1,708	1,726	1,752
Interfund Transfers					400	192	133	141
TOTAL	19.8	22.8	22.8	22.8	10,484	9,300	9,322	9,439

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Legal Services

The Office of Legal Services operates several programs intended to ensure that all Californians have appropriate access to the legal system, regardless of income.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Access To Justice					15	21	21	21
Program Development	9.0	9.0	9.0	9.0	1,918	1,232	1,258	1,292
Legal Services Funding	8.0	11.0	11.0	11.0	29,647	27,722	27,749	27,787
Indirect Cost					1,098	443	451	458
TOTAL	17.0	20.0	20.0	20.0	32,678	29,418	29,479	29,558
REVENUE					2015*	2016*	2017*	2018*
Justice Gap Fund					1,023	626	626	626
General Fund					108	60	60	60
Equal Access Fund					14,534	15,165	15,165	15,165
Legal Svcs. Trust Fund					19,443	11,523	11,523	11,523
TOTAL REVENUE (All Funds)					35,108	27,374	27,374	27,374

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONSAccess To Justice

This area addresses the development of policy and initiatives in collaboration with other institutions working to expand access to justice for low income Californians (e.g. Judicial Council; legal services entities; local, state and national organizations such as the American Bar Association and National Legal Aid and Defender Association). Services are provided through the Office of Legal Services and the California Commission on Access to Justice.

Program Development

This area supports and promotes the direct delivery of legal services to low and middle income Californians with an emphasis on increasing and enhancing pro bono participation by members of the bar. The services are provided through the Program Development Unit, the Standing Committee on the Delivery of Legal Services and a comprehensive, statewide legal services conference ("Pathways to Justice") held every three years. The Program Development Unit provides technical assistance and resources to legal services providers, pro bono programs and certified lawyer referral services, oversees the certification process for lawyer referral services, and administers the Pro Bono Practice program and Wiley Manuel pro bono certificate program. The Unit also coordinates a statewide Disaster Legal Services Response network, administers the Standing Committee on the Delivery of Legal Services, and presents the Pathways to Justice conference and other training programs for legal services and pro bono attorneys.

Legal Services Funding

This Service Area focuses on the administration of grants generated through Interest on Lawyer Trust Accounts (IOLTA), the state Equal Access Fund, the Justice Gap Fund, and other revenue sources to fund the provision of free legal services to low income Californians. Services are provided through the Legal Services Trust Fund Program and the Legal Services Trust Fund Commission.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	17.0	20.0	20.0	20.0	2,171	2,377	2,430	2,502
Supplemental Staffing					43	36	36	36
Travel & Training					122	91	91	91
Supplies and Postage					29	25	25	25
Professional Services					207	240	240	240
Telecommunications					23	21	21	21
Other Outside Services					4	2	2	2
Legal Services Grants					28,029	26,108	26,108	26,108
Computers & Software					15	75	75	75
Retiree Medical Funding					37	21	21	21
Other Expenditures					2	0	0	0
Indirect Costs					1,081	422	430	437
Interfund Transfers					915	0	0	0
TOTAL	17.0	20.0	20.0	20.0	32,678	29,418	29,479	29,558

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Diversity & Bar Relations

Diversity & Bar Relations encompasses programs aimed at increasing diversity in the legal profession and eliminating bias in the legal system, as well as strengthening the State Bar's relationships with voluntary bar associations and related groups. Programs in this area are financed with voluntary contributions and non-mandatory dues revenues.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Elimination of Bias	2.0	2.0	2.0	2.0	792	518	525	534
Bar Relations	2.0	2.0	2.0	2.0	404	353	361	370
Indirect Cost					95	352	356	361
TOTAL	4.0	4.0	4.0	4.0	1,291	1,223	1,242	1,265
REVENUE					2015*	2016*	2017*	2018*
Grants Fund					36	40	40	40
Elimination of Bias Fund					791	785	785	785
TOTAL REVENUE (All Funds)					827	825	825	825

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONSElimination of Bias

Elimination of Bias focuses on local and statewide programs and initiatives to diversify the legal profession and to eliminate bias in the practice of law. The activity in this area is funded solely through voluntary contributions to the State Bar, and is largely conducted by the Council on Access & Fairness (COAF). Staff also compiles and disseminates demographic information and other resource materials to inform and facilitate diversity efforts by the State Bar and other organizations. COAF is a State Bar appointed entity that serves as the Bar's diversity think tank to advise the Board of Trustees on strategies to enhance diversity opportunities and advancement in the legal profession along the full diversity pipeline (e.g. from pre-K to high school, community colleges to law school and the bar exam, to the legal profession and the judiciary).

Bar Relations

Bar Relations focuses on supporting the work of the 280 local, minority, specialty and women's voluntary bar associations in California. In addition to working with California bar associations, the Bar Relations team serves as liaison to external organizations including the American Bar Association, National Association of Bar Executives, National Conference of Bar Presidents, Executives of California Legal Associations as well as individual state and local bar associations throughout the country. Bar Relations conducts annual leadership training for bar leaders and executive directors. Bar Relations maintains a clearinghouse of program and governance information which is drawn upon to assist organizations within the state. Activity in conjunction with voluntary bar associations is funded solely through voluntary contributions to the State Bar.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	4.0	4.0	4.0	4.0	565	636	651	669
Travel & Training					124	126	126	126
Supplies and Postage					23	23	23	23
Professional Services					6	9	9	9
Occupancy					2	3	3	3
Telecommunications					6	6	6	6
Other Outside Services					23	23	23	23
Legal Services Grants					186	40	40	40
Computers & Software					4	5	5	5
Retiree Medical Funding					75	42	42	42
Indirect Costs					277	310	314	319
TOTAL	4.0	4.0	4.0	4.0	1,291	1,223	1,242	1,265

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Lawyer Assistance Program

The Lawyer Assistance Program provides substance abuse and mental health support services to members of the bar.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Lawyer Assistance Program	7.0	7.0	7.0	7.0	1,512	1,080	1,099	1,126
Indirect Cost					79	544	552	559
TOTAL	7.0	7.0	7.0	7.0	1,591	1,624	1,651	1,685
REVENUE					2015*	2016*	2017*	2018*
Lawyer Assistance Program Fund					2,031	2,065	2,085	2,106
TOTAL REVENUE (All Funds)					2,031	2,065	2,085	2,106

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONSOrientation and Assessment

All members of the bar are eligible to receive a free professional mental health assessment by a LAP case manager without making a longer-term commitment to participate in the program. Members are also entitled to attend up to three free sessions of LAP group with obligation to continue further.

Monitored LAP

Monitored LAP is for attorneys who want to satisfy a specific monitoring or verification requirement imposed by an employer, the Office of the Chief Trial Counsel, State Bar Court, Committee of Bar Examiners, or another entity. It is also available to attorneys seeking help independently. The program offers long-term structure and the support of a professional case manager. Attendance at LAP group meetings and lab testing are typically required as conditions of participating in Monitored LAP. There is a fee for group participation.

Support LAP

Support LAP is for attorneys who are interested in participating in a weekly group meeting with other lawyers and would like the support of a qualified mental health professional. There is a fee for group participation.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	7.0	7.0	7.0	7.0	899	908	927	954
Supplemental Staffing					70	20	20	20
Travel & Training					87	71	71	71
Supplies and Postage					6	6	6	6
Professional Services					44	67	67	67
Occupancy					0	1	1	1
Telecommunications					16	16	16	16
Other Outside Services					-7	-10	-10	-10
Retiree Medical Funding					37	21	21	21
Other Expenditures					6	1	1	1
Indirect Costs					433	523	531	538
TOTAL	7.0	7.0	7.0	7.0	1,591	1,624	1,651	1,685

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Executive Director

The Office of the Executive Director is responsible for the overall direction and administration of the day-to-day operations of the State Bar, as well as for legislative activities on behalf of the Bar. In addition, the OED is responsible for supporting the Board of Trustees and its task forces and working groups and the Judicial Nominees Evaluation (JNE) Commission.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Management, Oversight and Planning	7.0	9.0	9.0	9.0	1,438	2,224	2,253	2,309
Board Support - Secretariat	1.0	1.0	1.0	1.0	428	383	385	388
Judicial Evaluations	4.0	4.0	4.0	4.0	792	677	687	701
Governmental Affairs	2.0	2.0	2.0	2.0	519	441	447	458
Law Library & Archives	2.0	2.0	2.0	2.0	549	699	707	713
Indirect Cost					15	155	157	159
TOTAL	16.0	18.0	18.0	18.0	3,741	4,579	4,636	4,728
REVENUE					2015*	2016*	2017*	2018*
Legislative Activities Fund					763	762	762	762
TOTAL REVENUE (All Funds)					763	762	762	762

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONS

Management, Oversight and Planning

OED, through the Chief Operating Officer's Office (COO) provides support and direction to all management within the State Bar regarding personnel administration, budget, facilities, and all other management related matters. In its management leadership role, OED staff leads the Senior Management Team in establishing and effectuating operational/programmatic oversight. OED establishes Bar-wide operating policies and procedures, communicates and reinforces those policies and procedures to all staff. OED leads the State Bar's efforts to ensure accountability for the use of resources and compliance with all mandated functions and/or requirements. OED takes the lead in working with the union to reach agreeable memoranda of understanding between the union and management OED in collaboration with the Senior Management Team serves as the focus for problem-solving analysis and resolution Bar-wide.

Board Support

OED provides staff support to the Board of Trustees to support its effective and efficient operation. In fulfilling the Secretariat responsibilities, OED staff sets the schedule of Board meetings, oversees production of Board agendas, travels to and attends all Board meetings, oversees production of minutes and action summaries, maintains the Board Book and all official permanent records of the State Bar, and timely processes Board member expense reports. OED staff provides expert assistance to Board members and ensures that appropriate State Bar staff timely responds to all Board member inquiries.

In addition to providing support for regular Board meetings and business, OED staff coordinates all Board appointments to commissions, committees, and special task forces, administers annual Board elections, and prepares and conducts orientations for Board candidates, Board members & Committee Chairs. OED staff ensures effective relationships are developed between Board members and State Bar staff and clearly inform board and staff about and enforce policies related to lines of authority. OED staff is responsible for ensuring that all Board directives are carried out.

Judicial Evaluations

The Commission on Judicial Nominees Evaluation, established pursuant to Government Code Section 12011.5, is the State Bar agency which evaluates all candidates who are under consideration for a judicial appointment by the Governor. The mission of the Commission is to assist the Governor in the judicial selection process and thereby to promote a California judiciary of quality and integrity by providing independent, comprehensive, accurate, and fair evaluations of candidates for judicial appointment and nomination.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	16.0	18.0	18.0	18.0	2,175	3,061	3,116	3,205
Supplemental Staffing					36	19	19	20
Travel & Training					618	478	478	478
Supplies and Postage					361	329	329	329
Professional Services					221	392	392	392
Occupancy					5	4	4	4
Telecommunications					23	22	22	22
Other Outside Services					32	201	201	201
Computers & Software					5	8	8	8
Other Expenditures					25	0	0	0
Indirect Costs					240	65	67	69
TOTAL	16.0	18.0	18.0	18.0	3,741	4,579	4,636	4,728

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Finance

The Finance Department is responsible for the following areas: financial reporting, analysis and budget; the accounting functions of payroll, accounts payable, accounts receivable, and general ledger; and member billing for the State Bar.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Finance	7.6	10.6	10.6	10.6	2,945	2,936	2,965	3,005
Member Billing	6.0	7.0	7.0	7.0	1,777	2,037	2,053	2,074
Procurement & Risk	3.0	2.0	2.0	2.0	1,232	1,059	1,063	1,068
TOTAL	16.6	19.6	19.6	19.6	5,954	6,032	6,081	6,147
REVENUE					2015*	2016*	2017*	2018*
Support and Admin. Fund					4	4	4	4
TOTAL REVENUE (All Funds)					4	4	4	4

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONSFinancial Reporting, Budgeting, and Analysis

This service area is responsible for the Bar's budgeting, financial planning, financial analysis and accounting, making accurate and timely payments to the State Bar's employees (payroll) and outside vendors (accounts payable), and for implementing related procedures and internal controls. It also works closely with the Bar's outside auditors and the California Bureau of State Audits to ensure the implementation of sound financial controls and public accountability.

Member Billing

Member billing is responsible for ensuring attorneys are billed appropriately for annual fees and other costs. The primary task for Member Billing staff is the collection and recording of annual membership fees, discipline costs, and CSF reimbursements. In addition to the primary task, staff responds to members' billing inquiries, calculates and tracks discipline and CSF cost assessments, assists in the annual suspension process, and reinstates members previously suspended for failure to pay annual fees upon payment of delinquent costs.

Payroll

Payroll constitutes one of the most important and sensitive areas in the Office of Finance. Payroll is responsible for processing and delivering paychecks to employees. The Payroll function includes balancing, analyzing, and reconciling payroll data and depositing and reporting taxes. The Payroll process involves calculating time cards, salaries, overtime, retroactive pay, severance pay, holiday pay and benefit time such as vacation, sick and personal days. Payroll also makes employee deductions for taxes, wage garnishment, health and life insurance, flexible spending accounts and retirement.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	16.6	19.6	19.6	19.6	2,532	2,187	2,236	2,301
Supplemental Staffing					314	212	212	213
Travel & Training					15	16	16	16
Supplies and Postage					140	162	162	162
Professional Services					876	1,200	1,200	1,200
Occupancy					858	849	849	849
Telecommunications					23	28	28	28
Other Outside Services					1,191	1,375	1,375	1,375
Computers & Software					3	0	0	0
Buildings & Equipment					1	2	2	2
Other Expenditures					1	1	1	1
TOTAL	16.6	19.6	19.6	19.6	5,954	6,032	6,081	6,147

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

General Counsel

The Office of the General Counsel (OGC) functions as the State Bar's lawyer, and is responsible for providing legal advice and counsel to the Board of Trustees, its working groups, taskforces, and committees, and all departments and programs of the State Bar.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
General Counsel	16.0	23.0	23.0	23.0	3,750	4,847	4,932	5,046
TOTAL	16.0	23.0	23.0	23.0	3,750	4,847	4,932	5,046

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	16.0	23.0	23.0	23.0	2,763	3,777	3,862	3,976
Supplemental Staffing					122	53	53	53
Travel & Training					58	47	47	47
Supplies and Postage					38	32	32	32
Professional Services					715	900	900	900
Telecommunications					30	29	29	29
Other Outside Services					15	9	9	9
Buildings & Equipment					4	0	0	0
Other Expenditures					5	0	0	0
TOTAL	16.0	23.0	23.0	23.0	3,750	4,847	4,932	5,046

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Human Resources

The Human Resources Department is responsible for recruitment, classification, compensation, and performance management, labor relations, and benefits administration.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Human Resources	7.0	9.0	9.0	9.0	1,508	1,531	1,556	1,590
TOTAL	7.0	9.0	9.0	9.0	1,508	1,531	1,556	1,590

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONSCompensation Administration

The Human Resources Department plays the leading role in developing, benchmarking and administering the Bar's employee compensation structure, including its salary schedules, benefit offerings and retirement alternatives. This service area also includes day-to-day operations of the Bar's payroll and benefit programs.

Recruitment and Retention

This service area encompasses recruiting new staff, institutional training, and administering the Bar's system of performance reviews for current employees. This service area also handles employee separations.

Employee Relations

Employee relations encompasses activities ranging from health and wellness promotion to collective bargaining. It includes workplace safety efforts, labor negotiations and management of the employee grievance process.

Records and Information Systems

This service area is responsible for maintaining required employment records, processing security clearances, and operating the Bar's Human Resources Information System (HRIS).

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	7.0	9.0	9.0	9.0	1,050	1,186	1,211	1,245
Supplemental Staffing					230	153	153	153
Travel & Training					25	21	21	21
Supplies and Postage					13	10	10	10
Professional Services					127	132	132	132
Telecommunications					19	19	19	19
Other Outside Services					5	5	5	5
Computers & Software					2	1	1	1
Buildings & Equipment					35	3	3	3
Other Expenditures					2	1	1	1
TOTAL	7.0	9.0	9.0	9.0	1,508	1,531	1,556	1,590

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Information Technology

The Information Technology (IT) Department is responsible for the Bar's IT infrastructure (including PC's, networks, servers, and mini-computers), for custom software development, for maintenance and administration of the Bar's existing software, and for the Bar's public-facing internet presence.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
IT Admin and Operations	18.0	27.0	27.0	27.0	5,201	6,451	6,540	6,661
TOTAL	18.0	27.0	27.0	27.0	5,201	6,451	6,540	6,661

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONSIT Admin

Responsible for the management and oversight of the IT Department. This includes planning and organizing activities of the department, and to promote and facilitate the effective use of technology in order to improve cost effectiveness and service quality that supports the Bar's Strategic Plan and Mission.

IT Applications

Responsible for providing leadership, direction and guidance for the implementation, maintenance, enhancement, improvement, and security and integrity of the State Bar's enterprise information systems, including:

- In-house developed mid-range applications (i5/AS400)
- Oracle/JDE (HR/Finance)
- Database management systems (DB2 and Microsoft SQL)
- Web applications and portals
- Case management systems
- Enterprise content management systems

IT Operations

Responsible for providing leadership, direction and guidance for the implementation, maintenance, support, enhancement, improvement, and security and integrity of the State Bar's Enterprise Infrastructure Systems, including:

- Service Desk and Desktop Support
- Servers and Microsoft SQL database management
- Networks and Telecommunications
- Infrastructure Security
- Audio/Visual systems

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	18.0	27.0	27.0	27.0	3,225	4,027	4,115	4,235
Supplemental Staffing					485	215	216	217
Travel & Training					85	87	87	87
Supplies and Postage					7	6	6	6
Professional Services					147	91	91	91
Occupancy					117	120	120	120
Telecommunications					35	35	35	35
Other Outside Services					3	4	4	4
Computers & Software					1,025	1,788	1,788	1,788
Buildings & Equipment					72	78	78	78
TOTAL	18.0	27.0	27.0	27.0	5,201	6,451	6,540	6,661

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Communications

Communications is primarily responsible for communications between the Bar and both its members and the general public. Communications produces the California Bar Journal, a major channel of communication with the membership. In addition, Communications is responsible for public outreach, press relations, and the content of the Bar's website.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Media Relations	3.8	4.8	4.8	4.8	1,540	1,050	1,067	1,093
California Bar Journal	1.0	1.0	1.0	1.0	284	166	169	173
TOTAL	4.8	5.8	5.8	5.8	1,824	1,216	1,236	1,266
REVENUE					2015*	2016*	2017*	2018*
General Fund					310	231	231	231
TOTAL REVENUE (All Funds)					310	231	231	231

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONS

Media Relations

Communications is the State Bar's principal day-to-day liaison with the news media. Media Relations staff are responsible for fielding inbound inquiries from the press and electronic media and for actively communicating the Bar's message via press releases and other means. Media Relations also provides support and training for other Bar staff who may have contact with the press.

California Bar Journal

Prepared and distributed monthly, the California Bar Journal is a primary communication tool between the State Bar and its members. Staff researches and writes stories, compiles monthly discipline summaries, solicits articles from outside authors, hires and oversees freelance writers, edits/rewrites submissions, identifies opportunities for and takes or obtains photographs relevant to stories, completes design and layout of stories and advertising, and solicits MCLE self-study tests. Staff in this area also obtains advertisers, oversees advertising and other contracts, and collects advertising and other revenue. In addition, a daily legal news roundup, the Daily News Digest, is compiled and sent to subscribers and posted to the website.

Public Education

Staff develop and update consumer education pamphlets, brochures and guides. These public education materials are initially researched and written by staff whose work is then reviewed by attorneys for completeness and accuracy. Staff designs, lays out, edits, and oversees the translation of the final materials in multiple languages. Staff coordinates printing and contracts for storage and fulfillment. In addition, staff also organizes and attends public education forums throughout the state and helps to market those forums to encourage attorney participation and public attendance.

Social Media

Staff maintains the Bar's official social media accounts and assist the Bar in developing best practices and policies for its use.

Website

The website is the State Bar's primary communications channel with attorneys and the public. In overseeing the content, staff works to ensure the information is accessible and assists the public in finding the information they are looking for.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	4.8	5.8	5.8	5.8	1,223	855	874	902
Supplemental Staffing					0	45	46	48
Travel & Training					21	20	20	20
Supplies and Postage					8	8	8	8
Professional Services					84	82	82	82
Telecommunications					7	7	7	7
Other Outside Services					175	203	203	203
Other Expenditures					-5	-4	-4	-4
Indirect Costs					311	0	0	0
TOTAL	4.8	5.8	5.8	5.8	1,824	1,216	1,236	1,266

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

General Services

The Office of General Services provides a comprehensive range of administrative and facilities services that support the work of all State Bar departments.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
General Services	25.0	22.0	22.0	22.0	6,136	6,475	6,525	6,587
TOTAL	25.0	22.0	22.0	22.0	6,136	6,475	6,525	6,587
REVENUE					2015*	2016*	2017*	2018*
Building Fund					1,358	1,351	1,351	1,351
TOTAL REVENUE (All Funds)					1,358	1,351	1,351	1,351

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONSAdministrative Services

As the organization's administrative support arm, the Office of General Services manages mail and courier services; reception and public inquiry; printing and copying services; fax and copier support; meeting and conference support; and travel services.

Facilities Management

The Office of General Services manages over 300,000 square feet of office space for Bar staff and tenants. It maintains the Bar's facilities and safeguards its physical assets by managing engineering and janitorial services; landlord/tenant relations; space planning and use; safety and security programs; parking; and recycling programs.

Procurement & Risk

The Office of General Services provides organizational support for the purchase of goods and services to ensure effective and appropriate use of State Bar resources. Procurement services includes developing and implementing general procurement policies and procedures; developing equipment and service standards for acquisition, purchasing specific products and services; documenting deviations from standard procedures; and maintaining and developing standardized forms and contract templates.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Regular Salary & Benefits	25.0	22.0	22.0	22.0	2,013	2,119	2,169	2,230
Supplemental Staffing					46	42	42	43
Travel & Training					29	22	22	22
Supplies and Postage					-20	26	26	26
Professional Services					349	347	347	347
Occupancy					3,534	3,742	3,742	3,742
Telecommunications					52	47	47	47
Other Outside Services					120	130	130	130
Computers & Software					4	5	5	5
Buildings & Equipment					42	36	36	36
Other Expenditures					-33	-41	-41	-41
TOTAL	25.0	22.0	22.0	22.0	6,136	6,475	6,525	6,587

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Information Technology Projects

This category includes telecommunications and IT infrastructure upgrades as well as upgrades to and replacement of software applications.

	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
SUMMARY OF PROGRAM REQUIREMENTS								
Technology Projects					963	335	18	18
TOTAL					963	335	18	18
REVENUE					2015*	2016*	2017*	2018*
Technology Fund					12	1,224	12	12
TOTAL REVENUE (All Funds)					12	1,224	12	12

PROGRAM DESCRIPTIONS

Enterprise Technology Projects

Discipline Case Management System (CMS) for the Office of the Chief Trial Counsel and State Bar Court

The CMS project will improve the level of automation, functionality, and connectivity for OCTC/SBC.

Website Redesign

Website redesign will facilitate modern and enhanced content delivery – including facilitating views on mobile/smart devices, easy navigation and searches, and supports the Bar's web communication strategy for its users.

Operational Technology Projects

Judicial Nominees Evaluation

IT is implementing a number of automation strategies to support the Evaluation process including automation of the Confidential Comment Form process.

KOALA Billing Application Rewrite

The current billing system was custom developed using a proprietary product called ASNA Visual RPG and is used by Finance to process various member fees payments. KOALA will be re-written to a Microsoft .NET web platform that can be better supported by in-house developers.

Credit Card Consolidation Services

The State Bar currently uses Wells Fargo Merchant Services, Authorize.Net and U.S. Bank to process credit cards. IT will oversee the consolidation to one credit card processor this year.

IT Security Assessment (Infrastructure)

IT will conduct a security assessment to include internal and external vulnerability assessments, IT controls review and security architecture assessment, policy procedure and gap analysis, wireless and

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

phone systems.

SF Courtroom AV

Web and video conferencing capability will be added to the SF courtrooms.

SF Boardroom AV

This project is to replace end-of-life and failing AV equipment in the SF 4th floor conference rooms.

IT Service Management System

This project is to replace an outdated software tool and process for the intake and management of IT service tickets.

	Positions				Expenditures			
EXPENDITURES BY CATEGORY	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Supplemental Staffing					485	0	0	0
Travel & Training					15	0	0	0
Supplies and Postage					1	0	0	0
Professional Services					392	335	18	18
Computers & Software					70	0	0	0
TOTAL					963	335	18	18

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Facilities Projects

This category includes capital improvement projects at the State Bar's headquarters at 180 Howard Street in San Francisco and its southern California office at 845 South Figueroa Street in Los Angeles. Capital improvement projects are undertaken, when necessary, to preserve these major physical assets and ensure that the buildings function efficiently and safely. Capital improvement projects are managed by the Office of General Services.

	Positions				Expenditures			
SUMMARY OF PROGRAM REQUIREMENTS	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Facilities Projects - San Francisco					2,890	4,600	2,800	1,880
TOTAL					2,890	4,600	2,800	1,880

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

PROGRAM DESCRIPTIONS

Facilities Projects at 180 Howard Street, San Francisco

The Bar is progressing through a multi-year capital improvement plan for 180 Howard Street, focused primarily on upgrades to the building's Heating, Ventilation & Air Conditioning system. These upgrades are required due to normal aging, wear and tear and technical obsolescence of existing equipment.

Facilities Projects at 845 South Figueroa Street, Los Angeles

At this time there are no additional capital improvement projects scheduled at 845 South Figueroa Street.

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

	Positions				Expenditures			
EXPENDITURES BY CATEGORY	2015	2016	2017	2018	2015*	2016*	2017*	2018*
Buildings & Equipment					2,890	4,600	2,800	1,880
TOTAL					2,890	4,600	2,800	1,880

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Admissions

SUMMARY OF COST CENTER REQUIREMENTS		Positions				Expenditures			
		2015	2016	2017	2018	2015*	2016*	2017*	2018*
20	Admissions Assets BU					277	4,816	4,873	4,943
20001	Admissions Overhead	3.0	3.0	3.0	3.0	829	701	667	683
20002	Admission Operations	26.0	28.0	28.0	28.0	10,897	9,250	9,338	9,428
20004	Admissions Administration	4.0	5.0	5.0	5.0	1,145	924	938	952
20007	Law School Regulation	2.0	2.0	2.0	2.0	448	332	340	350
20009	Admissions Revenue					3	0	0	0
20011	Examination Development	2.0	2.0	2.0	2.0	1,106	974	983	993
20013	Examination Grading	3.0	7.0	7.0	7.0	2,688	2,632	2,650	2,666
20019	Moral Character Determinations	12.0	13.0	13.0	13.0	2,166	1,626	1,670	1,717
20022	MCLE Provider Certification	2.0	2.0	2.0	2.0	287	176	181	186
20023	Special Admissions	2.0	2.0	2.0	2.0	312	190	195	201
24	Legal Specialization -Asset BU					39	398	404	410
24001	Legal Specialization	8.0	8.0	8.0	8.0	1,543	1,017	1,036	1,060
TOTAL		64.0	72.0	72.0	72.0	21,740	23,036	23,275	23,589

Chief Trial Counsel

SUMMARY OF COST CENTER REQUIREMENTS	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
10310 OCTC-Enforcement (Consolidated)	217.3	233.1	233.1	233.1	38,258	30,063	30,701	31,588
TOTAL	217.3	233.1	233.1	233.1	38,258	30,063	30,701	31,588

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Probation

SUMMARY OF COST CENTER REQUIREMENTS	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
10601 Probation	8.0	8.0	8.0	8.0	1,332	939	959	985
TOTAL	8.0	8.0	8.0	8.0	1,332	939	959	985

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Client Security Fund

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
27	Client Security -Asset BU					189	840	851	863
27001	CSF Administration	11.0	11.0	11.0	11.0	7,542	6,981	7,014	7,060
27002	CSF Commission					11	9	9	9
TOTAL		11.0	11.0	11.0	11.0	7,742	7,830	7,874	7,932

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Mandatory Fee Arbitration

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
10503	Mandatory Fee Arb Committee					27	24	24	24
10504	Mandatory Fee Arbitration (Consolida	5.0	5.0	5.0	5.0	800	654	667	685
TOTAL		5.0	5.0	5.0	5.0	827	678	691	709

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

State Bar Court

SUMMARY OF COST CENTER REQUIREMENTS	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
10401 SBC Sr. Executive	2.9	2.9	2.9	2.9	899	589	601	616
10402 Hearing Admin.-SF	8.0	8.0	8.0	8.0	1,821	1,088	1,111	1,142
10403 Hearing Counsel LA/SF	7.0	7.0	7.0	7.0	2,081	1,346	1,375	1,416
10404 Hearing Judges	5.0	5.0	5.0	5.0	1,654	1,271	1,297	1,333
10405 Hearing/Effec./Admin.-LA	11.0	11.0	11.0	11.0	2,756	1,544	1,575	1,618
10407 Presiding/Review Judges	2.6	2.6	2.6	2.6	1,001	787	803	823
10408 Review Counsel/Clerk	6.0	6.0	6.0	6.0	1,745	943	962	989
TOTAL	42.5	42.5	42.5	42.5	11,957	7,568	7,724	7,937

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Member Records & Compliance

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
10201	Child & Family Support					40	4	4	4
10251	Member Services Center	19.0	19.0	19.0	19.0	3,037	2,513	2,555	2,614
10252	Transition Assistance Services					31	28	28	28
TOTAL		19.0	19.0	19.0	19.0	3,108	2,545	2,587	2,646

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Professional Competence

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
10702	COPRAC					60	46	46	46
10706	Prof. Resp. & Conduct	12.0	13.0	13.0	13.0	2,143	1,621	1,654	1,704
10708	Rules Revision Committee					144	162	162	162
10709	OPC Publications (Consolidated)					13	25	25	25
TOTAL		12.0	13.0	13.0	13.0	2,360	1,854	1,887	1,937

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Education

SUMMARY OF COST CENTER REQUIREMENTS		Positions				Expenditures			
		2015	2016	2017	2018	2015*	2016*	2017*	2018*
10912	Calif. Young Lawyers Assoc. (Consolida		0.9	0.9	0.9	232	169	170	175
14	Annual Meeting Asset BU					0	52	51	52
14001	Annual Meeting Admin.	2.9	1.6	1.6	1.6	917	627	634	641
18	Affinity & Insurance Fund					418	107	110	111
18001	Group Insurance Programs		0.4	0.4	0.4	270	117	119	120
18002	Professional Liab Insurance	0.8	0.4	0.4	0.4	266	116	118	119
18004	Affinity Programs					88	63	63	63
70	Sections OH -Asset BU					75	1,501	1,517	1,541
70001	Sections Administration	16.2	17.2	17.2	17.2	1,387	2,529	2,574	2,637
70002	SEMS Pcard Default					4	4	4	4
71001	Antitrust Section Admin.					40	1	1	1
71200	Antitrust - Newsletter					17	20	20	20
71300	Antitrust - Publication					2	2	2	2
71400	Antitrust - GG Institute					124	19	19	19
71403	Antitrust-Online CLE					1	1	1	1
71500	Antitrust - SB Annual Mtg					2	0	0	0
71600	Antitrust - ExCom Mtg					68	65	65	65
72001	Business Law Section Admin.					274	7	7	7
72200	BusLaw Newsletter					102	101	101	101
72300	BusLaw General Publications					1	1	1	1
72400	BusLaw Section Retreat					55	24	24	24
72403	BusLaw Online CLE					3	3	3	3
72500	BusLaw Annual Meeting					21	13	13	13
72600	BusLaw Exec. Comm. Mtg.					51	39	39	39
72700	BusLaw AgriBus. Ctee. Mtgs.					12	11	11	11
72701	BusLaw Cons. Fin. Svcs. Comm.					7	7	7	7
72702	BusLaw Corp. Comm. Mtgs.					9	8	8	8
72704	BusLaw InsolvencyLaw Ctee.Mtgs					13	14	14	14
72705	BusLaw Educ. Comm. Mtg.					4	4	4	4
72706	BusLaw Fin. Inst. Comm.					4	4	4	4
72708	BusLaw Insurance Comm. Mtg.					3	3	3	3
72709	BusLaw Nonprofit Comm. Mtg.					21	21	21	21
72711	BusLaw Comm.Trans Comm. Mtg					1	1	1	1
72712	BusLaw Opinions Report Comm.					8	6	6	6
72713	BusLaw Cyberspace Law					8	3	3	3
72717	BusLaw Litigation Committee					3	4	4	4
73001	Criminal Law Section Admin.					57	5	5	5
73200	Criminal Law Journal					17	14	14	14
73400	Crim Law Stand-Alone					3	2	2	2

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Education

SUMMARY OF COST CENTER REQUIREMENTS		Positions				Expenditures			
		2015	2016	2017	2018	2015*	2016*	2017*	2018*
73403	Crim Law Online CLE Edu					1	1	1	1
73500	Criminal Law SB Annual Mtg					4	3	3	3
73600	Criminal Law ExCom Mtgs					53	24	24	24
74001	Enviro Law Sections Admin					100	18	18	18
74200	Enviro Law Newsletter					14	8	8	8
74400	Enviro Law One Day Edu Program					9	10	10	10
74401	Enviro Law Multi Day Edu Progr					3	4	4	4
74402	Enviro Law Out Reach Program					18	17	17	17
74403	Enviro Law Online CLE					1	1	1	1
74404	Enviro Law Student Negotiation					10	10	10	10
74405	Enviro Law Yosemite Conference					289	24	24	24
74500	EnviroLaw State Bar Annual Mtg					1	1	1	1
74600	Enviro Law ExCom Meeting					34	15	15	15
74601	Enviro Law ExCom Retreat					41	39	39	39
75001	Trust&Estate Section Admin					203	0	0	0
75200	Trust&Estate Newsletter					93	79	79	79
75300	Trust&Easte Other Publications					5	6	6	6
75400	Trust&Estate Fall Program					40	7	7	7
75401	Trust&Estate Other Programs					60	62	62	62
75402	Trust&Estate Sr. Projects					3	3	3	3
75403	Trust&Estate Online CLE					1	1	1	1
75500	Trust&Estate SBC-AM					26	21	21	21
75600	Trust&Estate ExCom Meeting					122	114	114	114
75605	Trust&Estate Retreat					19	20	20	20
76001	Family Law Section Admin.					139	12	12	12
76200	Family Law Newsletter					44	41	41	41
76403	Family Law Online CLE					2	2	2	2
76500	Family Law SB Annual Mtg					13	15	15	15
76600	Family Law ExCom Mtg					161	162	162	162
76700	Family Law Sub Committees					39	31	31	31
77001	Intel. Prop. Sections Admin.					226	10	10	10
77200	Intel. Prop-Publication					68	59	59	59
77300	Intel. Prop-Treatise					12	14	14	14
77401	Intel. Prop-Institute					79	105	105	105
77403	Intel. Prop-Online CLE					5	4	4	4
77406	Intel. Prop-Trademark					52	51	51	51
77409	Intel. Prop Federal Circuit					19	19	19	19
77410	Intel. Prop-WIPO/EPO/JPO/CPO					4	4	4	4
77411	Intel. Prop-Issue Entertainmnt					19	11	11	11

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Education

SUMMARY OF COST CENTER REQUIREMENTS		Positions				Expenditures			
		2015	2016	2017	2018	2015*	2016*	2017*	2018*
77500	Intel. Prop. Annual Mtg					1	1	1	1
77600	Intel. Prop. ExCom Mtg					116	65	65	65
77814	Intel. Prop. Wash DC Program					9	9	9	9
78001	Intl. Law Section Admin					43	5	5	5
78200	Int'l Law Journal					18	14	14	14
78401	Int'l Law Multi-Day Program					7	7	7	7
78403	Int'l Law Online CLE					2	2	2	2
78500	Int't Law State Bar Annual Mtg					21	17	17	17
78600	Int'l Law ExCom Meeting					13	13	13	13
78603	Int'l Law ExCom Retreat					13	3	3	3
79001	Labor & Empl. Administration					283	51	51	51
79200	Labor & Empl. Newsletter					78	77	77	77
79300	Labor & Empl. Publication					20	23	23	23
79401	Labor & Empl. Section AN Mtg.					158	166	166	166
79402	Labor & Empl. Pub. Sector Conf					71	77	77	77
79403	Labor & Empl. Online CLE					1	0	0	0
79404	Labor & Empl. Wage & Hour Prog					87	0	0	0
79405	Labor & Empl. New Lawyer Prog					13	13	13	13
79500	Labor & Empl. SB Annual Mtg.					1	0	0	0
79600	Labor & Empl. ExCom Mtg.					85	57	57	57
80001	LPMT - Section Admin.					34	0	0	0
80600	LPMT - ExCom Mtg					28	27	27	27
81001	Lit.-Administration					297	4	4	4
81200	Lit.- CA Litigation Journal					113	96	96	96
81201	Lit.-Litigation update E-news					3	3	3	3
81300	Lit.-Litigation Review					25	29	29	29
81400	Lit.-Week in Legal London					142	153	153	153
81401	Lit.-Insurance Staff Counsel					1	1	1	1
81402	Lit.-Best Practices Program					8	9	9	9
81403	Lit.-Online CLE Programs					2	2	2	2
81500	Lit.-SB Annual Mtg					1	0	0	0
81600	Lit.-ExCom Mtg					42	30	30	30
81700	Lit.-SubCommittees					1	1	1	1
81800	Lit.-Trial Lawyer Hall of Fame					1	0	0	0
82001	Public Law Section Admin					56	2	2	2
82200	Public Law Journal					9	8	8	8
82400	Public Law Programs					59	45	45	45
82403	Public Law Online CLE					1	1	1	1
82500	Public Law SB Annual Meeting					1	1	1	1

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Education

SUMMARY OF COST CENTER REQUIREMENTS		Positions				Expenditures			
		2015	2016	2017	2018	2015*	2016*	2017*	2018*
82600	Public Law ExCom Meeting					44	38	38	38
82700	PLOY					11	8	8	8
83001	Real Property - Sec Admin					213	7	7	7
83200	Real Property - Journal					65	51	51	51
83400	Real Property - Retreat					140	143	143	143
83401	Real Property - Boot Camp					16	8	8	8
83402	Real Property - Subsection CLE					9	9	9	9
83403	Real Property - Online CLE					8	10	10	10
83404	Real Property - REAL Symposium					42	40	40	40
83405	Real Property - Education					1	1	1	1
83500	Real Property - Annual Mtgs					14	4	4	4
83600	Real Property - ExCom Mtgs					123	96	96	96
83700	Real Property - Subscetion					15	4	4	4
84001	Solo-Section Admin					46	0	0	0
84300	Solo - Big News					22	21	21	21
84400	Solo - Programs					2	2	2	2
84500	Solo-SB Annual Mtg					7	5	5	5
84600	Solo-ExCom Mtg					34	35	35	35
85001	Taxation Law- Sec Admin					112	2	2	2
85200	California Tax Lawyer Journal					36	33	33	33
85400	Tax AM & Cal Tax Policy Conf					87	46	46	46
85401	Tax - Estate & Gift Tax Conf					40	43	43	43
85402	Income & "Other" Tax Program					12	13	13	13
85403	Tax - Online CLE Programs					2	1	1	1
85404	Young Tax Lawyers Program					153	4	4	4
85600	Tax-ExCom Mtgs					81	80	80	80
85700	Wash D.C. Delegation					17	18	18	18
85701	Eagle Ldge W-State Tax Cte Con					14	15	15	15
85706	Tax Procedure&Litigation Comm					1	1	1	1
85710	Young Tax Lawyers LA Chapter					1	0	0	0
85720	Sacramento Delegation					2	2	2	2
86001	Workers' Comp - Sec Admin					97	2	2	2
86200	Workers' Comp Newsletter					31	22	22	22
86400	Workers' Comp Spring Programs					61	63	63	63
86401	Workers' Comp Central Coast					13	13	13	13
86402	Workers' Comp Summer Programs					46	49	49	49
86403	Workers' Comp Online CLE					2	2	2	2
86404	Workers' Comp Education					25	27	27	27
86405	Workers' Comp Fall Programs					25	12	12	12

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Education

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
86500	Workers' Comp - SB Ann. Mtg					28	8	8	8
86600	Workers' Comp - Exec. Comm Mtg					45	18	18	18
87001	Council of SB Sections					52	-2	-2	-2
88	Education Fund					0	192	133	141
88001	Officewide Education		2.4	2.4	2.4	79	291	297	303
88002	Solo Summit (Even Years)					126	135	135	135
TOTAL		19.8	22.8	22.8	22.8	10,484	9,300	9,322	9,439

Legal Services

SUMMARY OF COST CENTER REQUIREMENTS		Positions				Expenditures			
		2015	2016	2017	2018	2015*	2016*	2017*	2018*
10901	Commission on Access to Justic					15	21	21	21
10905	Comm. on Delivery of Legal Svc	9.0	9.0	9.0	9.0	1,884	1,232	1,258	1,292
11947	Pgrm. Dev.-Project					34	0	0	0
28	LSTF Asset BU					163	443	451	458
28002	LSTF Grants					10,064	11,108	11,108	11,108
28005	LSTF Administration (Consolidated)	8.0	11.0	11.0	11.0	1,184	1,422	1,449	1,487
29001	Equal Access -Admin					434	192	192	192
29002	Equal Access -Grants					17,965	15,000	15,000	15,000
32	Justice Gap Fund - BU					935	0	0	0
TOTAL		17.0	20.0	20.0	20.0	32,678	29,418	29,479	29,558

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Diversity & Bar Relations

SUMMARY OF COST CENTER REQUIREMENTS		Positions				Expenditures			
		2015	2016	2017	2018	2015*	2016*	2017*	2018*
12441	10th Anniversary Programs					19	18	18	18
12445	Incubator/Modest Means Project					197	51	51	51
17	Elim. of Bias Assets BU					95	352	356	361
17001	Voluntary Bar Support	2.0	2.0	2.0	2.0	376	328	336	345
17007	Center for Access & Fairness	2.0	2.0	2.0	2.0	473	358	365	374
17008	Spring Summit					30	28	28	28
17009	Bar Leaders Conference					28	25	25	25
17012	Council on Access & Fairness					31	23	23	23
17020	Bar-Wide Charges					42	40	40	40
TOTAL		4.0	4.0	4.0	4.0	1,291	1,223	1,242	1,265

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Lawyer Assistance Program

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
21	Lawyer Assist Program-Asset BU					79	544	552	559
21000	Lawyer Assist Program (Consolidated)	7.0	7.0	7.0	7.0	1,512	1,080	1,099	1,126
TOTAL		7.0	7.0	7.0	7.0	1,591	1,624	1,651	1,685

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Executive Director

SUMMARY OF COST CENTER REQUIREMENTS		Positions				Expenditures			
		2015	2016	2017	2018	2015*	2016*	2017*	2018*
10001	Executive Director	7.0	9.0	9.0	9.0	1,438	2,224	2,253	2,309
10002	Appointments Administration	1.0	1.0	1.0	1.0	121	101	103	106
10003	Board of Trustees					252	181	181	181
10005	Elections					55	55	55	55
10010	Public Interest Task Force					0	46	46	46
10101	Judicial Evaluation	4.0	4.0	4.0	4.0	792	677	687	701
16	Leg. Activities -Assets BU					15	155	157	159
16001	Legal Activities Assistance	2.0	2.0	2.0	2.0	436	338	344	355
16002	Leg. Affairs & Activities					36	79	79	79
16003	Comm. on Admin. of Justice					6	5	5	5
16004	Comm. on Appellate Courts					19	8	8	8
16005	Comm. on Federal Courts					6	4	4	4
16006	Comm. on Alt. Dispute Resol.					16	7	7	7
23602	Library/Archives-SF&LA	2.0	2.0	2.0	2.0	546	696	704	710
23604	Library-LA					3	3	3	3
TOTAL		16.0	18.0	18.0	18.0	3,741	4,579	4,636	4,728

Finance

SUMMARY OF COST CENTER REQUIREMENTS	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
23101 Finance	7.6	10.6	10.6	10.6	2,945	2,936	2,965	3,005
23103 Member Billing	6.0	7.0	7.0	7.0	1,777	2,037	2,053	2,074
23105 Procurement	3.0	2.0	2.0	2.0	374	210	214	219
23321 Risk Management/Insurance					858	849	849	849
TOTAL	16.6	19.6	19.6	19.6	5,954	6,032	6,081	6,147

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

General Counsel

SUMMARY OF COST CENTER REQUIREMENTS	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
23001 General Counsel	16.0	23.0	23.0	23.0	3,750	4,847	4,932	5,046
TOTAL	16.0	23.0	23.0	23.0	3,750	4,847	4,932	5,046

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Human Resources

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
23206	Human Resources (Consolidated)	7.0	9.0	9.0	9.0	1,508	1,531	1,556	1,590
TOTAL		7.0	9.0	9.0	9.0	1,508	1,531	1,556	1,590

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Information Technology

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
23600	IT (Consolidated)	18.0	27.0	27.0	27.0	5,201	6,451	6,540	6,661
TOTAL		18.0	27.0	27.0	27.0	5,201	6,451	6,540	6,661

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Communications

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
10801	Media & Info. Svcs.	3.8	4.8	4.8	4.8	1,540	1,050	1,067	1,093
10802	Calif. Bar Journal	1.0	1.0	1.0	1.0	284	166	169	173
TOTAL		4.8	5.8	5.8	5.8	1,824	1,216	1,236	1,266

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

General Services

SUMMARY OF COST CENTER REQUIREMENTS	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
23310 General Services LA	8.0	8.0	8.0	8.0	2,301	2,309	2,330	2,351
23350 General Services SF	14.0	11.0	11.0	11.0	3,645	3,979	3,999	4,032
23358 SF Print Shop	3.0	3.0	3.0	3.0	190	187	196	204
TOTAL	25.0	22.0	22.0	22.0	6,136	6,475	6,525	6,587

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Technology Projects

SUMMARY OF COST CENTER REQUIREMENTS	Positions				Expenditures			
	2015	2016	2017	2018	2015*	2016*	2017*	2018*
19009 OCTC System Replacement					498	317	0	0
19010 SBC System Replacement					29	0	0	0
19016 Enterprise Cont Mgt					27	0	0	0
19018 Admission System					173	0	0	0
19022 IT Hardware					15	18	18	18
19024 SF Courtroom Upgrade					70	0	0	0
19025 JNE Commission					151	0	0	0
TOTAL					963	335	18	18

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

Facilities Projects

		Positions				Expenditures			
SUMMARY OF COST CENTER REQUIREMENTS		2015	2016	2017	2018	2015*	2016*	2017*	2018*
26	Building -Asset BU					2,890	4,600	2,800	1,880
TOTAL						2,890	4,600	2,800	1,880

* 2015 Pre-Close Actual, 2016-18 Budget, \$ thousands

2016 Indirect Cost Allocation Budget

Fund Description	Indirect Cost Transfer Out	Indirect Cost Allocated	Net Allocation
Consolidated General Fund			
General Fund (10)	(2,776,600)	22,431,100	19,654,500
Building Fund (26)	-	-	-
Legal Educ. And Dev. Fund (18)	-	106,900	106,900
LA Facility Fund (35)	(2,300,000)	-	(2,300,000)
Public Protection Fund (25)	-	-	-
Support & Adm (23)	(26,269,300)	-	(26,269,300)
Technology Fund (19)	-	-	-
Fixed Asset Fund (15)	-	-	-
Benefit Reserve Fund (34)	-	-	-
Total Consolidated General Fund:	(31,345,900)	22,538,000	(8,807,900)
Special Revenue Fund Group:			
Admissions Fund (20)	-	4,690,300	4,690,300
Annual Mtg Fund (14)	-	51,800	51,800
Grant Fund (12)	-	-	-
Sections (70-89)	-	1,458,700	1,458,700
Total Special Revenue Fund Group:	-	6,200,800	6,200,800
Restricted Fund Group:			
Legislative Activities Fund (16)	-	155,000	155,000
Elimination of Bias/Bar Relations Fund (17)	-	310,100	310,100
Lawyer Assistance Program (21)	-	523,200	523,200
Legal Specialization Fund (24)	-	376,900	376,900
Client Security Fund (27)	-	819,500	819,500
Info. Tech Special Assessment Fund (31)	-	-	-
Legal Service Trust Fund (28)	-	414,200	414,200
Equal Access Fund (29)	-	8,200	8,200
Justice Gap Fund (32)	-	-	-
Total Restricted Fund Group:	-	2,607,100	2,607,100
Grand Total:	(31,345,900)	31,345,900	-

Wages and Salary Supplement

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Admissions						
<u>Admissions Administration</u>						
Sr Director, Admissions	1.00	1.00	1.00	207,700	214,000	220,400
Admin Specialist II	1.00	1.00	1.00	77,200	79,500	81,900
Section Chief	1.00	1.00	1.00	92,500	95,300	98,100
Administrative Assistant II	2.00	2.00	2.00	120,600	124,200	128,000
Admissions Analyst III	1.00	1.00	1.00	72,100	74,300	76,500
Administrative Assistant I	2.00	2.00	2.00	112,600	116,000	119,500
Admissions Administration Total	8.00	8.00	8.00	682,700	703,300	724,400
<u>Examination Development</u>						
Director, Examinations	1.00	1.00	1.00	151,600	156,200	160,800
Examinations Technician	1.00	1.00	1.00	95,900	98,800	101,700
Examination Development Total	2.00	2.00	2.00	247,500	255,000	262,500
<u>Admissions Operations and Processing</u>						
Director, Operations & Mgmt	1.00	1.00	1.00	151,600	156,200	160,800
Deputy Dir, Operations & Mgmt	1.00	1.00	1.00	139,800	144,000	148,300
Section Chief	4.00	4.00	4.00	388,100	399,700	411,700
Technology Svce Analyst Techn	1.00	1.00	1.00	95,900	98,800	101,700
Sr Administrative Assistant	2.00	2.00	2.00	166,900	171,900	177,100
Senior Admin Assistant	1.00	1.00	1.00	81,200	83,600	86,100
Admis Eligibility Analyst III	1.00	1.00	1.00	76,400	78,700	81,000
Eligibility Analyst II	1.00	1.00	1.00	56,300	58,000	59,700
Admissions Analyst III	1.00	1.00	1.00	72,100	74,300	76,500
Administrative Assistant II	2.00	2.00	2.00	137,000	141,100	145,400
Admis Eligibility Analyst II	2.00	2.00	2.00	133,700	137,700	141,900
Accounting Technician	1.00	1.00	1.00	59,500	61,300	63,100
Administrative Assistant I	2.00	2.00	2.00	124,500	128,200	132,000
Admissions Analyst II	1.00	1.00	1.00	59,200	60,900	62,800
Coordinator Of Records	4.00	4.00	4.00	236,200	243,300	250,600
Admissions Analyst I	1.00	1.00	1.00	53,600	55,200	56,900
Admissions Analyst I / General Cler	1.00	1.00	1.00	35,100	36,100	37,200
Coordinator Of Records	1.00	1.00	1.00	35,200	36,200	37,300
Admissions Operations and Processing Total	28.00	28.00	28.00	2,102,300	2,165,200	2,230,100
<u>Examination Grading</u>						
Director, Admissions Admin	1.00	1.00	1.00	128,900	132,800	136,800
Sr Administrative Assistant	1.00	1.00	1.00	68,700	70,800	72,900
Administrative Secretary	1.00	1.00	1.00	47,200	48,700	50,100
Admissions Coordinator	1.00	1.00	1.00	45,500	46,900	48,300
Pending - General Clerk	2.00	2.00	2.00	70,300	72,500	74,600

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Admissions Processing Clerk II	1.00	1.00	1.00	48,500	49,900	51,400
Examination Grading Total	7.00	7.00	7.00	409,100	421,600	434,100
<u>Moral Character Determinations</u>						
Dir, Moral Char Determinations	1.00	1.00	1.00	143,200	147,500	151,900
Section Chief	2.00	2.00	2.00	196,400	202,300	208,300
Moral Character Analyst	9.00	9.00	9.00	701,900	722,900	744,600
Administrative Assistant II	1.00	1.00	1.00	72,100	74,300	76,500
Moral Character Determinations Total	13.00	13.00	13.00	1,113,600	1,147,000	1,181,300
<u>Law School Regulation</u>						
Director, Educational Standards	1.00	1.00	1.00	150,500	155,000	159,700
Sr Administrative Assistant	1.00	1.00	1.00	70,800	72,900	75,100
Law School Regulation Total	2.00	2.00	2.00	221,300	227,900	234,800
<u>Special Admissions</u>						
Administrative Assistant II	1.00	1.00	1.00	72,100	74,300	76,500
Administrative Assistant I	1.00	1.00	1.00	58,800	60,600	62,400
Special Admissions Total	2.00	2.00	2.00	130,900	134,900	138,900
<u>Specialization</u>						
Director, Legal Specialization	1.00	1.00	1.00	151,600	156,200	160,800
Section Chief, Specialization	1.00	1.00	1.00	91,900	94,600	97,400
Sr Administrative Assistant	1.00	1.00	1.00	68,400	70,400	72,500
Administrative Assistant II	3.00	3.00	3.00	177,800	183,100	188,600
Administrative Assistant I	2.00	2.00	2.00	100,600	103,600	106,700
Specialization Total	8.00	8.00	8.00	590,300	607,900	626,000
<u>MCLE Providers</u>						
Administrative Assistant II	1.00	1.00	1.00	65,700	67,700	69,700
Administrative Assistant I	1.00	1.00	1.00	53,500	55,100	56,800
MCLE Providers Total	2.00	2.00	2.00	119,200	122,800	126,500
Admissions Total	72.00	72.00	72.00	5,616,900	5,785,600	5,958,600

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Chief Trial Counsel						
<u>Chief Trial Counsel</u>						
Chief Trial Counsel	1.00	1.00	1.00	228,500	235,400	242,400
Deputy Chief Trial Counsel	1.00	1.00	1.00	187,800	193,400	199,200
Special Asst. Chief Trial Cnsl	1.00	1.00	1.00	96,300	99,200	102,200
Assistant Chief Trial Counsel	5.00	5.00	5.00	775,900	799,200	823,100
Director, Central Admin, CTC	1.00	1.00	1.00	152,700	157,300	162,000
Director Of Administration	1.00	1.00	1.00	86,800	89,400	92,100
Executive Secretary Conf	2.00	2.00	2.00	168,400	173,400	178,600
Senior Attorney	32.30	32.30	32.30	4,568,400	4,705,500	4,846,600
Attorney	34.80	34.80	34.80	3,608,100	3,716,300	3,827,800
Investigator Supervisor	6.00	6.00	6.00	522,500	538,200	554,300
Sr Administrative Supervisor	1.00	1.00	1.00	94,100	97,000	99,900
Sr. Administrative Supervisor	1.00	1.00	1.00	83,700	86,200	88,800
Lead Data Analyst	1.00	1.00	1.00	55,900	57,600	59,300
Investigator II	40.00	40.00	40.00	3,555,300	3,662,000	3,771,800
Sr Administrative Assistant	3.00	3.00	3.00	254,400	262,000	269,900
Program/Court Sys Anlst	2.00	2.00	2.00	160,700	165,600	170,500
Paralegal	15.00	15.00	15.00	1,233,200	1,270,200	1,308,300
Complaint Analyst II	15.00	15.00	15.00	1,209,000	1,245,200	1,282,600
Investigator I	2.00	2.00	2.00	140,900	145,100	149,400
Complaint Analyst I	6.00	6.00	6.00	423,400	436,100	449,200
Administrative Assistant II	1.00	1.00	1.00	72,100	74,300	76,500
Admin Secretary	1.00	1.00	1.00	55,700	57,400	59,100
Legal Secretary	16.00	16.00	16.00	1,024,000	1,054,700	1,086,400
Administrative Secretary	7.00	7.00	7.00	454,400	468,000	482,000
Secretary II	12.00	12.00	12.00	728,700	750,600	773,100
Coordinator Of Records	18.00	18.00	18.00	1,061,600	1,093,500	1,126,300
Administrative Assistant I	2.00	2.00	2.00	130,600	134,500	138,500
General Clerk III	5.00	5.00	5.00	238,600	245,800	253,200
Chief Trial Counsel Total	233.10	233.10	233.10	21,371,700	22,013,100	22,673,100
Chief Trial Counsel Total	233.10	233.10	233.10	21,371,700	22,013,100	22,673,100

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Probation						
<u>Probation</u>						
Senior Attorney	1.00	1.00	1.00	157,500	162,200	167,100
Probation Deputy	6.00	6.00	6.00	443,600	456,900	470,600
Administrative Assistant II	1.00	1.00	1.00	66,800	68,800	70,900
Probation Total	8.00	8.00	8.00	667,900	687,900	708,600
Probation Total	8.00	8.00	8.00	667,900	687,900	708,600

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Client Security Fund						
<u>Client Security Fund</u>						
Director, Client Security Fund	1.00	1.00	1.00	171,600	176,700	182,000
Senior Attorney	2.00	2.00	2.00	315,000	324,400	334,200
Sr Administrative Supervisor	1.00	1.00	1.00	105,200	108,400	111,600
Paralegal	2.00	2.00	2.00	166,300	171,300	176,500
Legal Secretary	1.00	1.00	1.00	65,600	67,500	69,600
Administrative Secretary	1.00	1.00	1.00	72,100	74,300	76,500
Administrative Assistant II	2.00	2.00	2.00	139,700	143,900	148,200
Coordinator Of Records	1.00	1.00	1.00	65,300	67,300	69,300
Client Security Fund Total	11.00	11.00	11.00	1,100,800	1,133,800	1,167,900
Client Security Fund Total	11.00	11.00	11.00	1,100,800	1,133,800	1,167,900

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Mandatory Fee Arbitration						
<u>Mandatory Fee Arbitration</u>						
Director, Fee Arbitration	1.00	1.00	1.00	125,200	129,000	132,900
Sr Administrative Assistant	3.00	3.00	3.00	227,400	234,200	241,200
Administrative Assistant II	1.00	1.00	1.00	70,300	72,400	74,500
Mandatory Fee Arbitration Total	5.00	5.00	5.00	422,900	435,600	448,600
Mandatory Fee Arbitration Total	5.00	5.00	5.00	422,900	435,600	448,600

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
State Bar Court						
<u>Administration</u>						
Senior Dir State Bar Court	1.00	1.00	1.00	203,200	209,300	215,600
Admin Specialist III (Conf)	1.00	1.00	1.00	101,800	104,800	108,000
Sr Administrative Secretary	0.90	0.90	0.90	71,400	73,500	75,700
Administration Total	2.90	2.90	2.90	376,400	387,600	399,300
<u>Hearing Department & Effectuations Unit</u>						
Chief Assistant Court Counsel	1.00	1.00	1.00	171,600	176,700	182,000
Court Administrator	2.00	2.00	2.00	307,500	316,700	326,200
Senior Attorney	5.00	5.00	5.00	730,300	752,200	774,800
Hearing Judge	5.00	5.00	5.00	874,000	900,200	927,200
Case Administrator	10.00	10.00	10.00	927,600	955,500	984,100
Lead Data Analyst	1.00	1.00	1.00	91,900	94,700	97,500
Court Services Analyst/Tech	1.00	1.00	1.00	95,900	98,800	101,700
Program/Court Sys Anlst	2.00	2.00	2.00	145,600	149,900	154,400
Deputy Court Clerk IV	2.00	2.00	2.00	154,800	159,500	164,300
Administrative Assistant II	1.00	1.00	1.00	63,100	65,000	66,900
Legal Secretary	1.00	1.00	1.00	72,100	74,300	76,500
Hearing Department & Effectuations Unit To	31.00	31.00	31.00	3,634,400	3,743,500	3,855,600
<u>Review Department</u>						
Chief Assistant Court Counsel	1.00	1.00	1.00	161,100	165,900	170,900
Senior Attorney	3.00	3.00	3.00	323,800	333,500	343,500
Review Judge	1.60	1.60	1.60	314,000	323,400	333,100
Presiding Judge	1.00	1.00	1.00	191,400	197,100	203,100
Case Administrator	2.00	2.00	2.00	176,900	182,200	187,600
Review Department Total	8.60	8.60	8.60	1,167,200	1,202,100	1,238,200
State Bar Court Total	42.50	42.50	42.50	5,178,000	5,333,200	5,493,100

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Member Records & Compliance						
<u>Member Service Center</u>						
Mging Dir Memb Rec & Comp	1.00	1.00	1.00	124,600	128,300	132,200
Sr Administrative Supervisor	2.00	2.00	2.00	201,600	207,700	213,900
Lead Data Analyst	1.00	1.00	1.00	75,300	77,600	79,900
Sr Administrative Assistant	1.00	1.00	1.00	77,000	79,300	81,700
Membership Services Rep	2.00	2.00	2.00	150,700	155,200	159,900
Member Services Representative	1.00	1.00	1.00	68,000	70,000	72,100
Member Services Associate	6.00	6.00	6.00	402,800	414,900	427,400
Administrative Assistant II	1.00	1.00	1.00	72,100	74,300	76,500
Administrative Assistant I	4.00	4.00	4.00	231,000	238,000	245,100
Member Service Center Total	19.00	19.00	19.00	1,403,100	1,445,300	1,488,700
Member Records & Compliance Total	19.00	19.00	19.00	1,403,100	1,445,300	1,488,700

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Professional Competence						
<u>Outreach & Education</u>						
Director, Professnl Competnce	1.00	1.00	1.00	171,600	176,700	182,000
Sr Administrative Specialist	1.00	1.00	1.00	111,200	114,500	117,900
Attorney	1.00	1.00	1.00	104,100	107,200	110,400
Sr Administrative Assistant	1.00	1.00	1.00	87,300	89,900	92,600
Paralegal	7.00	7.00	7.00	551,700	568,300	585,300
Administrative Secretary	1.00	1.00	1.00	70,100	72,300	74,400
Data Analyst II	1.00	1.00	1.00	58,900	60,700	62,500
Outreach & Education Total	13.00	13.00	13.00	1,154,900	1,189,600	1,225,100
Professional Competence Total	13.00	13.00	13.00	1,154,900	1,189,600	1,225,100

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Education						
<u>Sections</u>						
Senior Director Education	0.80	0.80	0.80	152,200	156,800	161,500
Dir, Section Educ & Mtg Svcs	0.80	0.80	0.80	106,600	109,800	113,100
Meeting & Event Administrator	1.70	1.70	1.70	163,400	168,300	173,400
Section Coordinator	6.70	6.70	6.70	663,700	683,600	704,100
Web Administrator	1.90	1.90	1.90	130,500	134,400	138,400
Sr Administrative Assistant	0.85	0.85	0.85	63,300	65,200	67,200
Administrative Assistant II	5.75	5.75	5.75	354,800	365,500	376,400
Admin Assistant I	1.00	1.00	1.00	42,700	44,000	45,300
Sections Total	19.50	19.50	19.50	1,677,200	1,727,600	1,779,400
<u>Annual Meeting</u>						
Senior Director Education	0.10	0.10	0.10	19,000	19,600	20,200
Dir, Section Educ & Mtg Svcs	0.15	0.15	0.15	20,000	20,600	21,200
Meeting & Event Administrator	0.30	0.30	0.30	28,800	29,700	30,600
Sr Administrative Assistant	0.15	0.15	0.15	11,200	11,500	11,900
Administrative Assistant II	0.90	0.90	0.90	110,300	113,600	117,000
Annual Meeting Total	1.60	1.60	1.60	189,300	195,000	200,900
<u>Affinity & Insurance</u>						
Sr Administrative Assistant	0.80	0.80	0.80	67,500	69,500	71,600
Affinity & Insurance Total	0.80	0.80	0.80	67,500	69,500	71,600
<u>CYLA</u>						
Senior Director Education	0.10	0.10	0.10	19,000	19,600	20,200
Dir, Section Educ & Mtg Svcs	0.05	0.05	0.05	6,700	6,900	7,100
Section Coordinator	0.30	0.30	0.30	29,300	30,200	31,100
Web Administrator	0.10	0.10	0.10	7,500	7,700	8,000
Administrative Assistant II	0.35	0.35	0.35	20,300	20,900	21,500
CYLA Total	0.90	0.90	0.90	82,800	85,300	87,900
Education Total	22.80	22.80	22.80	2,016,800	2,077,400	2,139,800

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Legal Services						
<u>Program Development</u>						
Sr Director Admin Of Justice	1.00	1.00	1.00	190,300	196,000	201,900
Program Developer	3.00	3.00	3.00	315,700	325,200	334,900
Sr Administrative Assistant	1.00	1.00	1.00	71,300	73,400	75,600
Program Coordinator	1.00	1.00	1.00	60,100	61,900	63,800
Administrative Assistant II	2.00	2.00	2.00	143,800	148,100	152,500
Admin Assistant II	1.00	1.00	1.00	57,800	59,500	61,300
Program Development Total	9.00	9.00	9.00	839,000	864,100	890,000
<u>Legal Services Funding</u>						
Mangng Dir, Lgl Svcs Trust Fnd	1.00	1.00	1.00	139,800	144,000	148,300
Senior Accountant/Auditor	2.00	2.00	2.00	199,600	205,600	211,700
Senior Grants Administrator	1.00	1.00	1.00	105,200	108,400	111,600
Sr Administrative Assistant	2.00	2.00	2.00	156,600	161,300	166,100
Senior Admin Assistant	1.00	1.00	1.00	68,400	70,400	72,500
Program Coordinator	1.00	1.00	1.00	51,900	53,500	55,100
Compliance Auditor I	3.00	3.00	3.00	188,100	193,800	199,600
Legal Services Funding Total	11.00	11.00	11.00	909,600	937,000	964,900
Legal Services Total	20.00	20.00	20.00	1,748,600	1,801,100	1,854,900

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Diversity & Bar Relations						
<u>Elimination of Bias</u>						
Managing Dir Diversity Outreac	1.00	1.00	1.00	139,800	144,000	148,300
Sr Administrative Assistant	1.00	1.00	1.00	77,100	79,400	81,800
Elimination of Bias Total	2.00	2.00	2.00	216,900	223,400	230,100
<u>Bar Relations</u>						
Managing Director Bar Relation	1.00	1.00	1.00	139,800	144,000	148,300
Program/Court Sys Anlst	1.00	1.00	1.00	87,300	89,900	92,600
Bar Relations Total	2.00	2.00	2.00	227,100	233,900	240,900
Diversity & Bar Relations Total	4.00	4.00	4.00	444,000	457,300	471,000

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Lawyer Assistance Program						
<u>Lawyer Assistance Program</u>						
	1.00	1.00	1.00	134,200	138,200	142,400
Case Manager	4.00	4.00	4.00	383,000	394,500	406,300
Program/Court Sys Anlst	1.00	1.00	1.00	78,700	81,000	83,500
Administrative Assistant II	1.00	1.00	1.00	65,100	67,100	69,100
Lawyer Assistance Program Total	7.00	7.00	7.00	661,000	680,800	701,300
Lawyer Assistance Program Total	7.00	7.00	7.00	661,000	680,800	701,300

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Executive Director						
<u>Management, Oversight and Planning</u>						
Exec Dir/Chief Exec Officer	1.00	1.00	1.00	273,600	281,800	290,200
Chief Operating Officer	1.00	1.00	1.00	244,900	252,300	259,800
Managing Dir Planning Admin	1.00	1.00	1.00	150,000	154,500	159,100
Special Assistant Exec Dir	1.00	1.00	1.00	133,300	137,300	141,500
Dir.Procurement & Risk Mgmt	1.00	1.00	1.00	163,900	168,800	173,900
Sr Administrative Specialist	1.00	1.00	1.00	111,200	114,500	117,900
Senior Admin Specialist	1.00	1.00	1.00	105,800	108,900	112,200
Budget & Perf Analyst	1.00	1.00	1.00	90,300	93,000	95,800
Administrative Specialist I	1.00	1.00	1.00	81,000	83,500	86,000
Management, Oversight and Planning Total	9.00	9.00	9.00	1,354,000	1,394,600	1,436,400
<u>Board Support - Secretariat</u>						
Administrative Assistant II	1.00	1.00	1.00	72,100	74,300	76,500
Board Support - Secretariat Total	1.00	1.00	1.00	72,100	74,300	76,500
<u>Judicial Evaluations</u>						
Sr Administrative Specialist	1.00	1.00	1.00	110,800	114,100	117,500
Executive Secretary Conf	1.00	1.00	1.00	84,200	86,700	89,300
Administrative Assistant II	2.00	2.00	2.00	132,400	136,400	140,500
Judicial Evaluations Total	4.00	4.00	4.00	327,400	337,200	347,300
<u>Governmental Affairs</u>						
Attorney III Conf	1.00	1.00	1.00	161,400	166,200	171,200
Sr Administrative Assistant	1.00	1.00	1.00	87,300	89,900	92,600
Governmental Affairs Total	2.00	2.00	2.00	248,700	256,100	263,800
<u>Law Library & Archives</u>						
Senior Librarian/Archivist	1.00	1.00	1.00	91,600	94,300	97,200
Administrative Assistant II	1.00	1.00	1.00	70,900	73,100	75,300
Law Library & Archives Total	2.00	2.00	2.00	162,500	167,400	172,500
Executive Director Total	18.00	18.00	18.00	2,164,700	2,229,600	2,296,500

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Finance						
<u>Finance</u>						
Director, Finance/Controller	1.00	1.00	1.00	193,600	199,400	205,400
Senior Financial Analyst	3.00	3.00	3.00	306,300	315,400	324,900
Payroll Specialist Conf	1.00	1.00	1.00	97,600	100,500	103,500
Administrative Specialist Conf	1.00	1.00	1.00	54,900	56,600	58,300
FSS/Accounting Technician	1.00	1.00	1.00	66,600	68,600	70,600
Auditor/Accountant	1.00	1.00	1.00	66,000	67,900	70,000
FSS/Accounting Technician	2.55	2.55	2.55	148,400	152,800	157,400
Finance Total	10.55	10.55	10.55	933,400	961,200	990,100
<u>Member Billing</u>						
Finance Manager	1.00	1.00	1.00	120,300	123,900	127,600
Sr Administrative Supervisor	1.00	1.00	1.00	92,200	94,900	97,800
FSS/Membership Billing Technicia	5.00	5.00	5.00	318,300	327,800	337,700
Member Billing Total	7.00	7.00	7.00	530,800	546,600	563,100
<u>Procurement & Risk</u>						
Administrative Assistant II	1.00	1.00	1.00	64,900	66,900	68,900
Purchasing Assistant	1.00	1.00	1.00	79,300	81,700	84,200
Procurement & Risk Total	2.00	2.00	2.00	144,200	148,600	153,100
Finance Total	19.55	19.55	19.55	1,608,400	1,656,400	1,706,300

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
General Counsel						
<u>General Counsel</u>						
Chief Legal Officer	1.00	1.00	1.00	227,500	234,300	241,300
Deputy General Counsel	1.00	1.00	1.00	207,700	214,000	220,400
Chief Assist. General Counsel	2.00	2.00	2.00	344,600	354,900	365,600
Attorney III Conf	7.00	7.00	7.00	1,104,600	1,137,700	1,171,900
Attorney I - Confidential	3.00	3.00	3.00	283,200	291,700	300,400
Admin Specialist III (Conf)	1.00	1.00	1.00	101,800	104,800	108,000
Legal Assistant (Confidential)	1.00	1.00	1.00	71,500	73,700	75,900
Program/Court Sys Anlst (Conf)	1.00	1.00	1.00	88,700	91,400	94,100
Admin Specialist II - Conf	1.00	1.00	1.00	74,700	76,900	79,300
Admin Assistant II (Conf)	1.00	1.00	1.00	49,900	51,400	53,000
Administrative Secretary (Conf)	1.00	1.00	1.00	49,900	51,400	53,000
Legal Secretary (Confidential)	2.00	2.00	2.00	127,000	130,800	134,800
Coordinator Of Records	1.00	1.00	1.00	60,700	62,500	64,400
General Counsel Total	23.00	23.00	23.00	2,791,800	2,875,500	2,962,100
General Counsel Total	23.00	23.00	23.00	2,791,800	2,875,500	2,962,100

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Human Resources						
<u>Human Resources</u>						
Director HR & Labor Relations	1.00	1.00	1.00	184,500	190,000	195,700
Sr Human Resources Specialist	1.00	1.00	1.00	97,600	100,500	103,500
Human Resources Specialist	1.00	1.00	1.00	105,000	108,200	111,400
Human Resources Specialist	1.00	1.00	1.00	92,600	95,400	98,200
Human Resources Administrator	1.00	1.00	1.00	79,500	81,900	84,300
Human Resources Coordinator	3.00	3.00	3.00	198,200	204,100	210,200
Administrative Assistant II	1.00	1.00	1.00	63,000	64,900	66,800
Human Resources Total	9.00	9.00	9.00	820,400	845,000	870,100
Human Resources Total	9.00	9.00	9.00	820,400	845,000	870,100

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Information Technology						
<u>IT Admin and Operations</u>						
Sr Director Info Technology	1.00	1.00	1.00	197,900	203,800	209,900
Director IS & Bus Solutions	1.00	1.00	1.00	153,700	158,400	163,100
Director Of Applications	1.00	1.00	1.00	153,700	158,400	163,100
Director, Technology Systems	1.00	1.00	1.00	150,500	155,000	159,700
Managing Dir Telecommunication	1.00	1.00	1.00	87,900	90,600	93,300
Program/Court Sys Anlst (Conf)	1.00	1.00	1.00	84,800	87,400	90,000
Computer Analyst/Programmer	10.00	10.00	10.00	1,043,000	1,074,300	1,106,500
Technical Support Administratr	2.00	2.00	2.00	175,200	180,400	185,900
Webmaster	2.00	2.00	2.00	227,800	234,700	241,700
Technical Support Administratr	4.00	4.00	4.00	411,400	423,800	436,500
Technology Svce Analyst Techn	3.00	3.00	3.00	281,700	290,200	298,900
IT Admin and Operations Total	27.00	27.00	27.00	2,967,600	3,057,000	3,148,600
Information Technology Total	27.00	27.00	27.00	2,967,600	3,057,000	3,148,600

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
Communications						
<u>Media Relations</u>						
Chief Executive Communications	1.00	1.00	1.00	156,200	160,900	165,700
Director Communications	1.00	1.00	1.00	139,900	144,000	148,400
Web Editor	1.00	1.00	1.00	93,500	96,300	99,200
Public Information Officer	0.80	0.80	0.80	66,300	68,300	70,400
Web Administrator	1.00	1.00	1.00	79,400	81,800	84,200
Media Relations Total	4.80	4.80	4.80	535,300	551,300	567,900
<u>California Bar Journal</u>						
Program/Court Sys Anlst	1.00	1.00	1.00	87,300	89,900	92,600
California Bar Journal Total	1.00	1.00	1.00	87,300	89,900	92,600
Communications Total	5.80	5.80	5.80	622,600	641,200	660,500

	Budgeted FTE			Expenditures		
	2016	2017	2018	2016 Budget	2017 Budget	2018 Budget
General Services						
<u>General Services</u>						
Director, General Services	1.00	1.00	1.00	187,300	193,000	198,800
Deputy Dir, General Services	1.00	1.00	1.00	113,300	116,700	120,200
Admin Specialist III (Conf)	1.00	1.00	1.00	92,500	95,300	98,100
Supervisor, Off. & Recep. Svcs	2.00	2.00	2.00	191,800	197,500	203,400
Administrative Assistant II	1.00	1.00	1.00	72,100	74,300	76,500
Printing Technician II	2.00	2.00	2.00	144,200	148,500	153,000
Travel & Info Svcs Coordinator	2.00	2.00	2.00	124,800	128,500	132,400
Printing Technician I	2.00	2.00	2.00	115,100	118,600	122,100
Maintenance Technician	1.00	1.00	1.00	58,100	59,900	61,600
Sr Office Services Coordinator	1.00	1.00	1.00	58,900	60,700	62,500
Sr Office Services Clerk	5.00	5.00	5.00	240,200	247,400	254,800
Receptionist/Reservation Coord	3.00	3.00	3.00	129,900	133,800	137,800
General Services Total	22.00	22.00	22.00	1,528,200	1,574,200	1,621,200
General Services Total	22.00	22.00	22.00	1,528,200	1,574,200	1,621,200