



# THE STATE BAR OF CALIFORNIA

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**Title of Report:** 2015 Proposed Baseline Budget  
**Statutory Citation:** Business and Professions Code section 6140.1  
**Date of Report:** November 15, 2013

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 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 2015 will be introduced in the next Regular Session 2014-2015 of the Legislature by February 18, 2014. (J.R. 54(a), 61(a)(1) .) The State Bar has submitted its proposed baseline budget for 2015, as required by Business and Professions Code section 6140.1.

The 2015 proposed baseline 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**



## **2015 Proposed Baseline Budget**

**November 15, 2013**

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# 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 Exam as well as conducting moral character investigations. The Office also carries out the Bar's 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.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Admissions Administration	9.0	9.0	9.0	933	1,447	1,491
Examination Development	2.0	2.0	2.0	774	1,083	1,095
Application Processing	15.0	14.0	14.0	1,069	1,319	1,364
Admissions Operations	15.0	15.0	15.0	6,502	7,234	7,301
Examination Grading	5.0	5.0	5.0	1,993	2,440	2,459
Moral Character Determinations	13.0	13.0	13.0	1,114	1,564	1,606
Law School Regulation	2.0	2.0	2.0	224	312	327
Special Admissions	2.0	2.0	2.0	134	192	196
Specialization	8.0	8.0	8.0	675	1,289	1,328
MCLE Providers	2.0	2.0	2.0	122	170	178
Admissions Projects	0.0	0.0	0.0	18	0	0
<b>TOTAL (All Programs)</b>	<b>73.0</b>	<b>72.0</b>	<b>72.0</b>	<b>13,557</b>	<b>17,049</b>	<b>17,343</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				0	0	0
Admissions Fund				12,882	15,760	16,016
Legal Specializations Fund				675	1,289	1,328
<b>TOTAL (All Funds)</b>				<b>13,557</b>	<b>17,049</b>	<b>17,343</b>

## LEGAL CITATIONS & AUTHORITY

Business & Professions Code Sections 6046, 6063 and 6060-67.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Admissions Administration

Staff in this area provides general oversight and management of the Office of Admissions. The responsibilities of this area include: developing and implementing policies and procedures; supporting the activities of the Committee of Bar Examiners, Board of Governors and its Committee on Regulation, Admissions and Discipline Oversight; compiling and monitoring the departmental budget; interacting with law schools and communicating with applicants and the public; coordinating the production of Admissions certificates for new admittees; monitoring and implementing the IT projects for the office; and processing and determining reasonable testing accommodations for applicants with disabilities taking the examinations.

Examination Development

Staff in this area is responsible for the acquisition, development, editing and production of examination questions. The primary goal of this service area is to ensure that the questions administered on the First-Year Law Students' Examination and the California Bar Examination are valid, reliable, appropriately edited and printed.

Application Processing

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 moral character applications, and eligibility of applicants to take the examinations administered by the Committee of Bar Examiners. The primary goal of this service area is to ensure that applications received are processed correctly and timely.

Admissions Operations

Staff in this area is responsible for oversight of the Los Angeles application processing and examination administration functions. In addition, this area is responsible for the reception and telephone services provided by the Los Angeles office, development of the overall Office of Admissions budget and processing petitions for relief from Committee of Bar Examiners' policies. One of the primary goals of this service area is to ensure that the examinations administered by the Committee of Bar Examiners are done so consistently, efficiently, in conformance with established policies and protocols, and without any major incidents.

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. In addition to the permanent employees in this area, for each bar examination grading cycle (of which there are 2), approximately 120 Graders are retained as independent contractors. For the First-Year Law Students' Examination, 8 independent contractors are hired to lead the grading groups. Temporary employees are hired to assist in the sorting, processing and entry of data related to handling the examination answers.

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. The primary goal of this service area is to ensure that the moral character investigation of applicants is thorough and complies with the standards and protocols required by the Committee of Bar Examiners, within specified time constraints.

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. The primary goal of this service area is to ensure that law schools meet the requirements for registration or accreditation.

Special Admissions

Staff in this area process applications for the Pro Hac Vice, Out-of-State Attorney Arbitration Counsel, Foreign Legal Consultants, and Multijurisdictional Practice programs, which allow attorneys from other jurisdictions to practice law in California in a limited way. Eligibility requirements are set by the California Rules of Court and the State Bar Rules. Staff also process applications from law students who wish to expand their legal training by participating in the Practice Training of Law Students' Program. Law students eligible for the program must have completed at least one year of law study, taken certain law school courses and have a designated Supervising Attorney, who is responsible for overseeing the work of the law student and ensuring that the student only engages in the activities permitted by the California Rules of Court. The primary goal of this department is to ensure that applications are timely processed and only those persons qualified for the programs are certified.

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. They facilitate meetings of the Board of Legal Specialization, which is responsible for setting policies and rules for the program, and the Legal Specialization Advisory Commissions, which are responsible for the development and grading of questions for the legal specialization examinations. In addition, staff coordinate the administration of the legal specialization examinations that are administered every other year. Legal Specialists must demonstrate proficiency in their specialty area, which includes completion of tasks and standards, engaging in extensive legal education, rigorous peer review and passage of an examination. The primary goal of this department is to ensure that only qualified attorneys are certified as legal specialists.

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. The department ensures that the appropriate documentation is submitted by the providers that allows the State Bar to exercise its audit and compliance functions. Consistent criteria are applied so only qualified education programs are approved. The primary goal of this department is to ensure only legal education programs that have met the established standards are eligible for MCLE credit.

Admissions Projects

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Admissions Administration</u>			
Admissions Fund	933	1,447	1,491
Total Admissions Administration	933	1,447	1,491
<u>Examination Development</u>			
Admissions Fund	774	1,083	1,095
Total Examination Development	774	1,083	1,095
<u>Application Processing</u>			
Admissions Fund	1,069	1,319	1,364
Total Application Processing	1,069	1,319	1,364
<u>Admissions Operations</u>			
Admissions Fund	6,502	7,234	7,301
Total Admissions Operations	6,502	7,234	7,301
<u>Examination Grading</u>			
Admissions Fund	1,993	2,440	2,459
Total Examination Grading	1,993	2,440	2,459
<u>Moral Character Determinations</u>			
Admissions Fund	1,114	1,564	1,606
Total Moral Character Determinations	1,114	1,564	1,606
<u>Law School Regulation</u>			
Admissions Fund	224	312	327
Total Law School Regulation	224	312	327
<u>Special Admissions</u>			
General Fund	0	0	0
Admissions Fund	134	192	196
Total Special Admissions	134	192	196
<u>Specialization</u>			
Legal Specializations Fund	675	1,289	1,328
Total Specialization	675	1,289	1,328
<u>MCLE Providers</u>			
Admissions Fund	122	170	178
Total MCLE Providers	122	170	178
<u>Admissions Projects</u>			
Admissions Fund	18	0	0
Total Admissions Projects	18	0	0
<b>TOTAL</b>	<b>13,557</b>	<b>17,049</b>	<b>17,343</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	73.0	72.0	72.0	5,122	7,240	7,535
Supplemental Staffing				706	581	581
Travel & Training				407	632	632
Supplies and Postage				279	458	458
Professional Services				300	456	456
Exam & Software Licensing				1,475	1,360	1,360
Exam Room Rental				1,588	1,800	1,800
Exam Proctors				1,561	1,403	1,403
Exam Graders				541	889	889
Occupancy				260	169	169
Telecommunications				80	84	84
Other Outside Services				1,215	1,926	1,926
Computers & Software				0	0	0
Buildings & Equipment				7	9	9
Retiree Medical Funding				0	0	0
Other Expenditures				15	43	43
<b>TOTAL</b>	<b>73.0</b>	<b>72.0</b>	<b>72.0</b>	<b>13,557</b>	<b>17,049</b>	<b>17,343</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## Chief Trial Counsel

The Office of the Chief Trial Counsel has primary responsibility for carrying out the disciplinary functions of the State Bar. This includes receiving and investigating complaints from members of the public, and, where necessary, acting as the prosecution in the quasi-judicial proceedings leading to the suspension and/or disbarment of attorneys in California.

	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>						
Management	6.0	7.0	7.0	25	103	141
Intake	38.8	38.8	38.8	3,773	4,861	4,969
Investigation	57.0	55.0	55.0	4,908	6,770	6,912
Trial	65.6	66.6	66.6	7,434	10,266	10,644
Audit & Review	4.0	5.0	5.0	536	762	794
Central Administration	59.8	62.0	62.0	4,130	5,486	5,687
Abandoned and Unauthorized Practices	6.0	5.0	5.0	342	518	530
<b>TOTAL (All Programs)</b>	<b>237.2</b>	<b>239.4</b>	<b>239.4</b>	<b>21,148</b>	<b>28,765</b>	<b>29,676</b>
<b>FUNDING</b>						
General Fund				21,148	28,765	29,676
<b>TOTAL (All Funds)</b>				<b>21,148</b>	<b>28,765</b>	<b>29,676</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6043, 6044, 6044.5, 6049, 6077, 6078, 6092.5, subd (f) et seq

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Management

OCTC Management is responsible for the overall leadership of the department including ensuring compliance with statutes, rules and procedures, as well as specific duties including statistics gathering and performance reporting, employee supervision, fiscal oversight and management team development, case involvement and outreach activities.

Intake

Intake functions and responsibilities play a critical role in ensuring that the State Bar fulfills its public protection responsibilities. Intake provides direct customer support services to members of the public. Staff interactions with consumers and other individuals is a significant portion of the State Bar's direct consumer contact. Therefore, the quality of services provided has the potential to significantly affect public opinion about the State Bar and the legal profession. Intake operates as a legal "triage" function by identifying areas in which potential action needs to be taken, while effectively and efficiently pursuing appropriate remedies for those who have been harmed. Intake includes the complaint hotline, complaint processing in all its forms, other information sharing and consumer support services and mediation referral and monitoring.

Investigation

In previous years, the investigative function has been budgeted as an integral component of the Enforcement service area. In practice, drawing a precise line between the investigative and prosecutorial activities is necessarily somewhat artificial. However, in an effort to more clearly present the relative balance of resources committed to the investigation and trial phases of the enforcement process, the State Bar has begun presenting Investigation, Trial and Audit & Review as distinct service areas within the Office of Chief Trial Counsel. The division presented in 2010 is a "first pass" at this task, and modifications are to be expected.

The Investigation service area encompasses staff and other resources dedicated primarily (though not exclusively) to the investigative phase of the enforcement process.

Trial

In previous years, the investigative, prosecutorial (trial) and internal review phases of the enforcement process have been presented as a single service area in the budget, called Enforcement. This reflected the integrated nature of these functions as well as the Office's flexibility in assigning staff as needed to meet shifting workloads. However, in an effort to more clearly present the relative balance of resources committed to the investigation, trial and review phases of the enforcement process, the State Bar has begun presenting Investigation, Trial and Audit & Review as distinct service areas within the Office of Chief Trial Counsel. The division presented in 2010 is a "first pass" at this task, and modifications are to be expected.

The Trial service area encompasses staff and other resources dedicated primarily (though not exclusively) to the prosecutorial phase of the enforcement process.

Audit & Review

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. These requests are handled by the Audit & Review unit, which was formed in OCTC in 2004. The unit also conducts random audits of OCTC's files twice each year and engages in other specifically designated audit and quality assurance measures.

In previous years, the Audit & Review unit was budgeted within the Enforcement service area. However, in an effort to more clearly present the relative balance of resources committed to the investigation, trial and review phases of the enforcement process, the State Bar has begun presenting Investigation, Trial and Audit & Review as distinct service areas within the Office of Chief Trial Counsel. The division presented in 2010 is a "first pass" at this task, and modifications are to be expected.

Central Administration

OCTC's Central Administration Unit ("Central Admin") provides critical support to the work of OCTC. It is the intention of Central Admin to develop and maintain consistency in administrative support practices between the two offices to the extent possible. Central Admin provides administrative and clerical assistance to all other professionals in OCTC. Like all good administrative operations, Central Admin staff must multi-task and trouble shoot to complete a wide range of duties. Administrative services are categorized as case/litigation support, office and financial services and training and technical support.

In previous years, Central Administration was budgeted separately only in the Los Angeles office, with administrative staff in San Francisco being included in the San Francisco trial unit budget. In an effort to improve comparability between SF and LA presentations, the Central Administration service area now includes administrative support staff from both Los Angeles and San Francisco.

Abandoned and Unauthorized Practices

The State Bar is authorized by law to petition the courts to assume jurisdiction over abandoned law practices, and over the practices of non-attorneys engaged in the unauthorized practice of law. In past years, the costs associated with these duties were not shown separately. Beginning in 2009, these activities will be identified as a separate service area in the Office of Chief Trial Counsel.

<b>DETAILED EXPENDITURES BY PROGRAM</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
<u>Management</u>			
General Fund	25	103	141
Total Management	25	103	141
<u>Intake</u>			
General Fund	3,773	4,861	4,969
Total Intake	3,773	4,861	4,969
<u>Investigation</u>			
General Fund	4,908	6,770	6,912
Total Investigation	4,908	6,770	6,912
<u>Trial</u>			
General Fund	7,434	10,266	10,644
Total Trial	7,434	10,266	10,644
<u>Audit &amp; Review</u>			
General Fund	536	762	794
Total Audit & Review	536	762	794
<u>Central Administration</u>			
General Fund	4,130	5,486	5,687
Total Central Administration	4,130	5,486	5,687
<u>Abandoned and Unauthorized Practices</u>			
General Fund	342	518	530
Total Abandoned and Unauthorized Practices	342	518	530
<b>TOTAL</b>	<b>21,148</b>	<b>28,765</b>	<b>29,676</b>

<b>EXPENDITURES BY CATEGORY</b>	<b>Positions</b>			<b>Expenditures</b>		
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Regular Salary & Benefits	237.2	239.4	239.4	20,207	27,933	28,844
Supplemental Staffing				893	534	534
Travel & Training				124	142	142
Supplies and Postage				238	413	413
Professional Services				45	33	33
Occupancy				2	4	4
Telecommunications				131	227	227
Other Outside Services				297	479	479
Computers & Software				1	0	0
Buildings & Equipment				0	8	8
Retiree Medical Funding				0	0	0
Other Expenditures				39	11	11
Reimbursements				-830	-1,019	-1,019
<b>TOTAL</b>	<b>237.2</b>	<b>239.4</b>	<b>239.4</b>	<b>21,148</b>	<b>28,765</b>	<b>29,676</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

# Probation

The Office of Probation monitors probationer compliance with court orders, providing timely information to Superior Court, State Bar Court and probationers regarding non-compliance, and assisting probationers to successfully return to the practice of law.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Probation	8.0	8.0	8.0	726	879	907
<b>TOTAL (All Programs)</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>726</b>	<b>879</b>	<b>907</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				726	879	907
<b>TOTAL (All Funds)</b>				<b>726</b>	<b>879</b>	<b>907</b>

## LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6043, 6044, 6044.5, 6049, 6077, 6078, 6092.5, subd (f) et seq

## DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

## PROGRAM DESCRIPTIONS

### Probation

The Office of Probation (OP) aims to timely and accurately open and maintain files. In order to do so, OP staff must receive the order or stipulation to be monitored, create a physical file, contact the attorney to ensure compliance, and monitor non/compliance. The monitoring may require the OP staff to contact other departments of the State Bar and/or third parties.

OP also aims to timely and accurately obtain and receive information. In order to do so, OP staff must regularly receive updated information and provide information to people both internal and external to the State Bar.

<b>DETAILED EXPENDITURES BY PROGRAM</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
<u>Probation</u>			
General Fund	726	879	907
Total Probation	726	879	907
<b>TOTAL</b>	<b>726</b>	<b>879</b>	<b>907</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	8.0	8.0	8.0	639	818	846
Supplemental Staffing				73	5	5
Travel & Training				0	13	13
Supplies and Postage				7	13	13
Professional Services				0	1	1
Occupancy				0	5	5
Telecommunications				4	5	5
Other Outside Services				2	9	9
Buildings & Equipment				0	9	9
Other Expenditures				1	1	1
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>726</b>	<b>879</b>	<b>907</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## Client Security Fund

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

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Client Security Fund	11.0	11.0	11.0	10,546	8,900	8,931
<b>TOTAL (All Programs)</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>10,546</b>	<b>8,900</b>	<b>8,931</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Client Security Fund				10,546	8,900	8,931
<b>TOTAL (All Funds)</b>				<b>10,546</b>	<b>8,900</b>	<b>8,931</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6140.5, 6028 and 6029.

### DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

### PROGRAM DESCRIPTIONS

#### Client Security Fund

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

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Client Security Fund</u>			
Client Security Fund	10,546	8,900	8,931
Total Client Security Fund	10,546	8,900	8,931
<b>TOTAL</b>	<b>10,546</b>	<b>8,900</b>	<b>8,931</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	11.0	11.0	11.0	1,057	1,385	1,417
Supplemental Staffing				200	50	50
Travel & Training				6	17	17
Supplies and Postage				15	25	25
Professional Services				0	25	25
Telecommunications				7	7	7
Other Outside Services				9	16	16
CSF Applications				9,456	7,800	7,800
Computers & Software				0	3	3
Buildings & Equipment				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				-5	-1	-1
Reimbursements				-200	-427	-427
<b>TOTAL</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>10,546</b>	<b>8,900</b>	<b>8,931</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 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.

	Positions			Expenditures		
SUMMARY OF PROGRAM REQUIREMENTS	2013	2014	2015	2013*	2014*	2015*
Mandatory Fee Arbitration	5.0	5.0	5.0	476	646	672
<b>TOTAL (All Programs)</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>476</b>	<b>646</b>	<b>672</b>
FUNDING				2013*	2014*	2015*
General Fund				476	646	672
<b>TOTAL (All Funds)</b>				<b>476</b>	<b>646</b>	<b>672</b>

## LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6200, 6203, 6203(d)

## DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

## PROGRAM DESCRIPTIONS

### Mandatory Fee Arbitration

The Mandatory Fee Arbitration program provides arbitration in cases of attorney-client disputes over legal fees, primarily through local bar associations.

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Mandatory Fee Arbitration</u>			
General Fund	476	646	672
Total Mandatory Fee Arbitration	476	646	672
<b>TOTAL</b>	<b>476</b>	<b>646</b>	<b>672</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>EXPENDITURES BY CATEGORY</b>	<b>Positions</b>			<b>Expenditures</b>		
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Regular Salary & Benefits	5.0	5.0	5.0	391	516	542
Supplemental Staffing				0	6	6
Travel & Training				26	30	30
Supplies and Postage				8	11	11
Professional Services				0	0	0
Occupancy				0	0	0
Telecommunications				3	3	3
Other Outside Services				46	80	80
Computers & Software				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				0	0	0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>476</b>	<b>646</b>	<b>672</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 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.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Administration	2.8	2.8	2.8	439	538	559
Hearing Department & Effectuations Unit	31.0	31.0	31.0	3,959	4,910	4,999
Review Department	8.2	8.2	8.2	1,227	1,581	1,620
<b>TOTAL (All Programs)</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>	<b>5,624</b>	<b>7,029</b>	<b>7,177</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				5,624	7,029	7,177
<b>TOTAL (All Funds)</b>				<b>5,624</b>	<b>7,029</b>	<b>7,177</b>

## LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6007, 6086.5, Cal Rules of Ct, rules 951, 952.6; Rules Proc.Of State Bar, rules 680-687, 700, 711, 4602-4304

## DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

## 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 & Effectuations Unit

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. 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.

### 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.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>DETAILED EXPENDITURES BY PROGRAM</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
<u>Administration</u>			
General Fund	439	538	559
Total Administration	439	538	559
<u>Hearing Department &amp; Effectuations Unit</u>			
General Fund	3,959	4,910	4,999
Total Hearing Department & Effectuations Unit	3,959	4,910	4,999
<u>Review Department</u>			
General Fund	1,227	1,581	1,620
Total Review Department	1,227	1,581	1,620
<b>TOTAL</b>	<b>5,624</b>	<b>7,029</b>	<b>7,177</b>

	<b>Positions</b>			<b>Expenditures</b>		
<b>EXPENDITURES BY CATEGORY</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Regular Salary & Benefits	42.0	42.0	42.0	5,029	6,646	6,794
Supplemental Staffing				243	28	28
Travel & Training				63	100	100
Supplies and Postage				63	108	108
Professional Services				57	28	28
Occupancy				14	11	11
Telecommunications				48	49	49
Other Outside Services				75	41	41
Computers & Software				20	8	8
Buildings & Equipment				0	11	11
Retiree Medical Funding				0	0	0
Other Expenditures				11	0	0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>	<b>5,624</b>	<b>7,029</b>	<b>7,177</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## Member Records & Compliance

The Office of Member Records and Compliance maintains the official roll of attorneys for the State of California, and it manages the registration of law corporations and of LLPs providing legal services. It is also responsible for ensuring the compliance of all bar members with the requirements for mandatory continuing legal education (MCLE).

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	2013	2014	2015	2013*	2014*	2015*
Member Service Center	20.0	19.0	19.0	1,742	2,248	2,326
<b>TOTAL (All Programs)</b>	<b>20.0</b>	<b>19.0</b>	<b>19.0</b>	<b>1,742</b>	<b>2,248</b>	<b>2,326</b>
<b>FUNDING</b>				2013*	2014*	2015*
General Fund				1,742	2,248	2,326
<b>TOTAL (All Funds)</b>				<b>1,742</b>	<b>2,248</b>	<b>2,326</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professions Code Sections 6002.1

### DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

### PROGRAM DESCRIPTIONS

#### Member Service Center

The Member Service Center (MSC) (which includes Membership Records services) is dedicated solely to improving service to members beyond traditional fee payment processing and discipline proceedings. MSC is dedicated to bringing a positive State Bar experience to all members thus enhancing the State Bar's relationships with its members.

The State Bar 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 "membership" or licensing record is a public record accessible to the public.

<b>DETAILED EXPENDITURES BY PROGRAM</b>	2013*	2014*	2015*
<u>Member Service Center</u>			
General Fund	1,742	2,248	2,326
Total Member Service Center	1,742	2,248	2,326
<b>TOTAL</b>	<b>1,742</b>	<b>2,248</b>	<b>2,326</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>EXPENDITURES BY CATEGORY</b>	<b>Positions</b>			<b>Expenditures</b>		
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Regular Salary & Benefits	20.0	19.0	19.0	1,199	1,711	1,789
Supplemental Staffing				189	111	111
Travel & Training				7	23	23
Supplies and Postage				153	156	156
Professional Services				0	0	0
Telecommunications				21	27	27
Other Outside Services				163	207	207
Computers & Software				0	0	0
Buildings & Equipment				0	2	2
Retiree Medical Funding				0	0	0
Other Expenditures				8	10	10
<b>TOTAL</b>	<b>20.0</b>	<b>19.0</b>	<b>19.0</b>	<b>1,742</b>	<b>2,248</b>	<b>2,326</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## Professional Competence

The Office of Professional Competence is responsible for developing and publishing standards and guidelines pertaining to ethics in the practice of law in California.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Ethics Hotline	0.0	0.0	0.0			
COPRAC & RRC	0.0	0.0	0.0	69	237	237
Outreach & Education	13.0	13.0	13.0	1,166	1,509	1,553
Publications	0.0	0.0	0.0	20	29	29
<b>TOTAL (All Programs)</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>1,254</b>	<b>1,774</b>	<b>1,819</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				1,254	1,774	1,819
<b>TOTAL (All Funds)</b>				<b>1,254</b>	<b>1,774</b>	<b>1,819</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Ethics Hotline

The Ethics Hotline, a confidential research service for attorneys only, helps lawyers identify and analyze their professional responsibilities. Although staff members cannot provide legal counsel, advice, or opinions, they can discuss issues and authorities with lawyers. By referring callers to statutes, rules, cases, and bar opinions, staff members strive to assist attorneys in reaching informed decisions about their professional responsibility questions.

COPRAC & RRC

Professional Competence staff provides a full range of staffing support for issues related to ethics and professional competence for the Board of Governors, the Committee on Professional Responsibility and Conduct, the State Bar Rules Revision Commission, and other special task forces and committees as directed. These supports 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 of COPRAC, implementing approved work product (such as distributing ethics opinions and submitting rules to the Supreme Court for approval, etc.), serving as liaison between groups and others both inside and outside the State Bar, tracking commission/committee expenditures, facilitating the development of work plans, and facilitating development of year to date accomplishment reports.

Outreach & Education

Professional Competence staff regularly participates in outreach and educational activities to enhance the awareness of ethics issues and professional competence resources in an effort to help prevent ethics violations and to protect the public. Professional Competence's outreach and educational activities include: preparing and presenting the State Bar's Annual Ethics Symposium; staffing an exhibit booth and 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; hosting and making presentations to out-of-state or out-of-country delegations visiting the State Bar; making presentations and providing information to other State Bar Departments; and writing articles for publication in the California Bar Journal. To complete delivery of these educational and outreach services, Professional Competence staff identifies speakers, compiles written materials, completes legal research, prepares and updates slide presentations, attends programs, arranges for program publicity, produces materials, makes speaker travel and other logistical arrangements, updates mailing lists, updates and sets-up/tears down Professional Competence annual meeting booth, and solicits and reviews feedback about the quality of services.

Publications

Professional Competence staff produces, updates, and distributes 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.

**DETAILED EXPENDITURES BY PROGRAM**

	2013*	2014*	2015*
<u>COPRAC &amp; RRC</u>			
General Fund	69	237	237
Total COPRAC & RRC	69	237	237
<u>Outreach &amp; Education</u>			
General Fund	1,166	1,509	1,553
Total Outreach & Education	1,166	1,509	1,553
<u>Publications</u>			
General Fund	20	29	29
Total Publications	20	29	29
<b>TOTAL</b>	<b>1,254</b>	<b>1,774</b>	<b>1,819</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	13.0	13.0	13.0	1,107	1,461	1,506
Supplemental Staffing				26	2	2
Travel & Training				39	82	82
Supplies and Postage				18	32	32
Professional Services				28	144	144
Occupancy				0	2	2
Telecommunications				16	18	18
Other Outside Services				19	30	30
Computers & Software				0	0	0
Buildings & Equipment				0	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				3	1	1
<b>TOTAL</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>1,254</b>	<b>1,774</b>	<b>1,819</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 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.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Sections	20.0	21.0	21.0	4,336	6,196	6,282
Annual Meeting	0.0	0.0	0.0	523	904	918
Affinity & Insurance	1.8	1.8	1.8	386	417	424
CYLA	0.0	0.0	0.0	113	115	120
<b>TOTAL (All Programs)</b>	<b>21.8</b>	<b>22.8</b>	<b>22.8</b>	<b>5,358</b>	<b>7,632</b>	<b>7,744</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				113	115	120
Admin of Justice Fund				386	417	424
Annual Meeting Fund				523	904	918
Sections Funds				4,336	6,196	6,282
<b>TOTAL (All Funds)</b>				<b>5,358</b>	<b>7,632</b>	<b>7,744</b>

### LEGAL CITATIONS & AUTHORITY

Business and Professions Code Sections 6025, 6026 and 6031.5

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Sections

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 Governors.

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.

Affinity & Insurance

The State Bar of California sponsors several insurance programs specifically designed to serve the needs of State Bar members. These programs are monitored by Standing Committees of the State Bar comprised of volunteer attorney members who work with carriers and underwriters to provide competitive products at reasonable rates. These Standing Committees monitor carrier performance for each line of insurance.

CYLA

CYLA is the nation's largest association of young lawyers. A young lawyer has been in practice for five years or less or is 36 years old or younger.

<b>DETAILED EXPENDITURES BY PROGRAM</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
<u>Sections</u>			
Sections Funds	4,336	6,196	6,282
Total Sections	4,336	6,196	6,282
<u>Annual Meeting</u>			
Annual Meeting Fund	523	904	918
Total Annual Meeting	523	904	918
<u>Affinity &amp; Insurance</u>			
Admin of Justice Fund	386	417	424
Total Affinity & Insurance	386	417	424
<u>CYLA</u>			
General Fund	113	115	120
Total CYLA	113	115	120
<b>TOTAL</b>	<b>5,358</b>	<b>7,632</b>	<b>7,744</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	21.8	22.8	22.8	1,796	2,554	2,665
Supplemental Staffing				116	40	40
Travel & Training				1,785	2,693	2,693
Supplies and Postage				222	345	345
Professional Services				547	406	406
Occupancy				89	206	206
Telecommunications				40	62	62
Other Outside Services				697	1,218	1,218
Computers & Software				7	0	0
Buildings & Equipment				1	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				56	108	108
Indirect Costs				0	0	0
<b>TOTAL</b>	<b>21.8</b>	<b>22.8</b>	<b>22.8</b>	<b>5,358</b>	<b>7,632</b>	<b>7,744</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 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		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Access To Justice	0.0	0.0	0.0	12	54	54
Program Development	8.0	9.0	9.0	834	1,333	1,375
Legal Services Funding	12.0	11.0	11.0	19,582	26,639	26,674
<b>TOTAL (All Programs)</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20,428</b>	<b>28,025</b>	<b>28,103</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				846	1,386	1,429
Grants Fund				0	0	0
Justice Gap Fund				0	0	0
Legal Services Trust Fund				19,582	26,639	26,674
<b>TOTAL (All Funds)</b>				<b>20,428</b>	<b>28,025</b>	<b>28,103</b>

### LEGAL CITATIONS & AUTHORITY

Business and Professions Code Sections 6210 - 6228

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Access To Justice

This Service 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 Legal Services Outreach Unit and the California Commission on Access to Justice.

Program Development

This Service 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 Emeritus Attorney Pro Bono Participation program and Wiley Manuel 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.

Legal Services Funding

This Service Area focuses on the administration of grants generated through Interest on Lawyer Trust Accounts (IOLTA ) and the state Equal Access Fund to fund the provision of free legal services to low income Californians.

**DETAILED EXPENDITURES BY PROGRAM**

	2013*	2014*	2015*
<u>Access To Justice</u>			
General Fund	12	54	54
Grants Fund	0	0	0
Total Access To Justice	12	54	54
<u>Program Development</u>			
General Fund	834	1,333	1,375
Total Program Development	834	1,333	1,375
<u>Legal Services Funding</u>			
Justice Gap Fund	0	0	0
Legal Services Trust Fund	19,582	26,639	26,674
Total Legal Services Funding	19,582	26,639	26,674
<b>TOTAL</b>	<b>20,428</b>	<b>28,025</b>	<b>28,103</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	20.0	20.0	20.0	1,633	2,385	2,464
Supplemental Staffing				0	58	58
Travel & Training				55	85	85
Supplies and Postage				20	32	32
Professional Services				177	314	314
Occupancy				0	0	0
Telecommunications				19	23	23
Other Outside Services				3	11	11
Legal Services Grants				18,514	25,107	25,107
Computers & Software				3	0	0
Buildings & Equipment				4	7	7
Retiree Medical Funding				0	0	0
Other Expenditures				1	4	4
Indirect Costs				0	0	0
<b>TOTAL</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20,428</b>	<b>28,025</b>	<b>28,103</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



## Diversity & Bar Relations

Diversity & Bar Relations encompasses programs aimed at eliminating bias in the legal system as well as the State Bar's relationships with voluntary bar associations and related groups. Programs in this area are financed with non-mandatory dues revenues, with the exception of support for the California Young Lawyers Association (CYLA).

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Elimination of Bias	2.0	2.0	2.0	354	496	502
Bar Relations	2.0	2.0	2.0	173	247	257
<b>TOTAL (All Programs)</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>528</b>	<b>743</b>	<b>758</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Admin of Justice Fund				486	743	758
Grants Fund				42	0	0
<b>TOTAL (All Funds)</b>				<b>528</b>	<b>743</b>	<b>758</b>

### LEGAL CITATIONS & AUTHORITY

(n/a)

### DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

### PROGRAM DESCRIPTIONS

#### Elimination of Bias

This Service Area 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. Services are provided by the Center for Access & Fairness and the Council on Access & Fairness. The Center staff supports and promotes local and statewide programs and projects to increase diversity and eliminate bias in the legal profession. Staff also compiles and disseminates demographic information and other materials to inform and facilitate diversity efforts by the State Bar and other organizations.

#### Bar Relations

This Service Area focuses on supporting the work of the 240 local, minority and specialty voluntary bar associations in California and providing support to the California Young Lawyers Association Board and members. Activity in conjunction with voluntary bar associations is funded solely through voluntary contributions to the State Bar.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Elimination of Bias</u>			
Admin of Justice Fund	313	496	502
Grants Fund	42	0	0
Total Elimination of Bias	354	496	502
<u>Bar Relations</u>			
Admin of Justice Fund	173	247	257
Grants Fund	0	0	0
Total Bar Relations	173	247	257
<b>TOTAL</b>	<b>528</b>	<b>743</b>	<b>758</b>

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	4.0	4.0	4.0	356	476	492
Supplemental Staffing				0	0	0
Travel & Training				42	100	100
Supplies and Postage				7	15	15
Professional Services				109	32	32
Occupancy				0	2	2
Telecommunications				5	6	6
Other Outside Services				8	110	110
Buildings & Equipment				0	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				1	0	0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>528</b>	<b>743</b>	<b>758</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## Lawyer Assistance Program

The Lawyer Assistance Program (LAP) seeks to rehabilitate attorneys with impairment due to abuse of drugs or alcohol, or due to mental illness, affecting competency so that attorneys so afflicted may be treated and returned to the practice of law in a manner that will not endanger the public health and safety.

	Positions			Expenditures		
SUMMARY OF PROGRAM REQUIREMENTS	2013	2014	2015	2013*	2014*	2015*
Lawyer Assistance Program	8.0	9.0	9.0	799	1,335	1,385
<b>TOTAL (All Programs)</b>	<b>8.0</b>	<b>9.0</b>	<b>9.0</b>	<b>799</b>	<b>1,335</b>	<b>1,385</b>
FUNDING				2013*	2014*	2015*
Lawyer Asst Program Fund				799	1,335	1,385
<b>TOTAL (All Funds)</b>				<b>799</b>	<b>1,335</b>	<b>1,385</b>

### LEGAL CITATIONS & AUTHORITY

Business and Professions Code Sections 6230 - 6232

### DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

### PROGRAM DESCRIPTIONS

Lawyer Assistance Program

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Lawyer Assistance Program</u>			
Lawyer Asst Program Fund	799	1,335	1,385
Total Lawyer Assistance Program	799	1,335	1,385
<b>TOTAL</b>	<b>799</b>	<b>1,335</b>	<b>1,385</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	8.0	9.0	9.0	667	986	1,036
Supplemental Staffing				0	21	21
Travel & Training				55	85	85
Supplies and Postage				5	13	13
Professional Services				91	196	196
Occupancy				1	1	1
Telecommunications				12	26	26
Other Outside Services				-33	5	5
Computers & Software				0	0	0
Buildings & Equipment				0	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				2	1	1
<b>TOTAL</b>	<b>8.0</b>	<b>9.0</b>	<b>9.0</b>	<b>799</b>	<b>1,335</b>	<b>1,385</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 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.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Management, Oversight and Planning	6.0	7.0	7.0	1,139	1,484	1,532
Board Support - Secretariat	2.0	2.0	2.0	405	565	571
Judicial Evaluations	3.0	4.0	4.0	426	763	781
Governmental Affairs	2.0	2.0	2.0	433	488	501
Cost Recovery	0.0	0.0	0.0	0	0	0
<b>TOTAL (All Programs)</b>	<b>13.0</b>	<b>15.0</b>	<b>15.0</b>	<b>2,404</b>	<b>3,300</b>	<b>3,385</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				1,971	2,570	2,635
Admin of Justice Fund				433	501	514
Admissions Fund				0	122	126
Client Security Fund				0	17	18
Lawyer Asst Program Fund				0	17	18
Legal Services Trust Fund				0	21	22
Legal Specializations Fund				0	15	16
Annual Meeting Fund				0	5	6
Sections Funds				0	31	32
<b>TOTAL (All Funds)</b>				<b>2,404</b>	<b>3,300</b>	<b>3,385</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Management, Oversight and Planning

OED, through the Deputy Executive Director's office (DED) provides support and direction to all management within the State Bar regarding personnel administration, facilities operation and all other management related matters. In its management leadership role, OED staff leads the Senior Management Team in establishing and effectively completing operational/programmatic oversight. OED establishes Bar-wide operating policies and procedures, communicates those policies and procedures to all staff through Administrative Advisories, and follows-up on those advisories to ensure that policies and practices are being followed. 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 oversees facilities, security, and related functions. OED in collaboration with the Senior Management Team serves as the focus for problem-solving analysis and resolution Bar-wide.

Board Support - Secretariat

OED provides staff support to the Board of Governors 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 (JNE), 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.

Governmental Affairs

The Office of Governmental Affairs serves as the liaison between the State Bar and the Legislative and Executive Branches of Government. Using only non-mandatory, voluntarily-contributed funds, the office identifies and tracks legislative bills affecting or of interest to the State Bar; and advocates the position of the State Bar's Board of Governors on non-ideological issues of significance relating to the Bar, the ethical duties of attorneys, consumer protection relating to the practice of law by lawyers and non-lawyers, increasing access to legal services for the people of California, maintaining and improving the operation of the state's judicial/dispute resolution system, and related issues dealing with the administration of justice. The office also provides technical assistance and information to Legislators and to the Governor on issues of relevance to the practice of law, the legal profession, and consumers of legal services, and responds to inquiries from Legislative and Executive Branch staff. The office also initiates and implements education and assistance programs to increase state policy-makers' understanding of the legal profession, the practice of law and the State Bar's role in the administration of justice.

Cost Recovery

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Management, Oversight and Planning</u>			
General Fund	1,139	1,484	1,532
Total Management, Oversight and Planning	1,139	1,484	1,532
<u>Board Support - Secretariat</u>			
General Fund	405	565	571
Total Board Support - Secretariat	405	565	571
<u>Judicial Evaluations</u>			
General Fund	426	763	781
Total Judicial Evaluations	426	763	781
<u>Governmental Affairs</u>			
Admin of Justice Fund	433	488	501
Total Governmental Affairs	433	488	501
<u>Cost Recovery</u>			
General Fund	0	-242	-249
Admin of Justice Fund	0	13	13
Admissions Fund	0	122	126
Client Security Fund	0	17	18
Lawyer Asst Program Fund	0	17	18
Legal Services Trust Fund	0	21	22
Legal Specializations Fund	0	15	16
Annual Meeting Fund	0	5	6
Sections Funds	0	31	32
Total Cost Recovery	0	0	0
<b>TOTAL</b>	<b>2,404</b>	<b>3,300</b>	<b>3,385</b>

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	13.0	15.0	15.0	1,677	2,145	2,230
Supplemental Staffing				58	165	165
Travel & Training				376	466	466
Supplies and Postage				42	152	152
Professional Services				208	273	273
Occupancy				5	5	5
Telecommunications				14	21	21
Other Outside Services				19	65	65
Computers & Software				1	0	0
Buildings & Equipment				0	5	5
Retiree Medical Funding				0	0	0
Other Expenditures				5	2	2
Indirect Costs				0	0	0
<b>TOTAL</b>	<b>13.0</b>	<b>15.0</b>	<b>15.0</b>	<b>2,404</b>	<b>3,300</b>	<b>3,385</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.



## Finance

The Finance department is responsible for accounting, payroll, financial reporting and financial analysis for the State Bar.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Financial Planning and Analysis	4.0	4.0	4.0	795	939	971
Accounting	6.6	6.6	6.6	615	932	960
Procurement	3.0	3.0	3.0	266	328	339
Member Billing	6.0	6.0	6.0	1,286	1,653	1,678
Cost Recovery	0.0	0.0	0.0	0	0	0
<b>TOTAL (All Programs)</b>	<b>19.6</b>	<b>19.6</b>	<b>19.6</b>	<b>2,962</b>	<b>3,851</b>	<b>3,949</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				2,962	3,259	3,337
Admin of Justice Fund				0	31	32
Admissions Fund				0	299	309
Client Security Fund				0	42	43
Lawyer Asst Program Fund				0	42	43
Legal Services Trust Fund				0	51	53
Legal Specializations Fund				0	37	39
Annual Meeting Fund				0	13	14
Sections Funds				0	76	78
<b>TOTAL (All Funds)</b>				<b>2,962</b>	<b>3,851</b>	<b>3,949</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Financial Planning and Analysis

This service area is responsible for the Bar's budgeting, financial planning, financial analysis and accounting. 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.

Accounting

This service area is responsible for 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.

Procurement

A key area of Office of Finance service is organizational support of its contracting for the purchase of goods and service agreements to ensure effective and appropriate use of State Bar resources.

Providing procurement services encompasses a wide range of activities including: 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; maintaining and developing standardized forms and contract templates; and management of Bar-wide master purchasing agreements with vendors.

Member Billing

Member Billing is responsible for ensuring attorneys are billed appropriately for annual fees and other costs. The primary task for the Member Billing Staff is the collection and recording of the annual membership fees. In addition to the primary task, staff responds to member's 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.

Cost Recovery

(n/a)

<b>DETAILED EXPENDITURES BY PROGRAM</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
<u>Financial Planning and Analysis</u>			
General Fund	795	939	971
Total Financial Planning and Analysis	795	939	971
<u>Accounting</u>			
General Fund	615	932	960
Total Accounting	615	932	960
<u>Procurement</u>			
General Fund	266	328	339
Total Procurement	266	328	339
<u>Member Billing</u>			
General Fund	1,286	1,653	1,678
Total Member Billing	1,286	1,653	1,678
<u>Cost Recovery</u>			
General Fund	0	-592	-612
Admin of Justice Fund	0	31	32
Admissions Fund	0	299	309
Client Security Fund	0	42	43
Lawyer Asst Program Fund	0	42	43
Legal Services Trust Fund	0	51	53
Legal Specializations Fund	0	37	39
Annual Meeting Fund	0	13	14
Sections Funds	0	76	78
Total Cost Recovery	0	0	0
<b>TOTAL</b>	<b>2,962</b>	<b>3,851</b>	<b>3,949</b>

<b>EXPENDITURES BY CATEGORY</b>	<b>Positions</b>			<b>Expenditures</b>		
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Regular Salary & Benefits	19.6	19.6	19.6	1,469	2,113	2,211
Supplemental Staffing				207	387	387
Travel & Training				36	16	16
Supplies and Postage				30	115	115
Professional Services				335	244	244
Occupancy				0	0	0
Telecommunications				19	26	26
Other Outside Services				863	944	944
Computers & Software				3	0	0
Buildings & Equipment				0	4	4
Retiree Medical Funding				0	0	0
Other Expenditures				1	2	2
Indirect Costs				0	0	0
<b>TOTAL</b>	<b>19.6</b>	<b>19.6</b>	<b>19.6</b>	<b>2,962</b>	<b>3,851</b>	<b>3,949</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

## Budget & Performance Analysis

The Office of Budget & Performance Analysis develops and monitors the budget for the State Bar, assists in the development and implementation of the bar's Five-Year Strategic Plan, and develops systems and processes to measure and improve the performance of the organization.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Budget & Performance	3.0	3.0	3.0	595	853	879
Cost Recovery	0.0	0.0	0.0	0	-6	-6
<b>TOTAL (All Programs)</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>595</b>	<b>847</b>	<b>873</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				595	623	642
Admin of Justice Fund				0	6	6
Admissions Fund				0	116	120
Client Security Fund				0	16	17
Lawyer Asst Program Fund				0	16	17
Legal Services Trust Fund				0	20	21
Legal Specializations Fund				0	15	15
Annual Meeting Fund				0	5	5
Sections Funds				0	29	30
<b>TOTAL (All Funds)</b>				<b>595</b>	<b>847</b>	<b>873</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

### DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

### PROGRAM DESCRIPTIONS

Budget & Performance

(n/a)

Cost Recovery

(n/a)

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Budget &amp; Performance</u>			
General Fund	595	853	879
Total Budget & Performance	595	853	879
<u>Cost Recovery</u>			
General Fund	0	-230	-237
Admin of Justice Fund	0	6	6
Admissions Fund	0	116	120
Client Security Fund	0	16	17
Lawyer Asst Program Fund	0	16	17
Legal Services Trust Fund	0	20	21
Legal Specializations Fund	0	15	15
Annual Meeting Fund	0	5	5
Sections Funds	0	29	30
Total Cost Recovery	0	-6	-6
<b>TOTAL</b>	<b>595</b>	<b>847</b>	<b>873</b>

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	3.0	3.0	3.0	392	507	533
Travel & Training				14	26	26
Supplies and Postage				0	3	3
Professional Services				188	215	215
Telecommunications				1	0	0
Other Outside Services				0	102	102
Computers & Software				0	0	0
Other Expenditures				0	0	0
Indirect Costs				0	-6	-6
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>595</b>	<b>847</b>	<b>873</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## General Counsel

The General Counsel functions as the State Bar's lawyer, and the OGC is responsible for providing legal advice and counsel to all departments of the Bar. In addition to its general legal duties, OGC also provides such services in specialty areas such as insurance/group insurance, real property, Lawyer Assistance Program, Admissions, Lawyer Referral Services, membership, and discipline.

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
General Counsel	20.0	21.0	21.0	3,111	3,987	4,127
Law Library & Archives	2.0	2.0	2.0	378	453	462
Cost Recovery	0.0	0.0	0.0	0	0	0
<b>TOTAL (All Programs)</b>	<b>22.0</b>	<b>23.0</b>	<b>23.0</b>	<b>3,489</b>	<b>4,440</b>	<b>4,589</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				3,489	3,368	3,480
Admin of Justice Fund				0	56	58
Admissions Fund				0	542	561
Client Security Fund				0	76	79
Lawyer Asst Program Fund				0	76	79
Legal Services Trust Fund				0	93	96
Legal Specializations Fund				0	68	70
Annual Meeting Fund				0	24	25
Sections Funds				0	137	141
<b>TOTAL (All Funds)</b>				<b>3,489</b>	<b>4,440</b>	<b>4,589</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**General Counsel

OGC provides contract, litigation and legal opinion services for a wide range of matters for the State Bar. In addition to its general legal duties, OGC also provides such services in specialty areas such as insurance/group insurance, real property, Lawyer Assistance Program, Admissions, Lawyer Referral Services, membership, and discipline.

Law Library & Archives

This unit maintains the State Bar's law library, including hardcopy and electronic materials; provides legal research assistance to the Bar's attorney staff; and provides institutional archive services to maintain the Bar's historical records.

Cost Recovery

(n/a)

**DETAILED EXPENDITURES BY PROGRAM**

	2013*	2014*	2015*
<u>General Counsel</u>			
General Fund	3,111	3,987	4,127
Total General Counsel	3,111	3,987	4,127
<u>Law Library &amp; Archives</u>			
General Fund	378	453	462
Total Law Library & Archives	378	453	462
<u>Cost Recovery</u>			
General Fund	0	-1,072	-1,110
Admin of Justice Fund	0	56	58
Admissions Fund	0	542	561
Client Security Fund	0	76	79
Lawyer Asst Program Fund	0	76	79
Legal Services Trust Fund	0	93	96
Legal Specializations Fund	0	68	70
Annual Meeting Fund	0	24	25
Sections Funds	0	137	141
Total Cost Recovery	0	0	0
<b>TOTAL</b>	<b>3,489</b>	<b>4,440</b>	<b>4,589</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	22.0	23.0	23.0	2,580	3,298	3,448
Supplemental Staffing				194	181	181
Travel & Training				39	41	41
Supplies and Postage				252	290	290
Professional Services				373	576	576
Telecommunications				22	23	23
Other Outside Services				24	26	26
Computers & Software				0	3	3
Buildings & Equipment				0	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				5	0	0
Indirect Costs				0	0	0
<b>TOTAL</b>	<b>22.0</b>	<b>23.0</b>	<b>23.0</b>	<b>3,489</b>	<b>4,440</b>	<b>4,589</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## Human Resources

The Human Resources department is responsible for policies governing the compensation of Bar employees, for negotiation with the Bar's collective bargaining units, and for advising Bar staff with regard to personnel matters.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
HR Administration	0.0	0.0	0.0	0	3	3
Compensation Administration	1.0	1.0	1.0	210	180	185
Recruiting and Development	2.0	2.0	2.0	250	477	490
Employee Relations	2.0	2.0	2.0	159	344	362
Records and Information Systems	7.0	6.0	6.0	468	459	484
Cost Recovery	0.0	0.0	0.0	0	0	0
<b>TOTAL (All Programs)</b>	<b>12.0</b>	<b>11.0</b>	<b>11.0</b>	<b>1,087</b>	<b>1,463</b>	<b>1,524</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				1,087	1,069	1,113
Admin of Justice Fund				0	21	22
Admissions Fund				0	199	207
Client Security Fund				0	28	29
Lawyer Asst Program Fund				0	28	29
Legal Services Trust Fund				0	34	36
Legal Specializations Fund				0	25	26
Annual Meeting Fund				0	9	9
Sections Funds				0	50	52
<b>TOTAL (All Funds)</b>				<b>1,087</b>	<b>1,463</b>	<b>1,524</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**HR Administration

This service area provides overall management and administrative support for the Office of Human Resources.

Compensation Administration

The Office of Human Resources 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.

Recruiting and Development

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, contract 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).

Cost Recovery

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>HR Administration</u>			
General Fund	0	3	3
Total HR Administration	0	3	3
<u>Compensation Administration</u>			
General Fund	210	180	185
Total Compensation Administration	210	180	185
<u>Recruiting and Development</u>			
General Fund	250	477	490
Total Recruiting and Development	250	477	490
<u>Employee Relations</u>			
General Fund	159	344	362
Total Employee Relations	159	344	362
<u>Records and Information Systems</u>			
General Fund	468	459	484
Total Records and Information Systems	468	459	484
<u>Cost Recovery</u>			
General Fund	0	-394	-411
Admin of Justice Fund	0	21	22
Admissions Fund	0	199	207
Client Security Fund	0	28	29
Lawyer Asst Program Fund	0	28	29
Legal Services Trust Fund	0	34	36
Legal Specializations Fund	0	25	26
Annual Meeting Fund	0	9	9
Sections Funds	0	50	52
Total Cost Recovery	0	0	0
<b>TOTAL</b>	<b>1,087</b>	<b>1,463</b>	<b>1,524</b>

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	12.0	11.0	11.0	843	1,179	1,239
Supplemental Staffing				99	33	33
Travel & Training				21	31	31
Supplies and Postage				6	14	14
Professional Services				95	154	154
Telecommunications				14	14	14
Other Outside Services				2	37	37
Computers & Software				1	0	0
Buildings & Equipment				1	1	1
Retiree Medical Funding				0	0	0
Other Expenditures				4	0	0
Indirect Costs				0	0	0
<b>TOTAL</b>	<b>12.0</b>	<b>11.0</b>	<b>11.0</b>	<b>1,087</b>	<b>1,463</b>	<b>1,524</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

## Information Technology

The Information Technology 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		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Base Services	32.0	30.0	30.0	3,675	5,160	5,327
Cost Recovery	0.0	0.0	0.0	0	0	0
<b>TOTAL (All Programs)</b>	<b>32.0</b>	<b>30.0</b>	<b>30.0</b>	<b>3,675</b>	<b>5,160</b>	<b>5,327</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				3,675	3,770	3,892
Admin of Justice Fund				0	73	75
Admissions Fund				0	702	725
Client Security Fund				0	99	102
Lawyer Asst Program Fund				0	99	102
Legal Services Trust Fund				0	121	125
Legal Specializations Fund				0	88	91
Annual Meeting Fund				0	31	32
Sections Funds				0	177	183
<b>TOTAL (All Funds)</b>				<b>3,675</b>	<b>5,160</b>	<b>5,327</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Base Services

IT provides important operational support for completion of State Bar business including a) supporting daily operations; b) providing technical support to State Bar staff; and c) standardizing hardware and software specifications, deployment, and compliance bar-wide.

IT staff directly ensures smooth running of the State Bar's daily operations including: completion of bank file transfers; data processing with external entities; completing systems backups and off-site storage; monitoring systems, managing software/hardware warranties; identifying, documenting and resolving technology incidents; ensuring compliance with hardware/software licensing requirements; updating documentation for users; moving, adding, changing and installing hardware and software; and disposing of outdated or damaged equipment.

Providing quality customer care, the Help Desk receives telephone calls and emails regarding use of desktop applications. IT staff troubleshoots problems and resolves them. IT staff also use support opportunities to educate State Bar staff about systems applications and their use.

Cost Recovery

(n/a)

**DETAILED EXPENDITURES BY PROGRAM**

	2013*	2014*	2015*
<u>Base Services</u>			
General Fund	3,675	5,160	5,327
Total Base Services	3,675	5,160	5,327
<u>Cost Recovery</u>			
General Fund	0	-1,390	-1,435
Admin of Justice Fund	0	73	75
Admissions Fund	0	702	725
Client Security Fund	0	99	102
Lawyer Asst Program Fund	0	99	102
Legal Services Trust Fund	0	121	125
Legal Specializations Fund	0	88	91
Annual Meeting Fund	0	31	32
Sections Funds	0	177	183
Total Cost Recovery	0	0	0
<b>TOTAL</b>	<b>3,675</b>	<b>5,160</b>	<b>5,327</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	32.0	30.0	30.0	2,696	4,030	4,198
Supplemental Staffing				127	73	73
Travel & Training				46	70	70
Supplies and Postage				7	11	11
Professional Services				53	335	335
Occupancy				3	0	0
Telecommunications				69	42	42
Other Outside Services				2	10	10
Computers & Software				575	543	543
Buildings & Equipment				98	46	46
Retiree Medical Funding				0	0	0
Other Expenditures				0	0	0
Indirect Costs				0	0	0
<b>TOTAL</b>	<b>32.0</b>	<b>30.0</b>	<b>30.0</b>	<b>3,675</b>	<b>5,160</b>	<b>5,327</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



## Communications

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

SUMMARY OF PROGRAM REQUIREMENTS	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Media Relations	5.0	6.8	6.8	701	1,001	1,043
California Bar Journal	2.0	1.0	1.0	196	282	291
Public Education	0.0	0.0	0.0	0	0	0
Cost Recovery	0.0	0.0	0.0			
<b>TOTAL (All Programs)</b>	<b>7.0</b>	<b>7.8</b>	<b>7.8</b>	<b>898</b>	<b>1,284</b>	<b>1,334</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				898	1,284	1,334
Grants Fund				0	0	0
<b>TOTAL (All Funds)</b>				<b>898</b>	<b>1,284</b>	<b>1,334</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6092.5 subd. (h)

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Media Relations

Media Relations 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.

Public Education

Staff in this service area participates in the development of consumer education pamphlets, brochures and guides. These public education materials are initially researched and written by staff whose work is then reviewed by volunteer attorneys for completeness and accuracy. Staff designs, lays out, edits, and oversees the translation of the final materials in multiple languages. 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.

Cost Recovery

(n/a)

<b>DETAILED EXPENDITURES BY PROGRAM</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
<u>Media Relations</u>			
General Fund	701	1,001	1,043
Total Media Relations	701	1,001	1,043
<u>California Bar Journal</u>			
General Fund	196	282	291
Total California Bar Journal	196	282	291
<u>Public Education</u>			
Grants Fund	0	0	0
Total Public Education	0	0	0
<b>TOTAL</b>	<b>898</b>	<b>1,284</b>	<b>1,334</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	7.0	7.8	7.8	451	1,101	1,151
Supplemental Staffing				166	4	4
Travel & Training				17	12	12
Supplies and Postage				31	13	13
Professional Services				160	112	112
Telecommunications				6	6	6
Other Outside Services				63	51	51
Computers & Software				1	0	0
Buildings & Equipment				5	0	0
Retiree Medical Funding				0	0	0
Other Expenditures				-3	-15	-15
<b>TOTAL</b>	<b>7.0</b>	<b>7.8</b>	<b>7.8</b>	<b>898</b>	<b>1,284</b>	<b>1,334</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## General Services

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

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Administrative Services	23.0	22.0	22.0	1,714	2,141	2,200
Facilities Management	0.0	0.0	0.0	5,467	6,079	6,079
Risk Management	0.0	0.0	0.0	591	769	769
Library & Research Services	0.0	0.0	0.0			
Cost Recovery	0.0	0.0	0.0	0	0	0
<b>TOTAL (All Programs)</b>	<b>23.0</b>	<b>22.0</b>	<b>22.0</b>	<b>7,772</b>	<b>8,989</b>	<b>9,048</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				7,772	6,553	6,593
Admin of Justice Fund				0	99	100
Admissions Fund				0	1,578	1,587
Building Assessment Fund				0	0	0
Client Security Fund				0	64	66
Lawyer Asst Program Fund				0	188	190
Legal Services Trust Fund				0	79	80
Legal Specializations Fund				0	57	58
180 Howard Street Fund				0	0	0
Annual Meeting Fund				0	20	21
Sections Funds				0	350	353
<b>TOTAL (All Funds)</b>				<b>7,772</b>	<b>8,989</b>	<b>9,048</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Administrative Services

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

Facilities Management

The Office of Operations manages over 300,000 square feet of owned and leased office space for Bar staff and tenants. Operations 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.

Risk Management

Responsibilities include managing the Bar's business insurance program (covering property, financial and professional liability, etc), and coordinating business continuity and disaster recovery planning.

Library & Research Services

This unit maintains the State Bar's law library, including hardcopy and electronic materials; provides legal research assistance to the Bar's attorney staff; and provides institutional archive services to maintain the Bar's historical records.

Cost Recovery

(n/a)

<b>DETAILED EXPENDITURES BY PROGRAM</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
<u>Administrative Services</u>			
General Fund	1,714	2,141	2,200
Total Administrative Services	1,714	2,141	2,200
<u>Facilities Management</u>			
General Fund	5,467	6,079	6,079
Building Assessment Fund	0	0	0
180 Howard Street Fund	0	0	0
Total Facilities Management	5,467	6,079	6,079
<u>Risk Management</u>			
General Fund	591	769	769
Total Risk Management	591	769	769
<u>Cost Recovery</u>			
General Fund	0	-2,436	-2,455
Admin of Justice Fund	0	99	100
Admissions Fund	0	1,578	1,587
Client Security Fund	0	64	66
Lawyer Asst Program Fund	0	188	190
Legal Services Trust Fund	0	79	80
Legal Specializations Fund	0	57	58
Annual Meeting Fund	0	20	21
Sections Funds	0	350	353
Total Cost Recovery	0	0	0
<b>TOTAL</b>	<b>7,772</b>	<b>8,989</b>	<b>9,048</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits	23.0	22.0	22.0	1,515	1,937	1,996
Supplemental Staffing				9	59	59
Travel & Training				47	26	26
Supplies and Postage				71	145	145
Professional Services				409	266	266
Occupancy				5,665	4,115	4,115
Telecommunications				34	36	36
Other Outside Services				26	34	34
Computers & Software				0	0	0
Buildings & Equipment				21	19	19
Retiree Medical Funding				0	0	0
Debt Service				0	2,430	2,430
Other Expenditures				-27	-77	-77
Indirect Costs				0	0	0
<b>TOTAL</b>	<b>23.0</b>	<b>22.0</b>	<b>22.0</b>	<b>7,772</b>	<b>8,989</b>	<b>9,048</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## Technology Projects

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

	Positions			Expenditures		
SUMMARY OF PROGRAM REQUIREMENTS	2013	2014	2015	2013*	2014*	2015*
Technology Projects	0.0	0.0	0.0	1,679	0	0
<b>TOTAL (All Programs)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1,679</b>	<b>0</b>	<b>0</b>
FUNDING				2013*	2014*	2015*
Technology Projects Fund				1,679	0	0
<b>TOTAL (All Funds)</b>				<b>1,679</b>	<b>0</b>	<b>0</b>

### LEGAL CITATIONS & AUTHORITY

Business and Professions Code Section 6001

### DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

### PROGRAM DESCRIPTIONS

Technology Projects

(n/a)

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Technology Projects</u>			
Technology Projects Fund	1,679	0	0
Total Technology Projects	1,679	0	0
<b>TOTAL</b>	<b>1,679</b>	<b>0</b>	<b>0</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Supplemental Staffing				125	0	0
Travel & Training				39	0	0
Supplies and Postage				1	0	0
Professional Services				281	0	0
Other Outside Services				1	0	0
Computers & Software				1,231	0	0
Buildings & Equipment				1	0	0
<b>TOTAL</b>				<b>1,679</b>	<b>0</b>	<b>0</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



## Facilities Projects

This category includes capital improvement projects at the State Bar's headquarters at 180 Howard Street in San Francisco as well as at its recently acquired offices at 845 South Figueroa in Los Angeles.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Facilities Projects	0.0	0.0	0.0	303	0	0
<b>TOTAL (All Programs)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>303</b>	<b>0</b>	<b>0</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				278	0	0
180 Howard Street Fund				0	0	0
LA Facilities Fund				25	0	0
<b>TOTAL (All Funds)</b>				<b>303</b>	<b>0</b>	<b>0</b>

### LEGAL CITATIONS & AUTHORITY

Business and Professions Code Section 6001

### DETAILED BUDGET ADJUSTMENTS

Not applicable: no adjustments have been made to date.

### PROGRAM DESCRIPTIONS

Facilities Projects

(n/a)

<b>DETAILED EXPENDITURES BY PROGRAM</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
<u>Facilities Projects</u>			
General Fund	278	0	0
180 Howard Street Fund	0	0	0
LA Facilities Fund	25	0	0
Total Facilities Projects	303	0	0
<b>TOTAL</b>	<b>303</b>	<b>0</b>	<b>0</b>

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Travel & Training				1	0	0
Professional Services				17	0	0
Occupancy				285	0	0
Telecommunications				0	0	0
Other Outside Services				0	0	0
Buildings & Equipment				0	0	0
Debt Service				0	0	0
<b>TOTAL</b>				<b>303</b>	<b>0</b>	<b>0</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

## Non-Departmental

The Non-Departmental budget accounts for a variety of line items which are not associated with specific departments, programs or Bar operations.

	Positions			Expenditures		
<b>SUMMARY OF PROGRAM REQUIREMENTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Bar-Wide Accounts	0.0	0.0	0.0	36	51	51
Fund Level Accounts	0.0	0.0	0.0	25,066	1,907	1,907
Fixed Assets	0.0	0.0	0.0			
Obsolete Accounts	0.0	0.0	0.0	0	0	0
<b>TOTAL (All Programs)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>25,102</b>	<b>1,958</b>	<b>1,958</b>
<b>FUNDING</b>				<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
General Fund				-4,587	1,038	1,038
Admin of Justice Fund				6,662	253	253
Admissions Fund				2,871	333	333
Building Assessment Fund				10,215	0	0
Client Security Fund				476	48	48
Discipline Fund				0	0	0
Grants Fund				0	0	0
IT Assessment Fund				4,139	0	0
Justice Gap Fund				842	0	0
Lawyer Asst Program Fund				313	95	95
Legal Services Trust Fund				358	48	48
Legal Specializations Fund				2,810	48	48
180 Howard Street Fund				517	0	0
LA Facilities Fund				708	0	0
Technology Projects Fund				-1,063	0	0
Annual Meeting Fund				51	14	14
Sections Funds				791	81	81
Public Protection Fund				0	0	0
<b>TOTAL (All Funds)</b>				<b>25,102</b>	<b>1,958</b>	<b>1,958</b>

### LEGAL CITATIONS & AUTHORITY

Business & Professional Code Sections 6028, 6029, 6030

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

**DETAILED BUDGET ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**PROGRAM DESCRIPTIONS**Bar-Wide Accounts

Bar-Wide Accounts includes a number of revenue and expenditure lines which are meaningful for the Bar as a whole, but which are not connected with specific departments, programs or operations.

Fund Level Accounts

Fund level accounts reflect charges attributed to particular State Bar funds, but not to the operations of specific departments. Major examples include indirect costs and inter-fund transfers.

Fixed Assets

In previous years, the Fixed Assets fund included a budget for depreciation expense. However, most government agencies do not budget for non-cash expenses such as depreciation. In keeping with prevailing government accounting practice, depreciation is not shown as a budgeted item in 2008.

Obsolete Accounts

The Obsolete Accounts budget is a "holding area" for certain accounts which are no longer in use, but which may have small historical amounts associated with them (so that they do not drop out of the presentation altogether).

DETAILED EXPENDITURES BY PROGRAM	2013*	2014*	2015*
<u>Bar-Wide Accounts</u>			
Admin of Justice Fund	36	51	51
Total Bar-Wide Accounts	36	51	51
<u>Fund Level Accounts</u>			
General Fund	-4,587	1,038	1,038
Admin of Justice Fund	6,627	202	202
Admissions Fund	2,871	333	333
Building Assessment Fund	10,215	0	0
Client Security Fund	476	48	48
Discipline Fund	0	0	0
IT Assessment Fund	4,139	0	0
Justice Gap Fund	842	0	0
Lawyer Asst Program Fund	313	95	95
Legal Services Trust Fund	358	48	48
Legal Specializations Fund	2,810	48	48
180 Howard Street Fund	517	0	0
LA Facilities Fund	708	0	0
Technology Projects Fund	-1,063	0	0
Annual Meeting Fund	51	14	14
Sections Funds	791	81	81
Public Protection Fund	0	0	0
Total Fund Level Accounts	25,066	1,907	1,907
<u>Obsolete Accounts</u>			
General Fund	0	0	0
Grants Fund	0	0	0
Total Obsolete Accounts	0	0	0
<b>TOTAL</b>	<b>25,102</b>	<b>1,958</b>	<b>1,958</b>

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\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

EXPENDITURES BY CATEGORY	Positions			Expenditures		
	2013	2014	2015	2013*	2014*	2015*
Regular Salary & Benefits				171	21	21
Travel & Training				44	31	31
Supplies and Postage				0	0	0
Professional Services				0	0	0
Telecommunications				-215	-200	-200
Other Outside Services				23	100	100
CSF Applications				0	0	0
Legal Services Grants				0	0	0
Computers & Software				-1,101	0	0
Buildings & Equipment				0	0	0
Retiree Medical Funding				1,080	2,000	2,000
Debt Service				708	0	0
Other Expenditures				0	0	0
Indirect Costs				0	6	6
Reimbursements				-12	0	0
Interfund Transfers				23,888	0	0
<b>TOTAL</b>				<b>24,585</b>	<b>1,958</b>	<b>1,958</b>

**DETAIL OF APPROPRIATIONS & ADJUSTMENTS**

Not applicable: no adjustments have been made to date.

**CHANGES IN AUTHORIZED POSITIONS**

Not applicable: no changes in authorized positions have been made to date.

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

# Statements of Fund Condition

<b>General Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	3,734	704	1,061
<u>Revenues</u>			
Mandatory Dues	57,163	61,950	61,950
Administrative Fees	1,795	1,830	1,830
Penalties and Late Fees	2,483	2,395	2,395
Other Fees and Charges	150	161	161
Grants	20	0	0
Interest Income	54	80	80
Other Revenues	324	317	317
Interfund Transfers	0	0	0
Total Revenues	61,988	66,733	66,733
<u>Expenditures</u>			
Admissions	0	0	0
Chief Trial Counsel	21,148	28,765	29,676
Probation	726	879	907
Mandatory Fee Arbitration	476	646	672
State Bar Court	5,624	7,029	7,177
Member Records & Compliance	1,742	2,248	2,326
Professional Competence	1,254	1,774	1,819
Education	113	115	120
Legal Services	846	1,386	1,429
Executive Director	1,971	2,570	2,635
Finance	2,962	3,259	3,337
Budget & Performance Analysis	595	623	642
General Counsel	3,489	3,368	3,480
Human Resources	1,087	1,069	1,113
Information Technology	3,675	3,770	3,892
Communications	898	1,284	1,334
General Services	7,772	6,553	6,593
Facilities Projects	278	0	0
Non-Departmental	-4,587	1,038	1,038
Total Expenditures	50,066	66,375	68,191
Estimated Closing Adjustments	-14,952		
Ending Balance	704	1,061	-397

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>Admin of Justice Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	5,802	389	1,576
<u>Revenues</u>			
Voluntary Dues & Donations	1,568	1,580	1,580
Lease Revenues	0	0	0
Insurance Commissions	1,141	1,700	1,700
Other Fees and Charges	0	0	0
Interest Income	9	1	1
Other Revenues	174	106	106
Interfund Transfers	0	0	0
Total Revenues	2,891	3,387	3,387
<u>Expenditures</u>			
Education	386	417	424
Diversity & Bar Relations	486	743	758
Executive Director	433	501	514
Finance	0	31	32
Budget & Performance Analysis	0	6	6
General Counsel	0	56	58
Human Resources	0	21	22
Information Technology	0	73	75
General Services	0	99	100
Non-Departmental	6,662	253	253
Total Expenditures	7,967	2,200	2,243
Estimated Closing Adjustments	-337		
Ending Balance	389	1,576	2,720

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



<b>Admissions Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	2,759	260	-95
<u>Revenues</u>			
Administrative Fees	470	659	659
Penalties and Late Fees	508	459	459
Student Registration Fees	819	1,158	1,158
Exam Fees	13,116	12,814	12,814
Moral Character Fees	3,331	3,903	3,903
Other Fees and Charges	172	276	276
Interest Income	17	28	28
Other Revenues	0	0	0
Interfund Transfers	0	0	0
Total Revenues	18,434	19,297	19,297
<u>Expenditures</u>			
Admissions	12,882	15,760	16,016
Executive Director	0	122	126
Finance	0	299	309
Budget & Performance Analysis	0	116	120
General Counsel	0	542	561
Human Resources	0	199	207
Information Technology	0	702	725
General Services	0	1,578	1,587
Non-Departmental	2,871	333	333
Total Expenditures	15,753	19,652	19,984
Estimated Closing Adjustments	-5,180		
Ending Balance	260	-95	-782
<b>Building Assessment Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	8,137	0	2,100
<u>Revenues</u>			
Mandatory Dues	2,152	2,100	2,100
Interest Income	11	0	0
Other Revenues	1	0	0
Total Revenues	2,164	2,100	2,100
<u>Expenditures</u>			
General Services	0	0	0
Non-Departmental	10,215	0	0
Total Expenditures	10,215	0	0
Estimated Closing Adjustments	-87		
Ending Balance	0	2,100	4,200

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>Client Security Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	-15,638	8,440	6,551
<u>Revenues</u>			
Mandatory Dues	7,426	7,370	7,370
Interest Income	22	32	32
Other Revenues	16	0	0
Total Revenues	7,464	7,402	7,402
<u>Expenditures</u>			
Client Security Fund	10,546	8,900	8,931
Executive Director	0	17	18
Finance	0	42	43
Budget & Performance Analysis	0	16	17
General Counsel	0	76	79
Human Resources	0	28	29
Information Technology	0	99	102
General Services	0	64	66
Non-Departmental	476	48	48
Total Expenditures	11,022	9,291	9,333
Estimated Closing Adjustments	27,636		
Ending Balance	8,440	6,551	4,620
<b>Discipline Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	0	0	0
<u>Revenues</u>			
Interest Income	0	0	0
Total Revenues	0	0	0
<u>Expenditures</u>			
Non-Departmental	0	0	0
Total Expenditures	0	0	0
Estimated Closing Adjustments	0		
Ending Balance	0	0	0

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>Grants Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	253	0	0
<u>Revenues</u>			
Grants	56	0	0
Other Revenues	28	0	0
Total Revenues	84	0	0
<u>Expenditures</u>			
Legal Services	0	0	0
Diversity & Bar Relations	42	0	0
Communications	0	0	0
Non-Departmental	0	0	0
Total Expenditures	42	0	0
Estimated Closing Adjustments	-295		
Ending Balance	0	0	0
<b>IT Assessment Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	5,811	0	1,750
<u>Revenues</u>			
Mandatory Dues	1,758	1,750	1,750
Interest Income	10	0	0
Other Revenues	1	0	0
Total Revenues	1,769	1,750	1,750
<u>Expenditures</u>			
Non-Departmental	4,139	0	0
Total Expenditures	4,139	0	0
Estimated Closing Adjustments	-3,441		
Ending Balance	0	1,750	3,500
<b>Justice Gap Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	317	76	926
<u>Revenues</u>			
Voluntary Dues & Donations	771	850	850
Interest Income	1	0	0
Other Revenues	0	0	0
Total Revenues	772	850	850
<u>Expenditures</u>			
Legal Services	0	0	0
Non-Departmental	842	0	0
Total Expenditures	842	0	0
Estimated Closing Adjustments	-171		
Ending Balance	76	926	1,776

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>Lawyer Asst Program Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	874	767	769
<u>Revenues</u>			
Mandatory Dues	1,955	1,900	1,900
Interest Income	4	0	0
Other Revenues	1	0	0
Interfund Transfers	0	0	0
Total Revenues	1,960	1,900	1,900
<u>Expenditures</u>			
Lawyer Assistance Program	799	1,335	1,385
Executive Director	0	17	18
Finance	0	42	43
Budget & Performance Analysis	0	16	17
General Counsel	0	76	79
Human Resources	0	28	29
Information Technology	0	99	102
General Services	0	188	190
Non-Departmental	313	95	95
Total Expenditures	1,112	1,898	1,958
Estimated Closing Adjustments	-955		
Ending Balance	767	769	711
<b>Legal Services Trust Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	933	445	21,358
<u>Revenues</u>			
Voluntary Dues & Donations	3,274	3,300	3,300
Administrative Fees	270	1,000	1,000
Grants	8,989	31,200	31,200
IOLTA	3,709	9,659	9,659
Interest Income	2	30	30
Other Revenues	4	0	0
Interfund Transfers	2,830	2,830	2,830
Total Revenues	19,078	48,019	48,019
<u>Expenditures</u>			
Legal Services	19,582	26,639	26,674
Executive Director	0	21	22
Finance	0	51	53
Budget & Performance Analysis	0	20	21
General Counsel	0	93	96
Human Resources	0	34	36
Information Technology	0	121	125
General Services	0	79	80
Non-Departmental	358	48	48
Total Expenditures	19,939	27,106	27,154
Estimated Closing Adjustments	373		
Ending Balance	445	21,358	42,223

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>Legal Specializations Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	2,805	1,004	1,527
<u>Revenues</u>			
Administrative Fees	1,822	1,843	1,843
Penalties and Late Fees	0	1	1
Exam Fees	293	300	300
Other Fees and Charges	8	10	10
Interest Income	5	8	8
Other Revenues	2	3	3
Total Revenues	2,130	2,164	2,164
<u>Expenditures</u>			
Admissions	675	1,289	1,328
Executive Director	0	15	16
Finance	0	37	39
Budget & Performance Analysis	0	15	15
General Counsel	0	68	70
Human Resources	0	25	26
Information Technology	0	88	91
General Services	0	57	58
Non-Departmental	2,810	48	48
Total Expenditures	3,486	1,641	1,690
Estimated Closing Adjustments	-446		
Ending Balance	1,004	1,527	2,002
<b>180 Howard Street Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	8,467	0	3,230
<u>Revenues</u>			
Mandatory Dues	0	0	0
Penalties and Late Fees	0	0	0
Lease Revenues	761	750	750
Interest Income	17	0	0
Other Revenues	2	0	0
Interfund Transfers	2,480	2,480	2,480
Total Revenues	3,261	3,230	3,230
<u>Expenditures</u>			
General Services	0	0	0
Facilities Projects	0	0	0
Non-Departmental	517	0	0
Total Expenditures	517	0	0
Estimated Closing Adjustments	-11,211		
Ending Balance	0	3,230	6,460

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>LA Facilities Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	31,221	0	14,730
<u>Revenues</u>			
Lease Revenues	0	264	264
Interest Income	14	0	0
Other Revenues	0	0	0
Interfund Transfers	14,466	14,466	14,466
Total Revenues	14,480	14,730	14,730
<u>Expenditures</u>			
Facilities Projects	25	0	0
Non-Departmental	708	0	0
Total Expenditures	733	0	0
Estimated Closing Adjustments	-44,968		
Ending Balance	0	14,730	29,460
<b>Technology Projects Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	1,858	0	4,113
<u>Revenues</u>			
Interest Income	5	0	0
Other Revenues	0	0	0
Interfund Transfers	4,113	4,113	4,113
Total Revenues	4,117	4,113	4,113
<u>Expenditures</u>			
Technology Projects	1,679	0	0
Non-Departmental	-1,063	0	0
Total Expenditures	615	0	0
Estimated Closing Adjustments	-5,360		
Ending Balance	0	4,113	8,226

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>Annual Meeting Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	172	0	-304
<u>Revenues</u>			
Other Fees and Charges	383	0	0
Interest Income	6	1	1
Other Revenues	165	674	674
Interfund Transfers	0	48	48
Total Revenues	553	723	723
<u>Expenditures</u>			
Education	523	904	918
Executive Director	0	5	6
Finance	0	13	14
Budget & Performance Analysis	0	5	5
General Counsel	0	24	25
Human Resources	0	9	9
Information Technology	0	31	32
General Services	0	20	21
Non-Departmental	51	14	14
Total Expenditures	574	1,027	1,044
Estimated Closing Adjustments	-151		
Ending Balance	0	-304	-626
<b>Sections Funds</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	7,098	8,426	8,538
<u>Revenues</u>			
Sections Member Dues	4,907	4,871	4,871
Grants	5	5	5
Interest Income	18	22	22
Other Revenues	1,972	2,341	2,341
Total Revenues	6,901	7,239	7,239
<u>Expenditures</u>			
Education	4,336	6,196	6,282
Executive Director	0	31	32
Finance	0	76	78
Budget & Performance Analysis	0	29	30
General Counsel	0	137	141
Human Resources	0	50	52
Information Technology	0	177	183
General Services	0	350	353
Non-Departmental	791	81	81
Total Expenditures	5,127	7,127	7,232
Estimated Closing Adjustments	-446		
Ending Balance	8,426	8,538	8,545

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands

<b>Public Protection Fund</b>	<b>2013*</b>	<b>2014*</b>	<b>2015*</b>
Beginning Balance	6,485	1,706	1,712
<u>Revenues</u>			
Interest Income	7	6	6
Total Revenues	7	6	6
<u>Expenditures</u>			
Non-Departmental	0	0	0
Total Expenditures	0	0	0
Estimated Closing Adjustments	-4,786		
Ending Balance	1,706	1,712	1,718

\* 2013 10 Month Actuals, 2014-15 Budget, \$ thousands



# Wages & Salary Supplement

	Budgeted FTE			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<b>Admissions</b>						
<u>Admissions Administration</u>						
Senior Director Admissions	1.00	1.00	1.00	10,375 - 15,272	168,450	176,788
Section Chief	1.00	1.00	1.00	5,861 - 7,717	74,248	77,781
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	58,188	61,100
Administrative Specialist Conf	1.00	1.00	1.00	4,566 - 6,174	58,750	61,968
Administrative Assistant II	1.00	2.00	2.00	3,969 - 5,288	95,264	100,516
Admissions Analyst III	1.00	1.00	1.00	3,969 - 5,288	63,340	63,440
Accounting Technician	1.00	0.00	0.00	3,592 - 4,788		
Administrative Assistant I	2.00	2.00	2.00	3,592 - 4,788	89,068	93,847
Admissions Administration Total	9.00	9.00	9.00	583,237	607,308	635,440
<u>Examination Development</u>						
Director, Examinations	1.00	1.00	1.00	7,795 - 11,303	122,136	128,240
Examinations Technician	1.00	1.00	1.00	5,333 - 7,031	82,494	84,303
Examination Development Total	2.00	2.00	2.00	195,332	204,630	212,543
<u>Application Processing</u>						
Section Chief	3.00	3.00	3.00	5,861 - 7,717	244,074	251,118
Sr Administrative Assistant	2.00	1.00	1.00	4,850 - 6,400	64,988	68,176
Admis Eligibility Analyst III	1.00	1.00	1.00	4,366 - 5,818	69,810	69,810
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	53,624	56,269
Admis Eligibility Analyst II	2.00	2.00	2.00	3,969 - 5,288	123,156	125,680
Coordinator Of Records	6.00	6.00	6.00	3,592 - 4,788	297,815	310,447
Application Processing Total	15.00	14.00	14.00	902,838	853,467	881,500
<u>Admissions Operations</u>						
Director, Operations & Mgmt	1.00	1.00	1.00	7,795 - 11,303	122,136	128,240
Deputy Dir, Operations & Mgmt	1.00	1.00	1.00	7,086 - 10,280	112,564	118,188
Section Chief	2.00	2.00	2.00	5,861 - 7,717	146,074	153,106
Technology Svce Analyst Techn	1.00	1.00	1.00	5,333 - 7,031	81,154	83,633
Sr Administrative Assistant	2.00	2.00	2.00	4,850 - 6,400	136,667	143,007
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	56,378	59,009
Admissions Analyst III	1.00	1.00	1.00	3,969 - 5,288	63,290	63,440
Accounting Technician	1.00	1.00	1.00	3,592 - 4,788	47,524	49,894
Administrative Assistant I	2.00	2.00	2.00	3,592 - 4,788	100,568	105,327
Admissions Analyst II	1.00	1.00	1.00	3,592 - 4,788	47,248	49,621
Admissions Analyst I	2.00	2.00	2.00	2,948 - 3,932	84,963	87,920
Admissions Operations Total	15.00	15.00	15.00	975,627	998,566	1,041,385
<u>Examination Grading</u>						
Director, Admissions Admin	1.00	1.00	1.00	7,795 - 11,303	110,934	116,480
Section Chief	1.00	1.00	1.00	5,861 - 7,717	70,330	73,840
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	58,188	61,100
Admssions Coordinator	1.00	1.00	1.00	3,242 - 4,321	51,639	51,844
Admissions Processing Clerk II	1.00	1.00	1.00	2,666 - 3,554	42,640	42,640
Examination Grading Total	5.00	5.00	5.00	333,462	333,731	345,904

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<u>Moral Character Determinations</u>						
Dir, Moral Char Determinations	1.00	1.00	1.00	7,795 - 11,303	111,590	117,168
Section Chief	1.00	2.00	2.00	5,861 - 7,717	185,172	185,172
Moral Character Analyst	10.00	9.00	9.00	4,850 - 6,400	614,175	632,566
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	61,837	63,290
Moral Character Determinations Total	13.00	13.00	13.00	1,009,479	972,774	998,196
<u>Law School Regulation</u>						
Director, Educational Standards	1.00	1.00	1.00	7,795 - 11,303	122,136	128,240
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	62,668	65,720
Law School Regulation Total	2.00	2.00	2.00	176,080	184,804	193,960
<u>Special Admissions</u>						
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Administrative Assistant I	1.00	1.00	1.00	3,592 - 4,788	46,972	49,348
Special Admissions Total	2.00	2.00	2.00	108,020	110,412	112,788
<u>Specialization</u>						
Director, Legal Specialization	1.00	1.00	1.00	7,795 - 11,303	122,136	128,240
Section Chief	1.00	1.00	1.00	5,861 - 7,717	73,705	77,240
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	58,188	61,100
Administrative Assistant II	3.00	3.00	3.00	3,969 - 5,288	155,262	163,218
Administrative Assistant I	2.00	2.00	2.00	3,592 - 4,788	94,404	99,151
Specialization Total	8.00	8.00	8.00	479,958	503,695	528,949
<u>MCLE Providers</u>						
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	52,502	55,154
Administrative Assistant I	1.00	1.00	1.00	3,592 - 4,788	52,490	54,884
MCLE Providers Total	2.00	2.00	2.00	99,926	104,992	110,038
<b>Admissions Total</b>	<b>73.00</b>	<b>72.00</b>	<b>72.00</b>	<b>4,863,959</b>	<b>4,874,379</b>	<b>5,060,703</b>
<b>Chief Trial Counsel</b>						
<u>Management</u>						
Chief Trial Counsel	1.00	1.00	1.00	11,412 - 16,799	194,518	201,578
Deputy Chief Trial Counsel	1.00	1.00	1.00	9,432 - 13,802	164,700	165,620
Special Asst. Chief Trial Cnsl	1.00	1.00	1.00	8,574 - 12,612	127,114	133,458
Program/Court Sys Anlst (Conf)	0.00	1.00	1.00	5,103 - 6,790	61,230	64,428
Executive Secretary	2.00	2.00	2.00	4,566 - 6,174	117,500	123,936
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Management Total	6.00	7.00	7.00	631,601	728,502	752,460

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<u>Intake</u>						
Assistant Chief Trial Counsel	1.00	1.00	1.00	8,574 - 12,612	151,320	151,320
Senior Attorney	2.00	2.00	2.00	7,717 - 11,625	278,980	278,980
Attorney	7.75	7.75	7.75	6,258 - 9,755	860,887	874,169
Complaint Analyst	17.00	17.00	17.00	4,850 - 6,400	1,174,904	1,205,027
Paralegal	4.00	4.00	4.00	4,850 - 6,400	306,728	307,216
Complaint Analyst I	6.00	6.00	6.00	4,366 - 5,818	339,804	357,192
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	51,482	54,134
Intake Total	38.75	38.75	38.75	3,406,986	3,164,105	3,228,038
<u>Investigation</u>						
Managing Dir Investigation	1.00	1.00	1.00	7,086 - 10,280	104,090	109,278
Investigator Supervisor	5.00	5.00	5.00	5,861 - 7,717	377,064	391,887
Investigator II	50.00	48.00	48.00	5,333 - 7,031	3,799,218	3,859,752
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	52,400	55,052
Investigation Total	57.00	55.00	55.00	5,595,985	4,332,772	4,415,969
<u>Trial</u>						
Assistant Chief Trial Counsel	5.00	4.00	4.00	8,574 - 12,612	594,020	605,280
Senior Attorney	19.00	23.00	23.00	7,717 - 11,625	2,783,447	2,883,883
Attorney	26.60	25.60	25.60	6,258 - 9,755	2,200,940	2,293,704
Paralegal	12.00	11.00	11.00	4,850 - 6,400	730,134	758,216
Administrative Secretary	3.00	3.00	3.00	3,969 - 5,288	175,613	181,078
Trial Total	65.60	66.60	66.60	4,821,815	6,484,154	6,722,161
<u>Audit &amp; Review</u>						
Senior Attorney	1.00	1.00	1.00	7,717 - 11,625	133,694	138,180
Attorney	2.00	4.00	4.00	6,258 - 9,755	381,063	396,817
Legal Secretary	1.00	0.00	0.00	3,969 - 5,288		
Audit & Review Total	4.00	5.00	5.00	554,980	514,757	534,997
<u>Central Administration</u>						
Director, Central Admin, Ctc	1.00	1.00	1.00	7,795 - 11,303	122,136	128,240
Managing Director Admin	0.00	1.00	1.00	7,086 - 10,280	90,310	94,816
Sr Administrative Supervisor	2.00	1.00	1.00	5,861 - 7,717	75,608	79,131
Complaint Analyst	1.00	1.00	1.00	4,850 - 6,400	63,452	66,574
Program Court Sys Analyst	2.00	3.00	3.00	4,850 - 6,400	186,922	196,108
Sr Administrative Assistant	3.00	3.00	3.00	4,850 - 6,400	210,943	217,357
Administrative Assistant II	2.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Administrative Secretary	2.00	2.00	2.00	3,969 - 5,288	103,780	109,084
Legal Secretary	14.83	16.00	16.00	3,969 - 5,288	883,497	918,226
Administrative Assistant I	2.00	2.00	2.00	3,592 - 4,788	114,920	114,920
Coordinator Of Records	14.00	14.00	14.00	3,592 - 4,788	708,492	732,914
Secretary II	11.00	11.00	11.00	3,592 - 4,788	557,068	576,132
General Clerk II	4.00	4.00	4.00	2,948 - 3,932	150,544	158,386
General Clerk III	1.00	2.00	2.00	2,948 - 3,932	82,348	84,526
Central Administration Total	59.83	62.00	62.00	3,181,585	3,413,460	3,539,854

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<u>Abandoned and Unauthorized Practices</u>						
Paralegal	1.00	1.00	1.00	4,850 - 6,400	76,804	76,804
Sr Administrative Assistant	1.00	0.00	0.00	4,850 - 6,400		
Coordinator Of Records	4.00	4.00	4.00	3,592 - 4,788	201,396	208,539
Abandoned and Unauthorized Practices Total	6.00	5.00	5.00	395,998	278,200	285,343
<b>Chief Trial Counsel Total</b>	<b>237.18</b>	<b>239.35</b>	<b>239.35</b>	<b>18,588,950</b>	<b>18,915,950</b>	<b>19,478,822</b>
<b>Probation</b>						
<u>Probation</u>						
Senior Attorney	1.00	1.00	1.00	7,717 - 11,625	139,490	139,490
Probation Deputy	6.00	6.00	6.00	4,366 - 5,818	361,378	375,879
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	53,522	56,168
Probation Total	8.00	8.00	8.00	533,830	554,390	571,537
<b>Probation Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>533,830</b>	<b>554,390</b>	<b>571,537</b>
<b>Client Security Fund</b>						
<u>Client Security Fund</u>						
Director, Client Security Fund	1.00	1.00	1.00	8,574 - 12,612	145,494	151,100
Senior Attorney	2.00	2.00	2.00	7,717 - 11,625	273,662	277,932
Sr Administrative Supervisor	1.00	1.00	1.00	5,861 - 7,717	92,586	92,586
Paralegal	2.00	2.00	2.00	4,850 - 6,400	140,032	143,134
Administrative Assistant II	2.00	2.00	2.00	3,969 - 5,288	117,574	120,226
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Legal Secretary	1.00	1.00	1.00	3,969 - 5,288	52,400	55,052
Coordinator Of Records	1.00	1.00	1.00	3,592 - 4,788	57,460	57,460
Client Security Fund Total	11.00	11.00	11.00	898,907	942,648	960,930
<b>Client Security Fund Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>898,907</b>	<b>942,648</b>	<b>960,930</b>
<b>Mandatory Fee Arbitration</b>						
<u>Mandatory Fee Arbitration</u>						
Director, Fee Arbitration	1.00	1.00	1.00	7,795 - 11,303	99,862	104,856
Sr Administrative Assistant	3.00	3.00	3.00	4,850 - 6,400	190,356	199,722
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	56,572	59,208
Mandatory Fee Arbitration Total	5.00	5.00	5.00	330,652	346,790	363,786
<b>Mandatory Fee Arbitration Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>330,652</b>	<b>346,790</b>	<b>363,786</b>

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<b>State Bar Court</b>						
<u>Administration</u>						
Sr Director State Bar Court	1.00	1.00	1.00	10,375 - 15,272	163,294	171,450
Admin Specialist II (Conf)	1.00	1.00	1.00	5,610 - 7,463	71,666	75,208
Sr Admin Secretary	0.75	0.75	0.75	4,366 - 5,818	50,012	51,734
Administration Total	2.75	2.75	2.75	289,151	284,972	298,392
<u>Hearing Department &amp; Effectuations Unit</u>						
Hearing Judge	5.00	5.00	5.00	13,606 - 14,899	816,270	816,270
Chief Assistant Court Counsel	1.00	1.00	1.00	8,574 - 12,612	143,838	149,780
Court Administrator	2.00	2.00	2.00	7,795 - 11,303	257,840	267,192
Senior Attorney	5.00	5.00	5.00	7,717 - 11,625	639,953	650,047
Case Administrator	10.00	10.00	10.00	5,333 - 7,031	804,962	814,449
Court Services Analyst/Tech	1.00	1.00	1.00	5,333 - 7,031	84,370	84,370
Lead Data Analyst	1.00	1.00	1.00	5,333 - 7,031	73,840	77,376
Program Court Sys Analyst	2.00	2.00	2.00	4,850 - 6,400	119,848	125,722
Deputy Court Clerk IV	2.00	2.00	2.00	4,366 - 5,818	127,332	130,238
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	50,157	52,808
Legal Secretary	1.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Hearing Department & Effectuations Unit Total	31.00	31.00	31.00	3,126,257	3,181,850	3,231,692
<u>Review Department</u>						
Presiding Judge	1.00	1.00	1.00	13,606 - 14,899	178,776	178,776
Review Judge	1.20	1.20	1.20	13,606 - 14,899	214,552	214,552
Chief Court Counsel	1.00	1.00	1.00	9,432 - 13,802	161,100	165,620
Senior Attorney	3.00	3.00	3.00	7,717 - 11,625	330,246	345,670
Case Administrator	2.00	2.00	2.00	5,333 - 7,031	150,816	153,910
Review Department Total	8.20	8.20	8.20	1,028,155	1,035,490	1,058,528
<b>State Bar Court Total</b>	<b>41.95</b>	<b>41.95</b>	<b>41.95</b>	<b>4,443,563</b>	<b>4,502,312</b>	<b>4,588,612</b>
<b>Member Records &amp; Compliance</b>						
<u>Member Service Center</u>						
Managing Dir Member Rec & Comp	1.00	1.00	1.00	7,086 - 10,280	99,336	104,304
Sr Administrative Supervisor	2.00	2.00	2.00	5,861 - 7,717	162,002	169,516
Lead Data Analyst	1.00	1.00	1.00	5,333 - 7,031	67,061	70,284
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	61,548	64,500
Administrative Specialist Conf	1.00	0.00	0.00	4,566 - 6,174		
Membership Services Rep	3.00	3.00	3.00	4,366 - 5,818	179,208	186,503
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Member Services Associate	6.00	6.00	6.00	3,969 - 5,288	334,909	349,122
Administrative Assistant I	4.00	4.00	4.00	3,592 - 4,788	179,240	188,808
Member Service Center Total	20.00	19.00	19.00	1,094,018	1,146,744	1,196,477
<b>Member Records &amp; Compliance Total</b>	<b>20.00</b>	<b>19.00</b>	<b>19.00</b>	<b>1,094,018</b>	<b>1,146,744</b>	<b>1,196,477</b>

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<b>Professional Competence</b>						
<u>Outreach &amp; Education</u>						
Director, Professnl Competnce	1.00	1.00	1.00	8,574 - 12,612	150,520	151,320
Attorney	1.00	1.00	1.00	6,258 - 9,755	82,054	86,724
Sr Administrative Specialist	1.00	1.00	1.00	6,164 - 8,151	78,764	82,644
Paralegal	7.00	7.00	7.00	4,850 - 6,400	492,902	505,227
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	72,118	75,279
Administrative Secretary	1.00	1.00	1.00	3,969 - 5,288	56,471	59,106
Data Analyst II	1.00	1.00	1.00	3,242 - 4,321	51,721	51,844
Outreach & Education Total	13.00	13.00	13.00	971,729	984,550	1,012,144
<b>Professional Competence Total</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>971,729</b>	<b>984,550</b>	<b>1,012,144</b>
<b>Education</b>						
<u>Sections</u>						
Senior Director Education	0.00	1.00	1.00	10,375 - 15,272	159,300	167,268
Dir, Section Educ & Mtg Svcs	1.00	1.00	1.00	7,795 - 11,303	114,582	120,302
Managing Dir Sec Ed & Mtg Svcs	1.00	1.00	1.00	7,086 - 10,280	97,466	102,330
Meeting & Event Administrator	2.00	2.00	2.00	5,861 - 7,717	173,337	177,122
Section Coordinator	6.00	6.00	6.00	5,861 - 7,717	507,416	524,104
Web Administrator	1.00	1.00	1.00	5,333 - 7,031	71,992	75,472
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	59,532	62,444
Administrative Assistant II	7.00	7.00	7.00	3,969 - 5,288	367,182	385,700
Data Analyst II	1.00	1.00	1.00	3,242 - 4,321	41,137	43,294
Sections Total	20.00	21.00	21.00	1,133,185	1,591,944	1,658,036
<u>Affinity &amp; Insurance</u>						
Sr Administrative Assistant	1.80	1.80	1.80	4,850 - 6,400	127,864	132,822
Affinity & Insurance Total	1.80	1.80	1.80	122,084	127,864	132,822
<b>Education Total</b>	<b>21.80</b>	<b>22.80</b>	<b>22.80</b>	<b>1,525,847</b>	<b>1,719,808</b>	<b>1,790,858</b>
<b>Legal Services</b>						
<u>Program Development</u>						
Sr Director Admin Justice	0.00	1.00	1.00	10,375 - 15,272	153,868	161,564
Director Legal Services	1.00	1.00	1.00	7,795 - 11,303	124,558	130,756
Program Developer	3.00	3.00	3.00	5,861 - 7,717	275,174	277,682
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	69,168	72,376
Program Coordinator	1.00	1.00	1.00	4,366 - 5,818	55,968	58,860
Administrative Assistant II	2.00	2.00	2.00	3,969 - 5,288	121,224	123,872
Program Development Total	8.00	9.00	9.00	656,332	799,960	825,110

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<b>Legal Services Funding</b>						
Mngng Dir, Lgl Svcs Trust Fnd	1.00	1.00	1.00	7,086 - 10,280	117,090	121,964
Senior Accountant/Auditor	2.00	2.00	2.00	5,861 - 7,717	160,462	167,865
Senior Grants Administrator	1.00	1.00	1.00	5,861 - 7,717	92,586	92,586
Sr Administrative Assistant	3.00	3.00	3.00	4,850 - 6,400	216,052	219,084
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	56,976	59,616
Compliance Auditor I	3.00	3.00	3.00	3,969 - 5,288	166,328	171,583
General Clerk II	1.00	0.00	0.00	2,948 - 3,932		
Legal Services Funding Total	12.00	11.00	11.00	790,188	809,494	832,698
<b>Legal Services Total</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>1,446,520</b>	<b>1,609,454</b>	<b>1,657,808</b>
<b>Diversity &amp; Bar Relations</b>						
<u>Elimination of Bias</u>						
Managing Dir Diversity Outreac	1.00	1.00	1.00	7,086 - 10,280	123,344	123,344
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	61,660	64,622
Elimination of Bias Total	2.00	2.00	2.00	179,214	185,004	187,966
<u>Bar Relations</u>						
Managing Director Bar Relation	1.00	1.00	1.00	7,086 - 10,280	113,856	119,384
Program Court Sys Analyst	1.00	1.00	1.00	4,850 - 6,400	72,242	75,340
Bar Relations Total	2.00	2.00	2.00	125,693	186,098	194,724
<b>Diversity &amp; Bar Relations Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>304,907</b>	<b>371,102</b>	<b>382,690</b>
<b>Lawyer Assistance Program</b>						
<u>Lawyer Assistance Program</u>						
Director, Lawyers Assist Prgm	1.00	1.00	1.00	7,795 - 11,303	104,090	109,278
Case Specialist	1.00	1.00	1.00	5,861 - 7,717	84,834	88,634
Case Manager	4.00	5.00	5.00	5,333 - 7,031	362,494	379,788
Program Court Sys Analyst	1.00	1.00	1.00	4,850 - 6,400	62,892	65,964
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	51,992	54,644
Lawyer Assistance Program Total	8.00	9.00	9.00	574,227	666,302	698,308
<b>Lawyer Assistance Program Total</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	<b>574,227</b>	<b>666,302</b>	<b>698,308</b>

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<b>Executive Director</b>						
<u>Management, Oversight and Planning</u>						
Executive Director/Ceo	1.00	1.00	1.00	19,750 - 19,750	236,990	236,990
Deputy Ceo/Chief Ops Officer	1.00	1.00	1.00	11,412 - 16,799	194,518	201,578
Special Asst To Exec Director	0.00	1.00	1.00	9,432 - 13,802	91,232	95,784
Assistant Secretary	1.00	1.00	1.00	7,795 - 11,303	126,396	132,216
Managing Dir Planning Admin	1.00	1.00	1.00	7,086 - 10,280	104,252	109,460
Sr Administrative Specialist	1.00	1.00	1.00	6,164 - 8,151	78,764	82,644
Admin Specialist II (Conf)	1.00	1.00	1.00	5,610 - 7,463	67,314	70,850
Management, Oversight and Planning Total	6.00	7.00	7.00	807,952	899,466	929,522
<u>Board Support - Secretariat</u>						
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	61,772	64,744
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	63,290	63,440
Board Support - Secretariat Total	2.00	2.00	2.00	152,205	125,062	128,184
<u>Judicial Evaluations</u>						
Sr Administrative Specialist	1.00	1.00	1.00	6,164 - 8,151	78,764	82,644
Executive Secretary	1.00	1.00	1.00	4,566 - 6,174	58,750	61,968
Administrative Assistant II	1.00	2.00	2.00	3,969 - 5,288	105,921	111,200
Judicial Evaluations Total	3.00	4.00	4.00	200,840	243,435	255,812
<u>Governmental Affairs</u>						
Attorney III Conf	1.00	1.00	1.00	8,193 - 11,895	104,066	108,788
Sr Administrative Assistant	1.00	1.00	1.00	4,850 - 6,400	72,622	75,820
Governmental Affairs Total	2.00	2.00	2.00	191,832	176,688	184,608
<b>Executive Director Total</b>	<b>13.00</b>	<b>15.00</b>	<b>15.00</b>	<b>1,352,829</b>	<b>1,444,651</b>	<b>1,498,126</b>
<b>Finance</b>						
<u>Financial Planning and Analysis</u>						
Chief Financial Officer	1.00	1.00	1.00	11,412 - 16,799	194,518	201,578
Director, Finance	1.00	1.00	1.00	8,574 - 12,612	127,448	133,812
Senior Financial Analyst	1.00	1.00	1.00	6,164 - 8,151	78,764	82,644
Administrative Specialist Conf	1.00	1.00	1.00	4,566 - 6,174	54,782	58,006
Financial Planning and Analysis Total	4.00	4.00	4.00	433,681	455,512	476,040
<u>Accounting</u>						
Senior Financial Analyst	1.00	1.00	1.00	6,164 - 8,151	78,764	82,644
Payroll Specialist	1.00	1.00	1.00	5,103 - 6,790	65,172	68,396
Auditor/Accountant	1.00	1.00	1.00	4,366 - 5,818	58,412	61,324
Payroll Technician I	1.00	1.00	1.00	3,754 - 5,081	48,328	50,994
Accounting Technician	1.55	1.55	1.55	3,592 - 4,788	75,414	79,128
Accounting Clerk	1.00	1.00	1.00	2,948 - 3,932	35,386	37,336
Accounting Total	6.55	6.55	6.55	366,939	361,476	379,822

NOTE: FTEs show are as of January 1 of each year.



	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<b>Procurement</b>						
Finance Manager	1.00	1.00	1.00	7,086 - 10,280	90,310	94,816
Purchasing Assistant	2.00	2.00	2.00	4,366 - 5,818	122,200	125,112
Procurement Total	3.00	3.00	3.00	206,189	212,510	219,928
<b>Member Billing</b>						
Finance Manager	1.00	1.00	1.00	7,086 - 10,280	95,894	100,700
Sr Administrative Supervisor	1.00	1.00	1.00	5,861 - 7,717	73,976	77,511
Membership Billing Technician	4.00	4.00	4.00	3,969 - 5,288	222,475	230,406
Member Billing Total	6.00	6.00	6.00	433,795	392,345	408,617
<b>Finance Total</b>	<b>19.55</b>	<b>19.55</b>	<b>19.55</b>	<b>1,440,604</b>	<b>1,421,843</b>	<b>1,484,407</b>
<b>Budget &amp; Performance Analysis</b>						
<b>Budget &amp; Performance</b>						
Director, Budget & Perf. Anls	1.00	1.00	1.00	9,432 - 13,802	148,696	156,118
Director Is & Bus Solutions	1.00	1.00	1.00	7,795 - 11,303	126,396	132,216
Budget & Performance Analyst	1.00	1.00	1.00	5,610 - 7,463	71,666	75,208
Budget & Performance Total	3.00	3.00	3.00	330,110	346,758	363,542
<b>Budget &amp; Performance Analysis Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>330,110</b>	<b>346,758</b>	<b>363,542</b>
<b>General Counsel</b>						
<b>General Counsel</b>						
Chief Legal Officer	1.00	1.00	1.00	11,412 - 16,799	169,260	177,710
Chief Legal Officer Emeritus	0.00	1.00	1.00	11,412 - 16,799	194,518	201,578
Chief Assist. General Counsel	2.00	2.00	2.00	9,432 - 13,802	324,738	330,900
Attorney III Conf	8.00	8.00	8.00	8,193 - 11,895	832,528	870,304
Director, Administration	1.00	1.00	1.00	7,086 - 10,280	114,954	120,244
Admin Specialist II (Conf)	1.00	1.00	1.00	5,610 - 7,463	71,666	75,208
Legal Assistant (Confidential)	1.00	1.00	1.00	5,103 - 6,790	65,172	68,396
Program/Court Sys Anlst (Conf)	1.00	1.00	1.00	5,103 - 6,790	65,172	68,396
Admin Assistant II (Conf)	1.00	1.00	1.00	4,150 - 5,613	53,400	56,324
Administrative Secretary (Conf)	1.00	1.00	1.00	4,150 - 5,613	53,400	56,324
Legal Secretary (Confidential)	2.00	2.00	2.00	4,150 - 5,613	106,800	112,648
Coordinator Rec Conf	1.00	1.00	1.00	3,754 - 5,081	48,328	50,994
General Counsel Total	20.00	21.00	21.00	2,003,072	2,099,936	2,189,026
<b>Law Library &amp; Archives</b>						
Senior Librarian/Archivist	1.00	1.00	1.00	5,333 - 7,031	73,568	77,104
Administrative Assistant II	1.00	1.00	1.00	3,969 - 5,288	57,178	59,820
Law Library & Archives Total	2.00	2.00	2.00	124,724	130,746	136,924
<b>General Counsel Total</b>	<b>22.00</b>	<b>23.00</b>	<b>23.00</b>	<b>2,127,796</b>	<b>2,230,682</b>	<b>2,325,950</b>

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<b>Human Resources</b>						
<u>Compensation Administration</u>						
Hr Specialist	1.00	1.00	1.00	5,103 - 6,790	65,172	68,396
Compensation Administration Total	1.00	1.00	1.00	63,516	65,172	68,396
<u>Recruiting and Development</u>						
Hr Specialist	1.00	1.00	1.00	5,103 - 6,790	65,172	68,396
Human Resources Coordinator	1.00	1.00	1.00	4,150 - 5,613	53,400	56,324
Recruiting and Development Total	2.00	2.00	2.00	232,121	118,572	124,720
<u>Employee Relations</u>						
Director Hr & Labor Relations	1.00	1.00	1.00	7,795 - 11,303	126,396	132,216
Mgr Hr & Emp/Labor Relations	1.00	1.00	1.00	7,086 - 10,280	104,182	109,382
Employee Relations Total	2.00	2.00	2.00	279,426	230,578	241,598
<u>Records and Information Systems</u>						
Senior Hr Specialist	1.00	1.00	1.00	6,164 - 8,151	78,764	82,644
Human Resources Administrator	1.00	1.00	1.00	4,566 - 6,174	58,750	61,968
Admin Assistant II (Conf)	1.00	1.00	1.00	4,150 - 5,613	53,400	56,324
Human Resources Coordinator	3.00	3.00	3.00	4,150 - 5,613	160,200	168,972
Human Resources Assistant	1.00	0.00	0.00	3,754 - 5,081		
Records and Information Systems Total	7.00	6.00	6.00	313,964	351,114	369,908
<b>Human Resources Total</b>	<b>12.00</b>	<b>11.00</b>	<b>11.00</b>	<b>889,027</b>	<b>765,436</b>	<b>804,622</b>
<b>Information Technology</b>						
<u>Base Services</u>						
Senior Director It	1.00	1.00	1.00	10,375 - 15,272	159,300	167,268
Director Of Applications	1.00	1.00	1.00	7,795 - 11,303	122,136	128,240
Director, Project Management	1.00	1.00	1.00	7,795 - 11,303	122,136	128,240
Director, Technology Systems	1.00	1.00	1.00	7,795 - 11,303	122,136	128,240
Managing Dir Info Tec/Sys Proj	1.00	0.00	0.00	7,086 - 10,280		
Managing Director Telecom	1.00	1.00	1.00	7,086 - 10,280	107,460	112,830
Computer Analyst/Programmer	10.00	10.00	10.00	6,563 - 8,565	903,518	935,384
Webmaster	2.00	2.00	2.00	6,563 - 8,565	191,948	196,601
Technical Support Administratr	8.00	8.00	8.00	5,861 - 7,717	652,136	674,858
Technology Svce Analyst Techn	4.00	3.00	3.00	5,333 - 7,031	233,572	242,344
Program/Court Sys Anlst (Conf)	1.00	1.00	1.00	5,103 - 6,790	65,172	68,396
Administrative Specialist Conf	1.00	1.00	1.00	4,566 - 6,174	54,782	58,006
Base Services Total	32.00	30.00	30.00	2,738,695	2,734,296	2,840,407
<b>Information Technology Total</b>	<b>32.00</b>	<b>30.00</b>	<b>30.00</b>	<b>2,738,695</b>	<b>2,734,296</b>	<b>2,840,407</b>

NOTE: FTEs show are as of January 1 of each year.

	Positions (FTE)			Expenditures		
	2013	2014	2015	2013 Range	2014 Budget	2015 Budget
<b>Communications</b>						
<u>Media Relations</u>						
Chief Executive Communications	0.00	1.00	1.00	11,412 - 16,799	169,260	177,710
Director Communications	1.00	1.00	1.00	7,795 - 11,303	111,512	117,090
Web Editor	1.00	1.00	1.00	7,086 - 10,280	75,118	78,873
Public Information Officer	3.00	3.80	3.80	5,333 - 7,031	265,417	274,368
Media Relations Total	5.00	6.80	6.80	302,955	621,307	648,041
<u>California Bar Journal</u>						
Managing Dir Comm & Info Svcs	1.00	0.00	0.00	7,086 - 10,280		
Program Court Sys Analyst	1.00	1.00	1.00	4,850 - 6,400	70,531	73,729
California Bar Journal Total	2.00	1.00	1.00	219,266	70,531	73,729
<b>Communications Total</b>	<b>7.00</b>	<b>7.80</b>	<b>7.80</b>	<b>522,221</b>	<b>691,838</b>	<b>721,770</b>
<b>General Services</b>						
<u>Administrative Services</u>						
Director, Operations	1.00	1.00	1.00	9,432 - 13,802	148,696	156,118
Deputy Director, Operations	1.00	1.00	1.00	7,086 - 10,280	90,310	94,816
Admin Specialist II (Conf)	1.00	1.00	1.00	5,610 - 7,463	71,666	75,208
Supervisor, Off. & Recep. Svcs	2.00	2.00	2.00	5,333 - 7,031	165,524	168,003
Administrative Assistant II	2.00	1.00	1.00	3,969 - 5,288	63,440	63,440
Printing Technician II	2.00	2.00	2.00	3,969 - 5,288	126,880	126,880
Travel & Info Svcs Coordinator	2.00	2.00	2.00	3,592 - 4,788	104,984	107,354
Maintenance Technician	1.00	1.00	1.00	3,242 - 4,321	46,772	48,956
Printing Technician I	2.00	2.00	2.00	3,242 - 4,321	96,942	99,120
Sr Office Services Coordinator	1.00	1.00	1.00	3,242 - 4,321	51,844	51,844
Sr Office Services Clerk	5.00	5.00	5.00	2,948 - 3,932	201,863	209,730
Receptionist/Reservation Coord	3.00	3.00	3.00	2,666 - 3,554	111,888	115,424
Administrative Services Total	23.00	22.00	22.00	1,290,783	1,280,809	1,316,893
<b>General Services Total</b>	<b>23.00</b>	<b>22.00</b>	<b>22.00</b>	<b>1,290,783</b>	<b>1,280,809</b>	<b>1,316,893</b>

NOTE: FTEs show are as of January 1 of each year.

Positions (FTE)			Expenditures		
2013	2014	2015	2013 Range	2014 Budget	2015 Budget

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