



THE STATE BAR OF CALIFORNIA

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The State Bar of California has submitted a report to the Legislature in accordance with Business and Professions Code section 6140.1. Business and Professions Code section 6140.1 requires the State Bar of California to submit a proposed baseline budget for the following year to the Legislature by November 15 and later a proposed final budget by 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.

In the absence of authorization by the Supreme Court to assess the 2017 fee, the Bar's 2017 funding level is currently unknown. The uncertainty impacts not only the projected 2017 budget, but also projected fund balances and future year budgets. As a result, the presentation of this projected budget submission is quite different from those of prior years. However, a decision from the Supreme Court is expected shortly. Once the decision is rendered, the proposed budget will be revised to reflect the approved level of funding and the corresponding impact on fund balances and future year budgets.

The following approach was used to develop the proposed 2017 budget for the November 15 statutory submission:

- 2016 adopted budget rolled to 2017 with the following changes:
 - o Implementation of the July 2016 Board of Trustees Resolution to spend down the Legal Specialization Fund balance by \$6 million through a combination of fee holidays and investments.
 - o Reduced Admissions Revenue of \$700K due to declining bar exam applicants.
 - o Reduced Bar Exam and Proctor Expenses of \$400K resulting from partial year implementation of the transition to a 2-day bar exam.
 - o Additional Grant Funding of \$1.93 million to the Legal Services Trust fund from bank settlements. Grant funding of \$5 million from the Bank Settlement Fund for distribution in 2017.
 - o Additional grant funding of \$1.25 million to the Equal Access Fund from the Judicial Council of California.
 - o Elimination of the Senior Director of Education position.
 - o Elimination of the Lawyer Assistance Program Director position and reallocation of the Mandatory Fee Arbitration Director to include oversight of the Lawyer Assistance Program.

This summary is provided under Government Code section 9795.

The 2017 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 415-538-2157.

THE STATE BAR OF CALIFORNIA



2017 Proposed Baseline Budget

November 15, 2016

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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 Examination and the First-Year Law Students' Examination, as well as conducting moral character investigations. The Office also carries out the Committee of Bar Examiners' responsibility to accredit and register law schools. Finally, Admissions administers programs to allow non-members to practice in certain defined, limited areas, as well as programs to certify specialists in areas of legal practice.

	<u>Revenue</u>
FUNDING SOURCE	2017*
Admissions Fund	21,450
Legal Specialization Fund	310
TOTAL REVENUE (All Funds)	21,760

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Admissions Administration	8.0	1,625
Examination Development	2.0	917
Admissions Operations and Processing	28.0	8,970
Examination Grading	7.0	2,570
Moral Character Determinations	13.0	1,626
Law School Regulation	2.0	332
Special Admissions	2.0	190
Specialization	8.0	5,351
MCLE Providers	2.0	176
Admissions Overhead		5,214
TOTAL (All Programs)	72.0	26,971

Notes

The Admissions Budget reflects a \$6.0 million spend down for the Legal Specialization Fund consisting of \$1.7 million in reduced revenue from a Fee Holiday, and increased spending of \$4.3 million as outlined in Agenda Item 703 from the July 2016 Board of Trustees Meeting. The \$4.3 million includes a \$1 million loan to the Admissions Fund for the AIMS system through an interfund transfer. In addition, the Legal Specialization Fund reflects \$300,000 in additional costs associated with an exam year.

The Admissions Fund reflects a net increase of \$300,000 in revenue stemming from the \$1 million interfund transfer from the Legal Specialization Fund and \$700,000 in reduced fees due to a declining number of applicants.

PROGRAM DESCRIPTIONS

Admissions Administration

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

Examination Development

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

Admissions Operations

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

Examination Grading

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

Moral Character Determinations

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

Law School Regulation

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

Special Admissions

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

Specialization

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

MCLE Providers

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	72.0	7,668
Supplemental Staffing		650
Travel & Training		567
Supplies and Postage		428
Professional Services		2,673
Exam & Software Licensing		1,676
Exam Room Rental		1,716
Exam Proctors		1,523
Exam Graders		899
Occupancy		174
Telecommunications		100
Other Outside Services		2,109
Computers & Software		535
Buildings & Equipment		22
Retiree Medical Funding		146
Other Expenditures		18
Indirect Costs		5,067
Interfund Transfers		1,000
TOTAL	72.0	26,971

Chief Trial Counsel

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

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

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

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

		Revenue
FUNDING SOURCE		2017*
General Fund		61
TOTAL REVENUE (All Funds)		61

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Chief Trial Counsel	233.1	30,063
TOTAL (All Programs)	233.1	30,063

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	233.1	29,356
Supplemental Staffing		820
Travel & Training		109
Supplies and Postage		331
Professional Services		58
Telecommunications		153
Other Outside Services		227
Buildings & Equipment		3
Other Expenditures		6
Reimbursements		-1,000
TOTAL	233.1	30,063

Probation

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

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

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Probation	8.0	939
TOTAL (All Programs)	8.0	939

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	8.0	918
Supplemental Staffing		2
Supplies and Postage		12
Telecommunications		7
TOTAL	8.0	939

Client Security Fund

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

	Revenue
FUNDING SOURCE	2017*
Client Security Fund	7,846
TOTAL REVENUE (All Funds)	7,846

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Client Security Fund	11.0	6,990
Indirect Cost		840
TOTAL (All Programs)	11.0	7,830

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	11.0	1,497
Supplemental Staffing		5
Travel & Training		13
Supplies and Postage		20
Telecommunications		10
Other Outside Services		17
CSF Applications		6,000
Computers & Software		1
Retiree Medical Funding		21
Other Expenditures		-99
Indirect Costs		819
Reimbursements		-474
TOTAL	11.0	7,830

Mandatory Fee Arbitration

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

	Revenue	
FUNDING SOURCE	2017*	
General Fund	48	
TOTAL REVENUE (All Funds)	48	

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Mandatory Fee Arbitration	4.5	594
TOTAL (All Programs)	4.5	594

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	4.5	492
Travel & Training		29
Supplies and Postage		10
Telecommunications		4
Other Outside Services		58
Other Expenditures		1
TOTAL	4.5	594

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.

	Revenue
FUNDING SOURCE	2017*
General Fund	16
TOTAL REVENUE (All Funds)	16

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Administration	2.9	589
Hearing Department & Effectuations Unit	31.0	5,249
Review Department	8.6	1,730
TOTAL (All Programs)	42.5	7,568

PROGRAM DESCRIPTIONS

Administration

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

Hearing Department

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

Review Department

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

Effectuations Unit

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	42.5	7,037
Supplemental Staffing		177
Travel & Training		135
Supplies and Postage		94
Professional Services		1
Occupancy		12
Telecommunications		65
Other Outside Services		32
Buildings & Equipment		14
Other Expenditures		1
TOTAL	42.5	7,568

Member Records & Compliance

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

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

	<u>Revenue</u>
FUNDING SOURCE	2017*
General Fund	713
TOTAL REVENUE (All Funds)	713

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Member Service Center	19.0	2,545
TOTAL (All Programs)	19.0	2,545

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	19.0	1,909
Supplemental Staffing		179
Travel & Training		9
Supplies and Postage		216
Professional Services		28
Telecommunications		19
Other Outside Services		173
Buildings & Equipment		1
Other Expenditures		11
TOTAL	19.0	2,545

Professional Competence

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

	<u>Revenue</u>
FUNDING SOURCE	2017*
General Fund	21
TOTAL REVENUE (All Funds)	21

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
COPRAC & RRC		208
Outreach & Education	13.0	1,621
Publications		25
TOTAL (All Programs)	13.0	1,854

PROGRAM DESCRIPTIONS

Ethics Hotline

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

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

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

Outreach & Education

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

Publications

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	13.0	1,572
Supplemental Staffing		3
Travel & Training		121
Supplies and Postage		21
Professional Services		84
Occupancy		3
Telecommunications		20
Other Outside Services		23
Buildings & Equipment		1
Other Expenditures		6
TOTAL	13.0	1,854

Education

The Office of Education encompasses the Sections of the State Bar as well as the California Young Lawyers Association (CYLA), and the California Solo & Small Firm Summit.

		<u>Revenue</u>
FUNDING SOURCE		2017*
Annual Meeting Fund		677
General Fund		16
Sections Funds		8,595
Legal Education and Development Fund		1,312
TOTAL REVENUE (All Funds)		10,600

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Sections	21.0	8,022
Annual Meeting	0.0	375
Affinity & Insurance	0.8	296
CYLA	0.0	58
Indirect Cost		159
TOTAL (All Programs)	21.8	8,910

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 Trustees.

California Solo & Small Firm Summit

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

CYLA

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	21.8	2,490
Supplemental Staffing		145
Travel & Training		2,348
Supplies and Postage		381
Professional Services		574
Occupancy		1
Telecommunications		59
Other Outside Services		984
Computers & Software		-1
Buildings & Equipment		1
Retiree Medical Funding		42
Other Expenditures		123
Indirect Costs		1,708
Interfund Transfers		55
TOTAL	21.8	8,910

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.

	<u>Revenue</u>
FUNDING SOURCE	2017*
Equal Access Fund	16,415
General Fund	60
Justice Gap Fund	626
Bank Settlement Fund	5,000
Legal Services Trust Fund	13,453
TOTAL REVENUE (All Funds)	35,554

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Access To Justice		21
Program Development	9.0	1,232
Legal Services Funding	11.0	35,902
Indirect Cost		443
TOTAL (All Programs)	20.0	37,598

PROGRAM DESCRIPTIONS

Access To Justice

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

Program Development

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

Legal Services Funding

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	20.0	2,377
Supplemental Staffing		36
Travel & Training		91
Supplies and Postage		25
Professional Services		240
Telecommunications		21
Other Outside Services		2
Legal Services Grants		34,288
Computers & Software		75
Retiree Medical Funding		21
Indirect Costs		422
TOTAL	20.0	37,598

Elimination of Bias and Bar Relations

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

	<u>Revenue</u>
FUNDING SOURCE	2017*
Grants Fund	40
Elimination of Bias and Bar Relations Fund	785
TOTAL REVENUE (All Funds)	825

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Elimination of Bias	2.0	518
Bar Relations	2.0	353
Indirect Cost		352
TOTAL (All Programs)	4.0	1,223

PROGRAM DESCRIPTIONS

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

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	4.0	636
Travel & Training		126
Supplies and Postage		23
Professional Services		9
Occupancy		3
Telecommunications		6
Other Outside Services		23
Legal Services Grants		40
Computers & Software		5
Retiree Medical Funding		42
Indirect Costs		310
TOTAL	4.0	1,223

Lawyer Assistance Program

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

	<u>Revenue</u>
FUNDING SOURCE	2017*
Lawyer Assistance Program Fund	2,065
TOTAL REVENUE (All Funds)	2,065

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Lawyer Assistance Program	6.5	984
Indirect Cost		544
TOTAL (All Programs)	6.5	1,528

PROGRAM DESCRIPTIONS

Orientation and Assessment

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

Monitored LAP

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

Support LAP

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	6.5	812
Supplemental Staffing		20
Travel & Training		71
Supplies and Postage		6
Professional Services		67
Occupancy		1
Telecommunications		16
Other Outside Services		-10
Retiree Medical Funding		21
Other Expenditures		1
Indirect Costs		523
TOTAL	6.5	1,528

Executive Director

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

	<u>Revenue</u>
FUNDING SOURCE	2017*
Legislative Activities Fund	762
TOTAL REVENUE (All Funds)	762

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Management, Oversight and Planning	6.0	1,708
Board Support - Secretariat	1.0	383
Judicial Evaluations	4.0	677
Governmental Affairs	2.0	441
Law Library & Archives	2.0	699
Indirect Cost		155
Office of Research and Institutional Accountability (ORIA)	3.0	518
TOTAL (All Programs)	18.0	4,581

PROGRAM DESCRIPTIONS

Management, Oversight and Planning

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

Board Support

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

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

Judicial Evaluations

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

Office of Research and Institutional Accountability (ORIA)

The Office of Research and Institutional Accountability (ORIA) is responsible for leading strategic initiatives to improve the overall efficiency and effectiveness of Bar operations. ORIA staff are conduct studies of Bar operations; develop and implement business process improvement plans; research and write legislatively mandated studies, and; manage projects with agency-wide implications such as the implementation of Workforce Planning recommendations submitted to the Legislature in May, 2015, and the implementation of a new Case Management System for the Office of Chief Trial Counsel (OCTC) and the State Bar Court.

ORIA staff are also responsible for managing key components of State Bar data, in particular, weekly management reports for OCTC, monthly reports to the Regulation and Discipline Committee and the annual Attorney Discipline Report. In addition to serving as the lead staff to the Regulation and Discipline Committee, ORIA staffs the subcommittees of Admissions and Education Committee, the Stakeholders, Access to Justice and Appointment subcommittees of the Board of Trustees.

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	18.0	3,063
Supplemental Staffing		19
Travel & Training		478
Supplies and Postage		329
Professional Services		392
Occupancy		4
Telecommunications		22
Other Outside Services		201
Computers & Software		8
Indirect Costs		65
TOTAL	18.0	4,581

Finance

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

	<u>Revenue</u>
FUNDING SOURCE	2017*
Support and Administration Fund	4
TOTAL REVENUE (All Funds)	4

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Finance	10.6	2,936
Member Billing	7.0	2,037
Procurement & Risk	2.0	1,059
TOTAL (All Programs)	19.6	6,032

PROGRAM DESCRIPTIONS

Financial Reporting, Budgeting, and Analysis

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

Member Billing

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

Payroll

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	19.6	2,187
Supplemental Staffing		212
Travel & Training		16
Supplies and Postage		162
Professional Services		1,200
Occupancy		849
Telecommunications		28
Other Outside Services		1,375
Buildings & Equipment		2
Other Expenditures		1
TOTAL	19.6	6,032

General Counsel

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

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
General Counsel	23.0	4,847
TOTAL (All Programs)	23.0	4,847

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	23.0	3,777
Supplemental Staffing		53
Travel & Training		47
Supplies and Postage		32
Professional Services		900
Telecommunications		29
Other Outside Services		9
TOTAL	23.0	4,847

Human Resources

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

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Human Resources	9.0	1,531
TOTAL (All Programs)	9.0	1,531

PROGRAM DESCRIPTIONS

Compensation Administration

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

Recruitment and Retention

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

Employee Relations

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

Records and Information Systems

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	9.0	1,186
Supplemental Staffing		153
Travel & Training		21
Supplies and Postage		10
Professional Services		132
Telecommunications		19
Other Outside Services		5
Computers & Software		1
Buildings & Equipment		3
Other Expenditures		1
TOTAL	9.0	1,531

Information Technology

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

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
IT Admin and Operations	27.0	6,451
TOTAL (All Programs)	27.0	6,451

PROGRAM DESCRIPTIONSIT Admin

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

IT Applications

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

IT Operations

Responsible for providing leadership, direction and guidance for the implementation, maintenance, support, enhancement, improvement, and security and integrity of the State Bar's enterprise infrastructure systems.

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	27.0	4,027
Supplemental Staffing		215
Travel & Training		87
Supplies and Postage		6
Professional Services		91
Occupancy		120
Telecommunications		35
Other Outside Services		4
Computers & Software		1,788
Buildings & Equipment		78
TOTAL	27.0	6,451

Strategic Communications Stakeholder Engagement

The State Bar's Office of Communications and Stakeholder Engagement is responsible for ensuring that the general public and the legal community are informed about the agency's public protection role and know how to access the Bar's services and resources. The department is tasked with conveying critical information to Californians about how to protect themselves from attorney misconduct and what to do if that happens, including by filing complaints against attorneys or seeking compensation for harm through the Client Security Fund. In addition, the Office is responsible for maintaining a connection with voluntary bars throughout the state. Activity related to this latter function is funded solely through voluntary contributions to the State Bar.

		Revenue
FUNDING SOURCE		2017*
General Fund		231
TOTAL REVENUE (All Funds)		231

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Media Relations	4.8	1,050
California Bar Journal	1.0	166
TOTAL (All Programs)	5.8	1,216

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	5.8	855
Supplemental Staffing		45
Travel & Training		20
Supplies and Postage		8
Professional Services		82
Telecommunications		7
Other Outside Services		203
Other Expenditures		-4
TOTAL	5.8	1,216

General Services

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

	<u>Revenue</u>
FUNDING SOURCE	2017*
Building Fund	1,351
TOTAL REVENUE (All Funds)	1,351

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
General Services	22.0	6,475
TOTAL (All Programs)	22.0	6,475

PROGRAM DESCRIPTIONS

Administrative Services

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

Facilities Management

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

Procurement & Risk

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Regular Salary & Benefits	22.0	2,119
Supplemental Staffing		42
Travel & Training		22
Supplies and Postage		26
Professional Services		347
Occupancy		3,742
Telecommunications		47
Other Outside Services		130
Computers & Software		5
Buildings & Equipment		36
Other Expenditures		-41
TOTAL	22.0	6,475

Technology Projects

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

	<u>Revenue</u>
FUNDING SOURCE	2017*
Technology Fund	1,224
TOTAL REVENUE (All Funds)	1,224

	<u>Positions</u>	<u>Expenditures</u>
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Technology Projects		335
TOTAL (All Programs)		335

PROGRAM DESCRIPTIONS

Enterprise Technology Projects

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

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

Website Redesign

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

Operational Technology Projects

Judicial Nominees Evaluation

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

KOALA Billing Application Rewrite

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

Credit Card Consolidation Services

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

IT Security Assessment (Infrastructure)

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

SF Courtroom AV

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

SF Boardroom AV

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

IT Service Management System

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Professional Services		335
TOTAL		335

Facilities Projects

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

	Positions	Expenditures
SUMMARY OF PROGRAM REQUIREMENTS	2017	2017*
Facilities Projects - San Francisco		4,600
TOTAL (All Programs)		4,600

PROGRAM DESCRIPTIONSFacilities Projects at 180 Howard Street, San Francisco

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

Facilities Projects at 845 South Figueroa Street, Los Angeles

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

	Positions	Expenditures
EXPENDITURES BY CATEGORY	2017	2017*
Buildings & Equipment		4,600
TOTAL		4,600

Statements of Fund Condition

General Fund	2017*
Beginning Balance	5,733
<u>Revenues</u>	
Mandatory Dues	64,730
Administrative Fees	2,115
Penalties and Late Fees	2,392
Other Fees and Charges	179
Interest Income	105
Other Revenues	306
Total Revenues	69,827
<u>Expenditures</u>	
Regular Salary & Benefits	45,787
Supplemental Staffing	1,238
Travel & Training	990
Supplies and Postage	743
Professional Services	484
Occupancy	19
Telecommunications	58
Other Outside Services	736
Computers & Software	8
Buildings & Equipment	19
Retiree Medical Funding	457
Other Expenditures	21
Indirect Costs	19,655
Reimbursements	-1,000
Total Expenditures	69,215
Ending Balance	6,345

* Budget, \$ thousands

Grants Fund	2017*
Beginning Balance	348
<u>Revenues</u>	
Grants	40
Total Revenues	40
<u>Expenditures</u>	
Regular Salary & Benefits	4
Travel & Training	21
Professional Services	4
Legal Services Grants	40
Total Expenditures	69
Ending Balance	319
Annual Meeting Fund	2017*
Beginning Balance	0
<u>Revenues</u>	
Other Fees and Charges	422
Interest Income	4
Other Revenues	196
Interfund Transfers	55
Total Revenues	677
<u>Expenditures</u>	
Regular Salary & Benefits	2
Supplemental Staffing	13
Travel & Training	128
Supplies and Postage	47
Professional Services	73
Other Outside Services	111
Other Expenditures	1
Indirect Costs	52
Total Expenditures	427
Ending Balance	250

* Budget, \$ thousands

Fixed Assets Fund		2017*
Beginning Balance		0
<u>Expenditures</u>		
Depreciation - Exclude		1,627
Total Expenditures		1,627
Ending Balance		-1,627
Legislative Activities Fund		2017*
Beginning Balance		709
<u>Revenues</u>		
Voluntary Dues & Donations		760
Interest Income		2
Total Revenues		762
<u>Expenditures</u>		
Regular Salary & Benefits		337
Travel & Training		24
Supplies and Postage		5
Professional Services		162
Telecommunications		3
Indirect Costs		65
Total Expenditures		596
Ending Balance		875

* Budget, \$ thousands

Elimination of Bias and Bar Relations Fund	2017*
Beginning Balance	224
<u>Revenues</u>	
Voluntary Dues & Donations	780
Interest Income	2
Other Revenues	3
Total Revenues	785
<u>Expenditures</u>	
Regular Salary & Benefits	632
Travel & Training	105
Supplies and Postage	23
Professional Services	5
Occupancy	3
Telecommunications	6
Other Outside Services	23
Computers & Software	5
Retiree Medical Funding	42
Indirect Costs	310
Total Expenditures	1,154
Ending Balance	-145

* Budget, \$ thousands

Legal Education and Development Fund		2017*
Beginning Balance		7,528
<u>Revenues</u>		
Insurance Commissions		1,303
Interest Income		9
Total Revenues		1,312
<u>Expenditures</u>		
Regular Salary & Benefits		92
Supplemental Staffing		5
Travel & Training		101
Supplies and Postage		5
Professional Services		22
Other Outside Services		71
Indirect Costs		107
Total Expenditures		403
Ending Balance		8,437
Technology Fund		2017*
Beginning Balance		3,564
<u>Revenues</u>		
Interest Income		12
Interfund Transfers		1,212
Total Revenues		1,224
<u>Expenditures</u>		
Professional Services		335
Total Expenditures		335
Ending Balance		4,453

* Budget, \$ thousands

Admissions Fund	2017*
Beginning Balance	3,138
<u>Revenues</u>	
Administrative Fees	664
Penalties and Late Fees	463
Student Registration Fees	1,195
Exam Fees	13,734
Moral Character Fees	4,124
Other Fees and Charges	245
Interest Income	25
Interfund Transfers	1,000
Total Revenues	21,450
<u>Expenditures</u>	
Regular Salary & Benefits	6,849
Supplemental Staffing	634
Travel & Training	383
Supplies and Postage	402
Professional Services	422
Exam & Software Licensing	1,638
Exam Room Rental	1,641
Exam Proctors	1,488
Exam Graders	899
Occupancy	170
Telecommunications	91
Other Outside Services	1,769
Buildings & Equipment	7
Retiree Medical Funding	125
Other Expenditures	14
Indirect Costs	4,690
Total Expenditures	21,222
Ending Balance	3,366

* Budget, \$ thousands

Lawyer Assistance Program Fund	2017*
Beginning Balance	2,704
<u>Revenues</u>	
Mandatory Dues	2,058
Interest Income	7
Total Revenues	2,065
<u>Expenditures</u>	
Regular Salary & Benefits	812
Supplemental Staffing	20
Travel & Training	71
Supplies and Postage	6
Professional Services	95
Occupancy	1
Telecommunications	16
Other Outside Services	-10
Retiree Medical Funding	21
Other Expenditures	1
Indirect Costs	523
Total Expenditures	1,556
Ending Balance	3,213

* Budget, \$ thousands

Support and Administration Fund		2017*
Beginning Balance		0
<u>Revenues</u>		
Other Revenues		4
Total Revenues		4
<u>Expenditures</u>		
Regular Salary & Benefits		13,498
Supplemental Staffing		684
Travel & Training		194
Supplies and Postage		519
Professional Services		2,670
Occupancy		4,711
Telecommunications		160
Other Outside Services		1,708
Computers & Software		1,794
Buildings & Equipment		119
Retiree Medical Funding		250
Other Expenditures		-39
Indirect Costs		-26,269
Total Expenditures		-1
Ending Balance		5

* Budget, \$ thousands

Legal Specialization Fund	2017*
Beginning Balance	4,659
<u>Revenues</u>	
Administrative Fees	254
Exam Fees	37
Other Fees and Charges	8
Interest Income	8
Other Revenues	3
Total Revenues	310
<u>Expenditures</u>	
Regular Salary & Benefits	819
Supplemental Staffing	16
Travel & Training	184
Supplies and Postage	26
Professional Services	2,251
Exam & Software Licensing	38
Exam Room Rental	75
Exam Proctors	35
Occupancy	4
Telecommunications	9
Other Outside Services	340
Computers & Software	535
Buildings & Equipment	15
Retiree Medical Funding	21
Other Expenditures	4
Indirect Costs	377
Interfund Transfers	1,000
Total Expenditures	5,749
Ending Balance	-780

* Budget, \$ thousands

Public Protection Fund		2017*
Beginning Balance		6,507
<u>Revenues</u>		
Interest Income		4
Total Revenues		4
Ending Balance		6,511
Building Fund		2017*
Beginning Balance		766
<u>Revenues</u>		
Mandatory Dues		5
Penalties and Late Fees		6
Lease Revenues		1,345
Interest Income		11
Total Revenues		1,367
<u>Expenditures</u>		
Buildings & Equipment		4,600
Total Expenditures		4,600
Ending Balance		-2,467

* Budget, \$ thousands

Client Security Fund	2017*
Beginning Balance	2,051
<u>Revenues</u>	
Mandatory Dues	7,819
Interest Income	14
Other Revenues	13
Total Revenues	7,846
<u>Expenditures</u>	
Regular Salary & Benefits	1,497
Supplemental Staffing	5
Travel & Training	13
Supplies and Postage	20
Telecommunications	10
Other Outside Services	17
CSF Applications	6,000
Computers & Software	1
Retiree Medical Funding	21
Other Expenditures	-99
Indirect Costs	819
Reimbursements	-474
Total Expenditures	7,830
Ending Balance	2,067

* Budget, \$ thousands

Legal Services Trust Fund	2017*
Beginning Balance	9,732
<u>Revenues</u>	
Voluntary Dues & Donations	6,400
IOLTA	5,000
Interest Income	18
Other Revenues	2,035
Total Revenues	13,453
<u>Expenditures</u>	
Regular Salary & Benefits	1,237
Supplemental Staffing	35
Travel & Training	23
Supplies and Postage	14
Professional Services	27
Telecommunications	11
Legal Services Grants	13,038
Computers & Software	75
Retiree Medical Funding	21
Indirect Costs	422
Total Expenditures	14,903
Ending Balance	8,282

* Budget, \$ thousands

Equal Access Fund	2017*
Beginning Balance	308
<u>Revenues</u>	
Administrative Fees	475
Grants	15,940
Total Revenues	16,415
<u>Expenditures</u>	
Travel & Training	1
Supplies and Postage	1
Professional Services	190
Legal Services Grants	16,250
Total Expenditures	16,442
Ending Balance	281
Info Tech Special Access Fund	2017*
Beginning Balance	1,211
<u>Expenditures</u>	
Interfund Transfers	1,212
Total Expenditures	1,212
Ending Balance	-1
Justice Gap Fund	2017*
Beginning Balance	1,564
<u>Revenues</u>	
Voluntary Dues & Donations	624
Interest Income	2
Total Revenues	626
Ending Balance	2,190

* Budget, \$ thousands

Benefit Reserve Fund		2017*
Beginning Balance		0
<u>Revenues</u>		
Interest Income		1
Total Revenues		1
Ending Balance		1
LA Facility Fund		2017*
Beginning Balance		-3,624
<u>Revenues</u>		
Lease Revenues		400
Interest Income		-6
Other Revenues		53
Total Revenues		447
<u>Expenditures</u>		
Debt Service		951
Indirect Costs - Allocation		-2,300
Depreciation - Exclude		1,970
Total Expenditures		621
Ending Balance		-3,798
Bank Settlement Fund		2017*
Beginning Balance		44,820
<u>Revenues</u>		
Other Revenues		5,000
Total Revenues		5,000
<u>Expenditures</u>		
Legal Services Grants		5,000
Total Expenditures		5,000
Ending Balance		44,820

* Budget, \$ thousands

Sections Funds	2017*
Beginning Balance	8,657
<u>Revenues</u>	
Sections Member Dues	5,869
Interest Income	23
Other Revenues	2,703
Total Revenues	8,595
<u>Expenditures</u>	
Regular Salary & Benefits	2,395
Supplemental Staffing	126
Travel & Training	2,072
Supplies and Postage	329
Professional Services	473
Occupancy	1
Telecommunications	58
Other Outside Services	800
Computers & Software	-1
Buildings & Equipment	1
Retiree Medical Funding	42
Other Expenditures	122
Indirect Costs	1,549
Interfund Transfers	55
Total Expenditures	8,022
Ending Balance	9,230

* Budget, \$ thousands

Wages & Salary Supplement

	Budgeted FTE	Salaries
	2017	2017 Budget
Admissions		
<u>Admissions Administration</u>		
Sr Director, Admissions	1.00	207,700
Admin Specialist II	1.00	77,200
Section Chief	1.00	92,500
Administrative Assistant II	2.00	120,600
Admissions Analyst III	1.00	72,100
Administrative Assistant I	2.00	112,600
Admissions Administration Total	8.00	682,700
<u>Examination Development</u>		
Director, Examinations	1.00	151,600
Examinations Technician	1.00	95,900
Examination Development Total	2.00	247,500
<u>Admissions Operations and Processing</u>		
Director, Operations & Mgmt	1.00	151,600
Deputy Dir, Operations & Mgmt	1.00	139,800
Section Chief	4.00	388,100
Technology Svce Analyst Techn	1.00	95,900
Sr Administrative Assistant	2.00	166,900
Senior Admin Assistant	1.00	81,200
Admis Eligibility Analyst III	1.00	76,400
Administrative Assistant II	2.00	137,000
Admis Eligibility Analyst II	2.00	133,700
Admissions Analyst III	1.00	72,100
Eligibility Analyst II	1.00	56,300
Administrative Assistant I	2.00	124,500
Accounting Technician	1.00	59,500
Admissions Analyst II	1.00	59,200
Coordinator Of Records	4.00	236,200
Coordinator Of Records	1.00	35,200
Admissions Analyst I	1.00	53,600
Admissions Analyst I / General Clerk	1.00	35,100
Admissions Operations and Processing Total	28.00	2,102,300

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
<u>Examination Grading</u>		
Director, Admissions Admin	1.00	128,900
Sr Administrative Assistant	1.00	68,700
Administrative Secretary	1.00	47,200
Admissions Coordinator	1.00	45,500
Pending - General Clerk	2.00	70,300
Admissions Processing Clerk II	1.00	48,500
Examination Grading Total	7.00	409,100
<u>Moral Character Determinations</u>		
Dir, Moral Char Determinations	1.00	143,200
Section Chief	2.00	196,400
Moral Character Analyst	9.00	701,900
Administrative Assistant II	1.00	72,100
Moral Character Determinations Total	13.00	1,113,600
<u>Law School Regulation</u>		
Director, Educational Standards	1.00	150,500
Sr Administrative Assistant	1.00	70,800
Law School Regulation Total	2.00	221,300
<u>Special Admissions</u>		
Administrative Assistant II	1.00	72,100
Administrative Assistant I	1.00	58,800
Special Admissions Total	2.00	130,900
<u>Specialization</u>		
Director, Legal Specialization	1.00	151,600
Section Chief, Specialization	1.00	91,900
Sr Administrative Assistant	1.00	68,400
Administrative Assistant II	3.00	177,800
Administrative Assistant I	2.00	100,600
Specialization Total	8.00	590,300
<u>MCLE Providers</u>		
Administrative Assistant II	1.00	65,700
Administrative Assistant I	1.00	53,500
MCLE Providers Total	2.00	119,200
Admissions Total	72.00	5,616,900

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
Chief Trial Counsel		
<u>Chief Trial Counsel</u>		
Chief Trial Counsel	1.00	228,500
Deputy Chief Trial Counsel	1.00	187,800
Special Asst. Chief Trial Cnsl	1.00	96,300
Assistant Chief Trial Counsel	5.00	775,900
Director Of Administration	1.00	86,800
Director, Central Admin, CTC	1.00	152,700
Executive Secretary Conf	2.00	168,400
Senior Attorney	32.30	4,568,400
Attorney	34.80	3,608,100
Sr Administrative Supervisor	1.00	94,100
Investigator Supervisor	6.00	522,500
Sr. Administrative Supervisor	1.00	83,700
Investigator II	40.00	3,555,300
Lead Data Analyst	1.00	55,900
Sr Administrative Assistant	3.00	254,400
Complaint Analyst II	15.00	1,209,000
Investigator I	2.00	140,900
Paralegal	15.00	1,233,200
Program/Court Sys Anlst	2.00	160,700
Complaint Analyst I	6.00	423,400
Legal Secretary	16.00	1,024,000
Administrative Secretary	7.00	454,400
Admin Secretary	1.00	55,700
Administrative Assistant II	1.00	72,100
Coordinator Of Records	18.00	1,061,600
Secretary II	12.00	728,700
Administrative Assistant I	2.00	130,600
General Clerk III	5.00	238,600
Chief Trial Counsel Total	233.10	21,371,700
Chief Trial Counsel Total	233.10	21,371,700

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
Probation		
<u>Probation</u>		
Senior Attorney	1.00	157,500
Probation Deputy	6.00	443,600
Administrative Assistant II	1.00	66,800
Probation Total	8.00	667,900
Probation Total	8.00	667,900
Client Security Fund		
<u>Client Security Fund</u>		
Director, Client Security Fund	1.00	171,600
Senior Attorney	2.00	315,000
Sr Administrative Supervisor	1.00	105,200
Paralegal	2.00	166,300
Administrative Secretary	1.00	72,100
Administrative Assistant II	2.00	139,700
Legal Secretary	1.00	65,600
Coordinator Of Records	1.00	65,300
Client Security Fund Total	11.00	1,100,800
Client Security Fund Total	11.00	1,100,800
Mandatory Fee Arbitration		
<u>Mandatory Fee Arbitration</u>		
Director, Fee Arbitration, Probation, and L	0.50	62,600
Sr Administrative Assistant	3.00	227,400
Administrative Assistant II	1.00	70,300
Mandatory Fee Arbitration Total	4.50	360,300
Mandatory Fee Arbitration Total	4.50	360,300

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
State Bar Court		
<u>Administration</u>		
Senior Dir State Bar Court	1.00	203,200
Admin Specialist III (Conf)	1.00	101,800
Sr Administrative Secretary	0.90	71,400
Administration Total	2.90	376,400
<u>Hearing Department & Effectuations Unit</u>		
Chief Assistant Court Counsel	1.00	171,600
Court Administrator	2.00	307,500
Senior Attorney	5.00	730,300
Hearing Judge	5.00	874,000
Case Administrator	10.00	927,600
Lead Data Analyst	1.00	91,900
Court Services Analyst/Tech	1.00	95,900
Program/Court Sys Anlst	2.00	145,600
Deputy Court Clerk IV	2.00	154,800
Administrative Assistant II	1.00	63,100
Legal Secretary	1.00	72,100
Hearing Department & Effectuations Unit To	31.00	3,634,400
<u>Review Department</u>		
Chief Assistant Court Counsel	1.00	161,100
Senior Attorney	3.00	323,800
Presiding Judge	1.00	191,400
Review Judge	1.60	314,000
Case Administrator	2.00	176,900
Review Department Total	8.60	1,167,200
State Bar Court Total	42.50	5,178,000

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	2017	2017 Budget
Member Records & Compliance		
<u>Member Service Center</u>		
Mging Dir Memb Rec & Comp	1.00	124,600
Sr Administrative Supervisor	2.00	201,600
Lead Data Analyst	1.00	75,300
Sr Administrative Assistant	1.00	77,000
Membership Services Rep	2.00	150,700
Member Services Representative	1.00	68,000
Administrative Assistant II	1.00	72,100
Member Services Associate	6.00	402,800
Administrative Assistant I	4.00	231,000
Member Service Center Total	19.00	1,403,100
Member Records & Compliance Total	19.00	1,403,100
Professional Competence		
<u>Outreach & Education</u>		
Director, Professnl Competnce	1.00	171,600
Sr Administrative Specialist	1.00	111,200
Attorney	1.00	104,100
Paralegal	7.00	551,700
Sr Administrative Assistant	1.00	87,300
Administrative Secretary	1.00	70,100
Data Analyst II	1.00	58,900
Outreach & Education Total	13.00	1,154,900
Professional Competence Total	13.00	1,154,900

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
Education		
<u>Sections</u>		
Dir, Section Educ & Mtg Svcs	1.00	133,300
Section Coordinator	7.00	693,000
Meeting & Event Administrator	2.00	192,200
Web Administrator	2.00	138,000
Sr Administrative Assistant	1.80	142,000
Administrative Assistant II	7.00	485,400
Admin Assistant I	1.00	42,700
Sections Total	21.80	1,826,600
<u>Annual Meeting</u>		
Dir, Section Educ & Mtg Svcs	0.00	0,000
Meeting & Event Administrator	0.00	0,000
Sr Administrative Assistant	0.00	0,000
Administrative Assistant II	0.00	0,000
Annual Meeting Total	0.00	0,000
<u>Affinity & Insurance</u>		
Sr Administrative Assistant	0.00	0,000
Affinity & Insurance Total	0.00	0,000
<u>CYLA</u>		
Dir, Section Educ & Mtg Svcs	0.00	0,000
Section Coordinator	0.00	0,000
Web Administrator	0.00	0,000
Administrative Assistant II	0.00	0,000
CYLA Total	0.00	0,000
Education Total	21.80	1,826,600

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
Legal Services		
<u>Program Development</u>		
Sr Director Admin Of Justice	1.00	190,300
Program Developer	3.00	315,700
Sr Administrative Assistant	1.00	71,300
Program Coordinator	1.00	60,100
Admin Assistant II	1.00	57,800
Administrative Assistant II	2.00	143,800
Program Development Total	9.00	839,000
<u>Legal Services Funding</u>		
Mangng Dir, Lgl Svcs Trust Fnd	1.00	139,800
Senior Grants Administrator	1.00	105,200
Senior Accountant/Auditor	2.00	199,600
Sr Administrative Assistant	2.00	156,600
Senior Admin Assistant	1.00	68,400
Program Coordinator	1.00	51,900
Compliance Auditor I	3.00	188,100
Legal Services Funding Total	11.00	909,600
Legal Services Total	20.00	1,748,600
Elimination of Bias		
<u>Elimination of Bias</u>		
Managing Dir Diversity Outreac	1.00	139,800
Sr Administrative Assistant	1.00	77,100
Elimination of Bias Total	2.00	216,900
<u>Bar Relations</u>		
Managing Director Bar Relation	1.00	139,800
Program/Court Sys Anlst	1.00	87,300
Bar Relations Total	2.00	227,100
Elimination of Bias Total	4.00	444,000

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
Lawyer Assistance Program		
<u>Lawyer Assistance Program</u>		
Director, Fee Arbitration, Probation, and L	0.50	62,600
Case Manager	4.00	383,000
Program/Court Sys Anlst	1.00	78,700
Administrative Assistant II	1.00	65,100
Lawyer Assistance Program Total	6.50	589,400
Lawyer Assistance Program Total	6.50	589,400

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
Executive Director		
<u>Management, Oversight and Planning</u>		
Exec Dir/Chief Exec Officer	1.00	273,600
Chief Operating Officer	1.00	244,900
Managing Dir Planning Admin	1.00	150,000
Senior Admin Specialist	1.00	105,800
Sr Administrative Specialist	1.00	111,200
Administrative Specialist I	1.00	81,000
Management, Oversight and Planning Total	6.00	966,500
<u>Board Support - Secretariat</u>		
Administrative Assistant II	1.00	72,100
Board Support - Secretariat Total	1.00	72,100
<u>Judicial Evaluations</u>		
Sr Administrative Specialist	1.00	110,800
Executive Secretary Conf	1.00	84,200
Administrative Assistant II	2.00	132,400
Judicial Evaluations Total	4.00	327,400
<u>Governmental Affairs</u>		
Attorney III Conf	1.00	161,400
Sr Administrative Assistant	1.00	87,300
Governmental Affairs Total	2.00	248,700
<u>Law Library & Archives</u>		
Senior Librarian/Archivist	1.00	91,600
Administrative Assistant II	1.00	70,900
Law Library & Archives Total	2.00	162,500
<u>Office of Research and Institutional Accounta</u>		
Special Assistant Exec Dir	1.00	133,300
Dir.Procurement & Risk Mgmt	1.00	163,900
Budget & Perf Analyst	1.00	90,300
Office of Research and Institutional Account	3.00	387,500
Executive Director Total	18.00	2,164,700

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
Finance		
<u>Finance</u>		
Director, Finance/Controller	1.00	193,600
Senior Financial Analyst	3.00	306,300
Payroll Specialist Conf	1.00	97,600
Administrative Specialist Conf	1.00	54,900
FSS/Accounting Technician	1.00	66,600
Auditor/Accountant	1.00	66,000
FSS/Accounting Technician	2.55	148,400
Finance Total	10.55	933,400
<u>Member Billing</u>		
Finance Manager	1.00	120,300
Sr Administrative Supervisor	1.00	92,200
FSS/Membership Billing Technician	5.00	318,300
Member Billing Total	7.00	530,800
<u>Procurement & Risk</u>		
Purchasing Assistant	1.00	79,300
Administrative Assistant II	1.00	64,900
Procurement & Risk Total	2.00	144,200
Finance Total	19.55	1,608,400

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
General Counsel		
<u>General Counsel</u>		
Chief Legal Officer	1.00	227,500
Deputy General Counsel	1.00	207,700
Chief Assist. General Counsel	2.00	344,600
Attorney III Conf	7.00	1,104,600
Attorney I - Confidential	3.00	283,200
Admin Specialist III (Conf)	1.00	101,800
Legal Assistant (Confidential)	1.00	71,500
Program/Court Sys Anlst (Conf)	1.00	88,700
Admin Specialist II - Conf	1.00	74,700
Administrative Secretary (Conf)	1.00	49,900
Admin Assistant II (Conf)	1.00	49,900
Legal Secretary (Confidential)	2.00	127,000
Coordinator Of Records	1.00	60,700
General Counsel Total	23.00	2,791,800
General Counsel Total	23.00	2,791,800
Human Resources		
<u>Human Resources</u>		
Director HR & Labor Relations	1.00	184,500
Human Resources Specialist	1.00	105,000
Sr Human Resources Specialist	1.00	97,600
Human Resources Specialist	1.00	92,600
Human Resources Administrator	1.00	79,500
Human Resources Coordinator	3.00	198,200
Administrative Assistant II	1.00	63,000
Human Resources Total	9.00	820,400
Human Resources Total	9.00	820,400

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
Information Technology		
<u>IT Admin and Operations</u>		
Sr Director Info Technology	1.00	197,900
Director, Technology Systems	1.00	150,500
Director IS & Bus Solutions	1.00	153,700
Director Of Applications	1.00	153,700
Managing Dir Telecommunication	1.00	87,900
Program/Court Sys Anlst (Conf)	1.00	84,800
Computer Analyst/Programmer	10.00	1,043,000
Technical Support Administratr	2.00	175,200
Webmaster	2.00	227,800
Technical Support Administratr	4.00	411,400
Technology Svce Analyst Techn	3.00	281,700
IT Admin and Operations Total	27.00	2,967,600
Information Technology Total	27.00	2,967,600
Strategic Communications Stakehold		
<u>Media Relations</u>		
Chief Executive Communications	1.00	156,200
Director Communications	1.00	139,900
Web Editor	1.00	93,500
Public Information Officer	0.80	66,300
Web Administrator	1.00	79,400
Media Relations Total	4.80	535,300
<u>California Bar Journal</u>		
Program/Court Sys Anlst	1.00	87,300
California Bar Journal Total	1.00	87,300
Strategic Communications Stakeholder Eng	5.80	622,600

NOTE: FTEs shown are as of January 1st.

	<u>Budgeted FTE</u>	<u>Salaries</u>
	<u>2017</u>	<u>2017 Budget</u>
General Services		
<u>General Services</u>		
Director, General Services	1.00	187,300
Deputy Dir, General Services	1.00	113,300
Admin Specialist III (Conf)	1.00	92,500
Supervisor, Off. & Recep. Svcs	2.00	191,800
Administrative Assistant II	1.00	72,100
Printing Technician II	2.00	144,200
Travel & Info Svcs Coordinator	2.00	124,800
Maintenance Technician	1.00	58,100
Printing Technician I	2.00	115,100
Sr Office Services Coordinator	1.00	58,900
Sr Office Services Clerk	5.00	240,200
Receptionist/Reservation Coord	3.00	129,900
General Services Total	22.00	1,528,200
General Services Total	22.00	1,528,200
Grand Total	579.75	53,965,900

NOTE: FTEs shown are as of January 1st.