

The State Bar of California  
Chief Programs Officer  
San Francisco  
Salary Range: \$179,532 - \$269,088

The Chief Programs Officer (CPO) is a member of the State Bar's Executive Management Team and oversees the translation of the mission and long-term vision of the State Bar into program plans and objectives, consistent with the policy parameters established by the Board of Trustees and defined in statutes and rules. The CPO makes policy decisions of critical import affecting the State Bar of California and assumes ultimate responsibility for assigned Program Areas. The CPO is responsible for overseeing, planning, organizing and directing the administration of the Program Areas; for being responsive to the public and/or other client needs; overseeing the development and implementation of strategic plans and interim goals; establishing policies and determining priorities; adjusting plans to respond to emerging and/or urgent issues; directing the allocation of resources to achieve timely outcomes and measurable goals within budget guidelines; serving as the appointing authority; and performing related duties as required.

This position has the responsibility for the direction of several Program Areas including: the Office of Legal Services, which encompasses the State Bar's access to justice and diversity and inclusion work; the Office of Admissions; the Office of Professional Competence; the Office of Member Records and Compliance; the Office of the Client Security Fund; and the Office of Case Management and Supervision, which includes the Bar's probation and lawyer assistance program functions. CPO responsibilities cover multiple specialized areas, and include responsibility for the delivery of services directly related to the California State Bar's mission and charter. This is an executive management level position with full responsibility for staffing, management, planning, and budget for assigned Program Areas. This position reports directly to the Chief Executive Officer (CEO) and has direct board support responsibilities. The CPO may serve as Deputy CEO, pending needs and circumstances.

**Minimum Qualifications:**

**Education:**

- Bachelor's degree in a field that develops skills related to essential duties or equivalent academic achievement.
- Juris Doctor Degree from an accredited law school.

**Experience:**

- Minimum ten (10) years progressively responsible experience in related program administration.
- Minimum five (5) years senior management/supervisor experience in administering personnel and budget requirements.
- Master's degree is preferred and may be substitute for up to two (2) years of experience.
- Must be a member in good standing of State Bar of California.

Applicants who meet the Minimum Qualifications will be required to successfully complete the State Bar's selection process for this classification.

**License, Certificate, Registration Requirements:**

- Must be a California licensed attorney in good standing.
- Must have a demonstrated and verifiable reputation for integrity and no history of disciplinary offences as an attorney or in any other capacity.

The State Bar of California offers a unique compensation package including competitive salary, ideal work hours, paid health insurance, 14 holidays, vacation/sick , CalPERS Retirement, 457b savings plan, parking subsidy, and more.

To view full job description click on the link: <http://www.calbar.ca.gov/About-Us/Jobs-Opportunities/San-Francisco/Chief-Programs-Officer>

To apply, submit an employment application, cover letter, and resume. Obtain applications at: <http://www.calbar.ca.gov/About-Us/Jobs-Opportunities/Apply-for-a-Job>

Mail or email (preferred) to:

The State Bar of California  
Office of Human Resources  
180 Howard Street  
San Francisco, CA 94105  
email: [hrsf@calbar.ca.gov](mailto:hrsf@calbar.ca.gov)  
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