



The State Bar of California  
is pleased to announce a search for its first

# Chief Information Officer

## **A Transformational Opportunity For A Proven Leader**

The State Bar of California is seeking a collaborative, visionary, astute leader and change agent to become the State Bar's first Chief Information Officer. The CIO will oversee all Information Technology (IT) functions and will be responsible for implementing the State Bar's strategic vision as part of the Leadership Team. The CIO will report directly to the Executive Director. This new, elevated role within the State Bar underscores the organization's recognition of the IT function as crucial to fulfilling its mission.

## THE STATE BAR'S MISSION

*The State Bar's mission is to protect the public and includes the primary functions of licensing, regulation, and discipline of attorneys; the advancement of the ethical and competent practice of law; and support of efforts for greater access to, and inclusion in, the legal system. To learn more about how the State Bar executes its mission, [click here](#) to review the 2022-2027 Strategic Plan.*

## THE INFORMATION TECHNOLOGY DIVISION

The Information Technology (IT) Division serves as the organization's digital backbone, responsible for designing, implementing, and maintaining all technology-related operations. In addition to managing the applications, infrastructure, data security, and desktop support functions common to many IT offices, the State Bar's IT Division is expected to play a key role in digital transformation initiatives and integrating emerging technologies to drive innovation. By aligning technology with the State Bar's strategic goals, the IT Division enables operational efficiency, fosters collaboration, and supports data-driven decision-making across the organization.

## THE POSITION

The Chief Information Officer (CIO) provides leadership and direction in the development, implementation, operation, and maintenance of State Bar information systems, computer services, network communications, and management information services to accomplish strategic goals. The CIO is a member of the State Bar Leadership Team and as such is responsible for shared decision-making on key issues impacting the organization overall. The CIO establishes and drives the State Bar IT planning, policies, and programs; recommends and oversees technology initiatives aligned with advancement of organizational priorities and objectives; and provides oversight for the operation and maintenance of the technology infrastructure and applications. Additionally, the CIO

ensures proper technology standards and processes are established and followed, establishes and maintains superior data security and privacy standards, establishes and monitors service level measures and targets for all technology related support activities, provides leadership oversight for critical projects, and maintains relationships with the State Bar community and other agencies as appropriate.

Finally, the State Bar's first CIO will be a change agent who can quickly and effectively reshape the vision for and delivery of the State Bar's IT function.

### Responsibilities include:

Responsibilities include providing visionary leadership in the delivery of IT services in an efficient and cost-effective manner, to support the State Bar's strategic goals and objectives; building and sustaining a talented IT team comprised of both staff and contract personnel; safeguarding information systems and network against emerging threats, thereby maintaining the highest standards of data security and privacy; spearheading innovation by identifying and integrating new technologies; budget and vendor management; and active participation on the State Bar's Leadership Team. The full job description, including all duties and responsibilities can be found [here](#).

## THE IDEAL CANDIDATE

The ideal candidate is a strategic thinker with extensive experience in transformational change, particularly in revamping IT functions within public sector or unionized environments. The CIO will not only be technically proficient, inspiring confidence in staff and clients, but will also be adept at managing hybrid staffing with both outsourced and in-house functions. Far from maintaining the status quo, this dynamic leader will be a creative and effective change agent, approaching challenges with curiosity and innovative solutions. As a member of the Leadership Team, the CIO will think beyond just the IT Division, making calibrated decisions for the organization's overall benefit. The CIO will be an inspiring leader who listens attentively, avoids territoriality, and builds an effective, dynamic team with fairness and courage, fostering an open, collaborative culture.



### Minimum Qualifications:

- Possession of a bachelor's degree in information technology, computer science, or a related field, and 10 years of information technology experience including senior-level management responsibilities, strategic planning, and execution.
- A master's degree in information technology, computer science, or a related field may substitute for one year of the required experience.
- A PhD in information technology, computer science, or a related field may substitute for two years of the required experience.

### Preferred Qualifications:

- Proven experience as CIO or similar executive leadership role for IT.
- Experience developing and leading an IT Strategy and Transformation roadmap.
- Demonstrated evidence of aligning IT in a collaborative model to support business outcomes.
- Excellent knowledge of IT systems, applications, capabilities, and infrastructure and how they support business capabilities and outcomes.
- Background in designing/developing IT systems and planning IT development and implementations.
- Solid understanding of data analysis, budgeting, and IT business operations.
- Superior analytical and problem-solving capabilities.
- A strong strategic and business outcome focused mindset.
- Strong analytical skills with the ability to use data to make informed decisions and optimize systems performance.
- Exceptional leadership and communication skills with the ability to collaborate effectively across teams.

## COMPENSATION AND BENEFITS

The annual salary range for the CIO role is \$235,526 - \$353,014; placement within this range is dependent upon qualifications.

The State Bar also offers an attractive benefits package including:

- **General Hybrid Work Schedule:** For this and most State Bar roles, we are only in the office one day per week!
- **Medical:** The California Public Employees' Retirement System (CalPERS) administers health insurance coverage for employees and dependents. Employees can choose from a broad range of health insurance plans. The State Bar pays 80 percent of the plan premium.
- **Dental:** Two dental plans are offered through Delta Dental for employees and dependents, one prepaid plan and one indemnity plan. The State Bar pays 80 percent of the plan premium.
- **Vision:** Offered through Vision Service Plan (VSP) for employees and dependents at a nominal cost.



- **Paid Child Bonding Leave:** Eligible employees may receive up to 160 hours of paid leave for the birth, adoption, or foster care placement of a child, including being unable to work due to pregnancy or childbirth.
- **Flexible Spending Account:** Flexible Spending Accounts may be used to pay for certain qualifying health care and dependent care expenses with pretax dollars and can reduce your out-of-pocket expenses.
- **Life insurance:** All employees receive fully paid life insurance at two times their annual salary at no extra cost.
- **Accidental death and dismemberment (AD&D) insurance:** All employees receive fully paid AD&D insurance at two times their annual salary at no cost."
- **Long-term disability benefits:** One of two long-term disability plans are offered to employees depending on their assignment. These plans offer a monthly benefit for nonwork-related accidents or illnesses.
- **Voluntary accident insurance:** Employees can enroll in accident insurance which pays benefits for specific (nonwork-related) injuries and events resulting from a covered accident.
- **Voluntary critical illness insurance:** Employees can enroll in critical illness insurance which pays a lump-sum benefit if diagnosed with a covered illness or disease.
- **Hospital indemnity insurance:** Employees can enroll in hospital indemnity insurance which pays a daily benefit for a covered stay in a hospital, critical care unit, or rehabilitation facility.
- **Prepaid legal plan:** Employees can enroll in one of two prepaid legal plans which cover a variety of legal matters.
- **Pension plan:** Employees become members of the California Public Employees' Retirement System (CalPERS) and can retire as early as age 52 with five years of service credit in most cases. Existing CalPERS members or members of a reciprocal California public retirement system, who meet certain criteria, may be eligible to retain their classic membership and can retire as early as age 50 with five years of service credit.
- **457 Deferred Compensation Plan:** Employees may enroll in a 457 Deferred Compensation Plan. The Fidelity 457 plan offers a range of investment options that best suit your goals, time horizon, and risk tolerance.
- **Retirement benefits:** Employees who retire from the State Bar and meet specific criteria, are eligible to participate in retiree medical and vision benefits.

### For paid leave, expect to:

- Celebrate 15 paid holidays per year
- Begin with 15 vacation days; 20 vacation days after 10 years of service; and 25 vacation days after 15 years of service
- Begin with two personal days; four personal days after five years of service; and six personal days after 10 years of service
- Accrue sick leave at the rate of 10 days per year
- Receive paid leave for child bonding if eligible

### More Benefits:

- Monthly internet/telephone subsidy
- Annual home office subsidy
- Transportation subsidies
- Pretax commuter expense
- College Cost Reduction Access Act of 2007 (Loan Forgiveness)
- Leave Bank Program
- Voluntary Leave Transfer Program
- Flexible work schedule/location
- Employee Assistance Program
- Pet insurance
- Employee discount program

## BUDGET & STAFF

The State Bar's 2024 budget projects total estimated revenue of \$429 million and total expenses of \$401 million. The State Bar receives most of its revenue from mandatory fees, which include attorney licensing fees. Additional revenue comes from various service fees. The State Bar is not part of the traditional State budget process, but the majority of its funding is dependent on annual licensing fee legislation. The 2024 budget funds nearly 672 full-time equivalent positions. The majority of employees are represented by

Service Employees International Union (SEIU), Local 1000. Staff is divided between the State Bar's offices in downtown San Francisco and downtown Los Angeles. For further information about the State Bar of California, see its website at: [www.calbar.org](http://www.calbar.org). The 2024 IT Division budget is \$17.8 million with a full-time staff of 38 in addition to numerous contractors. You can review the State Bar's budget [here](#).

## APPLICATION PROCESS

**The final filing date is July 19, 2024.** To be considered, please submit a resume, cover letter and five work-related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/state-bar-cio/>. Resumes should reflect years and months of positions held as well as size of past organization(s).

For additional information please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the State Bar. The Bar will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

Click [here](#) for a link to our Diversity, Equity and Inclusion page!

