

REPORT ON ADMINISTRATIVE SERVICES

Regional Center: <u>San Diego</u>		Date Completed: December 1, 2016
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Recipient of Funds	Type of Service	Purpose of Expenditure
		Amount Expended in FY 15/16
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ABILITY ANSWERING SERVICE	Communications	Telephone Services
		\$7,234
ACE DICTATION LLC	Administrative	Documentation
		\$10,162
ADP INC	Administrative	Payroll
		\$12,851
AETNA	Insurance	Health Insurance
		\$4,277,396
AT&T	Communications	Services
		\$45,257
BAR NONE BARBECUE	Administrative	Staff
		\$14,771
CALIF.VISION SERVICE PLAN	Insurance	Health Insurance
		\$31,174
CENTRAL DISPATCH	Administrative	Alarm Services
		\$5,303
CONSISTENT COMPUTER	Administrative	Software Licenses
		\$1,299
CORODATA RECORDS MGMT INC	Administrative	Document Storage
		\$15,191
COX COMMUNICATIONS	Communications	Internet Services
		\$94,594
DEFENSIVE SYSTEMS	Administrative	Staff Training
		\$5,000
DENISE ANDERSON	Clinical Services	Dental
		\$39,728
DIGITALPRO INC	Consulting	Computer Services
		\$7,449
ELAINE ROGERS	Attorney	Legal Services
		\$1,971
EYEMED	Insurance	Health Insurance
		\$29,911
FEDERAL EXPRESS CORP	Mail	Postal Services
		\$22
GOOGLE INC	Administrative	Internet Services
		\$1,234
HEALTHEDGE	Administrative	Insurance
		\$30,509
HERSHEY TECHNOLOGIES	Consulting	Computer Services
		\$6,339
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HIGGS,FLETCHER & MACK LLP	Attorney	Legal Services
		\$35,243
HOLMAN PROFESSIONAL	Insurance	Counseling Services
		\$26,212
HYLAND SOFTWARE	Administrative	Paperless Documents
		\$52,663
INSTITUTE OF INTERNAL AUDITORS	Administrative	Staff Training
		\$730
K COE ISOM	Accounting	Audit/Tax Services
		\$58,600
LOGICAL DESIGN INC	Administrative	Programming Services
		\$12,640
MILLER DESIGN	Administrative	Office Design
		\$35,880
MORGAN SERVICES	Administrative	Office Services
		\$7,318
NCS PEARSON, INC.	Consulting	Clinical Services
		\$16,177
NEDASOFT INC	Administrative	Computer Services
		\$22,933

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 15/16
NETWORKS 2000	Administrative	Computer Services	\$3,576
NEW GENERATION SOFTWARE,	Administrative	Computer Services	\$11,620
NON PROFIT MGT	Administrative	Staff Training	\$395
OFFICE SOLUTIONS	Administrative	Office Supplies	\$31,557
PWI	Administrative	Document Destruction	\$7,200
RON HOUSE	Attorney	Legal Services	\$180,000
SAN DIEGO FORMS	Administrative	Office Supplies	\$17,145
SATCOMGLOBAL	Communications	Telephone Services	\$675
SECURITAS SECURITY	Administrative	Security Services	\$35,308
SHRED-IT	Administrative	Document Destruction	\$3,021
SOUTHLAND COMPUTERS	Consulting	Computer Services	\$150,000
STERICYCLE	Administrative	Answering Service	\$1,290
STREETER PRINTING	Administrative	Printing	\$2,489
STUTZ, ARTIANO, SHINOFF	Attorney	Legal Services	\$14,626
TEAGUE INSURANCE AGENCY	Insurance	Insurance	\$222,100
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THE ROTH LAW FIRM	Attorney	Legal Services	\$15,987
HASLER	Administrative	Postal Services	\$100,000
TRI STAFF GROUP	Temporary Services	Temporary Staffing	\$145,148
VERIZON WIRELESS - SD	Communications	Telephone Services	\$224,858
WESTERN PSYCH SERVICES	Administrative	Testing	\$1,547
YP	Administrative	Advertising	\$7,267
ZENITH INSURANCE COMPANY	Insurance	Insurance	\$425,000

Regional Center: San Diego	REPORT ON PERSONNEL CLASSIFICATIONS	Year - 2016
PERSONNEL CLASSIFICATION	POSITION	MONTHLY SALARY RANGE
7	OFFICE ASSISTANT II	\$2,604 - \$3,781
	RECEPTIONIST	
8	APPOINTMENT COORDINATOR	\$2,712 - \$3,932
	DOCUMENT IMAGING SPECIALIST I	
	FISCAL ASSISTANT III	
	SECRETARY III	
9	ADMINISTRATIVE SUPPORT SPECIALIST	\$2,821 - \$4,088
	DOCUMENT IMAGING SPECIALIST II	
	FISCAL ASSISTANT IV	
	OFFICE ASSISTANT IV	
	REVENUE COORDINATOR	
	REGIONAL CENTER TRANSFER COORDINATOR	
	SECRETARY IV	
SECRETARY IV/PUBLICATION ASSISTANT		
10	ADMINISTRATIVE ASSISTANT	\$2,930 - \$4,241
	ADMINISTRATIVE ASST./LMS ADMINISTRATOR	
	ADMINISTRATIVE SECRETARY	
	CLIENT BENEFITS COORDINATOR	
	FISCAL ASSISTANT V	
	HUMAN RESOURCES ASSOCIATE	
	RECRUITER	
	REVENUE COORDINATOR/SOCIAL SECURITY SPECIALIST	
TRUST ASSISTANT		
11	CO-PAYMENT CO-INSURANCE COORDINATOR	\$3,090 - \$4,469
	CORPORATE ACCOUNTING COORDINATOR	
12	BENEFITS COORDINATOR	\$3,160 - \$4,698
	CONSUMER INFORMATION SPECIALIST	
	HUMAN RESOURCES REPRESENTATIVE	
	INFORMATION SYSTEMS SUPPORT SPECIALIST	
	INFORMATION SYSTEMS TRAINING SPECIALIST	
	PAYROLL COORDINATOR	
PUBLIC INFORMATION COORDINATOR		

Regional Center: San Diego	REPORT ON PERSONNEL CLASSIFICATIONS	Year - 2016
PERSONNEL CLASSIFICATION	POSITION	MONTHLY SALARY RANGE
S8	OFFICE MANAGER	\$4,062 - \$6,214
	TRUST SUPERVISOR	
S10	EXECUTIVE ASSISTANT	\$4,605 - \$7,047
	FACILITIES MANAGER	
	MANAGER, ADMINISTRATIVE SUPPORT SERVICES	
S12	FAIR HEARING MANAGER	\$5,224 - \$7,993
	RESIDENTIAL MANAGER	
	TRANSPORTATION MANAGER	
S13	PROGRAM MANAGER	\$5,787 - \$8,854
S14	ASSISTANT DIRECTOR, BUSINESS SERVICES	\$6,748 - \$9,971
	COMPTROLLER	
	COORDINATOR, AUTISM SERVICES	
	COORDINATOR, BEHAVIORAL INTERVENTION SERVICES	
	COORDINATOR, PSYCHOLOGY SERVICES	
	MANAGER, APPLICATION SUPPORT	
	MANAGER, EARLY START SERVICES	
	MANAGER FORENSIC BEHAVIORAL HEALTH	
	MANAGER, INTAKE	
	MANAGER, SOFTWARE DEVELOPMENT	
	MANAGER, TECHNICAL OPERATIONS	
	NURSE SUPERVISOR	
	REGIONAL MANAGER	
S15	ASSOCIATE DIRECTOR, CASE MANAGEMENT SERVICES	\$7,152 - \$10,619
	SPECIAL PROJECTS MANAGER	
S16	DIRECTOR, BUSINESS SERVICES	\$7,581 - \$11,310
	DIRECTOR, CASE MANAGEMENT SERVICES	
	DIRECTOR, CLINICAL SERVICES	
	DIRECTOR, COMMUNITY SERVICES	
	DIRECTOR, HUMAN RESOURCES	
	DIRECTOR, INFORMATION SYSTEMS	
No Labor Grade	PHYSICIAN	\$16,000 - \$18,000