

REPORT ON ADMINISTRATIVE SERVICES

Regional Center: <u>San Diego</u>	Date Completed: December 1, 2012
Contact Person: <u>Mike Bell</u>	Telephone: (858) 576-2970

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 11/12
1-800 WE ANSWER	Communications	Telephone Services	\$819
1-800-CONFERENCE	Communications	Telephone Services	\$712
ABILITY ANSWERING SERVICE	Communications	Telephone Services	\$5,310
ACCURATE USA	Administrative	Documentation	\$244
ACE DICTATION LLC	Administrative	Documentation	\$135,320
ACME STAFFING	Temporary Services	Temporary Staffing	\$8,474
ADP INC	Administrative	Payroll Processing	\$41,352
AETNA	Insurance	Health Insurance	\$3,820,809
AT&T	Communications	Telephone Services	\$69,123
BALBOA CHECK PROTECTOR CO	Administrative	Documents	\$1,161
CALIF. VISION SERVICE PLAN	Insurance	Health Insurance	\$25,136
CALIFORNIA CHAMBER OF COMM	Administrative	Training	\$599
CAREER TRACK	Consulting	Staff Training	\$179
CAREERBUILDER LLC	Consulting	Staff Training	\$3,000
CITRIX ONLINE	Administrative	Computer Services	\$7,693
CMS COMMUNICATIONS INC	Consulting	Computer Services	\$1,671
CORODATA RECORDS MGMT INC	Administrative	Document Storage	\$7,030
COX COMMUNICATIONS	Communications	Internet Services	\$55,115
DACEASY	Administrative	Accounting Services	\$310
DIGITALPRO INC	Consulting	Computer Services	\$13,575
DIVERSIFIED COPIER	Administrative	Equipment Rentals	\$8,462
DLT SOLUTIONS	Administrative	Computer Services	\$7,875
EVERBRIDGE INC	Communications	Telephone Services	\$4,000
EYEMED	Insurance	Health Insurance	\$28,215
FEDERAL EXPRESS CORP	Mail	Postal Services	\$212
FRANKLIN COVEY	Consulting	Staff Training	\$8,146
FRED PRYOR SEMINARS	Consulting	Staff Training	\$298
GOLDEN EAGLE INSURANCE	Insurance	Insurance	\$1,572
GOODWAY PRINTING	Administrative	Printing	\$4,705
GOODWILL INDUSTRIES	Administrative	Document Destruction	\$6,716
GOOGLE INC	Administrative	Internet Services	\$20,729
HASLER	Administrative	Mail Services	\$3,125
HELP DESK TECHNOLOGY CORP	Consulting	Computer Services	\$4,700
HIGGS, FLETCHER & MACK LLP	Attorney	Legal Services	\$36,384
HOLMAN PROFESSIONAL	Insurance	Counseling Services	\$24,562
HUGHES-CALIHAN INC	Administrative	Equipment Rentals	\$6,001
HYLAND SOFTWARE	Administrative	Documents	\$36,765
IBM CORPORATION	Administrative	Computer Services	\$4,829
INFOPRINT SOLUTIONS CO	Administrative	Office Services	\$3,372
IRON MOUNTAIN	Administrative	Records Storage	\$4,950
JURMAN'S EMERGENCY	Consulting	Staff Training	\$975
KONICA MINOLTA BUSINESS	Administrative	Office Services	\$1,352
LAW OFFICE OF JEFF LONNER	Attorney	Legal Services	\$29,869
LOGICAL DESIGN INC	Administrative	Programming Services	\$10,824
MAIL DISPATCH	Mail	Postal Services	\$13,844
MAILFINANCE	Mail	Postal Services	\$5,068
MCCALL KATHRYN ESQ	Attorney	Legal Services	\$4,975

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 11/12
MISSION TRAILS	Administrative	Staff Training	\$300
MOBILE MINI LLC	Administrative	Records Storage	\$984
MUSICK, PEELER & GARRETT	Attorney	Legal Services	\$2,605
NCI	Administrative	Insurance	\$50,079
NCS PEARSON INC	Clinical Services	Testing Materials	\$15,142
NEDASOFT INC	Administrative	Computer Services	\$6,500
NEW GENERATION SOFTWARE,	Administrative	Computer Services	\$7,988
OCE FINANCIAL SERVICES	Administrative	Equipment Rentals	\$127,007
OFFICIA IMAGING	Administrative	Copy Machines Rentals	\$1,441
ON SITE LASER PRINTER	Administrative	Office Supplies	\$20,622
ONES AND ZEROS	Communications	Phone System	\$34,047
ORANGE COUNTY PPO	Insurance	Health Insurance	\$38,002
PAR INC	Clinical Services	Testing Materials	\$972
PLURIBUS MEDIA	Administrative	Office Supplies	\$1,717
RON HOUSE	Attorney	Legal Services	\$120,000
SAN DIEGO FORMS	Administrative	Office Supplies	\$44,422
SATCOMGLOBAL	Communications	Telephone Services	\$525
SD POSTAL & SHIPPING	Mail	Postal Services	\$11,117
SELECT MAILING	Mail	Postal Services	\$10,598
SHRED-IT	Administrative	Document Destruction	\$2,559
SOUTHLAND COMPUTERS	Consulting	Computer Services	\$188,544
STAPLES ADVANTAGE	Administrative	Office Supplies	\$111,488
STREETER PRINTING	Administrative	Printing	\$1,034
STUTZ, ARTIANO, SHINOFF	Attorney	Legal Services	\$77,324
TCP COMPANY INC	Administrative	Building Services	\$3,575
TEAGUE INSURANCE AGENCY	Insurance	Insurance	\$133,814
TEAM VIEWER	Administrative	Computer Services	\$3,324
TELEINTERPRETERS	Administrative	Translation Services	\$1,587
TERRA NOVA FILMS	Consulting	Training	\$149
TERRANCE JEW	Administrative	Training	\$9,920
THE INSTITUTE OF INTERNAL AUDITORS	Administrative	Training	\$219
TOSHIBA AMERICA BUSINESS	Administrative	Office Services	\$35,029
TRI STAFF GROUP	Temporary Services	Temporary Staffing	\$13,950
UCPA PRECISION ASSEMBLY	Administrative	Printing and Mailing	\$4,541
UNITED PARCEL SERVICE	Mail	Postal Services	\$3,670
UNUM LIFE INSURANCE	Insurance	Health Insurance	\$15,177
VERIZON WIRELESS - SD	Communications	Telephone Services	\$22,937
VSP	Insurance	Health Insurance	\$2,079
WEST INFORMATION PUBLISHERS	Administrative	Training	\$8,792
WESTERN PRINTING	Administrative	Printing	\$5,211
WINDES AND MCCLAUGHRY	Accounting	Audit Services	\$58,000
ZENITH INSURANCE COMPANY	Insurance	Insurance	\$380,967

SAN DIEGO REGIONAL CENTER		
LABOR GRADE	POSITION	MONTHLY SALARY RANGE
NON-SUPERVISORY SALARY RANGES		
7	FISCAL ASSISTANT II	\$2,295 - \$3,267
	OFFICE ASSISTANT II	
	SECRETARY II	
	SECRETARY II/RECEPTIONIST	
8	APPOINTMENT COORDINATOR	\$2,390 - \$3,398
	DOCUMENT IMAGING SPECIALIST I	
	FISCAL ASSISTANT III	
	OFFICE ASSISTANT III	
	OFFICE ASSISTANT/DOCUMENT IMAGING CLERK	
	REVENUE COORDINATOR	
	SECRETARY III	
	TRANSFER COORDINATOR	
9	ADMINISTRATIVE SUPPORT SPECIALIST	\$2,486 - \$3,532
	DOCUMENT IMAGING SPECIALIST II	
	FISCAL ASSISTANT IV	
	HUMAN RESOURCES ASSOCIATE/SECRETARY IV	
	TRUST ASSISTANT	
	OFFICE ASSISTANT IV	
	RECRUITER	
	SECRETARY IV	
	SECRETARY IV/PUBLICATION ASSISTANT	
10	COMPUTER OPERATIONS COORDINATOR	\$2,582 - \$3,665
	CORPORATE ACCOUNTING COORDINATOR	
	FISCAL ASSISTANT V	
	INFORMATION SYSTEMS TRAINING SPECIALIST	
	PARENT COORDINATOR	
	PAYROLL COORDINATOR	
	REVENUE COORDINATOR/SOCIAL SECURITY SPECIALIST	
11	BENEFITS COORDINATOR	\$2,724 - \$3,861
	HUMAN RESOURCES REPRESENTATIVE	
12	CONSUMER BENEFITS COORDINATOR	\$2,785 - \$4,059
	CONSUMER INFORMATION SPECIALIST	
	CORPORATE ACCOUNTANT	
	FEDERAL PROGRAMS ASSISTANT	
	MIS SUPPORT SPECIALIST	
	PUBLIC INFORMATION COORDINATOR	
13	TRANSPORTATION ASSISTANT	\$2,800 - \$4,257
14	SOCIAL WORK COUNSELOR (BA)	\$2,869 - \$4,435
15	NETWORK SUPPORT SPECIALIST	\$3,202 - \$4,654
16	SOCIAL WORK COUNSELOR (MASTERS)	\$3,298 - \$5,087
	CONSUMER BENEFITS SPECIALIST	
	EVALUATION SPECIALIST	

	HABILITATION COORDINATOR	
	NURSE CLINICIAN	
	PSYCHOLOGY CONSULTANT	
	RESOURCE COORDINATOR	
LABOR GRADE	POSITION	MONTHLY SALARY RANGE
17	INTERNAL AUDITOR	\$3,481 - \$5,049
19	APPLICATION ANALYST NETWORK SUPPORT SPECIALIST	\$3,873 - \$5,445
20	FAIR HEARING COORDINATOR	\$4,143 - \$5,818
<u>SUPERVISORY SALARY RANGES</u>		
LABOR GRADE	POSITION	MONTHLY SALARY RANGE
S6	OFFICE MANAGER	\$3,156 - \$4,454
S8	EXECUTIVE SECRETARY FISCAL SUPERVISOR TRUST SUPERVISOR MANAGER, ADMINISTRATIVE SUPPORT SERVICES	\$3,579 - \$5,041
S10	FACILITIES MANAGER	\$4,059 - \$5,701
S12	RESIDENTIAL SERVICES COORDINATOR TRANSPORTATION COORDINATOR	\$4,604 - \$6,453
S13	PROGRAM MANAGER COORDINATOR OF NUTRITION SERVICES	\$5,100 - \$7,079
S14	COMPTROLLER COORDINATOR, BEHAVIORAL INTERVENTION SERVICES COORDINATOR, PSYCHOLOGY SERVICES MANAGER, EARLY START SERVICES MANAGER, SANDIS MANAGER, TECHNICAL OPERATIONS NURSE SUPERVISOR REGIONAL MANAGER	\$5,222 - \$7,533
S15	ASSOCIATE DIRECTOR, BUSINESS SERVICES ASSOCIATE DIRECTOR, CASE MANAGEMENT SERVICES SPECIAL PROJECTS MANAGER	\$5,561 - \$8,015
S16	DIRECTOR, BUSINESS SERVICES DIRECTOR, CASE MANAGEMENT SERVICES DIRECTOR, CLINICAL SERVICES DIRECTOR, COMMUNITY SERVICES DIRECTOR, HUMAN RESOURCES DIRECTOR, INFORMATION SERVICES	\$5,923 - \$8,700
No Labor Grade	PHYSICIAN CONSULTANT	\$9,000 - \$13,000
No Labor Grade	EXECUTIVE DIRECTOR	\$14,000 - \$20,000

San Diego Regional Center Executive Director Compensation

Executive Director: Carlos Flores

Year: 2012

Base Compensation	\$228,461.62
Car and/or Travel Allowance	0
Housing/Moving Allowance	0
Life Insurance and/or Group Term Life	1,032.00
Health Benefits (Medical, Dental, Vision, LTD)	9,517.38
Retirement	14,164.72
Vacation Cash Out	0
Bonus	0
Other	0
Total Compensation	\$253,175.72