

Agenda Item # A iv
5/19/06 Governance Subcommittee Meeting

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| Compensation Benchmark Survey | | |
| Job Overviews | | |
| Survey Position Title | Job Type | Skills and Requirements Needed by CIRM |
| Dean of School of Medicine/President | 1st Level Executive | PhD and/or MD required. The most senior executive in the organization responsible for overseeing all functions and directing the organization to ensure the attainment of goals. Subject to approval of the Board, the position is responsible for the formulation of current and long-range plans and objectives and represents the organization in relations with the business and non-business communities. |
| | | |
| VP, Research | 2nd Level Executive | MD and/or PhD required. The senior executive responsible for scientific research. Provides expertise and advises on scientific and medical research matters. Provides scientific and medical expertise and perspective on the prospects and timelines for the development of stem cell therapies. Collaborates on the short and long-term scientific and medical research strategy, goals, and objectives. |
| Director, Research | 2nd Level Executive | MD or PhD required and acknowledged leader in field as Principal Investigator. Management experience preferred. Conducts the initial scientific merit review of grant applications and research and development of contract proposals. Determining review criteria and structure of review groups. Working with program staff to develop application protocols and initiatives and to facilitate reviews |
| VP, Marketing | 2nd Level Executive | BA required, MBA preferred. The senior executive responsible for all aspects of marketing. Responsible for business and management activities such as preparation of policies and proposals, development of strategic documents, white papers and speeches, liaison responsibilities, budget development and approval. Staff management responsibilities. |
| General Counsel | 2nd Level Executive | JD and passed CA Bar exam. The senior executive responsible for legal concerns. Responsible for all legal functions of Institute. Participates with the Chair, Vice Chair, President and other senior staff in legal issues, policy development and problem resolution. |
| CFO or VP, Finance / Admin | 2nd Level Executive | BS or BA required, MBA strongly preferred. The senior executive responsible for finance and/or administrative operations. Participates with senior staff in planning, policy development and problem resolution. Provides short and long term budget planning and financial analysis of the budget. Supervises and administers all financial and administrative operations, including budgeting, accounting, financial reporting, facilities management, procurement, and human resources. |
| | | |
| CIO or VP, Information Technology | Director | BS or BA required. Responsible for developing and implementing an IT strategy for Institute. Direct, plan, organize, and manage all activities of CIRM's Information System needs to ensure the effective, efficient and secure operation of all automated data processing systems |
| Director, Marketing | Director | BS or BA required. Serves as chief strategist on all public policy-related issues related to the work of the organization. Directs, manages, and supervises all aspects of federal, state, and local government interface |
| Director, HR | Director | BA or BS required. Directs, manages, and supervises all aspects of human resource programs and policies. Makes recommendations to senior management for improvement of policies, procedures, and practices. Participates with President/Dean of School of Medicine and senior staff to address long term workforce planning, recruitment and retention. |
| Legal Counsel | Director | JD required. Assists the General Counsel on all legal matters. Prepares and drafts appropriate documents as directed by legal counsel. Summarizes and presents legal matters to staff. Interprets laws, rulings and regulations as needed |
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| Manager, Grants | Manager | BA or BA required. MBA or PH.D. preferred. Oversees, directs and facilitates the business-related and financial grants management functions of the institute to ensure an overall high quality of grants administration across all CIRM programs. Primary advisor on grants policy matters for CIRM institute staff, grantees and others interested in the business management aspects of the granting process. |
| Manager, Marketing Communication | Manager | BA or BS required. Responsible for business activities such as events planning for state wide committee meetings coordination with Communications Office on national and world wide media issues and inter-organization communication effectiveness. Oversees the creation of an outreach program with appropriate communities. Staff management responsibilities. |
| Manager, Events and Tradeshows | Manager | BA or BS required. Manages the arrangements for all meetings including location and logistics such as negotiating contracts, transcription of proceedings, audio-visual, etc. Preparation of all materials for the board members, staff and preparation of and posting of notices in accordance with legal requirements on the web site. Directs the follow up activities and tracking assignments back to staff from meeting decisions. |
| Manager, Regulatory Affairs | Manager | BA or BS required. Serves as strategic director for partnerships and communications with patient and medical organizations. Directs, manages, and supervises all aspects of interface with patient advocacy groups and medical associations. Communicates regularly with disease advocacy representatives and coordinates special projects with the disease advocacy group representatives. |
| Marketing Communication Specialist | Professional | BA or BS required. Provides accessible and regular information relative to the primary objectives of the CIRM to the public. Assists Chief Communications Officer in developing both long and short term print, radio, television, and internet communications strategies for the CIRM and plays a lead role in implementation of these strategies. Assists Chief Communications Officer in managing the public relations firm. |
| Manager, Clinical Sciences Liaison | Manager | BA or BS required. Serves as liaison between organizational working groups and head officer. Assists with preparation of reports from working groups. Analyzes and prepares reports on current stem cell research protocols. |
| | | |
| Principal Research Scientist | Professional | PhD or MD required with a minimum of 12+ years experience in a research and/or development environment. Private investigator experience preferred. Responsible for one of two areas: (1) Conducting the initial scientific merit review of grant applications and research and development of contract proposals. Determining review criteria and structure of review groups. Working with program staff to develop application protocols and initiatives and to facilitate reviews; or (2) All aspects of extramural science programs, including: Program planning, development, implementation, analysis, and evaluation of science programs; Grants and portfolio scientific management. |
| Senior Research Scientist | Professional | PhD or MD required with a minimum of 8+ years experience in a research and/or development environment. Private investigator experience preferred. Responsible for one of two areas: (1) Conducting the initial scientific merit review of grant applications and research and development of contract proposals. Determining review criteria and structure of review groups. Working with program staff to develop application protocols and initiatives and to facilitate reviews; or (2) All aspects of extramural science programs, including: Program planning, development, implementation, analysis, and evaluation of science programs; Grants and portfolio scientific management. |

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| Research Scientist 3 | Professional | PhD or MD required with a minimum of 5+ years experience in a research and/or development environment. Private investigator experience preferred. Responsible for one of two areas: (1) Conducting the initial scientific merit review of grant applications and research and development of contract proposals. Determining review criteria and structure of review groups. Working with program staff to develop application protocols and initiatives and to facilitate reviews; or (2) All aspects of extramural science programs, including: Program planning, development, implementation, analysis, and evaluation of science programs; Grants and portfolio scientific management. |
| | | |
| Marketing Analyst | Professional | BA or BS required. Responsible for research requests. Maintains a current portfolio of research issues and policies throughout the world. Supports the monitoring and administration of the budget including procurement and service agreements. Coordinates patient medical organization lecture series including meeting logistics, relationship development with scientists and patients. Establishes and develops relationships with state wide and national patient and medical organizations to improve and increase educational outreach |
| | | |
| Executive Assistant or Admin Assistant | Professional | BA or BS preferred. Assists senior staff to schedule dates, locations, and additional necessary logistics for meetings. Prepares materials for distribution at meetings and subcommittees, as directed. Organizes and maintains accurate publicly accessible records of all meetings and its subcommittees, within the legal guidelines provided by legal counsel. |

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| CIRM Position Title |
|---|
| President |
| |
| Deputy to the Vice Chair & Director, Scientific Activities |
| Director, Scientific Activities |
| Chief of Staff & Chief Communications Officer |
| General Counsel |
| Chief Administrative Officer |
| |
| Chief Information Officer |
| Director, Legislation & Research Policy |
| Chief Human Resources Officer |
| No CIRM position match |
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| Grants Management Officer |
| Deputy Chief of Staff |
| Director, ICOC Board Relations |

Director, Patient & Medical
Organization Relations

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| Senior Communications Specialist |
| Chairman's Liaison to the Working Groups |
| |
| Scientific Program Officer II/Scientific Review Officer II |
| Scientific Program Officer I/Scientific Review Officer I |

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| Scientific Program Officer I/Scientific Review Officer I |
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| Senior Administrative Coordinator |
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| Administrative/Meeting Coordinator, Grants Technical Assistant |

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DATA TRENDS: 9/20/2005

Compensation Benchmark Survey: AGGREGATE RESULTS as of 7/15/05

Conducted by Advanced-HR Inc. on behalf of the California Institute of Regenerative Medicine (CIRM)

| Survey Job Title | | % With Position | # Incumbents | wtd. Average | average | low | 25th percentile | 50th percentile | 75th percentile | high | % with Bonus |
|------------------|--------------------------|-----------------|--------------|--------------|-----------|-----------|-----------------|-----------------|-----------------|-----------|--------------|
| HE | Dean, School of Medicine | 75% | 8 | \$539,389 | \$505,906 | \$290,000 | \$500,000 | \$502,800 | \$576,400 | \$639,837 | 17% |
| PRI | President | 100% | 12 | \$350,628 | \$350,628 | \$173,000 | \$287,589 | \$357,367 | \$425,000 | \$528,350 | 17% |
| | | | | | \$412,739 | \$219,800 | \$372,553 | \$415,540 | \$485,560 | \$572,945 | |

| Survey Job Title | | % With Position | # Incumbents | wtd. Average | average | low | 25th percentile | 50th percentile | 75th percentile | high | % with Bonus |
|------------------|--------------------------|-----------------|--------------|--------------|-----------|-----------|-----------------|-----------------|-----------------|-----------|--------------|
| PRI | Vice President, Research | 50% | 8 | \$299,304 | \$300,594 | \$215,000 | \$246,380 | \$294,111 | \$306,984 | \$458,598 | 33% |
| HE | Vice President, Research | 50% | 5 | \$269,842 | \$272,819 | \$167,015 | \$235,205 | \$283,968 | \$321,581 | \$356,325 | 0% |
| | | | | | \$289,911 | \$196,544 | \$242,082 | \$290,209 | \$312,598 | \$419,262 | |

| Survey Job Title | | % With Position | # Incumbents | wtd. Average | average | low | 25th percentile | 50th percentile | 75th percentile | high | % with Bonus |
|------------------|---------------------------------|-----------------|--------------|--------------|-----------|-----------|-----------------|-----------------|-----------------|-----------|--------------|
| HE | Vice President, Finance / Admin | 88% | 8 | \$288,845 | \$294,166 | \$173,109 | \$267,900 | \$285,000 | \$329,875 | \$405,500 | 43% |
| PRI | Vice President, Finance / Admin | 92% | 13 | \$210,230 | \$217,091 | \$120,000 | \$172,498 | \$220,000 | \$255,000 | \$313,500 | 18% |
| | | | | | \$246,452 | \$140,232 | \$208,842 | \$244,762 | \$283,524 | \$348,548 | |

| Survey Job Title | | % With Position | # Incumbents | wtd. Average | average | low | 25th percentile | 50th percentile | 75th percentile | high | % with Bonus |
|------------------|---------------------------|-----------------|--------------|--------------|---------|-----|-----------------|-----------------|-----------------|------|--------------|
| HE | Vice President, Marketing | 0% | 0 | | | | | | | | |
| PRI | Vice President, Marketing | 0% | 0 | | | | | | | | |

| Survey Job Title | | % With Position | # Incumbents | wtd. Average | average | low | 25th percentile | 50th percentile | 75th percentile | high | % with Bonus |
|------------------|---------------------------------|-----------------|--------------|--------------|-----------|-----------|-----------------|-----------------|-----------------|-----------|--------------|
| HE | Vice President, Info Technology | 63% | 5 | \$174,918 | \$174,918 | \$106,400 | \$161,040 | \$174,400 | \$211,300 | \$221,450 | 40% |

| Survey Job Title | | % With Position | # Incumbents | wtd. Average | average | low | 25th percentile | 50th percentile | 75th percentile | high | % with Bonus |
|------------------|-----------------|-----------------|--------------|--------------|-----------|-----------|-----------------|-----------------|-----------------|-----------|--------------|
| HE | General Counsel | 25% | 2 | \$225,500 | \$225,500 | \$135,999 | \$180,749 | \$225,500 | \$270,250 | \$315,000 | 50% |
| PRI | General Counsel | 25% | 3 | \$211,000 | \$211,000 | \$160,000 | \$171,500 | \$183,000 | \$236,500 | \$290,000 | 33% |
| | | | | | \$216,800 | \$150,400 | \$175,200 | \$200,000 | \$250,000 | \$300,000 | |

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| | Survey Job Title | % With Position | # Incumbents | wtd. Average | average | low | 25th percentile | 50th percentile | 75th percentile | high | % with Bonus |
|-----|------------------------------|-----------------|--------------|--------------|----------|----------|-----------------|-----------------|-----------------|----------|--------------|
| HE | Executive Assistant to Chair | 50% | 70 | \$52,102 | \$49,757 | \$42,400 | \$42,400 | \$49,173 | \$52,447 | \$52,900 | 0% |
| PRI | Executive Assistant | 75% | 40 | \$54,676 | \$53,716 | \$45,520 | \$45,520 | \$46,486 | \$57,006 | \$72,235 | 0% |
| | | | | | \$51,196 | \$43,535 | \$43,535 | \$48,196 | \$54,105 | \$59,931 | |

| | Survey Job Title | % With Position | # Incumbents | wtd. Average | average | low | 25th percentile | 50th percentile | 75th percentile | high | % with Bonus |
|-----|------------------|-----------------|--------------|--------------|----------|----------|-----------------|-----------------|-----------------|----------|--------------|
| HE | Admin Assistant | 75% | 908 | \$41,145 | \$46,407 | \$36,456 | \$37,800 | \$41,771 | \$53,384 | \$64,714 | 0% |
| PRI | Admin Assistant | 50% | 60 | \$41,623 | \$40,550 | \$32,240 | \$38,173 | \$40,753 | \$43,845 | \$46,820 | 0% |
| | | | | | \$46,044 | \$36,195 | \$37,823 | \$41,708 | \$52,793 | \$63,605 | |

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| average bonus | % Higher |
|------------------|-------------|
|------------------|-------------|

| | |
|-----|-----|
| 6% | 29% |
| 29% | |

| average bonus | % Higher |
|------------------|-------------|
|------------------|-------------|

| | |
|-----|----|
| 24% | 3% |
| | |

| average bonus | % Higher |
|------------------|-------------|
|------------------|-------------|

| | |
|-----|-----|
| 17% | 23% |
| 24% | |

| average bonus | % Higher |
|------------------|-------------|
|------------------|-------------|

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| average bonus | % Higher |
|------------------|-------------|
|------------------|-------------|

| | |
|-----|--|
| 15% | |
| | |

| average bonus | % Higher |
|------------------|-------------|
|------------------|-------------|

| | |
|-----|-----|
| 4% | 19% |
| 36% | |

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| average bonus | % Higher |
|------------------|-------------|
| | 38% |
| | |

| average bonus | % Higher |
|------------------|-------------|
| 15% | 27% |
| 38% | |

| average bonus | % Higher |
|------------------|-------------|
| | 18% |
| | |

| average bonus | % Higher |
|------------------|-------------|
| | 19% |
| | |

| average bonus | % Higher |
|------------------|-------------|
| | |
| | |
| average bonus | % Higher |
| | 42% |
| | |

| average bonus | % Higher |
|------------------|-------------|
| | 32% |
| | |

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| average bonus | % Higher |
|------------------|-------------|
| | 45% |
| | |

| average bonus | % Higher |
|------------------|-------------|
| | |
| | |

| average bonus | % Higher |
|------------------|-------------|
| | 25% |
| 22% | |

| average bonus | % Higher |
|------------------|-------------|
| | 18% |
| 22% | |

| average bonus | % Higher |
|------------------|-------------|
| | 8% |
| 25% | |

| average bonus | % Higher |
|------------------|-------------|
| | |
| | |

| average bonus | % Higher |
|------------------|-------------|
| | |
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| average bonus | % Higher |
|------------------|-------------|
| | 5% |
| | |

| average bonus | % Higher |
|------------------|-------------|
| | 2% |
| | |

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| | LEVEL | CIRM Position Titles | Category | Minimum salary | Maximum salary (1.6 above the minimum salary=60% salary range) | Corresponding Salary Survey Title |
|--|--------------|--|-----------------|-----------------------|---|--|
| | 9 | ICOC Chair and Vice Chair and President | E | \$300,000 | \$480,000 | President and Dean, School of Medicine |
| | 8 | Chief Scientific Officer | T | \$190,000 | \$305,000 | VP, Research |
| | 7 | Director, Scientific Activities | T | 150,000.00 | 240,000.00 | VP, Research & Director, Research |
| | | Deputy to the Vice Chair | T | 150,000.00 | 240,000.00 | VP, Research & Director, Research |
| | | Chief Communications Officer | B | \$150,000 | \$240,000 | VP, Marketing |
| | | Chief of Staff | B | \$150,000 | \$240,000 | VP, Marketing |
| | | General Counsel | A | \$150,000 | \$240,000* | General Counsel |
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|--|---|--|---|-----------|-----------|--|
| | | Chief Administrative Officer | A | \$150,000 | \$240,000 | CFO/VP, Finance |
| | 6 | SPO II/SRO II | T | \$100,000 | \$160,000 | Principal Research Scientist |
| | | Chief Information Officer | T | \$100,000 | \$160,000 | CIO/VP IT |
| | | Senior Officer for Medical & Ethical Standards | T | \$100,000 | \$160,000 | |
| | | Deputy Chief of Staff | B | \$100,000 | \$160,000 | Manager, Marketing Communication |
| | | SPO I/SRO I | T | \$80,000 | \$128,000 | Senior Research Scientist & Research Scientist 3 |
| | 5 | Director, Legislation & Research Policy | B | \$90,000 | \$144,000 | Director, Marketing |
| | | Grants Management Officer | B | \$90,000 | \$144,000 | Manager, Grants |
| | | Chief Human Resources Officer | A | \$90,000 | \$144,000 | Director, Human Resources |
| | 4 | Director of ICOC Board Relations | B | \$80,000 | \$128,000 | Manager, Events & Tradeshow |
| | | Senior Communications Specialist | B | \$80,000 | \$128,000 | Marketing Communication Specialist |
| | | Chairman's Liaison to the Working Groups | B | \$80,000 | \$128,000 | Manager, Clinical Sciences Liaison |
| | 3 | Senior Executive Assistant to the President | A | \$60,000 | \$96,000 | |
| | | Facilities, Procurement, & Operations Manager | B | \$60,000 | \$96,000 | |

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| | 2 | Executive Assistant to the Chairman, Facilities & Procurement Analyst, Grants Management & Grants Technical Specialist | A | \$50,000 | \$80,000 | Executive Assistant |
| | 1 | Administrative & Meeting Coordinator, Senior Administrative Coordinator, Grants Management & Technical Assistant | A | \$40,000 | \$64,000 | Administrative Assistant |
| | | | | | *Due to the specialized nature of the General Counsel position, CIRM may need to offer beyond the range but will request prior ICOC Board approval. | |
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| Salary survey range 25th to 75th Percentile | Definition of category |
|---|--|
| HE/PRI=\$372,553-\$485,560 | E=Executive |
| HE/PRI=\$242,082-\$312,598 | |
| HE/PRI for VP, Research=\$242,082-\$312,598 HE/PRI for Director, Research=\$139,438-\$176-059 | T=Technical such as Scientific or IT |
| HE/PRI for VP, Research=\$242,082-\$312,598 HE/PRI for Director, Research=\$139,438-\$176-059 | |
| ***There is no salary survey data attributed to the duties assigned to this position. Therefore, we have placed the position into the most appropriate CIRM salary level based on the job duties and responsibilities, reporting relationship and equity within the organization. In addition, we did contact two organizations defined in Proposition 71 language and confidentially they confirmed our ranges were appropriate and consistent with the applicable labor market. | B=Business or outward facing to the business community such as marketing or business development. |
| HE/PRI for VP, Finance/Admin & Manager, Regulatory Affairs=\$159,700-\$212,245** | |
| HE/PRI=\$175,200-\$250,000 | A=Administrative or inward focusing to the organization such as Human Resources, Legal Affairs or Office Management. |

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| HE/PRI=\$208,842-\$283,524 | |
| HE/PRI=\$114,633-\$144,897. | |
| No applicable data.*** | |
| The Senior Officer to the Medical & Ethical Standards position was recruited for and based on the applicant pool, the salary set reflected the local labor market salary demands. | |
| No sufficient or applicable data*** | |
| HE/PRI for Senior Research Scientist=\$93,097-\$122,886 & HE/PRI for Research Scientist 3=\$72,107- \$96,507. | |
| HE/PRI= \$91,226-\$130,552 | |
| No applicable data.*** | |
| HE/PRI=\$94,779-\$144,171 | |
| HE/PRI=\$87,500-\$106,500 | |
| No sufficient or applicable data*** | |
| No sufficient or applicable data*** | |
| Senior Executive Assistant to the President was recruited for and based on the applicant pool, the salary set reflected the local labor market salary demands. | |
| The Facilities, Procurement & Operations position was recruited for and based on the applicant pool the salaries demanded support the CIRM range. | |

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| No applicable data.*** | |
| HE/PRI for Administrative Assistant=37,823-\$52,793 | |
| **Due to the diverse duties of the Chief of Staff, the salary range provided combines the range of the VP, Finance/Admin and Manager, Regulatory Affairs. | |
| ***There is no applicable salary survey data attributed to the duties assigned to these positions. Therefore, we have placed these positions into the most appropriate CIRM salary level based on the job duties and responsibilities, reporting relationship and equity within the organization. | |