

Program Endorsement Brief: 1402.00 – Paralegal

eDiscovery and Litigation Support Certificate

Los Angeles/Orange County Center of Excellence, May 2021

Summary Analysis

Program Endorsement:	Endorsed: All Criteria Met <input checked="" type="checkbox"/>	Endorsed: Some Criteria Met <input type="checkbox"/>	Not Endorsed <input type="checkbox"/>
Program Endorsement Criteria			
Supply Gap:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Living Wage: (Entry-Level, 25th)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Education:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Emerging Occupation(s)			
Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	

The Los Angeles/Orange County Center of Excellence for Labor Market Research (COE) prepared this report to provide Los Angeles/Orange County regional labor market supply and demand data related to four middle-skill occupations:

- *Paralegals and legal assistants (23-2011);*
- *Title examiners, abstractors, and searchers (23-2093);*
- *Court reporters and simultaneous captioners (27-3092); and*
- *Legal secretaries and administrative assistants (43-6012).*

Middle-skill occupations typically require some postsecondary education, but less than a bachelor's degree.¹ This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from community college programs that align with the relevant occupations.

Based on the available data, there appears to be a supply gap for these four occupations in the region. In addition to the four occupations having entry-level wages that exceed the living wage in Los Angeles County, national-level educational attainment data indicates between 39% and 75% of workers in the field have completed some college or an associate degree. **Therefore, due to all of the criteria being met, the COE endorses this proposed program.** Detailed reasons include:

¹ The COE classifies middle-skill jobs as the following:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor's degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

Demand:

- **Supply Gap Criteria** – Over the next five years, there is projected to be **3,556 jobs available annually** in the region due to retirements and workers leaving the field, **which is more than the 540 awards conferred annually** by educational institutions in the region.
- **Living Wage Criteria** – In Los Angeles County, all four occupations have entry-level wages above the county’s living wage (\$15.04/hour).²
- **Educational Criteria** – The Bureau of Labor Statistics (BLS) lists a high school diploma or equivalent as the typical entry-level education for *title examiners, abstractors, and searchers* (23-2093), and *legal secretaries and administrative assistants* (43-6012); a postsecondary nondegree award for *court reporters and simultaneous captioners* (27-3092); and an associate degree for *paralegals and legal assistants* (23-2011).
 - National-level educational attainment data indicates **between 39% and 75% of workers in the field have completed some college or an associate degree.**

Supply:

- Between 2017 and 2020, **19 community colleges** in the LA/OC region offered programs that have historically trained for the four occupations of interest, conferring an average of **487 awards annually**.
- Between 2016 and 2019, there was an average of **53 awards conferred annually** in related training programs by non-community college institutions.

Occupational Demand

Exhibit 1 shows the five-year occupational demand projections for the four occupations of interest. In Los Angeles/Orange County, the number of jobs related to these occupations is projected to remain constant through 2024. There will be nearly 3,600 job openings per year through 2024 due to retirements and workers leaving the field.

This report includes employment projection data by Emsi, which uses EDD information. Emsi’s projections are modeled on recorded (historical) employment figures and incorporate several underlying assumptions, including the assumption that the economy, during the projection period, will be at approximately full employment. To the extent that a recession or labor shock, such as the economic effects of COVID-19, can cause long-term structural change, it may impact the projections. At this time, it is not possible to quantify the impact of COVID-19 on projections of industry and occupational employment. Therefore, the projections included in this report do not take the impacts of COVID-19 into account.

² Living wage data was pulled from California Family Needs Calculator on 5/18/2021. For more information, visit the California Family Needs Calculator website: <https://insightcced.org/2018-family-needs-calculator/>.

Exhibit 1: Occupational demand in Los Angeles and Orange Counties³

Geography	2019 Jobs	2024 Jobs	2019-2024 Change	2019-2024 % Change	Annual Openings
Los Angeles	25,799	25,807	8	0%	2,709
Orange	8,209	8,100	(109)	(1%)	848
Total	34,008	33,907	(101)	0%	3,556

Wages

The labor market endorsement in this report considers the entry-level hourly wages for these eDiscovery and litigation support occupations in Los Angeles County as they relate to the county’s living wage. Orange County wages are included below in order to provide a complete analysis of the LA/OC region. Detailed wage information, by county, is included in Appendix A.

Los Angeles County: All four occupations have entry-level wages **above** the living wage for one adult (\$15.04 in Los Angeles County). Typical entry-level hourly wages are in a range between \$17.77 and \$27.04. Experienced workers can expect to earn wages between \$34.03 and \$48.99, which are higher than the living wage estimate.

Orange County: The majority (92%) of annual job openings for these four occupations have entry-level wages **above** the living wage for one adult (\$17.36 in Orange County). Typical entry-level hourly wages are in a range between \$16.99 and \$26.57. The typical entry-level wage for *title examiners, abstractors, and searchers* (23-2093) is below the living wage for one adult; however, typical entry-level wages for *paralegals and legal assistants* (23-2011); *court reporters and simultaneous captioners* (27-3092); and *legal secretaries and administrative assistants* (43-6012) are above the living wage for one adult. Experienced workers can expect to earn wages between \$32.26 and \$48.24, which are higher than the living wage estimate.

Job Postings

Over the past 12 months, there have been 4,592 online job postings related to the four occupations of interest in the region. The highest number of job postings were for legal assistant, paralegal, and litigation paralegal. The top skills were litigation, legal documentation, and administrative support. The top employers, by number of job postings, in the region were APC, Legal Network Incorporated, and APLC Incorporated.

It is important to note that the job postings data included in this section reflects online job postings listed in the past 12 months and does not yet demonstrate the impact of COVID-19. While employers have generally posted fewer online job postings since the beginning of the pandemic, the long-term effects are currently unknown.

³ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

Educational Attainment

The Bureau of Labor Statistics (BLS) lists a high school diploma or equivalent as the typical entry-level education for *title examiners, abstractors, and searchers* (23-2093), and *legal secretaries and administrative assistants* (43-6012); a postsecondary nondegree award for *court reporters and simultaneous captioners* (27-3092); and an associate degree for *paralegals and legal assistants* (23-2011).

National-level educational attainment data indicates between 39% and 75% of workers in the field have completed some college or an associate degree. Of the 53% of job postings listing a minimum education requirement in Los Angeles/Orange County, 45% (1,086) requested a high school diploma, 11% (271) requested an associate degree, and 44% (1,057) requested a bachelor's degree.

Educational Supply

Community College Supply — Exhibit 2 shows the annual and three-year average number of awards conferred by community colleges in the related TOP codes: Legal Office Technology (0514.10); and Paralegal (1402.00). Between 2017 and 2020, community colleges in the region conferred an average of 487 awards annually in related training programs. The colleges with the most completions in the region are Coastline, Pasadena, and Cerritos. Over the past 12 months, there was one other related program recommendation request from regional community colleges.

Exhibit 2: Regional community college awards (certificates and degrees), 2017-2020

TOP Code	Program	Colleges	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
0514.10	Legal Office Technology	Cerritos	-	2	-	1
		East LA	3	-	-	1
		Glendale	1	-	-	0
		LA Pierce	4	-	-	1
		Long Beach	1	-	-	0
		Santa Monica	1	2	12	5
		West LA	8	2	5	5
		LA Subtotal	18	6	17	14
		Santa Ana	-	-	1	0
		OC Subtotal	-	-	1	0
Supply Subtotal/Average			18	6	18	14
1402.00	Paralegal	Cerritos	58	58	60	59
		Compton	2	2	-	1
		East LA	-	-	41	14
		El Camino	34	39	31	35

TOP Code	Program	Colleges	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
		LA City	30	25	34	30
		LA Mission	35	35	24	31
		LA Southwest	-	1	-	0
		LA Trade-Tech	13	2	7	7
		Mt San Antonio	25	43	42	37
		Pasadena	61	69	49	60
		West LA	28	30	24	27
		LA Subtotal	286	304	312	301
		Coastline	75	58	60	64
		Fullerton	-	39	49	29
		Irvine Valley	16	16	32	21
		Santa Ana	39	62	72	58
		OC Subtotal	130	175	213	173
		Supply Subtotal/ Average	416	479	525	473
		Supply Total/ Average	434	485	543	487

Non-Community College Supply — It is important to consider the supply from non-community college institutions in the region that offer programs that train for the occupations of interest. Exhibit 3 shows the annual and three-year average number of awards conferred by these institutions in the related Classification of Instructional Programs (CIP) Codes: 22.0301 – Legal Administrative Assistant/ Secretary; and 22.0302 – Legal Assistant/ Paralegal.

Due to different data collection periods, the most recent three-year period of available data is from 2016 to 2019. Between 2016 and 2019, non-community college institutions in the region conferred an average of 53 awards annually in related training programs.

Exhibit 3: Regional non-community college awards, 2016-2019

CIP	Program	Institution	2016-17 Awards	2017-18 Awards	2018-19 Awards	3-Year Average
22.0301	Legal Administrative Assistant/ Secretary	South Coast College	1	-	-	0
22.0302	Legal Assistant/ Paralegal	Abraham Lincoln University	-	2	5	2
		Brandman University	-	1	8	3

CIP	Program	Institution	2016-17 Awards	2017-18 Awards	2018-19 Awards	3-Year Average
		Downey Adult School	3	-	6	3
		Fremont College	41	26	21	29
		InterCoast Colleges- Santa Ana	-	-	-	-
		North-West College- Van Nuys	-	-	-	-
		Platt College- Anaheim	-	-	-	-
		Platt College- Los Angeles	5	8	-	4
		South Coast College	13	14	4	10
		University of Antelope Valley	-	-	-	-
		University of La Verne	-	-	-	-
Supply Total/ Average			63	51	44	53

Appendix A: Occupational demand and wage data by county

Exhibit 4. Los Angeles County

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Paralegals and Legal Assistants (23-2011)	12,801	13,186	385	3%	1,428	\$21.60	\$28.73	\$38.26
Title Examiners, Abstractors, and Searchers (23-2093)	1,738	1,848	110	6%	173	\$17.77	\$25.89	\$34.03
Court Reporters and Simultaneous Captioners (27-3092)	1,149	1,202	53	5%	104	\$27.04	\$41.29	\$48.99
Legal Secretaries and Administrative Assistants (43-6012)	10,111	9,571	(540)	(5%)	1,004	\$21.95	\$30.69	\$39.15
Total	25,799	25,807	8	0%	2,709			

Exhibit 5. Orange County

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Paralegals and Legal Assistants (23-2011)	4,086	4,150	64	2%	445	\$19.19	\$25.53	\$34.02
Title Examiners, Abstractors, and Searchers (23-2093)	684	709	25	4%	66	\$16.99	\$24.64	\$32.26
Court Reporters and Simultaneous Captioners (27-3092)	329	343	14	4%	30	\$26.57	\$40.55	\$48.24
Legal Secretaries and Administrative Assistants (43-6012)	3,110	2,898	(212)	(7%)	307	\$19.36	\$27.06	\$34.52
Total	8,209	8,100	(109)	(1%)	848			

Exhibit 6. Los Angeles and Orange Counties

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Typical Entry-Level Education
Paralegals and Legal Assistants (23-2011)	16,887	17,336	449	3%	1,873	Associate Degree
Title Examiners, Abstractors, and Searchers (23-2093)	2,422	2,557	135	6%	238	High school diploma or equivalent
Court Reporters and Simultaneous Captioners (27-3092)	1,478	1,545	67	5%	134	Postsecondary nondegree award
Legal Secretaries and Administrative Assistants (43-6012)	13,222	12,469	(753)	(6%)	1,311	High school diploma or equivalent
Total	34,008	33,907	(101)	0%	3,555	

Appendix B: Sources

- O*NET Online
- Labor Insight/Jobs (Burning Glass)
- Economic Modeling Specialists, International (Emsi)
- Bureau of Labor Statistics (BLS)
- Employment Development Department, Labor Market Information Division, OES
- California Community Colleges Chancellor's Office Management Information Systems (MIS)
- California Family Needs Calculator, Insight Center for Community Economic Development
- Chancellor's Office Curriculum Inventory (COCI 2.0)

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