** Paralegal/Legal Occupations**

**Labor Market Information Report**

**City College of San Francisco**

Prepared by the San Francisco Bay Center of Excellence

for Labor Market Research

January 2019

# Recommendation

Based on all available data, there appears to be an undersupply of Paralegal/Legal workers compared to the demand for this cluster of occupations in the Bay region and in the Mid-Peninsula sub-region (San Francisco and San Mateo Counties). The gap is about 1,319 students annually in the Bay region and 592 students annually in the Mid-Peninsula Sub-Region.

This report also provides student outcomes data on employment and earnings for programs on TOP 1402.00 - Paralegal in the state and region. It is recommended that this data be reviewed to better understand how outcomes for students taking courses on this TOP code compare to potentially similar programs at colleges in the state and region, as well as to outcomes across all CTE programs at City College of San Francisco and in the region.

# Introduction

This report profiles Paralegal/Legal Occupations in the 12 county Bay region and in the Mid-Peninsula sub-region for the proposed revision to an existing program at City College of San Francisco.

|  |
| --- |
| * **Paralegals and Legal Assistants (SOC 23-2011):** Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes “Legal Secretaries” (43-6012). |
| *Entry-Level Educational Requirement: Associate's degree* |
| *Training Requirement: None* |
| *Percentage of Community College Award Holders or Some Postsecondary Coursework: 44%* |
|  |
| * **Legal Secretaries (SOC 43-6012):** Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. |
| *Entry-Level Educational Requirement: High school diploma or equivalent* |
| *Training Requirement: Moderate-term on-the-job training* |
| *Percentage of Community College Award Holders or Some Postsecondary Coursework: 47%* |

# Occupational Demand

**Table 1. Employment Outlook for Paralegal/Legal Occupations in Bay Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Annual Open-ings | 10% Hourly Wage | Median Hourly Wage |
| Paralegals and Legal Assistants | 8,183 | 8,802 | 619 | 8% | 4,843 | 969 | $19.31 | $31.96 |
| Legal Secretaries | 5,738 | 5,290 | (449) | (8%) | 2,940 | 588 | $20.51 | $31.10 |
| **Total** | **13,921** | **14,092** | **171** | **1%** | **7,783** | **1,557** | **$19.81** | **$31.60** |

*Source: EMSI 2018.4*

**Bay Region** includes Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties

**Table 2. Employment Outlook for Paralegal/Legal Occupations in Mid-Peninsula Sub-Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Annual Open-ings | 10% Hourly Wage | Median Hourly Wage |
| Paralegals and Legal Assistants | 2,947 | 3,182 | 235 | 8% | 1,757 | 351 | $23.83 | $35.70 |
| Legal Secretaries | 2,697 | 2,477 | (220) | (8%) | 1,378 | 276 | $23.87 | $33.34 |
| **TOTAL** | **5,644** | **5,659** | **15** | **0%** | **3,135** | **627** | **$23.85** | **$34.58** |

*Source: EMSI 2018.4*

**Mid-Peninsula Sub-Region** includes San Francisco and San Mateo Counties

### Job Postings in Bay Region and Mid-Peninsula Sub-Region

**Table 3. Number of Job Postings by Occupation for latest 12 months (Dec 2017 - Nov 2018)**

|  |  |  |
| --- | --- | --- |
| Occupation | Bay Region | Mid-Peninsula |
| Paralegals and Legal Assistants | 3,678 | 1,969 |
| Legal Secretaries | 1,147 | 652 |
| **Total** | **4,825** | **2,621** |

*Source: Burning Glass*

**Table 4. Top Job Titles for Paralegal/Legal Occupations for latest 12 months (Dec 2017 - Nov 2018)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Common Title | Bay | Mid-Peninsula | Common Title | Bay | Mid-Peninsula |
| Paralegal | 985 | 547 | Junior Paralegal | 41 | 22 |
| Legal Assistant | 926 | 456 | Patent Paralegal | 36 | 13 |
| Legal Secretary | 779 | 423 | Executive Assistant | 28 | 17 |
| Legal Administrative Assistant | 315 | 152 | Associate | 23 | 17 |
| Litigation Paralegal | 301 | 198 | Contracts Paralegal | 20 | 5 |
| Corporate Paralegal | 264 | 147 | Legal Office Assistant | 16 | 4 |
| Litigation Secretary | 230 | 139 | Office Manager | 15 | 5 |
| Immigration Paralegal | 108 | 66 | Assistant Office Manager | 12 | 2 |
| Trademark Paralegal | 73 | 32 | Office Administrator | 11 | 5 |
| Litigation Legal Secretary | 66 | 40 | Pharmaceutical Patent Agent | 11 | 9 |
| Paralegal Specialist | 59 | 19 | Transactional Paralegal | 11 | 5 |
| Receptionist | 56 |  | Administrative Assistant | 10 | 5 |
| Real Estate Paralegal | 53 | 23 | Assistant Paralegal | 10 | 4 |
| Intellectual Property Paralegal | 52 | 27 | Law Office Assistant | 10 | 4 |

*Source: Burning Glass*

# Industry Concentration

**Table 5. Industries hiring Paralegal/Legal Workers in Bay Region**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Industry – 6 Digit NAICS (No. American Industry Classification) Codes | Jobs in Industry (2017) | Jobs in Industry (2022) | % Change (2017-22) | % in Industry (2017) |
| Offices of Lawyers (541110) | 10,467 | 10,441 | (1%) | 75.0% |
| Local Government, Excluding Education and Hospitals (903999) | 713 | 709 | (0%) | 5.1% |
| All Other Legal Services (541199) | 385 | 381 | 26% | 2.7% |
| State Government, Excluding Education and Hospitals (902999) | 293 | 293 | (2%) | 2.1% |
| Title Abstract and Settlement Offices (541191) | 295 | 293 | 5% | 2.1% |
| Corporate, Subsidiary, and Regional Managing Offices (551114) | 209 | 217 | 10% | 1.6% |
| Federal Government, Civilian, Excluding Postal Service (901199) | 164 | 163 | 0% | 1.2% |

*Source: EMSI 2018.4*

**Table 6. Top Employers Posting Jobs for Paralegal/Legal Occupations in Bay and Mid-Peninsula Sub-Region (Dec 2017 - Nov 2018)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Bay | Employer | Bay | Employer | Mid-Peninsula |
| Alchemy Legal | 50 | Wilson Sonsini Goodrich & Rosati | 17 | Alchemy Legal | 34 |
| Aba Search Incorporated | 33 | US Army | 16 | Legal Specialists | 26 |
| Legal Specialists | 33 | Gap Inc. | 15 | Uber | 26 |
| US Department of Justice | 31 | Greenberg Traurig | 15 | Deloitte | 24 |
| Deloitte | 26 | Perkins Coie Llp | 13 | Aba Search Incorporated | 21 |
| Uber | 26 | Greenberg Traurig Llp | 12 | US Department of Justice | 19 |
| Cooley Llp | 25 | Kirkland & Ellis | 12 | Morgan Lewis Bockius | 18 |
| Santa Clara County Legal Professionals Association Sccolpa | 22 | Sony Electronics Incorporated | 12 | Wells Fargo | 17 |
| Google Inc. | 20 | Tesla Motors | 12 | Gap Inc. | 15 |
| Morgan Lewis Bockius | 20 | Berry Appleman Leiden | 11 | Greenberg Traurig | 13 |
| Fragomen | 17 | County San Mateo | 11 | Sony Electronics Incorporated | 12 |
| Perkins Coie | 17 | County Santa Clara | 11 | County San Mateo | 10 |
| Wells Fargo | 17 | Dorsey & Whitney | 10 | Greenberg Traurig Llp | 10 |

*Source: Burning Glass*

# Educational Supply

There are eight community colleges in the Bay Region issuing 236 awards annually on TOP 1402.00 - Paralegal and three colleges in the Mid-Peninsula Sub-Region issuing 35 awards annually on this TOP code.

**Table 7. Awards on TOP 1402.00 - Paralegal in the Bay Region**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| College | Sub-Region | Headcount | Associates | Certificates | Total |
| **Canada** | Mid-Peninsula | 40 | 6 | 9 | 15 |
| **Deanza** | Silicon Valley | 281 | 44 | 41 | 85 |
| **Evergreen Valley** | Silicon Valley | 131 | 12 | 14 | 26 |
| **Merritt** | East Bay | 149 | 12 | 24 | 36 |
| **San Francisco** | Mid-Peninsula | 320 |  | 8 | 8 |
| **Santa Rosa** | North Bay | 110 | 14 |  | 14 |
| **Skyline** | Mid-Peninsula | 84 | 5 | 7 | 12 |
| **West Valley** | Silicon Valley | 151 | 14 | 26 | 40 |
| **Total Bay Region** | | **1,266** | **107** | **129** | **236** |
| **Total Mid-Peninsula Sub-Region** | | **444** | **11** | **24** | **35** |

# *Source: IPEDS, Data Mart and Launchboard*

NOTE: Headcount of students who took one or more courses is for 2016-17. The annual average for awards is 2014-17 unless there are only awards in 2016-17. The annual average for other postsecondary is for 2013-16.

# Gap Analysis

Based on the data included in this report, there is a large labor market gap in the Bay region with 1,557 annual openings for the Paralegal/Legal occupational cluster and 238 annual awards for an annual undersupply of 1,319 students. In the Mid-Peninsula Sub-Region, there is also a gap with 627 annual openings and 35 annual awards for an annual undersupply of 592.

# Student Outcomes

**Table 8. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 1402.00 - Paralegal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2015-16 | Bay  (All CTE Programs) | City College of San Francisco (All CTE Programs) | State (1402.00) | Bay (1402.00) | Mid-Peninsula (1402.00) | City College of San Francisco (1402.00) |
| % Employed Four Quarters After Exit | 74% | 73% | 67% | 68% | 75% | 72% |
| Median Quarterly Earnings Two Quarters After Exit | $10,550 | $10,170 | $9,601 | $11,295 | $13,252 | $15,049 |
| Median % Change in Earnings | 46% | 50% | 39% | 64% | 71% | 75% |
| % of Students Earning a Living Wage | 63% | 55% | 61% | 68% | 69% | 75% |

*Source: Launchboard Pipeline (version available on 12/12/18)*

# Skills, Certifications and Education

**Table 9. Top Skills for Paralegal/Legal Occupations in Bay Region (Dec 2017 - Nov 2018)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skill | Postings | Skill | Postings | Skill | Postings |
| Litigation | 1,948 | Spreadsheets | 431 | Data Entry | 262 |
| Legal Support | 1,223 | Proofreading | 414 | Civil Litigation | 243 |
| Legal Documentation | 1,091 | Case Management | 401 | Due Diligence | 243 |
| Administrative Support | 1,037 | Expense Reports | 344 | Subpoena Preparation | 217 |
| Scheduling | 864 | Appointment Setting | 306 | Legal Document Preparation | 215 |
| Legal Document Composition | 788 | Copying | 297 | Database Management | 196 |
| Professional Services Marketing | 567 | Transcription | 294 | Contract Preparation | 194 |
| Mergers and Acquisitions | 566 | Document Management | 292 | Document Review | 193 |
| Travel Arrangements | 554 | Adobe Acrobat | 290 | Calendar Management | 177 |
| Customer Billing | 511 | Intellectual Property | 285 | Contract Review | 176 |
| Secretarial Skills | 503 | Mailing | 285 | Dictation | 167 |
| Legal Research | 481 | Record Keeping | 273 | E-Discovery | 161 |
| Customer Service | 478 | Project Management | 267 | Securities | 161 |
| Filing | 457 | Trial Preparation | 267 | Memoranda Preparation | 156 |
| Customer Contact | 448 | Administrative Functions | 266 | Legal Industry Knowledge | 151 |

*Source: Burning Glass*

**Table 10. Certifications for Paralegal/Legal Occupations in the Bay Region (Dec 2017 - Nov 2018)**

Note: 78% of records have been excluded because they do not include a certification. As a result, the chart below may not be representative of the full sample.

|  |  |  |  |
| --- | --- | --- | --- |
| Certification | Postings | Certification | Postings |
| Paralegal Certification | 978 | Legal Secretary Certification | 3 |
| Driver's License | 45 | Property and Casualty License | 3 |
| Legal Assistant | 21 | Real Estate Certification | 3 |
| Notary License | 15 | Registered Cardiac Electrophysiology Specialist | 3 |
| Typing Certification | 15 | American Power Conversion | 2 |
| Security Clearance | 11 | Business Education | 2 |
| 45 Words Per Minute | 10 | Business License | 2 |
| Certified First Responder | 6 | Cdl Class C | 2 |
| Contractors License | 4 | Certified Information Systems Auditor | 2 |
| IT Infrastructure Library (ITIL) Certification | 3 | Certified Occupational Health Nurse | 2 |

*Source: Burning Glass*

**Table 11. Education Requirements for Paralegal/Legal Occupations in Bay Region**

Note: 52% of records have been excluded because they do not include a degree level. As a result, the chart below may not be representative of the full sample.

|  |  |
| --- | --- |
| Education (minimum advertised) | Latest 12 Mos. Postings |
| High school or vocational training | 414 (18%) |
| Associate Degree | 140 (6%) |
| Bachelor’s Degree or Higher | 1,786 (76%) |

*Source: Burning Glass*

# Methodology

Occupations for this report were identified by use of skills listed in O\*Net descriptions and job descriptions in Burning Glass. Labor demand data is sourced from Economic Modeling Specialists International (EMSI) occupation data and Burning Glass job postings data. Educational supply and student outcomes data is retrieved from multiple sources, including CTE Launchboard and CCCCO Data Mart.

# Sources

O\*Net Online

Labor Insight/Jobs (Burning Glass)

Economic Modeling Specialists International (EMSI)

CTE LaunchBoard [www.calpassplus.org/Launchboard/](http://www.calpassplus.org/Launchboard/)

Statewide CTE Outcomes Survey

Employment Development Department Unemployment Insurance Dataset

Living Insight Center for Community Economic Development

Chancellor’s Office MIS system

# Contacts

For more information, please contact:

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