

**Labor Market Analysis for Program Recommendation**

**Paralegal Occupations**

**Santa Rosa Junior College**

## Prepared by the San Francisco Bay Center of Excellence for Labor Market Research

## November 2023

## Recommendation

Based on all available data, there appears to be an “undersupply” of Paralegal Studies workers compared to the demand for this cluster of occupations in the Bay region and in the North Bay sub-region (Marin, Napa, Solano, Sonoma counties). There is a projected annual gap of about 1,114 students in the Bay region and 80 students in the North Bay Sub-Region.

## Introduction

This report provides student outcomes data on employment and earnings for TOP 1402.00 - Paralegal programs in the state and region. It is recommended that these 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 Santa Rosa Junior College and in the region.

This report profiles Paralegal Occupations in the 12 county Bay region and in the North Bay sub-region for a proposed new Paralegal Studies program at Santa Rosa Junior College.

* **Paralegals and Legal Assistants (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: 42%

## Occupational Demand

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

| **Occupation** | **2021 Jobs** | **2026 Jobs** | **5-yr Change** | **5-yr % Change** | **5-yr Total Openings** | **Annual Openings** | **25% Hourly Earning** | **Median Hourly Wage** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Paralegals and Legal Assistants | 10,539 | 11,203 | 664 | 6% | 6,520 | 1,304 | $29 | $37 |
| **Total** | **10,539** | **11,203** | **664** | **6%** | **6,520** | **1,304** | **$29** | **$37** |
| Source: Lightcast 2022.3 |
| **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 Occupations in North Bay Sub-region**

| **Occupation** | **2021 Jobs** | **2026 Jobs** | **5-yr Change** | **5-yr % Change** | **5-yr Total Openings** | **Annual Openings** | **25% Hourly Earning** | **Median Hourly Wage** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Paralegals and Legal Assistants | 726 | 786 | 60 | 8% | 471 | 94 | $25 | $32 |
| **Total** | **726** | **786** | **60** | **8%** | **471** | **94** | **$25** | **$32** |
| Source: Lightcast 2022.3 |
| **North Bay Sub-Region includes:** Marin, Napa, Solano, Sonoma Counties |

### Job Postings in Bay Region and North Bay Sub-Region

**Table 3. Number of Job Postings by Occupation for latest 12 months**

| **Occupation** | **Bay Region** | **North Bay** |
| --- | --- | --- |
| Paralegals and Legal Assistants | 3,049 | 221 |
| Source: Lightcast |

**Table 4a. Top Job Titles for Paralegal Occupations for latest 12 months - Bay Region**

| **Title** | **Bay** | **Title** | **Bay** |
| --- | --- | --- | --- |
| Paralegals | 512 | Family Law Paralegals | 56 |
| Legal Assistants | 435 | Litigation Legal Assistants | 55 |
| Litigation Paralegals | 321 | Immigration Legal Assistants | 40 |
| Corporate Paralegals | 160 | Legal Assistants/Secretaries | 40 |
| Paralegals/Legal Assistants | 149 | Trusts and Estates Paralegals | 37 |
| Legal Administrative Assistants | 117 | Legal Secretaries/Paralegals | 30 |
| Immigration Paralegals | 75 | Patent Agents | 29 |
| Summer Associates | 58 | Real Estate Paralegals | 27 |
| Patent Paralegals | 57 | Estate Planning Paralegals | 21 |
| Source: Lightcast |

**Table 4b. Top Job Titles for Paralegal Occupations for latest 12 months - North Bay Sub-Region**

| **Title** | **North Bay** | **Title** | **North Bay** |
| --- | --- | --- | --- |
| Paralegals | 44 | Legal Secretaries/Legal Assistants | 5 |
| Legal Assistants | 40 | Civil Litigation Paralegals | 4 |
| Paralegals/Legal Assistants | 23 | Legal Assistants/Secretaries | 4 |
| Litigation Paralegals | 18 | Legal Counsels | 4 |
| Legal Secretaries/Paralegals | 8 | Bilingual Legal Assistants | 3 |
| Trusts and Estates Paralegals | 8 | Immigration Legal Assistants | 3 |
| Estate Planning Paralegals | 6 | Paralegal Assistants | 3 |
| Family Law Paralegals | 6 | Confidential Assistants | 2 |
| Legal Administrative Assistants | 6 | Corporate Paralegals | 2 |
| Source: Lightcast |

## Industry Concentration

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

| **Industry - 6 Digit NAICS (No. American Industry Classification) Codes** | **Jobs in Industry (2021)** | **Jobs in Industry (2026)** | **% Change (2021-26)** | **% Occupation Group in Industry (2022)** |
| --- | --- | --- | --- | --- |
| Offices of Lawyers | 7,393 | 7,274 | -2% | 73% |
| Local Government, Excluding Education and Hospitals | 496 | 561 | 13% | 6% |
| All Other Legal Services | 284 | 277 | -2% | 3% |
| Federal Government, Civilian, Excluding Postal Service | 212 | 190 | -10% | 2% |
| State Government, Excluding Education and Hospitals | 144 | 186 | 29% | 2% |
| Title Abstract and Settlement Offices | 174 | 160 | -8% | 2% |
| Corporate, Subsidiary, and Regional Managing Offices | 173 | 146 | -16% | 2% |
| Software Publishers | 46 | 58 | 26% | 1% |
| Source: Lightcast 2022.3 |

**Table 6. Top Employers Posting Paralegal Occupations in Bay Region and North Bay Sub-Region**

| **Employer** | **Bay** | **Employer** | **North Bay** |
| --- | --- | --- | --- |
| Robert Half | 318 | Robert Half | 18 |
| Avata Partners | 61 | Kaufman Dolowich & Voluck, Llp | 9 |
| GPAC | 52 | Perry, Johnson, Anderson, Miller & Moskowitz Llp | 7 |
| Microsoft | 29 | County Of Sonoma | 5 |
| Messner Reeves Llp | 20 | Tyson & Mendes | 5 |
| Kaufman Dolowich & Voluck, Llp | 19 | Coombs & Dunlap Llp | 4 |
| Source: Lightcast |

## Educational Supply

There are eight (8) community colleges in the Bay Region issuing 182 awards on average annually (last 3 years ending 2021-22) on TOP 1402.00 - Paralegal. In the North Bay Sub-Region, there is one (1) community college that issued six (6) awards on average annually (last 3 years) on this TOP code.

There is one (1) other CTE educational institution in the Bay Region and North Bay Sub-Region issuing eight (8) awards on average annually (last 3 years ending 2021-22) on CIP 22.0302 - Legal Assistant/Paralegal.

**Table 7a. Community College Awards on TOP 1402.00 - Paralegal in Bay Region**

| **College** | **Subregion** | **Associate Degree** | **High unit Certificate** | **Low unit Certificate** | **Total** |
| --- | --- | --- | --- | --- | --- |
| Canada | Mid-Peninsula | 3 | 0 | 8 | 11 |
| De Anza | Silicon Valley | 18 | 24 | 0 | 42 |
| Evergreen Valley | Silicon Valley | 20 | 0 | 14 | 34 |
| Merritt | East Bay | 14 | 0 | 22 | 36 |
| San Francisco | Mid-Peninsula | 3 | 14 | 0 | 17 |
| Santa Rosa | North Bay | 6 | 0 | 0 | 6 |
| Skyline | Mid-Peninsula | 7 | 0 | 0 | 7 |
| West Valley | Silicon Valley | 11 | 18 | 0 | 29 |
| **Total** |  | **82** | **56** | **44** | **182** |
| Source: Data Mart |
| Note: The annual average for awards is 2019-20 to 2021-22. |

**Table 7b. Other CTE Institutions Awards on CIP 22.0302 - Legal Assistant/Paralegal in Bay Region**

| **College** | **Subregion** | **Associate degree** | **Certificates of < 1 year** | **Total** |
| --- | --- | --- | --- | --- |
| Empire College | North Bay | 5 | 3 | 8 |
| **Total** |  | **5** | **3** | **8** |
| Source: Data Mart |
| Note: The annual average for awards is 2019-20 to 2021-22. |

## Gap Analysis

Based on the data included in this report, there is a large labor market gap in the Bay region with 1,304 annual openings for the Paralegal Studies occupational cluster and 190 annual (3-year average) awards for an annual undersupply of 1,114 students. In the North Bay Sub-Region, there is also a gap with 94 annual openings and 14 annual (3-year average) awards for an annual undersupply of 80 students.

## Student Outcomes

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

| **Metric Outcomes** | **Bay All CTE Programs** | **SRJC All CTE Programs** | **State 1402.00** | **Bay 1402.00** | **North Bay 1402.00** | **SRJC 1402.00** |
| --- | --- | --- | --- | --- | --- | --- |
| Students with a Job Closely Related to Their Field of Study | 74% | 76% | 71% | 72% | 75% | 75% |
| Median Annual Earnings for SWP Exiting Students | $53,090 | $46,746 | $42,852 | $52,257 | $45,434 | $45,434 |
| Median Change in Earnings for SWP Exiting Students | 24% | 31% | 24% | 25% | 29% | 29% |
| Exiting Students Who Attained the Living Wage | 54% | 61% | 56% | 49% | 65% | 65% |
| Source: Launchboard Strong Workforce Program Median of 2018 to 2021. |

## Skills and Education

**Table 9. Top Skills for Paralegal Occupations in Bay Region**

| **Skill** | **Posting** | **Skill** | **Posting** |
| --- | --- | --- | --- |
| Lawsuits | 1,147 | Patents | 261 |
| Legal Discovery | 887 | Billing | 249 |
| Legal Pleadings | 689 | Docketing (Court) | 236 |
| Legal Depositions | 594 | Civil Law | 219 |
| Legal Research | 527 | Appeals | 199 |
| Proofreading | 463 | Invoicing | 197 |
| Legal Hearings | 377 | Project Management | 194 |
| Administrative Support | 363 | Due Diligence | 188 |
| Case Management | 363 | Electronic Discovery | 180 |
| Trial Preparation | 357 | Intellectual Property | 166 |
| Source: Lightcast |
| Source: Lightcast |

**Table 10. Education Requirements for Paralegal Occupations in Bay Region**

| **Education Level** | **Job Postings** | **% of Total** |
| --- | --- | --- |
| High school or GED | 352 | 16% |
| Associate degree | 276 | 12% |
| Bachelor's degree & higher | 1,585 | 72% |
| Source: Lightcast |
| Note: 45% of records have been excluded because they do not include a degree level. As a result, the chart above may not be representative of the full sample. |

## Methodology

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

## Sources

O\*Net Online
Lightcast
CTE LaunchBoard 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:

* Leila Jamoosian, Research Analyst, for Bay Area Community College Consortium (BACCC) and Centers of Excellence (COE), leila@baccc.net
* John Carrese, Director, San Francisco Bay Center of Excellence for Labor Market Research, jcarrese@ccsf.edu or (415) 267-6544