



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

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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

Title	North Bay	Title	North Bay
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

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