Labor Market Analysis for:
1402.00 Paralegal
Inland Empire/Desert Center of Excellence, Oct 2024
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CENTERS OF EXCELLENCE
FOR LABOR MARKET RESEARCH

Summary

Program LMI Endorsement	All LMI Criteria Met	Some LMI Criteria Met (Proceed with Caution)	LMI Criteria NOT Met
	✓	☐	☐

Program LMI Endorsement Criteria		
Supply Gap	Yes ✓	No ☐
	Comments: There are *projected* to be **396 annual job openings** throughout the Inland Empire/Desert region, which is more than the **70 annual average awards conferred by educational institutions over the last 3 years.** Supply data includes both community college awards (70) and non-community college awards (0).	
Living Wage	Yes ✓	No ☐
	Comments: **The majority (71%) of annual job openings** for these three occupations **have entry-level hourly wages above the IE/D living wage of 20.42.**[1]	
Education	Yes ✓	No ☐
	Comments: **Most job postings for target occupations require either an associate degree or high school degree or equivalent (68%).** See Exhibits 8 and 9 for more details.	

The Inland Empire/ Desert (IE/D) Center of Excellence for Labor Market Research (IE/D COE) reviewed the following occupations to prepare this report:

- Below Middle-Skill (typically require training/education at or below a HS diploma)
  - Title Examiners, Abstractors, and Searchers (23-2093)
  - Legal Secretaries and Administrative Assistants (43-6012)
- Middle-Skill (typically require training/education above a HS diploma but less than a bachelor's degree)
  - Paralegals and Legal Assistants (23-2011)

Summary of findings
Demand
- The number of jobs related to the assessed occupations is projected to increase 4% through 2028, with 396 annual job openings (new and replacement jobs).
- Hourly entry-level wages for two of the three occupations are above living wage at the 25th percentile hourly wage, but one of the three is below living wage, with all occupations ranging from $18.24 to $27.21 in IE/D.
- There were 700 online job postings from 233 employers over the past 12 months with the highest postings for legal assistants and paralegals.
- Most job postings for target occupations require a high school diploma or equivalent (52%), followed by bachelor's degree (28%), associate degree (16%), and above a bachelor's degree (4%).

Supply
- On average, there were 70annual awards conferred by educational institutions over the last 3 years in related fields: 70 from community colleges and 0 from other institutions (e.g., 4-year universities, private schools).
- IE/D community college students that exited these programs in the 2021-22 academic year earned a median annual wage of $38,162 ($18.35 per hour).
- 73% of students that exited their program in 2021-22 reported that they are working in an occupation closely related to their field of study.
- Community college programs play an important role diversifying the talent pipeline in these occupations. Most IE/D professionals in legal occupations are White or Hispanic/Latino (85%), "late career" or "mid-career" age categories (72%), and female (87%). Most community college students in related programs are Hispanic/Latino (54%), "early career" or "mid-career" age categories (72%), and female (76%).

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[1] *The UW self-sufficiency standard is currently used by the CO and other COEs, the self-sufficiency standard was last updated by UW in 2024. To provide an alternative perspective, the COE will provide an alternative living wage calculation from MIT in the analysis below as an additional reference point. MIT estimates, the living wage for an adult with no kids living in 2024 is $26.30 in Riverside County and $25.17 in San Bernardino County.*

Introduction

California Community College Paralegal (TOP 1402.00) programs prepare students for employment using legal terminology, forms and procedures; general legal concepts; principles and techniques of legal research, including analysis of legal issues, documentation of appropriate legal precedents, and presentation of research findings useable by attorneys, judges, and others (Taxonomy of Programs, 2023). The knowledge, skills, and abilities trained by Paralegal programs lead to employment in occupations related to the legal system.

Job Demand

In 2023, there were 3,406 jobs in occupations related to the legal system in the IE/D region. Regional employment for this occupation group is projected to increase by 4% through 2028 with 396 job openings projected annually. Exhibit 1 displays the job count, five-year projected job growth, and job openings in the region.

Exhibit 1. Five-year projections for occupations related to the legal system,
IE/D Region, 2023-2028

Occupation	SOC	2023 Jobs	2028 Jobs	2023 - 2028 % Change	5-Yr Openings (New + Replacement Jobs)	Annual Openings (New + Replacement Jobs)
Paralegals and Legal Assistants	23-2011	1,983	2,150	8%	1,206	241
Title Examiners, Abstractors, and Searchers	23-2093	365	374	2%	184	37
Legal Secretaries and Administrative Assistants	43-6012	1,058	1,019	-4%	591	118
Total		**3,406**	**3,543**	**4%**	**1,981**	**396**

SOURCE: LIGHTCAST 2024.2

Job Postings

The following analysis for occupations related to the legal system uses online job posting data.

Important note: The data produced in this section were generated by leveraging online job posting data sourced from Lightcast, which is the labor market analytics software tool COEs use to produce these briefs. The job posting data is collected from scraping online job boards such as LinkedIn, Indeed, Glassdoor and many others. The process Lightcast uses to assemble this data does have some limitations due to methods that recruitment professionals sometimes use (e.g., posting one job to fill multiple positions). For example, the number of jobs posted is not necessarily the same as the number of job vacancies.[2] While not perfect, Lightcast leverages machine learning and other AI technologies to enrich, deduplicate and aggregate this information to make it a meaningful dataset.

Exhibit 2 displays the number of job ads posted for occupations related to the legal system over the last 12 months and the median posting duration. Over the previous 12 months, there were 700 unique job postings for occupations related to the legal system in the region from 233 employers.

Exhibit 2. Job ads and posting duration, IE/D Region, Oct 2023 – Sept 2024

Job Title	Job Ads	Median Posting Duration
Paralegals and Legal Assistants	476	29 days
Title Examiners, Abstractors, and Searchers	136	28 days
Legal Secretaries and Administrative Assistants	88	22 days
Total	**700**	

SOURCE: LIGHTCAST 2024.2

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[2] *"Job Posting Analytics (JPA) Methodology." Lightcast Knowledge Base, https://kb.lightcast.io/en/articles/6957446-job-posting-analytics-jpa-methodology*
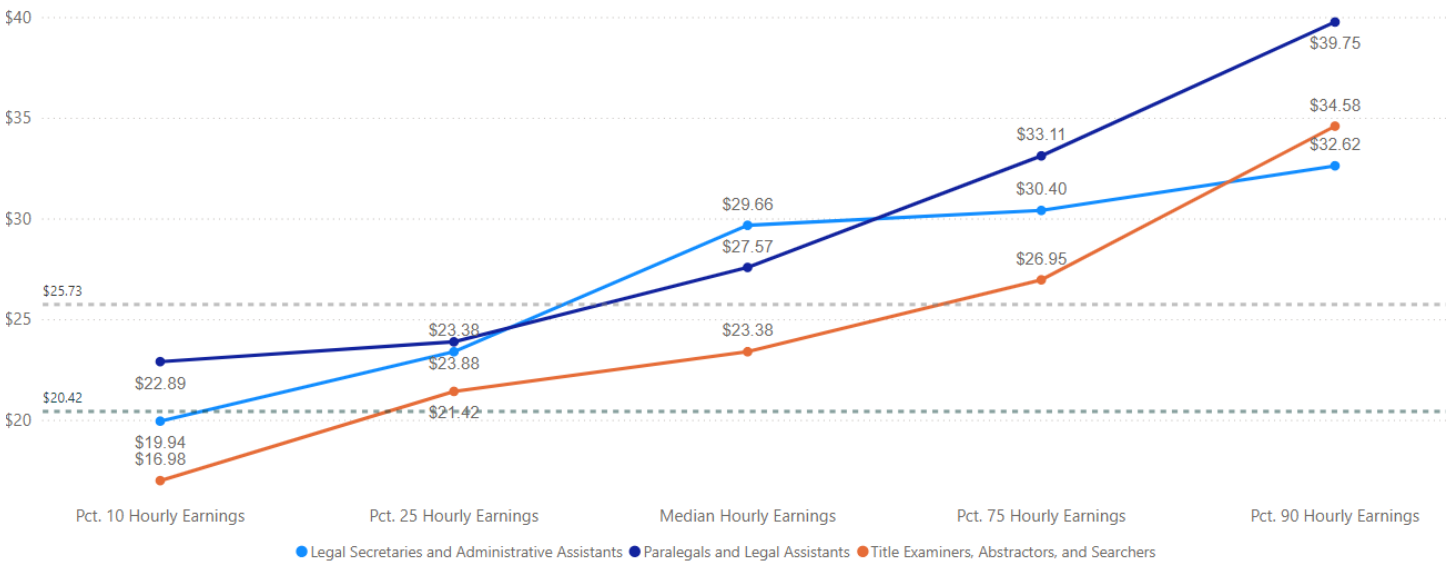
Earnings

Exhibit 3a displays the hourly earnings for occupations related to the legal system and Exhibit 3b displays the hourly earnings for job postings of the same occupations and compares both to the UW Self-Sufficiency Standard for the IE/D of $20.42[3] and the MIT IE/D living wage of $25.73.[4] The living wage criteria is determined by using the data in Exhibit 3a but Exhibit 3b is also shown to provide regional context using job posting data.

Exhibit 3a. Projected hourly earnings by percentile, IE/D Region, 2023

Legend: ● Legal Secretaries and Administrative Assistants ● Paralegals and Legal Assistants ● Title Examiners, Abstractors, and Searchers

SOURCE: LIGHTCAST 2024.2

Exhibit 3b. Hourly earnings of job postings by percentile, IE/D Region, Oct 2023 – Sept 2024

Legend: ● Legal Secretaries and Administrative Assistants ● Paralegals and Legal Assistants ● Title Examiners, Abstractors, and Searchers

SOURCE: LIGHTCAST 2024.2

The projected entry-level earnings (that is, the earnings of the lowest paid 25% of employees in the IE/D) for two of the three occupations were above the UW Self-Sufficiency Standard for the IE/D (see Exhibit 3a). The occupations are below the MIT living wage for an adult with no children ($25.73) in projected entry-level earnings (see Exhibit 3a).

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[3] *The UW self-sufficiency standard is currently used by the CO and other COEs, the self-sufficiency standard was last updated by UW in 2024. To provide an alternative perspective, the COE will provide an alternative living wage calculation from MIT in the analysis below as an additional reference point. MIT estimates, the living wage for an adult with no kids living in 2024 is $26.30 in Riverside County and $25.17 in San Bernadino County.*

[4] *ibid.*

Advertised Salary from Online Job Ads

Exhibit 4 displays the regional online advertised salaries for the occupations related to the legal system over the last 12 months. Online job ad salary information data suggests most employers (67%) advertise an annual salary of $40,000 to $69.999 ($19.23 to $33.65 per hour).

Exhibit 4. Online advertised salaries occupations related to the legal system, IE/D Region, Oct 2023 – Sept 2024
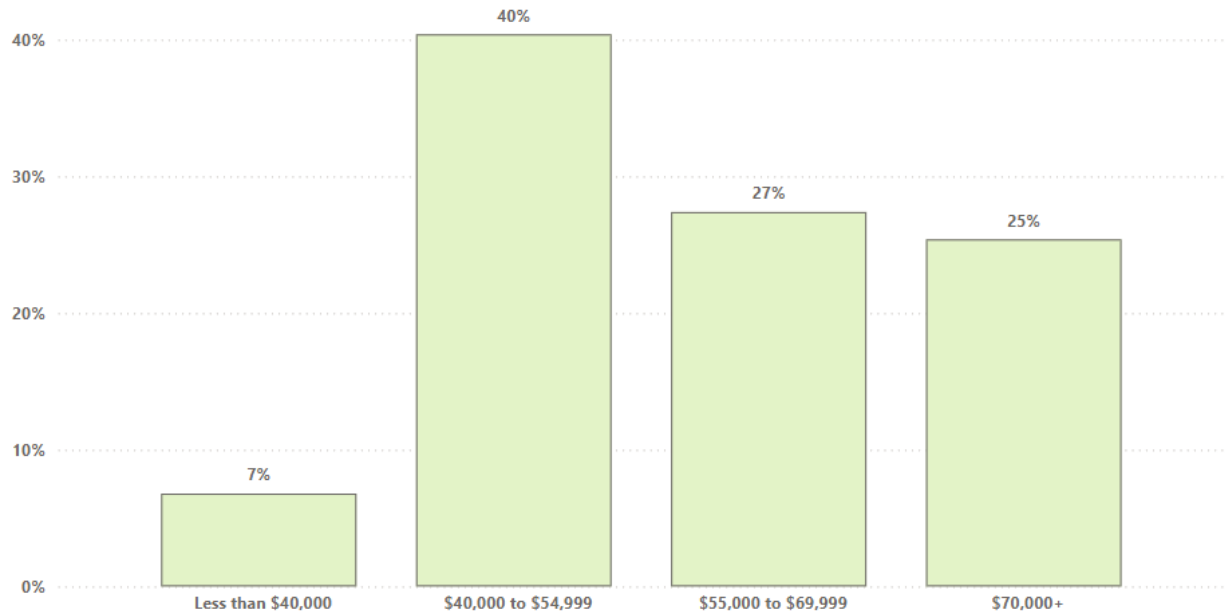
SOURCE: LIGHTCAST 2024.2

Online Job Advertisements: top job titles, skills, education & work experience.

Exhibit 5 displays the job titles most frequently used in job postings for the occupations related to the legal system over the last 12 months. Assessing the top advertised job titles may provide insight into the types of positions sought by employers.

Exhibit 5. Job titles most frequently used in job ads, IE/D Region, Oct 2023 – Sept 2024

Job Title	Unique Postings
Legal Assistants	95
Paralegals	85
Legal Secretaries	70
Paralegals/Legal Assistants	35
Litigation Paralegals	21
Paralegal Assistants	20
Immigration Paralegals	18
Legal Support Assistants	12
DMV Title Clerks	9
Title Specialists	9

SOURCE: LIGHTCAST 2024.2

Exhibit 6 displays the employers posting the most job ads for this occupational group during the last 12 months. Showing employer names can provide insight into where students may find employment after completing a program and may inform job development and other employer engagement targets for faculty and staff involved in related programs. "State Farm" and "County of Riverside" had the highest unique job posts for this occupational group in the last 12 months. Posting intensity is the ratio of total job posts to unique job posts which are deduplicated. A higher posting intensity can represent the level of effort and activity the organization is putting into hiring for that position. The following report comes directly from Lightcast's Job Posting Analytics dashboard.

Exhibit 6. Employers posting the most job ads, IE/D Region, Oct 2023 – Sept 2024

Company	Total/Unique (Oct 2023 - Sep 2024)	Posting Intensity	Median Posting Duration
State Farm	178 / 32	6 : 1	18 days
County Of Riverside	76 / 24	3 : 1	37 days
Moore Family Law Group	67 / 13	5 : 1	44 days
Evenup Corp	34 / 10	3 : 1	28 days
Law Office Of Shelly Jean John	29 / 9	3 : 1	17 days
San Bernardino Superior Court	16 / 9	2 : 1	23 days
Prime Healthcare Services	30 / 8	4 : 1	27 days
Rawa Law Group	18 / 7	3 : 1	38 days
Reel Fathers Rights Plc	18 / 7	3 : 1	22 days
Legal Aid Society Of San Bernardino	14 / 7	2 : 1	16 days

SOURCE: LIGHTCAST 2024.2

Exhibit 7 displays the top common, specialized and computer skills that were included in the job postings over the last 12 months. Today's demand is an important indicator of which skills employers are looking for in the current market. Analyzing skills from a historical perspective as well as projecting the future needs of employers may provide insight into how the job posting skills demand compares to the market as a whole. Rapidly growing skills are those that are increasing in demand at a faster rate than the market as a whole. [5]

**Exhibit 7. Top 10 in-demand skills from employer job ads,
IE/D Region, Oct 2023 – Sept 2024**

Common skills	Total Postings	Skill Growth Relative to Market
Detail Oriented	284	Stable
Communication	243	Lagging
Filing	231	Rapidly Growing
Organizational Skills	150	Growing
Research	148	Growing
Verbal Communication Skills	131	Lagging
Microsoft Office	122	Growing
Writing	119	Growing
Customer Service	118	Stable
Management	112	Stable

Specialized skills	Total Postings	Skill Growth Relative to Market
Legal Pleadings	162	Growing
Lawsuits	161	Rapidly Growing
Legal Discovery	151	Growing
Legal Research	122	Stable
Legal Depositions	111	Growing
Trial Preparation	78	Growing
Case Management	77	Growing
Legal Hearings	74	Growing
Family Law	73	Growing
Administrative Support	71	Growing

Computer Skills	Total Postings	Skill Growth Relative to Market
Microsoft Office	122	Growing
Microsoft Outlook	112	Rapidly Growing
Microsoft Excel	90	Growing
Microsoft Word	80	Stable
Microsoft PowerPoint	45	Rapidly Growing
Westlaw	35	Stable
Law Practice Management Software	33	Stable
Document Management Systems	29	Growing
Google Workspace	11	Growing
Spreadsheets	11	Rapidly Growing

SOURCE: LIGHTCAST 2024.2

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[5] *"What are Lightcast Skill Projects", Lightcast Knowledge base, https://kb.lightcast.io/en/articles/8496296-what-are-lightcast-skill-projections*

Exhibit 8 includes the minimum educational requirements from job postings for this occupational group with high school diploma or equivalent (52%) significantly greater than associate degree (16%) or bachelor's degree (28%) or above a bachelor's degree (4%).

Exhibit 8 Minimum educational requirements in job postings for this occupational group, IE/D Region, Oct 2023 – Sept 2024
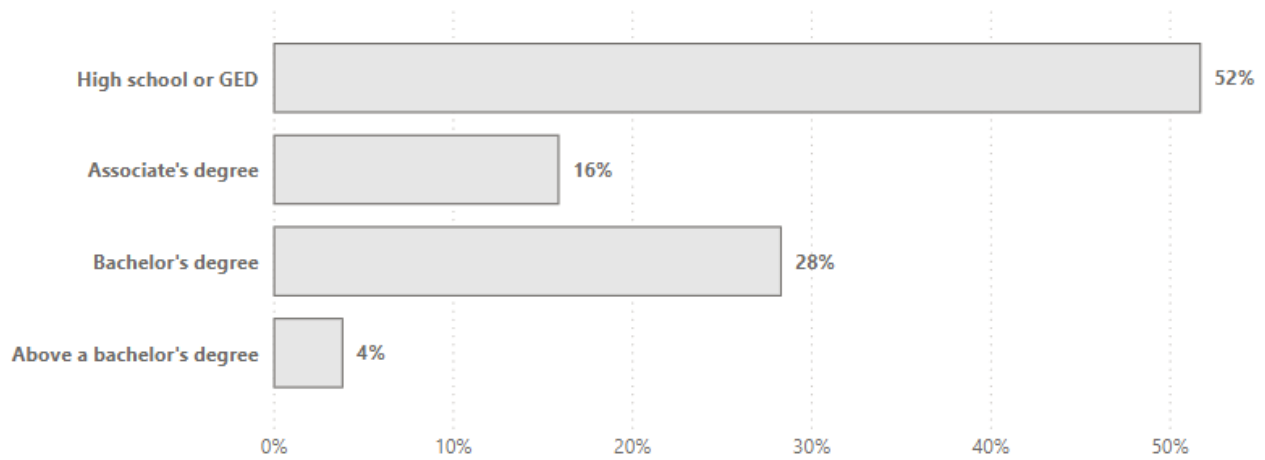
SOURCE: LIGHTCAST 2024.2

For the assessed occupations, the Bureau of Labor Statistics (BLS) education attainment data in Exhibit 9 for current professionals in the occupations of interest indicates that between 37% and 54% of workers have completed some college or an associate degree as their highest level of education.

Exhibit 9 National-level Education Attainment for Occupations
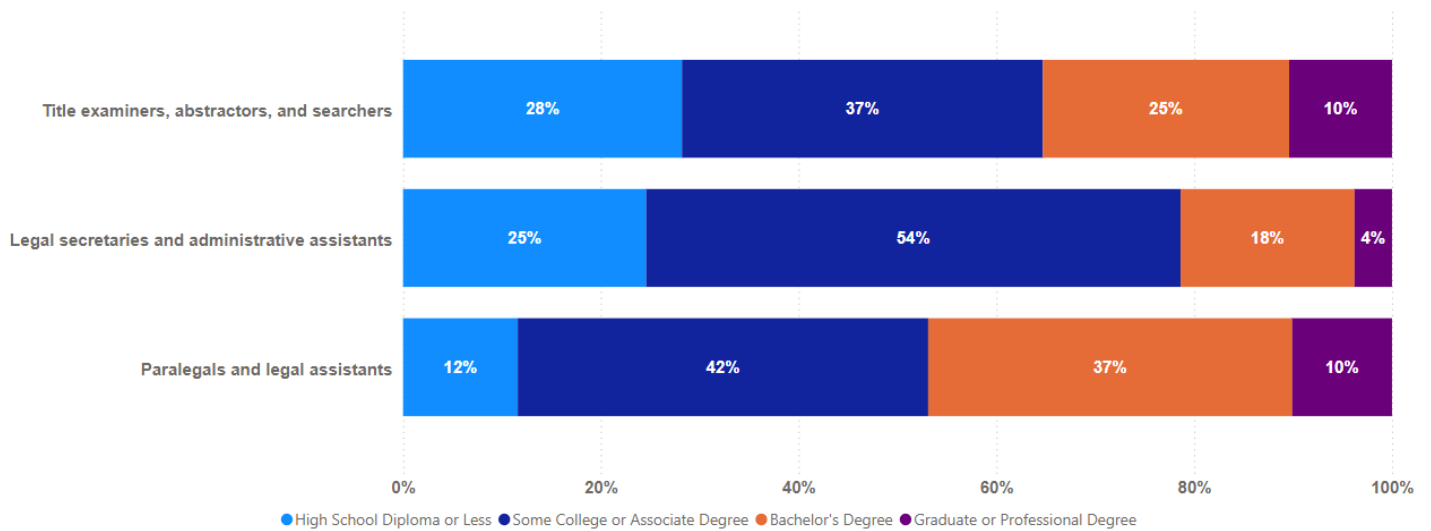
SOURCE: BLS 2021

Exhibit 10 displays the work experience typically required from employer job ads for this occupational group. The majority (63%) of employers listing minimum experience requirements sought candidates with 2-3 years of previous work experience.

Exhibit 10 Work experience requirements, IE/D Region, Oct 2023 – Sept 2024
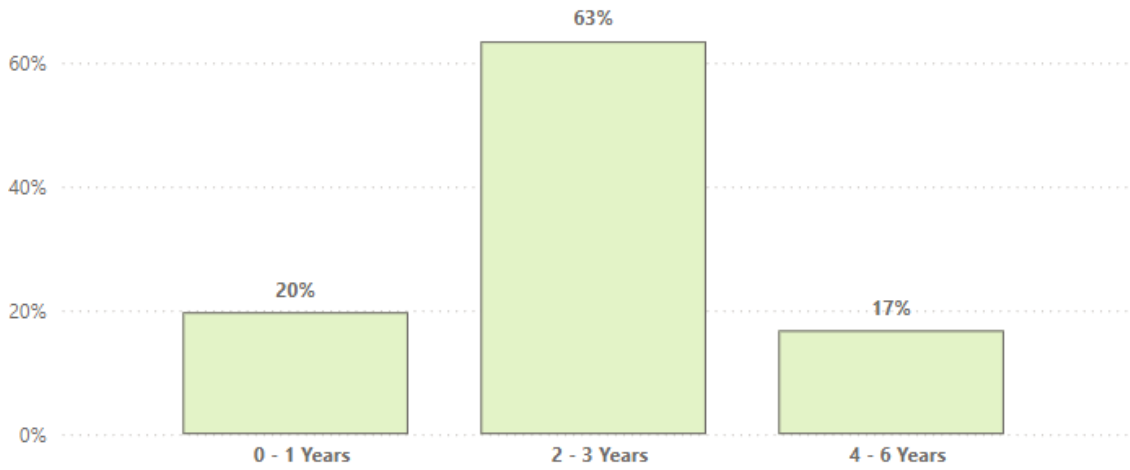
SOURCE: LIGHTCAST 2024.2

Student Completions and Program Outcomes

Exhibit 11 displays student completions for the Paralegal (TOP 1402.00) programs over the last three academic years (2020-2023). In the previous three academic years, four regional community colleges issued an average of 70 awards in relevant programs.

Exhibit 11 Annual average community college awards for Paralegal (TOP 1402.00), IE/D, 2020-2023

Top Code	Program	College	2020-2021 Awards	2021-2022 Awards	2022-2023 Awards	3-Year Award Average
1402.00	Paralegal	Chaffey	27	51	29	36
1402.00	Paralegal	Riverside	22	17	12	17
1402.00	Paralegal	Mt. San Jacinto	1	12	14	9
1402.00	Paralegal	Victor Valley	1	14	9	8
Total			**51**	**94**	**64**	**70**

SOURCE: MIS DATA MART

Non-Community College Supply

Award completion data was not found in the IE/D for related non-community college programs: Legal Assistant/Paralegal (CIP 22.0302).

In the previous three academic years,0 regional non-community college institutions issued an average of 0 awards in relevant programs.

Strong Workforce Program Outcomes

California SWP program outcome data may provide useful insight into the likelihood of success for the proposed program. Community college student outcome information based on the selected TOP code and region is provided in Exhibit 12.

Exhibit 12 Paralegal strong workforce program outcomes, IE/D & California, most recent academic year

Program metric title	Inland Empire/Desert	Statewide
Attained a living wage (completers and skills-builders)	65%	59%
Completed 9+ career education units in one year	31%	38%
Job closely related to the field of study	73%	71%
Median annual earnings (all exiters)	$38,162	$44,978
Students who attained a noncredit workforce milestone in a year		63%
Students who earned a degree, certificate, or attained apprenticeship	66	888
Unduplicated count of enrolled students	608	8,941

SOURCE: LAUNCHBOARD

Building an Inclusive Economy

This section examines demographic data for IE/D community college students in Paralegal programs compared to the IE/D population. We also include demographics for related occupation data for the three occupations related to the legal system. This analysis can be used to:

- Understand the community college system's current or potential role supporting a diverse talent pipeline into the occupations of interest.
- Inform students (and the faculty and staff working with them) the extent to which individuals from similar demographic groups are over or underrepresented in the professions related to their field of study.
- Inform employers of the diverse talent pipeline coming from the community college system for the occupations analyzed.

Exhibit 13 compares the race/ethnicity of IE/D community college students enrolled in Paralegal programs compared to the IE/D population.

Notably, 54% of students enrolled in Paralegal programs are Hispanic/Latino, which is significantly higher than Hispanic/Latino workers in occupations related to the legal system in the IE/D region (41%). Additionally, 44% of the IE/D population that are employed in occupations related to the legal system are White, which is significantly higher than both IE/D community college students (28%) and IE/D population (27%). Though only 5% of the workers employed in occupations related to the legal system are Black, 10% students in Paralegal programs and 7% of the IE/D population are Black.

Exhibit 13 Program and County Demographics by Race/Ethnicity
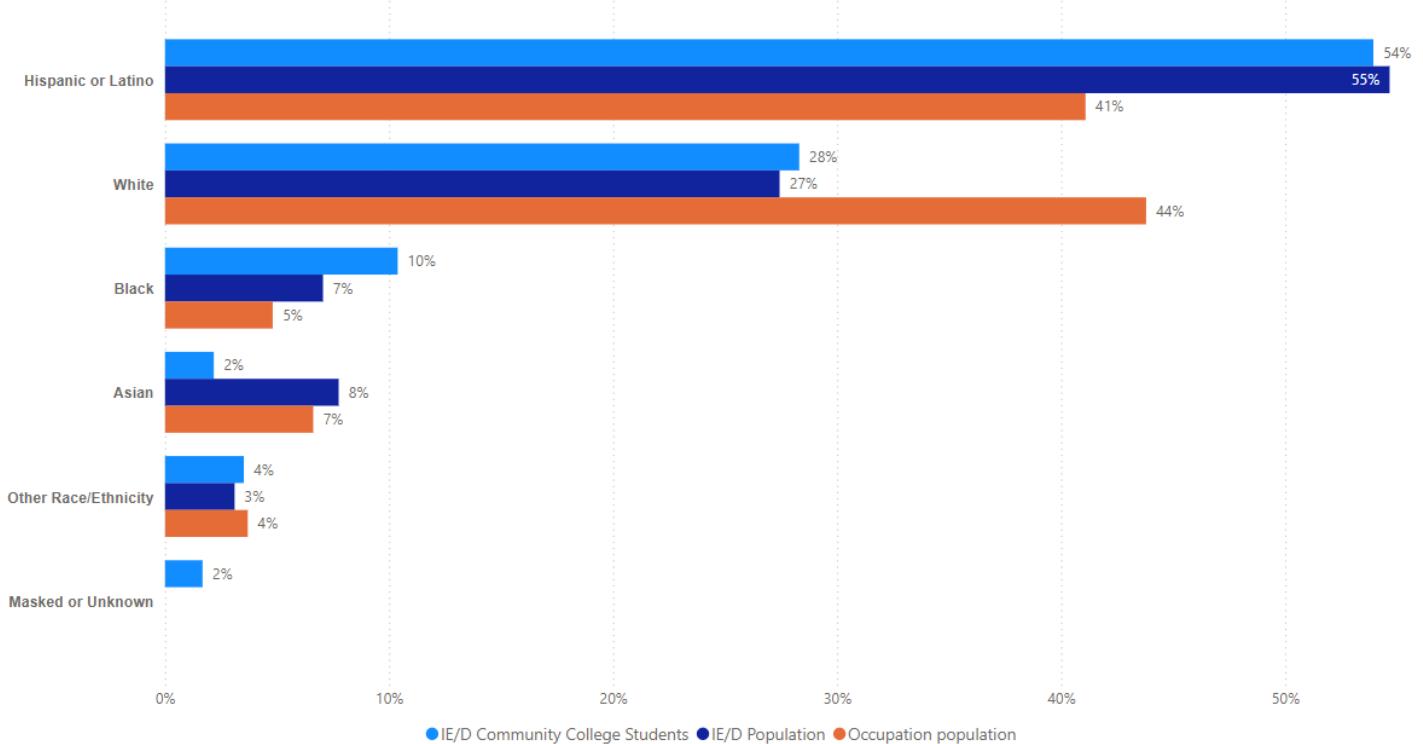
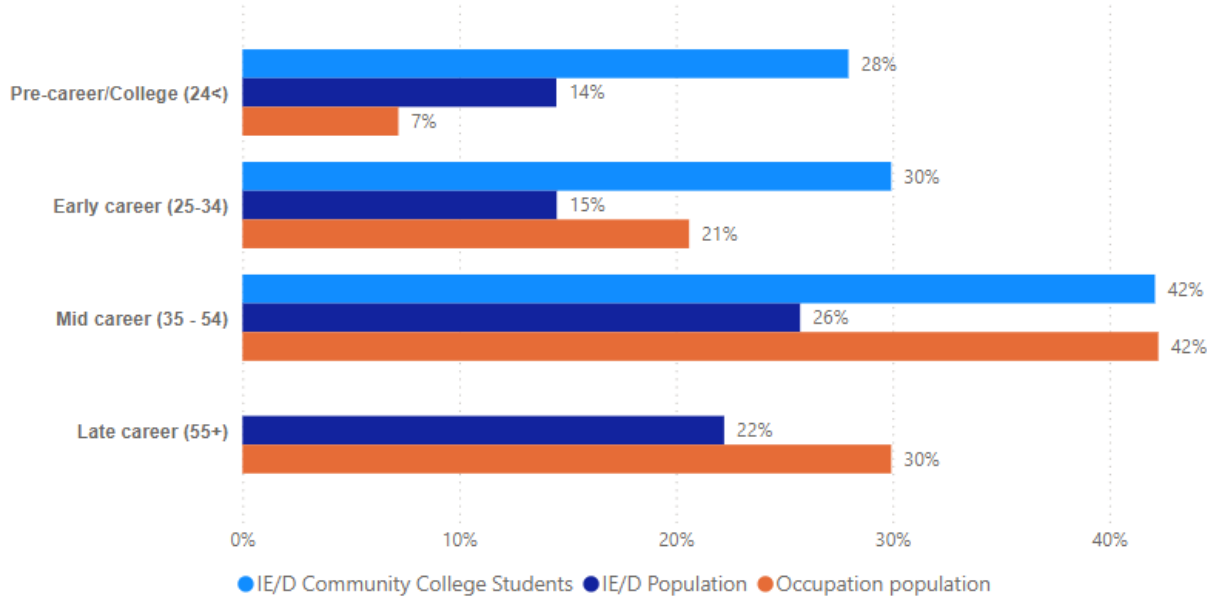SOURCE: LIGHTCAST 2024.2 AND LAUNCHBOARD

Most IE/D professionals in legal occupations are White or Hispanic/Latino (85%), "late career" or "mid-career" age categories (72%), and female (87%). Most community college students in related programs are Hispanic/Latino (54%), "early career" or "mid-career" age categories (72%), and female (76%). Major takeaways:

- Community colleges are an important talent source for employers committed to greater racial/ethnic diversity, especially Hispanic/Latino professionals.
- College programs may want to consider strategies to engage more men into these programs.

Exhibit 14 compares the age of IE/D community college students enrolled in Paralegal programs compared to the IE/D population.

The majority of students enrolled in Paralegal programs are either in the "mid-career" category (42%) or "early career" category (30%) as compared to IE/D population (26%; 15%) and workforce (42%; 21%) in these three occupations related to the legal system. These programs are an important entry point for young legal professionals.

Exhibit 14 Program and County Demographics by Age

SOURCE: LIGHTCAST 2024.2 AND LAUNCHBOARD

Exhibit 15 compares the gender of IE/D Region community college students enrolled in Paralegal programs compared to the IE/D population. We also include demographics for related occupation data for the three occupations related to the legal system to identify potential diversity and equity issues addressable by community college programs.

Exhibit 15 Program and County Demographics by Gender
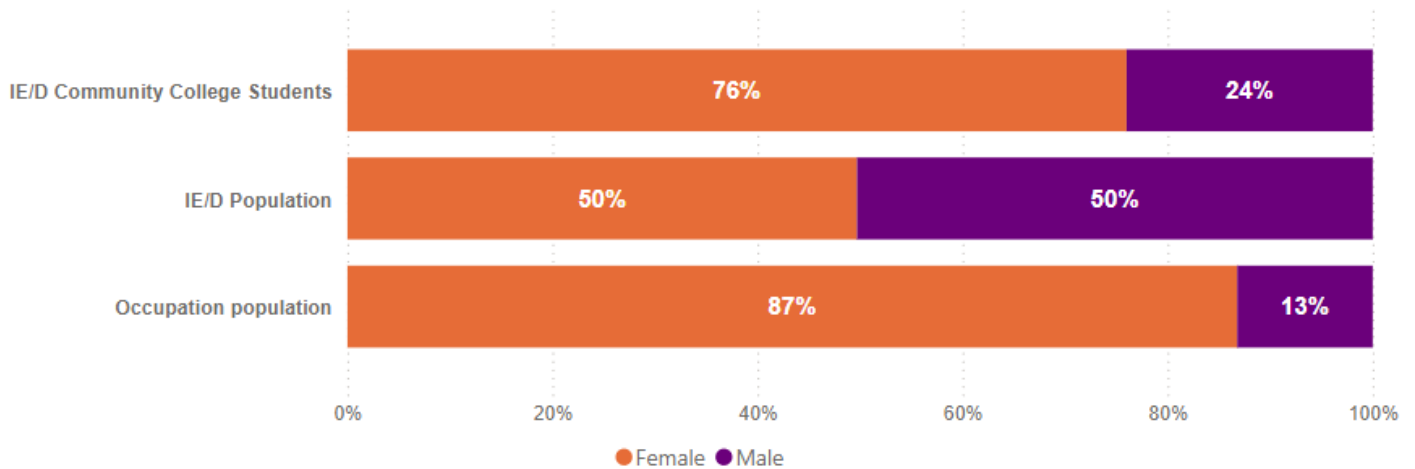
SOURCE: LIGHTCAST 2024.2 AND LAUNCHBOARD

Appendix: Methodology

Exhibit 12 displays the average annual California Community College (CCC) awards conferred during the three academic years between 2020 and 2023 from the California Community Colleges Chancellor's Office Management Information Systems (MIS) Data Mart. Awards are the combined total during the timeframe, divided by three in this case to calculate an annual average. This is done to minimize the effect of atypical variations that might be present in a single year.

Community college student outcome information is from LaunchBoard and based on the selected TOP code and region. These metrics are based on records submitted to the California Community Colleges Chancellor's Office Management Information Systems (MIS) by community colleges, which come from self-reported student information from CCC Apply and the National Student Clearinghouse. Employment and earnings metrics are sourced from California's Employment Development Department's Unemployment Insurance database. When available, outcomes for completers are reported to demonstrate the impact that earning a degree or certificate can have on employment and earnings. For more information on the types of students included for each metric, please see the web link for LaunchBoard's Strong Workforce Program Metrics Data Element Dictionary in the References section (LaunchBoard, 2023a). Finally, employment in a job closely related to the field of study comes from self-reported student responses on the CTE Employment Outcomes Survey (CTEOS) administered by Santa Rosa Junior College (LaunchBoard, 2023a).

Appendix: References

Type of Data	Source
Occupational Projections, Wages, and Job Postings	Traditional labor market information data is sourced from Lightcast, a labor market analytics firm. Lightcast occupational employment data are based on final Lightcast industry data and final Lightcast staffing patterns. Wage estimates are based on Occupational Employment. https://lightcast.io/
Living Wage (UW)	Center for Women's Welfare, University of Washington. (2024). The self-sufficiency standard for California 2024. http://www.selfsufficiencystandard.org/. This calculation measures the income necessary for an individual of family to afford basic expenses. The data assesses the cost of housing, food, childcare, health care, transportation, and taxes. The living wage for one adult in San Bernardino County is $20.07 per hour ($42,392 annually). The living wage for one adult in Riverside County is $20.76 per hour ($43,854 annually). The average living wage to represent Inland Empire/Desert is $20.42 per hour ($43,123 annually).
Living Wage (MIT)	The living wage is derived from MITs Living Wage Calculator, which measures the income necessary for an individual of family to afford basic expenses. The data assesses the cost of housing, food, childcare, health care, transportation, and taxes. For more information, see: https://livingwage.mit.edu/pages/methodology The living wage for one adult in San Bernardino County is $25.17 per hour ($52,353.60 annually). The living wage for one adult in Riverside County is $26.30 per hour ($54,704 annually). The average living wage to represent Inland Empire/Desert is $25.74 per hour (53,539.20 annually)
Typical Education and Training Requirements, and Educational Attainment	The Bureau of Labor Statistics (BLS) provides information about education and training requirements for hundreds of occupations. BLS uses a system to assign categories for entry-level education, work experience in a related occupation, and typical on-the-job training to each occupation for which BLS publishes projections data. For more information, see https://www.bls.gov/emp/documentation/education/tech.htm
Educational Supply	The CCCCO Data Mart provides information about students, courses, student services, outcomes and faculty and staff. For more information, see: https://datamart.cccco.edu The National Center for Education Statistics (NCES) Integrated Postsecondary Integrated Data System (IPEDS) collects data on the number of postsecondary awards earned (completions). For more information, see https://nces.ed.gov/ipeds/use-the-data/survey-components/7/completions

Student Metrics and Demographics	LaunchBoard, a statewide data system supported by the California Community Colleges Chancellor's Office and hosted by Cal-PASS Plus, provides data on progress, success, employment, and earnings outcomes for California community college students. For more information, see: https://www.calpassplus.org/LaunchBoard/Home.aspx