



**CENTER FOR A  
COMPETITIVE WORKFORCE**

**PARALEGAL & LEGAL ASSISTANT**  
REGIONAL PROGRAM ADVISORY MEETING

Powered by LAEDC

# Los Angeles Community College Program Look Book

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POWERED BY



California  
Community  
Colleges

**Business &  
Entrepreneurship  
Sector** LOS ANGELES REGION



**LOS ANGELES COUNTY**  
ECONOMIC DEVELOPMENT CORPORATION

*Collectively Advancing Opportunity and Prosperity for All*

In partnership with the Center for a Competitive Workforce,  
the Regional Directors of Employer Engagement, and the  
Los Angeles County Economic Development Corporation



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# MEETING AGENDA

<b>Date and Time</b>	May 12, 2020 from 10am-12pm
<b>Occupation</b>	Paralegal and Legal Assistant
<b>Opening Remarks</b>	Welcome and Introductions   Jessica Ku Kim, LAEDC Center for a Competitive Workforce Overview   Richard Verches, CCW Sector Overview   Judy Fox, Regional Director of Employer Engagement
<b>Discussion Moderated by Jessica Ku Kim</b>	Topics: <ul style="list-style-type: none"><li>- Industry workforce trends</li><li>- Technology and AI impacts</li><li>- Opportunities to bridge knowledge, talent and certification gaps</li><li>- Industry trends used to access entry-level talent</li></ul>
<b>Curriculum Review</b>	Colleges represented include: <ul style="list-style-type: none"><li>- Cerritos College</li><li>- Citrus College</li><li>- East Los Angeles College</li><li>- El Camino College</li><li>- Long Beach City College</li><li>- Los Angeles City College</li><li>- Los Angeles Harbor College</li><li>- Los Angeles Mission College</li><li>- Los Angeles Southwest College</li><li>- Los Angeles Trade Tech College</li><li>- Mt. San Antonio College</li><li>- Pasadena City College</li><li>- Santa Monica College</li></ul>
<b>Closing Remarks</b>	Next Steps and Adjournment   Jessica Ku Kim, LAEDC



# CENTER FOR A COMPETITIVE WORKFORCE

## Mission

Center for a Competitive Workforce (CCW) was established in 2017 as a Strong Workforce Program regional project of the 19 community colleges in the Los Angeles region in collaboration with the LA/OC Center of Excellence for Labor Market Research (COE) hosted at Mt. San Antonio College and the Los Angeles County Economic Development Corporation (LAEDC).

In partnership with the COE and LAEDC Institute for Applied Economics, CCW has published multiple labor market reports that analyze labor supply and demand data for middle-skill occupations in high-growth industries to inform and influence the development of new or modified career education and workforce development programs and curricula. CCW supports quarterly convenings with education, workforce, nonprofit, government and industry leaders in three of the LA region's most highly concentrated and fastest growing industry sectors of advanced transportation, bioscience and digital media/entertainment, with the co-equal goals to strengthen industry engagement with community college faculty and to connect more community college students to meaningful work-based learning opportunities, as one of the best ways to constructively prepare them for the 21st century jobs and careers in the fast-emerging and rapidly-changing knowledge-intensive industries that will drive our regional economy today and tomorrow.

CCW, in partnership with the regional directors for employer engagement, is piloting seven regional advisory committees to further strengthen regional alignment of and ongoing connections between faculty and industry. CCW has developed two online platforms: a biosciences industry portal and a regional Workforce and Education Partner Portal that employs technology to increase the speed and richness of industry-college connections, to seamlessly access and deploy the economic intelligence gleaned through industry engagement, and to rapidly expand and scale the number of work-based learning and employment opportunities for career education students and graduates with certificates and degrees.

Learn more at [www.CompetitiveWorkforce.LA](http://www.CompetitiveWorkforce.LA).



California  
Community  
Colleges



LOS ANGELES COUNTY  
ECONOMIC DEVELOPMENT CORPORATION

Funded by the California Community Colleges Chancellor's Office under the Strong Workforce Program (SWP) as a Los Angeles Regional Project.

The Los Angeles County Economic Development Corporation (LAEDC) was founded in 1981 as a nonprofit, public-benefit organization to harness the power of private sector in collaboration with L.A. County, to guide economic development and create more widely shared prosperity. LAEDC collaborates with all stakeholders in the region including education, business, and government. Learn more at [www.LAEDC.org](http://www.LAEDC.org).

# PARALEGALS AND LEGAL ASSISTANTS REPORT EXCERPT

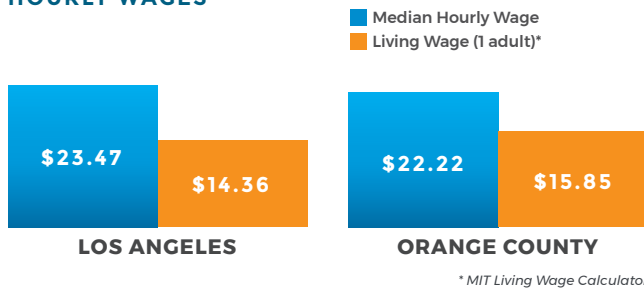


The complete Powering Economic Opportunity Report is available for download here: <https://competitiveworkforce.la/2019-update-to-powering-opportunity/>

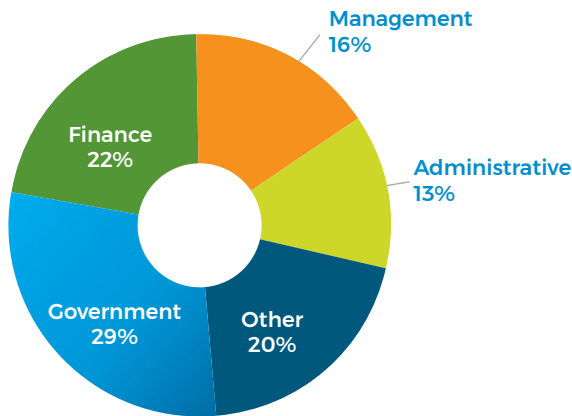
(SOC 23-2011)

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).

## HOURLY WAGES



## INDUSTRY DISTRIBUTION OF 29-1141 L.A./O.C. REGION



## Technology:

- Intuit QuickBooks
- Bridgeway eCounsel
- ProForce Paralegal Pro-Pack
- LexisNexis software
- CaseSoft software
- Tumbleweed SecureTransport
- Tax software
- Case analysis software

## Total Projected Openings 2022

**5,410** Total Openings (5-yr)

**970** Net Job Change  
**4,440** 5-Yr Replacements  
**416** Community Colleges Awards 2017-18  
 1 Program  
 12 Colleges

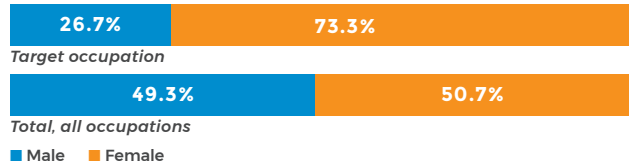
## Total Jobs in 2017

**10,360**  
in L.A. County

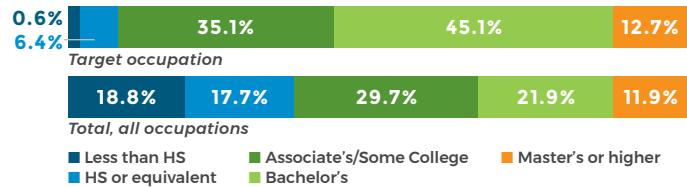
**3,480**  
in Orange County

## Regional Worker Characteristics

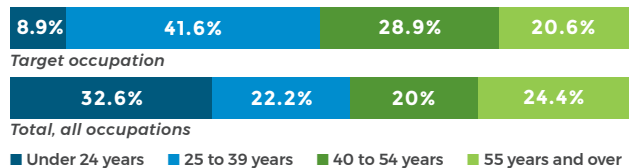
### GENDER OF WORKERS



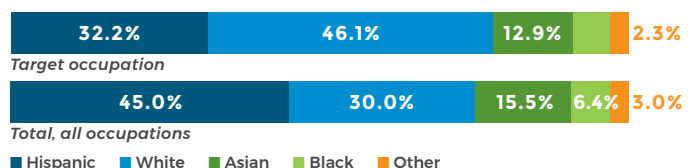
### EDUCATIONAL ATTAINMENT OF WORKERS



### AGE DISTRIBUTION OF WORKERS



### RACE AND ETHNICITY OF WORKERS





## Contact Information



**Richard Verches, Executive Director, Center for a Competitive Workforce**  
[Verches@verizon.net](mailto:Verches@verizon.net)



**Jessica Ku Kim, Senior Director of Workforce Development, LAEDC**  
[Jessica.Kim@LAEDC.org](mailto:Jessica.Kim@LAEDC.org)



**Claire Anderson, Workforce Development Program Manager, LAEDC**  
[Claire.Anderson@LAEDC.org](mailto:Claire.Anderson@LAEDC.org)



**Isabel Duran, Administrative Manager, LAEDC**  
[Isabel.Duran@LAEDC.org](mailto:Isabel.Duran@LAEDC.org)



# REGIONAL DIRECTORS OF EMPLOYER ENGAGEMENT

Regional Directors play a key role in implementing activities and achieving outcomes for their designated sector by working with community colleges in the designated region to strengthen connections between career education and business and industry.

The Regional Directors develop partnerships with business and industry, working closely with key talent including Regional Chairs, Centers of Excellence, Technical Assistance Providers, Pathway Coordinators, Statewide Directors, and other Regional Directors of Employer Engagement.

For more information regarding Regional Directors and their industry sectors, use the following link: [www.laocrc.org/member-resources/rdee](http://www.laocrc.org/member-resources/rdee)

## Los Angeles County Regional Directors

### **Bruce Noble, Energy, Construction and Utilities**

[Bruce.noble@riohondo.edu](mailto:Bruce.noble@riohondo.edu)

### **Charlotte Augenstein, Information and Communication Technology (ICT) and Digital Media**

[Caugenstein@hotmail.com](mailto:Caugenstein@hotmail.com)

### **Judy Fox, Business and Entrepreneurship**

[Jfox@cerritos.edu](mailto:Jfox@cerritos.edu)

### **Katie Mishler, Advanced Transportation and Logistics**

[Kmishler@cerritos.edu](mailto:Kmishler@cerritos.edu)

### **Ozzie Lopez, Health**

[Olopez63@mtsac.edu](mailto:Olopez63@mtsac.edu)

### **Ruth Amanuel, Global Trade**

[Ramanuel@lbcc.edu](mailto:Ramanuel@lbcc.edu)

### **Shari Herzfeld, Health**

[Sherzfeld@riohondo.edu](mailto:Sherzfeld@riohondo.edu)



# INDUSTRY REPRESENTATION

## **Melissa Bezael, Paralegal and Human Resources Manager at Orrick, Herrington & Sutcliffe**



Melissa has worked in the legal industry for 15 years focusing on human resources, administration and recruiting. She is currently with Orrick, Herrington & Sutcliffe, a global multi-service law firm, where she is the HR Manager for Southern California and the Paralegal Manager for the West Coast. In her current role, she manages the full cycle of secretarial and paralegal recruiting, collaborates with directors firm-wide to develop and update secretarial support structures, and monitors hiring and workforce trends. Prior to joining Orrick, she was with Dentons, the world's largest multinational firm, where she managed four separate departments – secretarial, records, facilities and reception. Throughout Melissa's experience in the legal industry, she has seen first-hand how the market has changed, positions have evolved, the focus on staff has shifted, and the requirements have expanded. She has the insight into what companies look for in candidates, what experience they value and how a candidate can make themselves marketable.

## **Michael Wright, Executive Vice President and General Counsel at RoofTop Management, Inc.**



Michael specializes in contracts and deal negotiations for: concert tours, festival production and design, television shows, award shows, corporate events and promotional performances. He previously worked at: The Law Offices of Kenny Tan (property law and landlord tenant law), and the Cifarelli Law Firm, LLP (general litigation including employment law, personal injury, and medical malpractice). Founded in 2014, RoofTop Management offers representation for client companies that provide full production turn-key operations for live shows and experiences in the concert touring, television and corporate event industries, representing the top producers, directors, lighting designers, stage designers and video content studios, as well as music directors, fabricators and choreographers. Michael graduated from Chapman Law School and Business School in 2009 with his JD and MBA.

## **Racheal Foster, Office Administrator at Nixon Peabody, LLP**



Racheal has more than a decade of experience as an administrative professional, in the Los Angeles and San Francisco regions. Prior to Racheal's Office Administrator role at Nixon Peabody, she was the Manager of Secretarial and Support Services at Nixon, and prior to that she spent time as an Operations Manager and a Litigation Secretary for the head of Perkins Coie's Toxic Tort practice group. In her current role, she oversees all aspects of the Los Angeles office, as well as manages the office's Practice Assistants, Facilities, Records, and Guest Services, in addition to coordinating events and overseeing the firm's many internal social and wellbeing efforts.





**Sally Tschannen, Principal Manager of Legal Operations at Southern California Edison**



Sally has served as the Principal Manager for the Legal Department of Southern California Edison for over five years. Prior to that, she was the Office Administrator for the Los Angeles branch of the New York based firm, Proskauer Rose LLP, for seven years and the Assistant Office Administrator for two branch offices of the Los Angeles based international law firm of Gibson Dunn & Crutcher for 10 years. She started in the legal profession as a paralegal for a small firm in St. Louis, Missouri and then continued that career in Los Angeles as a paralegal for the international firm, Jones Day. She holds a bachelor's degree in Business Administration from Cal State University Long Beach and a master's degree in Organizational Leadership from Woodbury University.

**Scott Rahn, Founder and Co-Managing Partner at RMO, LLP**



Scott resolves contests, disputes and litigation related to trusts, estates and conservatorships, creating a welcome peace of mind for clients. He represents heirs, beneficiaries, trustees and executors, utilizing his experience to develop and implement strategies that swiftly and cost-effectively address the financial issues, fiduciary duties and emotional complexities underlying trust contests, estates conflicts and probate litigation. Scott is known for in-depth financial investigations and deftly handling intra-family dynamics and decades-long family friction. Scott's effective solutions to the most fraught trust and estate fights has earned him recognition as "Trusts and Estates Litigator of the Year" from the Century City

Bar Association and honors from and features in Vanity Fair, Super Lawyers magazine, the Los Angeles Business Journal, and the National Law Journal. Scott graduated with his JD from the University of San Diego School of Law.



# COMMUNITY COLLEGE REPRESENTATION

- Cerritos College
- Citrus College
- East Los Angeles College
- El Camino College
- Long Beach City College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Southwest College
- Los Angeles Trade Tech College
- Mt. San Antonio College
- Pasadena City College
- Santa Monica College



## Cerritos College

<b>Program Name(s)</b>	Paralegal Degree and Paralegal Certificate
<b>Website</b>	<a href="http://www.cerritos.edu/business-legal">http://www.cerritos.edu/business-legal</a>
<b>Competencies Focus</b>	<p>Graduates are able to enter the workforce in areas such as: private law practice; governmental agencies such as courts, county, state, or federal agencies; the private sector (e.g. title or other insurance companies; larger companies with in-house counsel; or other businesses with staff attorneys, etc.); and in the community or public service field such as with legal clinics and self-help centers. For those students already working in the legal field to use their Degree or Certificate as an opportunity to improve their work position, status, and/or pay.</p> <p>Both programs are ABA approved.</p>
<b>Cohort Size</b>	300+ students enroll each semester
<b>Hiring Timeframe</b>	For those enrolled in the Work Experience elective, many are hired by their sponsors prior to graduation; for the majority of others, within several months of graduation, unless student goes on to pursue a Bachelor's Degree.

For more information, contact Bruce A. Greenberg, Esq. at (562) 860-2451 ext. 2741 or [bgreenberg@cerritos.edu](mailto:bgreenberg@cerritos.edu).



## Citrus College

At this time, Citrus College does not offer a Paralegal Program.

To review Citrus College's current course catalog, click here:  
<https://www.citruscollege.edu/catalog/Pages/default.aspx>.

For more information, contact Michael Wangler, Dean of Career, Technical & Continuing Education at [mwangler@citruscollege.edu](mailto:mwangler@citruscollege.edu).



## East Los Angeles College

<b>Program Name(s)</b>	Paralegal Preparation Course (Online)
<b>Website</b>	<a href="https://www.ed2go.com/elac/online-courses/paralegal-preparation-1">https://www.ed2go.com/elac/online-courses/paralegal-preparation-1</a>
<b>Competencies Focus</b>	In this course, you will discover what paralegals do and find out what you will need to know in order to begin your own paralegal career. You will start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you will get tips on internships and job-hunting. By the time you're finished, you will know if becoming a paralegal is the right career choice for you.

To review East Los Angeles College's (ELAC) current program catalog, click here: <https://www.elac.edu/Academics/Catalog/Certificates-and-Degrees>.

For more information, contact Olivia Anderson at [andersov@elac.edu](mailto:andersov@elac.edu).

To learn more about ELAC's Technology & Logistics program, click here: <https://www.elaclogistics.com>. For more information, contact Leo Medina at [medinal2@elac.edu](mailto:medinal2@elac.edu) or (323) 493-0391. Logistics is an essential industry hiring now!



## El Camino College

<b>Program Name(s)</b>	Paralegal Studies Program
<b>Website</b>	<a href="https://www.elcamino.edu/academics/business/paralegal/">https://www.elcamino.edu/academics/business/paralegal/</a>
<b>Competencies Focus</b>	El Camino College's Paralegal Studies Program is approved by the American Bar Association. Upon completing El Camino College Paralegal Studies major requirements, students will be prepared to apply their learned skills and knowledge of the law and legal services in providing direct assistance to attorneys; prepare or interpret legal documents; draft pleadings, interview clients and summarize their complaints, problems or requests.
<b>Cohort Size</b>	Approximately 100 students per year

For more information, contact Dr. Vi Pham at (310) 660-3593 ext. 3789 or [vtpham@elcamino.edu](mailto:vtpham@elcamino.edu).



## Long Beach City College

At this time, Long Beach City College does not offer a Paralegal Program.

To review the current program catalog, click here: <https://www.lbcc.edu/academic-programs>.

For more information, contact Sandra O'Toole, Professor of Business Law at [sotoole@lbcc.edu](mailto:sotoole@lbcc.edu).



## Los Angeles City College

<b>Program Name(s)</b>	Paralegal Program
<b>Website</b>	<a href="https://www.lacitycollege.edu/Departments/Law-Administration-of-Justice/Programs/Law">https://www.lacitycollege.edu/Departments/Law-Administration-of-Justice/Programs/Law</a>
<b>Competencies Focus</b>	<p>The ABA-Approved Paralegal Program is offered for students who are interested in a career as an employee in a law office or courthouse to assist in the performance of legal services in civil and criminal matters.</p> <p>The goal of this program is to teach paralegal students substantive and procedural law with the objective of preparing them to complete any paralegal assignment in a competent, professional, and ethical manner.</p>

For more information, contact Professor Wilhelm Vargas at (323) 953-4000 ext. 2754 or [vargaswi@lacitycollege.edu](mailto:vargaswi@lacitycollege.edu).





## Los Angeles Harbor College

<b>Program Name(s)</b>	Paralegal Certificate Course (Extension program online)
<b>Website</b>	<a href="https://www.legalstudies.com/product/los-angeles-harbor-college-extension-paralegal-certificate-course/">https://www.legalstudies.com/product/los-angeles-harbor-college-extension-paralegal-certificate-course/</a>
<b>Competencies Focus</b>	<p>The Paralegal Certificate Course© is the cornerstone of the Center for Legal Studies programs.</p> <p>Advanced topic courses also available here: <a href="https://www.legalstudies.com/product/los-angeles-harbor-college-extension-advanced-paralegal-certificate-course/">https://www.legalstudies.com/product/los-angeles-harbor-college-extension-advanced-paralegal-certificate-course/</a></p>

For more information, contact Wendy Hoffman, Business Division Chair at [hoffmawk@laccd.edu](mailto:hoffmawk@laccd.edu).



## Los Angeles Mission College

<b>Program Name(s)</b>	Degree in Paralegal Studies
<b>Website</b>	<a href="https://www.lamission.edu/Law/Paralegal-Studies.aspx">https://www.lamission.edu/Law/Paralegal-Studies.aspx</a>
<b>Competencies Focus</b>	Coursework includes: Business Law, Intro to Legal Assistant, Tort Law and Claims Investigation, Legal Research, Basic Probate Procedures, Property and Creditor Rights, Marriage and Family Law, Legal Writing, Civil and Criminal Evidence, and Wills, Trusts and Probate Administration

For more information, contact Sylvia Macias, Esq. at (818) 833-3362 or [maciass@email.laccd.edu](mailto:maciass@email.laccd.edu).



## Los Angeles Southwest College

<b>Program Name(s)</b>	Law-Paralegal Degree
<b>Website</b>	<a href="https://www.lasc.edu/programs/divisions/cte-workforce-division/business/law-paralegal">https://www.lasc.edu/programs/divisions/cte-workforce-division/business/law-paralegal</a>
<b>Competencies Focus</b>	<p>Students learn how to prepare legal documents, billing, litigation, and contracts, and develop an understanding of the role of a paralegal in the practice of law to get career-ready:</p> <ul style="list-style-type: none"><li>- Learn the roles of a lawyer, law office personnel, and other parties involved in law practice, as well as legal terminology and research problems to give you a broad overview and understanding of work in the legal field.</li><li>- Gain a working knowledge of legal research methods, both in traditional print and electronic formats, to give you a solid background in various types of resources so you can tackle any case that comes your way.</li><li>- Improve your skills in Microsoft Office Suite, including Word, Excel, Access, PowerPoint, and Outlook to design, create, and edit word processing documents, spreadsheets, databases, and presentations to prepare you for the administrative side of a law firm.</li><li>- You'll learn the essentials of the law of contracts, including agency, employment, personal property, bailment, sales, and real property in their application for everyday problems pertaining to business and to the individual to be able to assist lawyers in your office effectively.</li></ul>

For more information, contact Professor John Bowman Jr. at [bowmanj@lasc.edu](mailto:bowmanj@lasc.edu).



## Los Angeles Trade Tech College

<b>Program Name(s)</b>	Paralegal Studies Degree and Certificate of Achievement
<b>Website</b>	<a href="http://www.lattc.edu/academics/pathways/bce/certificates-degrees/paralegal-studies">http://www.lattc.edu/academics/pathways/bce/certificates-degrees/paralegal-studies</a>
<b>Competencies Focus</b>	The Paralegal Studies program at LATTC will prepare students for employment as paralegals or legal assistants in both the private and public sectors. Students who complete the program will be able to work with lawyers in law offices, corporations, governmental agencies or other entities. Upon completion of the program students will be able to prepare cases for court, calendar, draft various legal documents, fill out Judicial Council Forms, interview clients, brief cases and conduct traditional and computer assisted legal research using Lexis Nexis and/or West Law. The program will also provide hands-on experience through internships within private law firms, government agencies, courts and legal aid clinics.

For more information, contact professor Karl Gary at [garyk@lattc.edu](mailto:garyk@lattc.edu).



## Mt. San Antonio College

**Program Name** Paralegal Degree

**Website**

- Course descriptions are available at <https://catalog.mtsac.edu/programs/coursesaz/plgl/>
- Degree requirements are available at <https://catalog.mtsac.edu/programs/programsaz/paralegal-legal-assistant/paralegal-legal-assistant/>

**Competencies Focus**

Mt. San Antonio College's paralegal degree is approved by the American Bar Association and prepares students for employment as paralegals in both private and public sectors following graduation.

**Hiring Timeframe** 12-24 months following program

**Program Name** eDiscovery and Litigation Support Certificate

**Website**

- Course descriptions are available at <https://catalog.mtsac.edu/programs/coursesaz/plgl/>
- Certificate requirements are available at <https://catalog.mtsac.edu/programs/programsaz/paralegal-legal-assistant/e-discovery-and-litigation-support/>

**Competencies Focus**

The eDiscovery and Litigation Support Certificate is designed for paralegals and other professionals interested in gaining employment in the emerging fields of litigation support and electronic discovery. Litigation support professionals help identify, preserve, collect, produce, and manage electronically stored information in litigation. Courses focus on how technology is rapidly changing the legal field and provide practical skills in popular eDiscovery platforms and databases.

The paralegal degree is ABA-approved, however, the eDiscovery and Litigation Support Certificate is not an ABA-approved program option.

**Hiring Timeframe** 4 months following the program

For more information, contact Abby Wood, Esq., Professor of Business Law and Paralegal Studies and Paralegal Program Coordinator at (909) 274-5464 or [awood10@mtsac.edu](mailto:awood10@mtsac.edu).



## Pasadena City College

<b>Program Name(s)</b>	Pasadena City College Paralegal Studies
<b>Website</b>	<a href="https://pccparalegal.com">https://pccparalegal.com</a>
<b>Competencies Focus</b>	Upon completion of the Paralegal Studies Program, the student should have the ability to cope with case management, complete paralegal tasks, and understand the client relationship; should have the people skills to be a competent paralegal; and should be competent to work in the legal environment.
<b>Cohort Size</b>	1,000+ students per year
<b>Hiring Timeframe</b>	6 months following the program

For more information, contact Dr. Carol Kellogg at (626) 585-7817 or [cdkellogg@pasadena.edu](mailto:cdkellogg@pasadena.edu).



## Santa Monica College

<b>Program Name(s)</b>	Paralegal Preparation Course (Online)
<b>Website</b>	<a href="https://www.ed2go.com/smce/online-courses/paralegal-preparation-1">https://www.ed2go.com/smce/online-courses/paralegal-preparation-1</a>
<b>Competencies Focus</b>	In this course, you will discover what paralegals do and find out what you will need to know in order to begin your own paralegal career. You will start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you will get tips on internships and job-hunting. By the time you're finished, you will know if becoming a paralegal is the right career choice for you.

To review Santa Monica College's current course catalog, click here:  
<http://smc.edu/CollegeCatalog/Pages/default.aspx>.

For more information, contact Sal Veas, Department Chair at [veas\\_sal@smc.edu](mailto:veas_sal@smc.edu).