



Our goal is to help
you achieve your

goals

CHICAGO ASSOCIATION OF LEGAL
PERSONNEL ADMINISTRATORS
INDUSTRY SURVEY FALL 2010

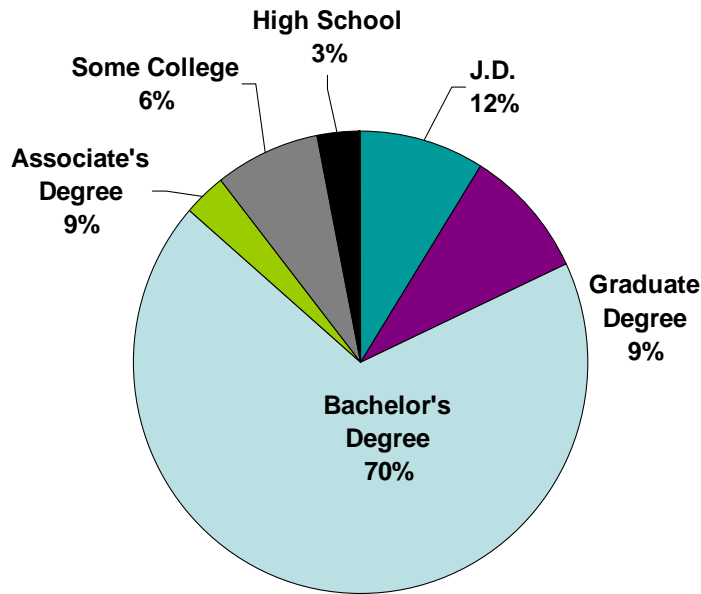
Presented By:
Eva Wisnik
Wisnik Career Enterprises, Inc.
ewisnik@wisnik.com
www.wisnik.com

SALARY SURVEY RESULTS

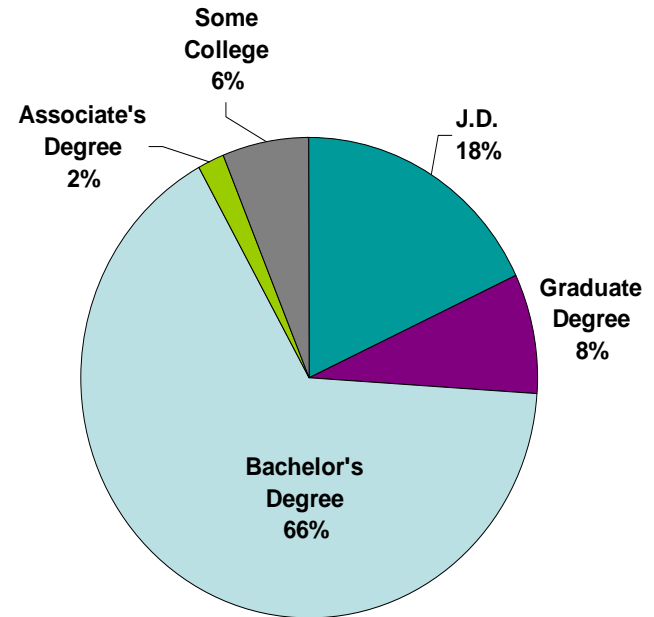
- Received a total of 67 Surveys
- Total Breakdown
 - Director: 12
 - Manager: 19
 - Coordinator: 22
 - Assistant: 6
 - Other: 8

Highest Degree of Education Attained by CALPA Survey Participants

2010



2007



PROFILE OF SURVEY RESPONDENTS

- 96.9% of you work full-time
- 60.9% of you hold a firm-wide position
- 80% of your firms have a firm-wide Director/Chief
- 35.9% of you have a seat on your firm's employment committee
- 29.9% of you have been with your current firm for an average of 4.5 years.

Our Goal is to Help You Achieve Your Goals®

2010 SURVEY RESULTS

CHICAGO ASSOCIATION OF LEGAL PERSONNEL ADMINISTRATORS' AVERAGE SALARIES

<u>Title</u>	<u>Average Salary</u>	<u>Median</u>	<u>Salary Range</u>
Directors:	\$155,727	\$163,000	\$78K-\$225K
Managers:	\$96,194	\$98,000	\$56K-\$150K
Coordinators w/OT:	\$56,125	\$58,000	\$36K-\$90K
Coordinators w/o OT:	\$68,000	\$65,500	\$46K-\$95K
Assistants:	\$46,333	\$48,000	\$36K-\$60K

Salary Percent Change from 2007

Directors +20%, Managers -3%, Coordinators w/o OT +15%,
Coordinators w/OT+15%, Assistants +14%

Our Goal is to Help You Achieve Your Goals®

2010 SURVEY RESULTS

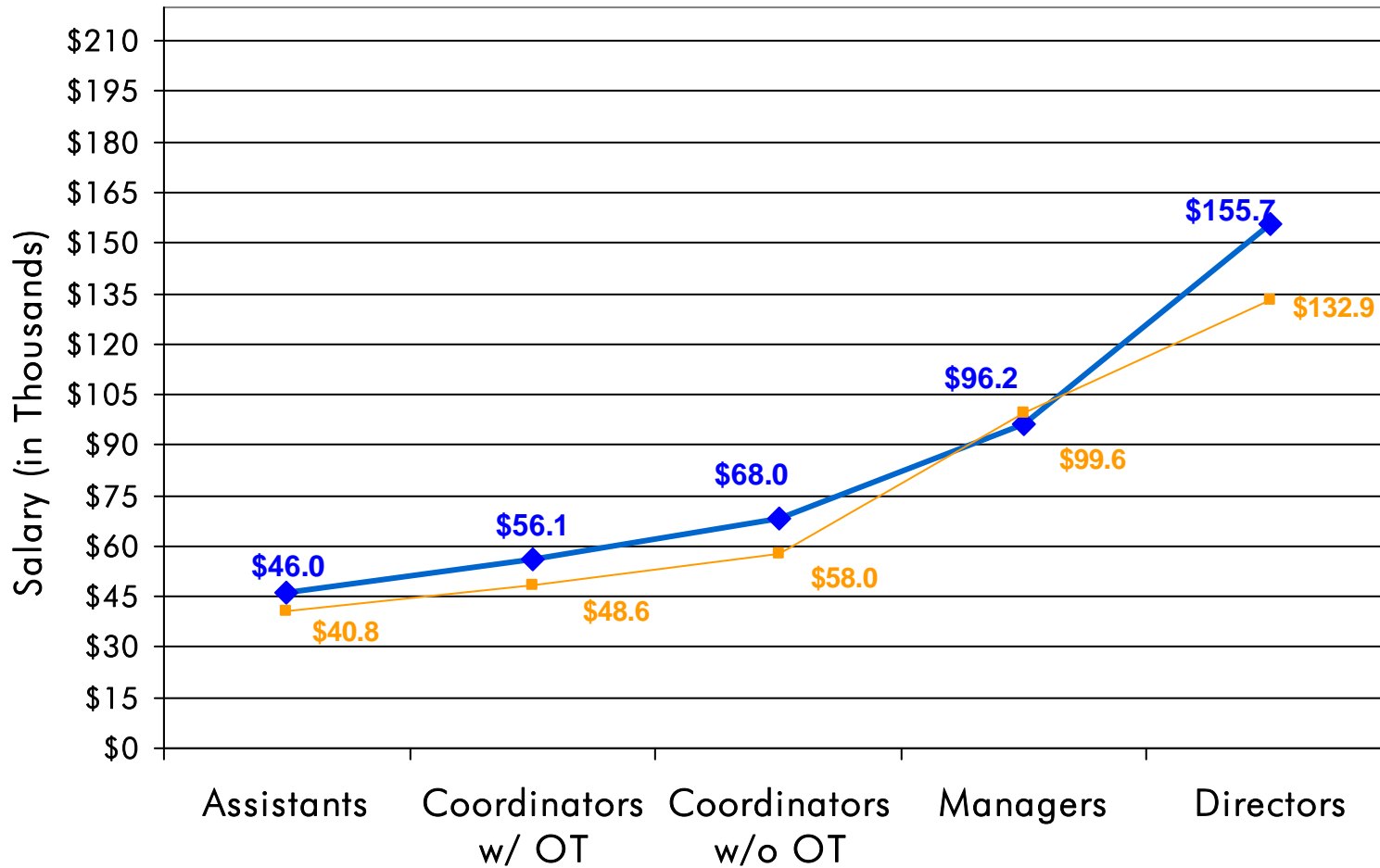
CHICAGO ASSOCIATION OF LEGAL PERSONNEL ADMINISTRATORS' AVERAGE SALARIES AND SUMMER CLASS SIZES

Title	Average Salary	Median	Salary Range	Bonus	Summer Class 2009	Summer Class 2010
Directors	\$155,727	\$163,000	\$78K-\$225K	\$17,250	21	11
Managers:	\$96,194	\$98,000	\$56K-\$150K	\$6,333	16	8
Coordinators w/ OT	\$56,125	\$58,000	\$36K-\$90K	\$1,771	21	11
Coordinators w/o OT	\$68,000	\$65,500	\$46K-\$95K	\$3,050	29	11
Assistants:	\$46,333	\$48,000	\$36K-\$60K	\$775	18	9

Average Summer Class Size for 2010 was 12

Average Summer Class Size for 2009 was 26

Average Salaries for Legal Personnel Administrators



◆ Average Salary for 2010 ■ Average Salary for 2007

Assistant Salary Data by Firm Size:

ATTORNEYS in CHICAGO OFFICE	AVERAGE	RANGE
176-700	\$46,000	36K-60K

Average Base Salary for Assistants is \$46,000

Average Overtime for Assistants is \$667

Compared to an average of \$3,350 overtime in 2007

Managers' Salary Data by Firm Size:

ATTORNEYS in CHICAGO OFFICE	AVERAGE	RANGE
1-175	\$104,000	76K-130K
176-300	\$88,000	56K-125K
301-700	\$99,250	61K-150K

Average Base Salary for Managers is \$96,194
and Average Bonus is \$6,333
For 2007, Average Base Salary for Managers was \$99,617
and Average Bonus was \$9,132

Directors' Salary Data by Firm Size:

ATTORNEYS in CHICAGO OFFICE	AVERAGE	RANGE
76-300	\$150,143	75K-225K
301-700	\$166,333	121K-200K

Average Base Salary for Directors is \$155,727 and
Average Bonus is \$17,250

For 2007, Average Base Salary was \$132,917 and
Average Bonus was \$17,250

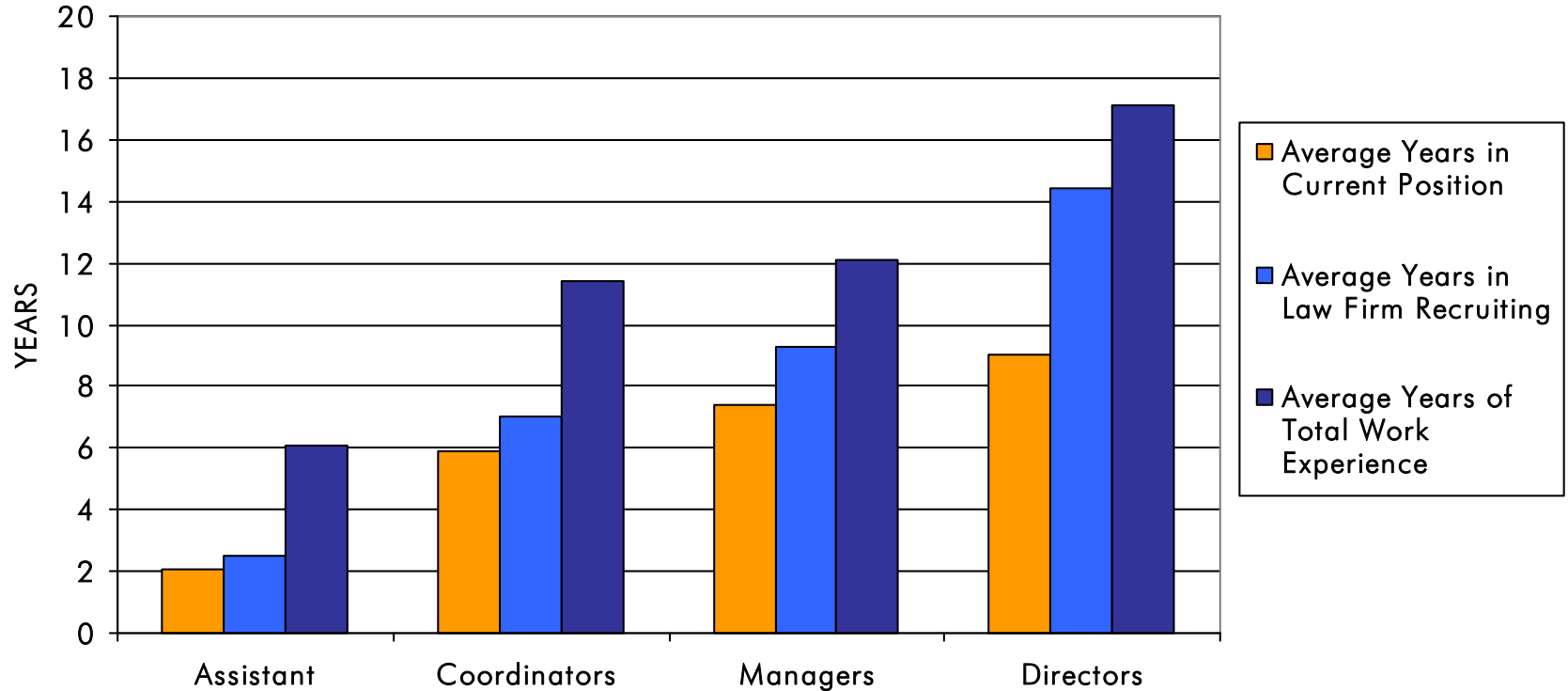
Our Goal is to Help You Achieve Your Goals®

Average Number of Positions in Chicago Departments by Office Size

Office Size	
1-75	Average Department Size = 1.3 Most common positions = Coordinator, Manager
76-175	Average Department Size = 2.2 Most common positions = Coordinator, Manager
176-225	Average Department Size = 3.7 Most common positions = Assistants, Coordinator, Manager, Director
226-350	Average Department Size = 3 Most common positions = Coordinator, Manager
351-500	Average Department Size = 7 Most common positions = Assistant, Coordinator, Manager, Director
501-1000	Average Department Size = 17 Most common positions = Assistant, Coordinator, Manager, Director

Our Goal is to Help You Achieve Your Goals®

Average Years in Current Position vs. Average Years in Law Firm Recruiting vs. Average Years of Total Work Experience



The average years in Law Firm Recruiting for Assistants was 1.8 in 2007 and is now 2.1 years

Our Goal is to Help You Achieve Your Goals®

Survey Respondents' Responsibilities for Summer Program

	Responsibility of Department	Your Responsibility
Coordinate Summer Associate training and orientation	67.7%	69.4%
Plan social events, section parties, Summer Associates lunches and Firm parties	73.3%	65%
Monitor Summer Associate work projects and assignments	72.9%	62.7%
Receive evaluations for Summer Associates	73.3%	65%
Organize clerkship reviews	76.5%	41.2%
Participate in Recruiting Committee meetings	74.6%	71.2%
Conduct Summer Associate exit interviews	76.1%	45.7%
Prepare offer and decline letters for Associate and Summer Associate candidates	74.6%	55.9%

Our Goal is to Help You Achieve Your Goals®

Survey Respondents' Responsibilities for Law Student Recruiting

	Responsibility of Department	Your Responsibility
Plan Fall on-campus interview calendar	78.9%	57.9%
Coordinate with various law schools to schedule interview dates	80.7%	49.1%
Plan pre and post on-campus interview receptions	77.4%	56.6%
Organize travel and schedules for interviewing attorneys	75%	51.9%
Arrange travel and interview schedules for candidates	72.4%	63.8%
Conduct correspondence and follow-up with candidates	75.4%	59.6%
Participate in Recruiting Committee meetings	74.1%	77.6%

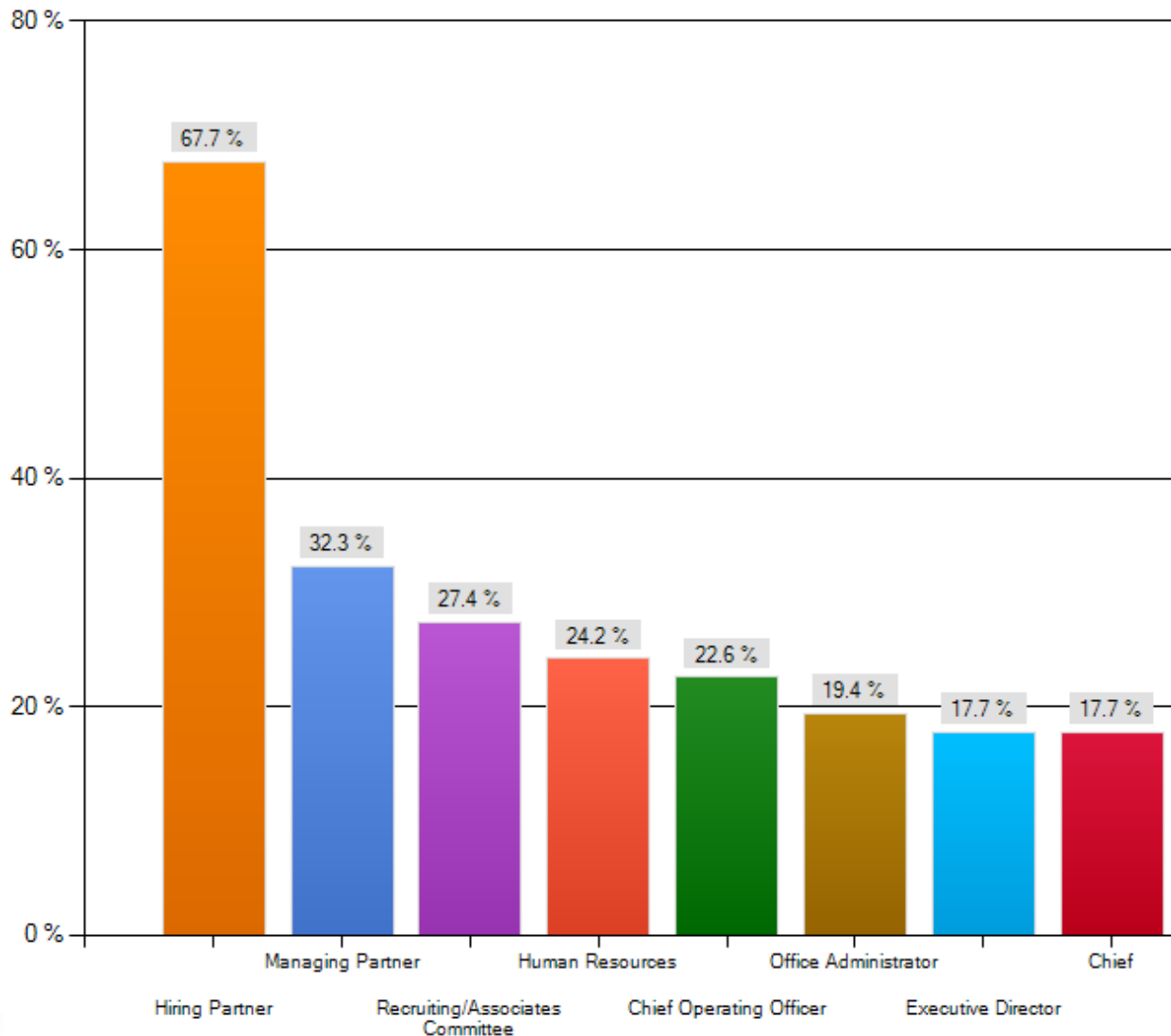
Our Goal is to Help You Achieve Your Goals®

Survey Respondents' General Responsibilities

	Responsibility of Department	Your Responsibility
Lateral recruiting	75.4%	67.2%
Partner recruiting	71.7%	58.5%
Attorney Orientation	73.1%	59.6%
Attorney development/training	80%	57.5%
CLE coordination	81.8%	54.5%
Administering evaluation process for attorneys	88.6%	37.1%
Managing recruitment staff	65.8%	53.7%
Exit Interviews	82.5%	32.5%
Diversity Initiatives	65.9%	56.8%
Paralegal recruiting	93.8%	37.5%
Staff/Contract Attorney hiring	82.9%	42.9%
Practice Group Management/Training	83.3%	44.4%
Other Responsibilities (i.e. HR/marketing/office management)	65.5%	65.5%

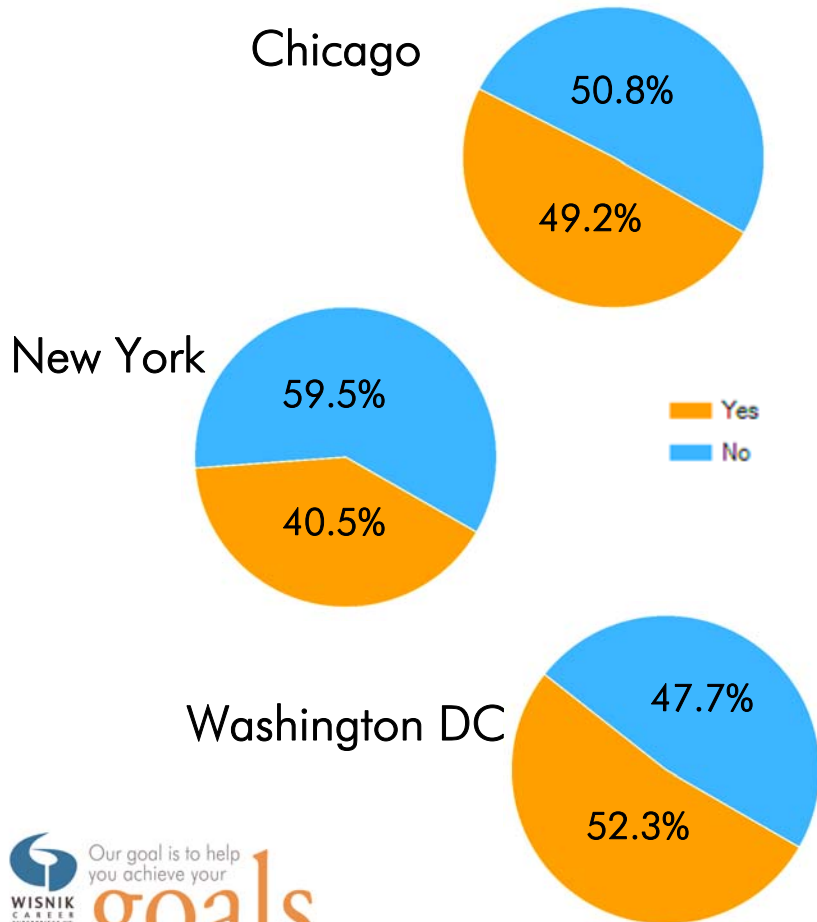
Our Goal is to Help You Achieve Your Goals®

Who Does Your Department Report To?



Our Goal is to Help You Achieve Your Goals®

Do you believe you are being fairly compensated for your responsibilities?



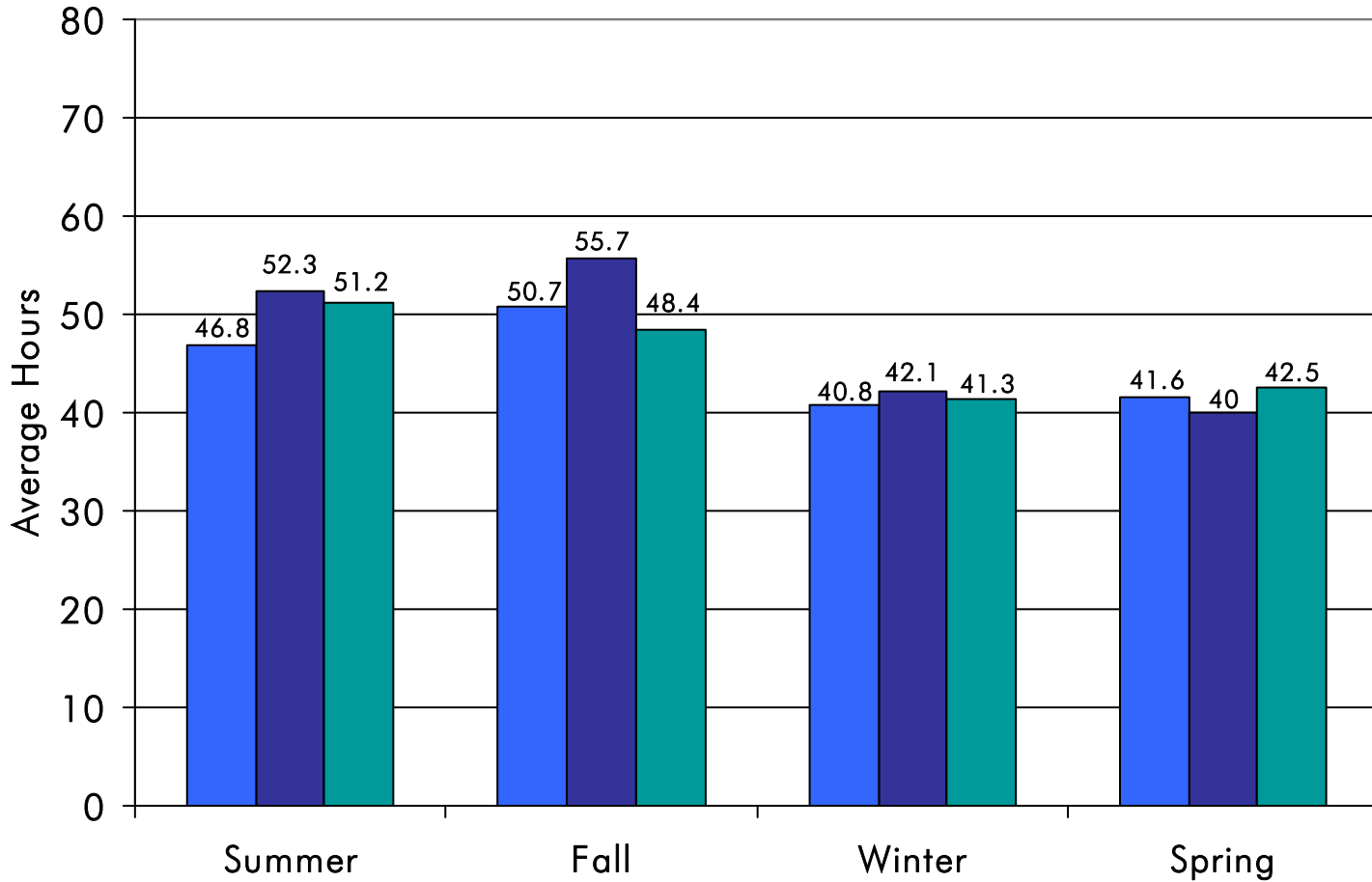
What other benefits do you receive?

COMPENSATION	RESPONDENTS
Bonus	72.3%
401K Plan	96.9%
Average Vacation Days	17 days
Work From Home-Regularly	4.5%
Work From Home- Periodically	53.4%
Part Time	7.5%
Flex Days	17.1%
Day Care- On-Site	2.6%
Day Care- Back Up	53.2%
PDA/Blackberry	78%
Cell Phone	23.3%
Computer (Laptop)	50%
Transportation Discounts	70%
Mileage Reimbursement	62.5%
Health Club Memberships/Discounts	65.3%
Flexible Spending	89.7%
Free Parking	7.5%



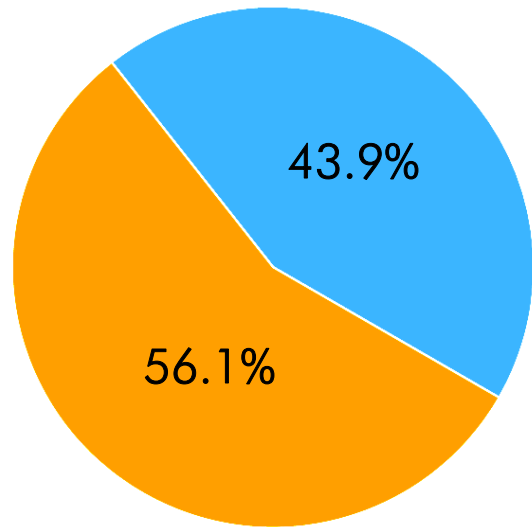
Our Goal is to Help You Achieve Your Goals®

Survey Respondents' Average Hours Worked per Week each Season



SUMMARY OF INTERESTING SURVEY RESULTS

Since you have been with your current organization, have you had a promotion with a title change?



■ Yes
■ No

- 72.3% of you received bonuses in 2009
- Only 22.2% of you were able to attend the NALP Conference
- 62.1% of respondents' surveyed indicated that their departments decreased in size over the past two years

Our Goal is to Help **You** Achieve Your Goals®

WHAT QUESTIONS DO YOU HAVE BASED ON
THESE FINDINGS?



**CHICAGO ASSOCIATION OF LEGAL
PERSONNEL ADMINISTRATORS
INDUSTRY SURVEY FALL 2010**

Presented By:
Eva Wisnik
Wisnik Career Enterprises, Inc.
ewisnik@wisnik.com
www.wisnik.com