

Bay Area Legal Recruitment Association Salary Survey

By Eva Wisnik

Fall 2016



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Eva's Bio



Eva Wisnik
*President,
Wisnik Career
Enterprises, Inc.*

Eva Wisnik founded **Wisnik Career Enterprises, Inc.** in 1996 after serving as Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. Over the past 20 years, she has worked with over 100 law firms, including 74 of the AmLaw 100. Eva has placed more than 500 Recruiting and PD professionals into law firms nationwide. She has conducted over 600 training programs for attorneys on topics that include Business Development Skills, Time Management and Myers Briggs. In addition, **Wisnik Career Enterprises, Inc.** has conducted over 35 salary and industry snapshot surveys for law firm professionals since 1998.

Eva holds an MBA in Marketing from Fordham University and a BA in Psychology from Barnard College.

Wisnik Industry Findings

BALRA Respondents

Total of 90 legal professionals

■ Title

- Chief/Director: 12
- Manager: 43
- Sr. Coord./ Specialist: 9*
- Coordinator: 20
- Assistant: 6

■ Department

- Recruiting: 39
- Rec & PD: 21
- Rec/PD/HR: 13
- Rec & HR: 4
- Rec + : 8**
- PD: 3

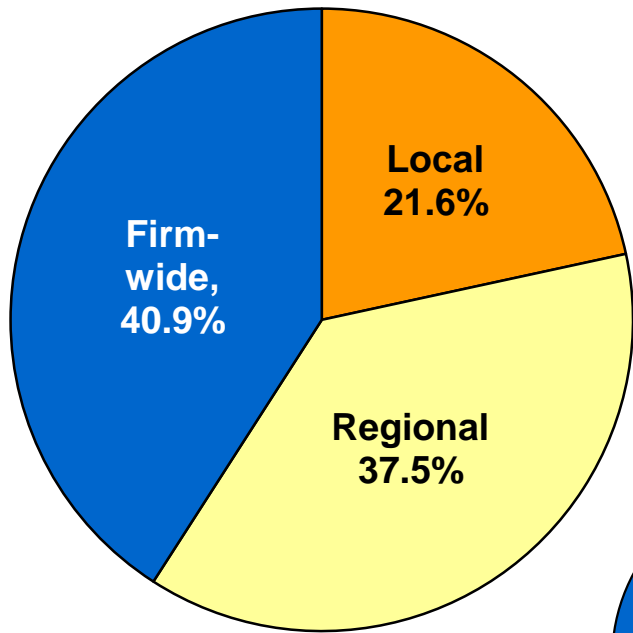
■ Office Size

- 1-75: 31
- 76-125: 27
- 126-175: 8
- 176-300: 10
- 301-400: 7
- 500+: 5

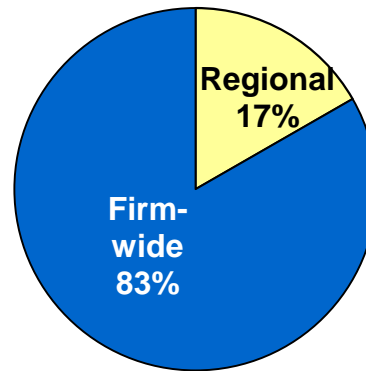
* “Recruiter” titles were recoded to Sr. Coord./Specialist or to Manager, depending on salary and experience.

** Rec + are departments who cover recruiting + some other functions, such as diversity, retention, associate relations, visas, etc.

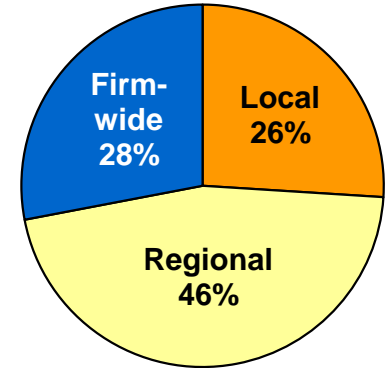
Are Your Responsibilities Local, Regional or Firm-Wide?



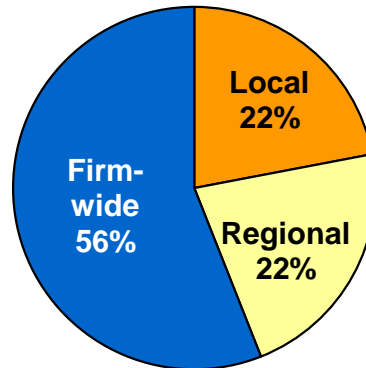
All Respondents



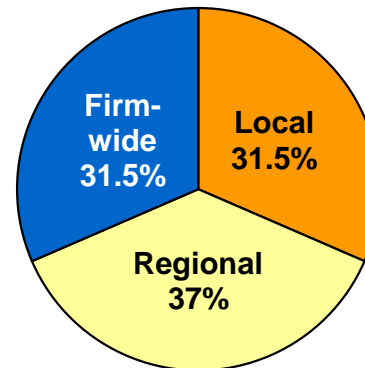
Chief/Director



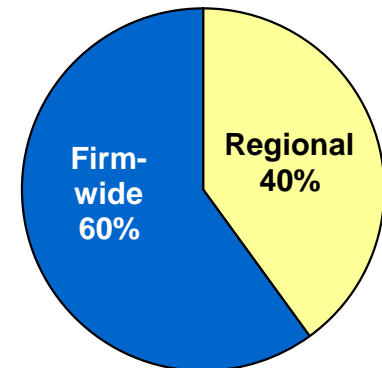
Manager



Sr. Coord./Spec.

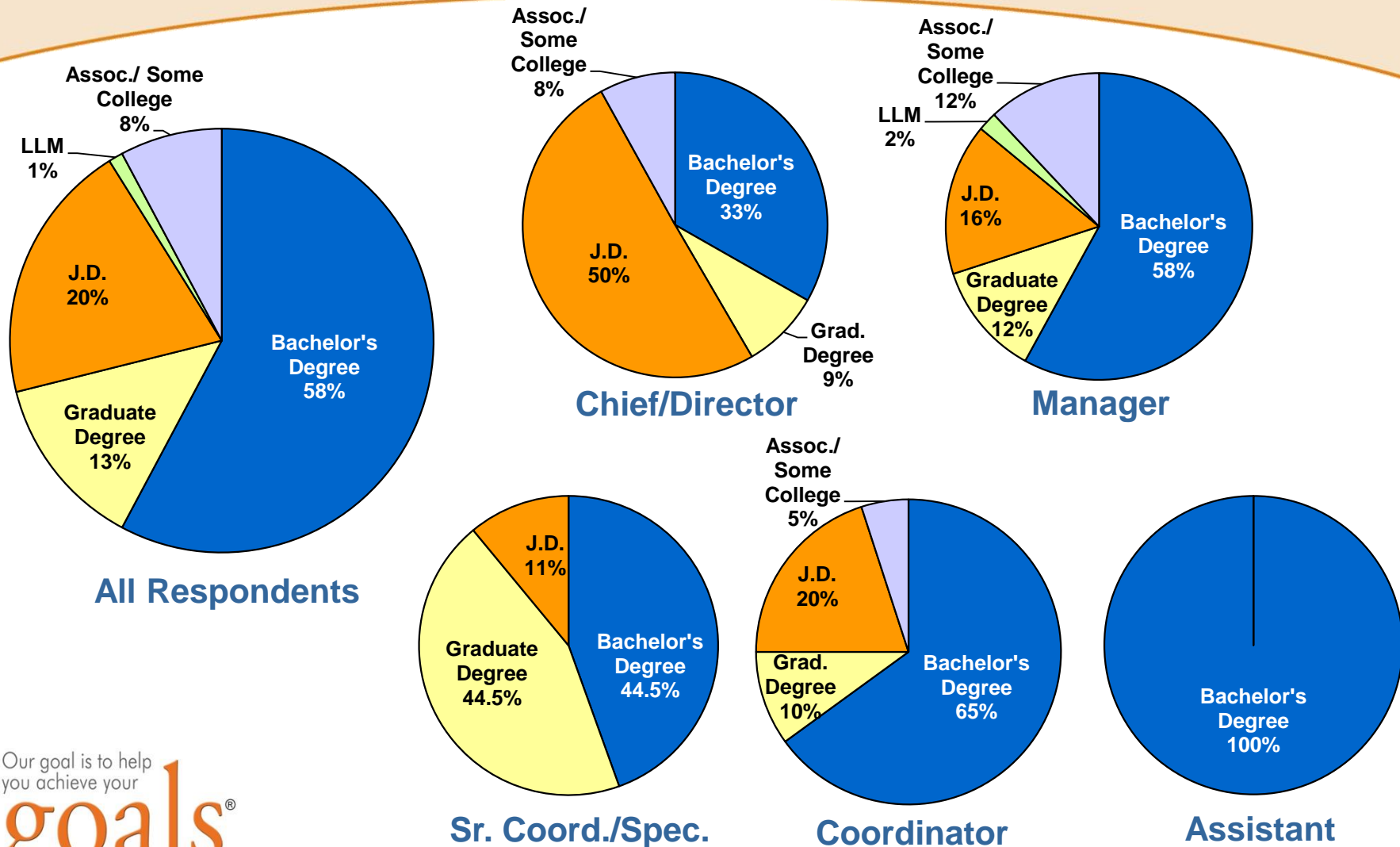


Coordinator

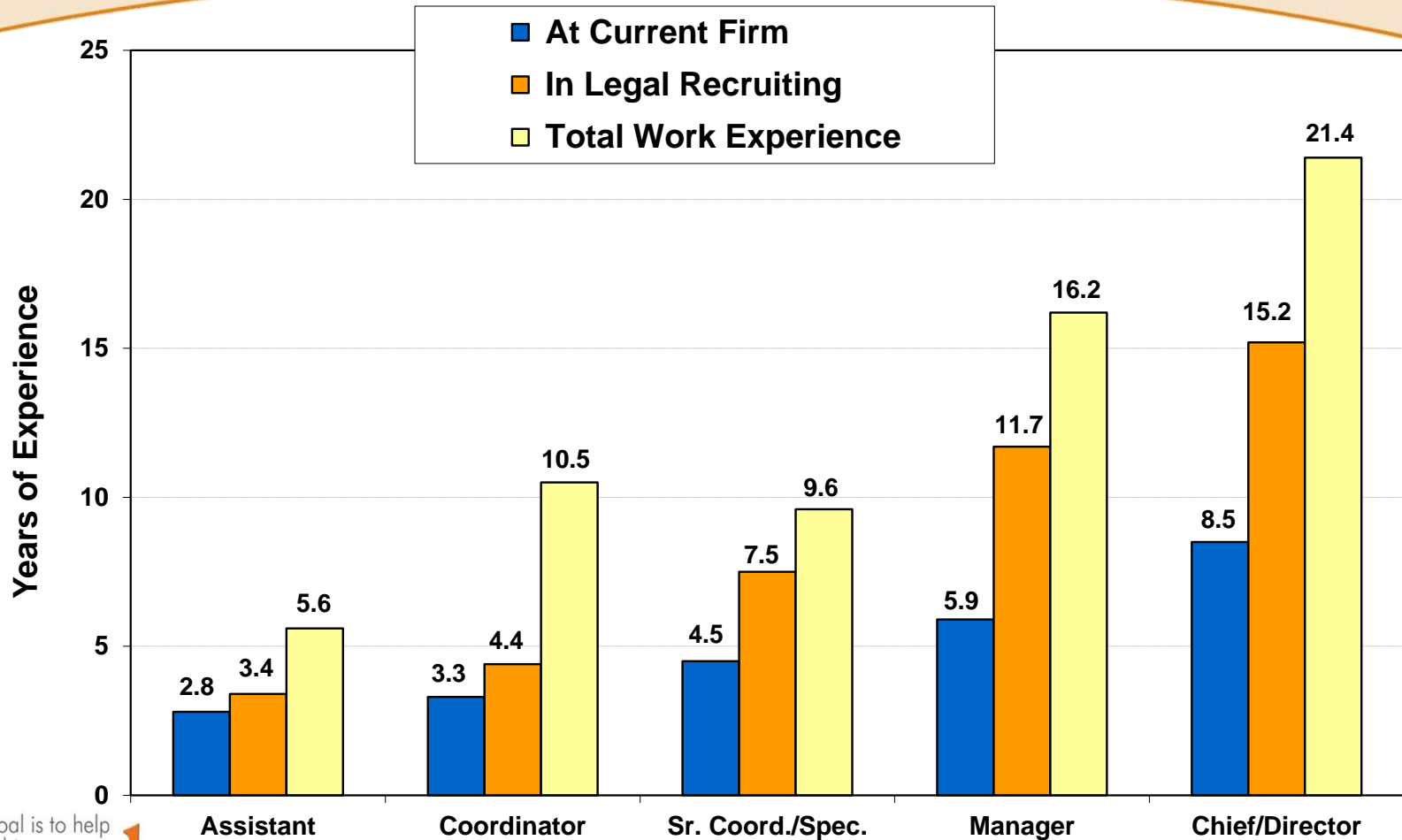


Assistant

Respondents' Highest Level of Education by Title



Average Years of Experience



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goals®

Salary Trends

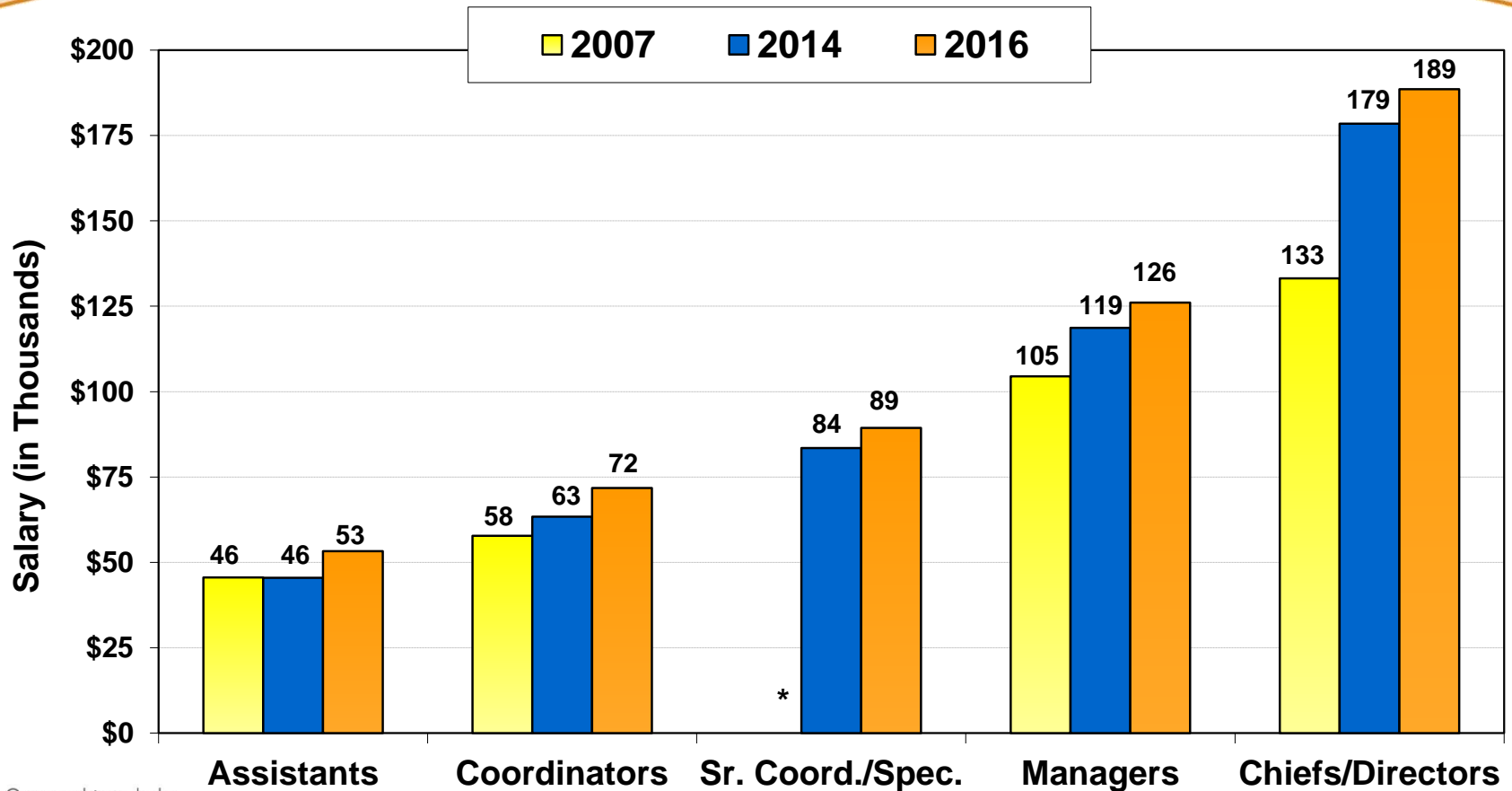
Bay Area Average Salaries: by Title

<u>Title (# responses)</u>	<u>Avg. Salary</u>	<u>Median</u>	<u>25% - 75% Salary Range</u>	<u>Avg. Bonus</u>	<u>Raise</u>
Chief/Director (11):	\$188,591	\$184,500	\$168.5K - \$199K	\$23,182	3.6%
Manager (43):	\$126,123	\$123,000	\$116K - \$136K	\$11,846	5.2%
Sr. Coord./Spec. (8):	\$89,375	\$92,500	\$84.5K - \$96K	\$6,600	4.9%
Coordinator (16)**:	\$71,763	\$70,000	\$67K - \$75K	\$2,569	5%
Assistant (5)**:	\$53,304	\$55,000	\$52K - \$56K	\$2,600	*

* Insufficient number of responses

** Coordinator & Assistant data is base salary without overtime

Salary Trends: 2007-2016



* Insufficient data

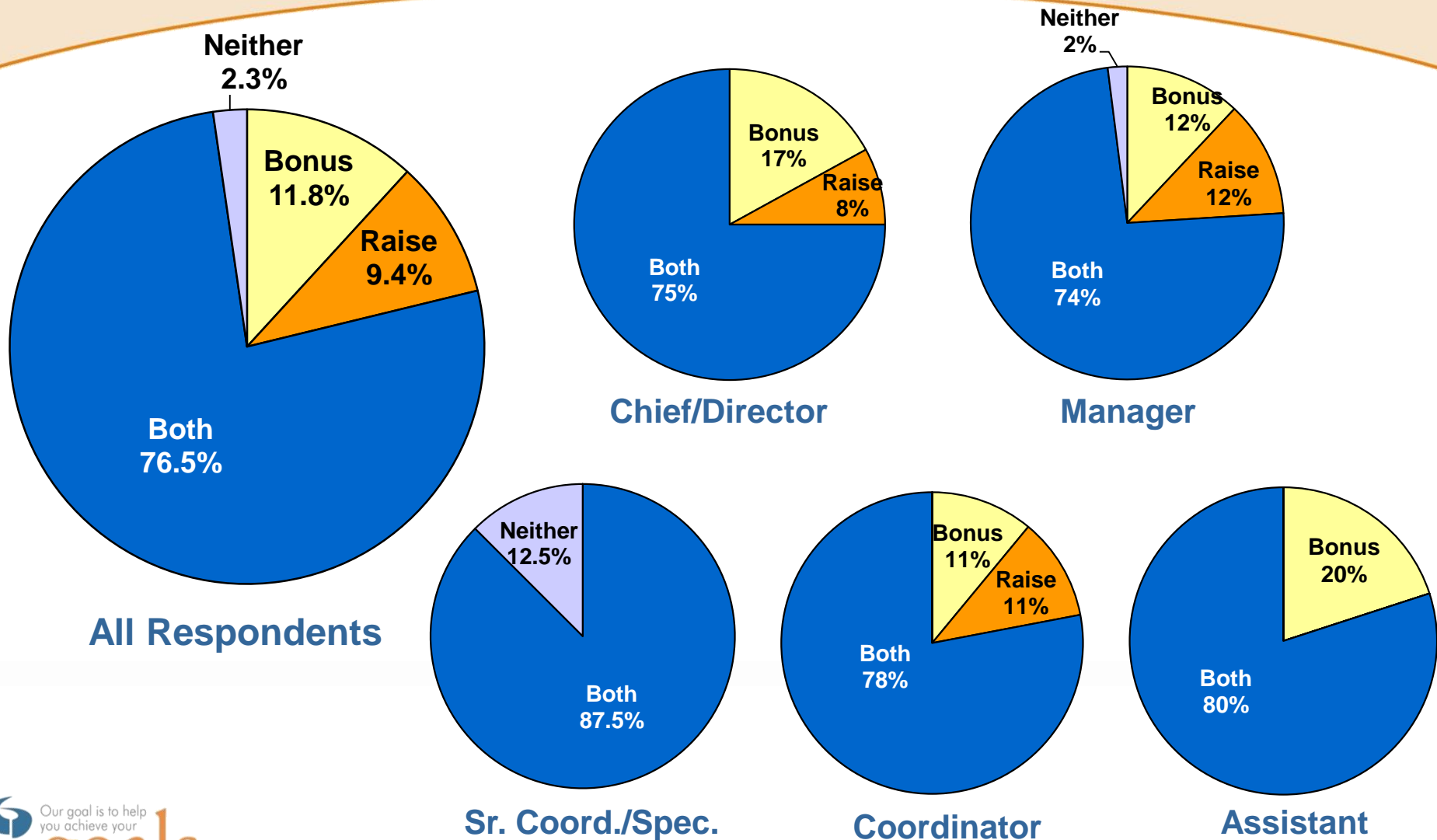
2016 Average Salaries by City: Bay Area, Chicago, DC, NY, Philadelphia

<u>Title</u>	<u>Average Salary**</u>				
	<u>Bay Area</u>	<u>Chicago</u>	<u>DC</u>	<u>New York</u>	<u>Philly</u>
Director:	\$188,591	\$169,301	\$189,455	\$237,361	\$151,167
Manager:	\$126,123	\$99,648	\$116,238	\$126,461	\$102,000
Sr. Coord./Specialist:	\$88,571	\$79,147	\$80,042	\$94,844	\$72,630
Coordinator - Exempt:	*	*	\$66,631	\$78,658	*
Coordinator - OT Eligible:	\$71,763	\$55,559	\$60,838	\$62,779	\$58,426
Assistant - OT Eligible:	\$53,304	\$48,106	\$45,980	\$49,760	*

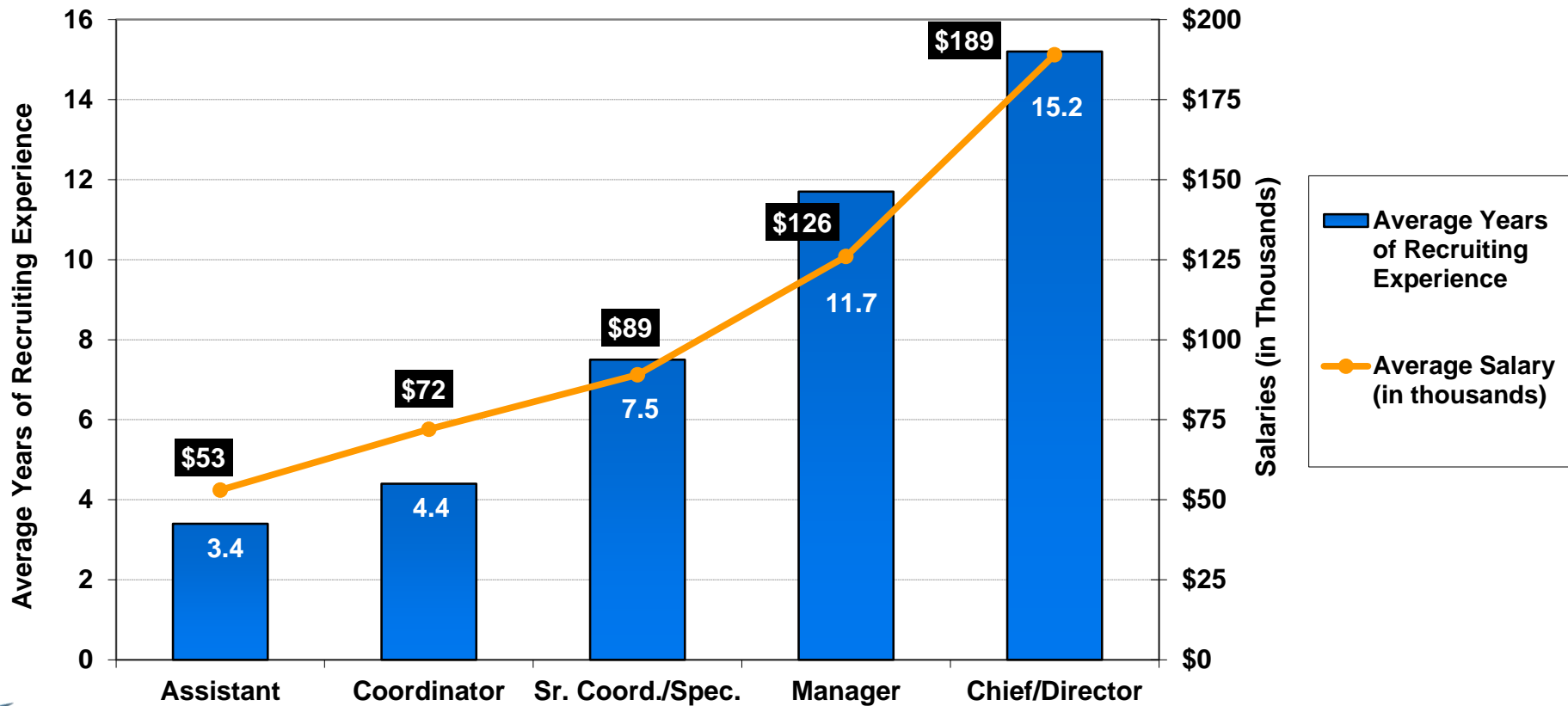
* Insufficient data

** Salary data shown is base salary without OT

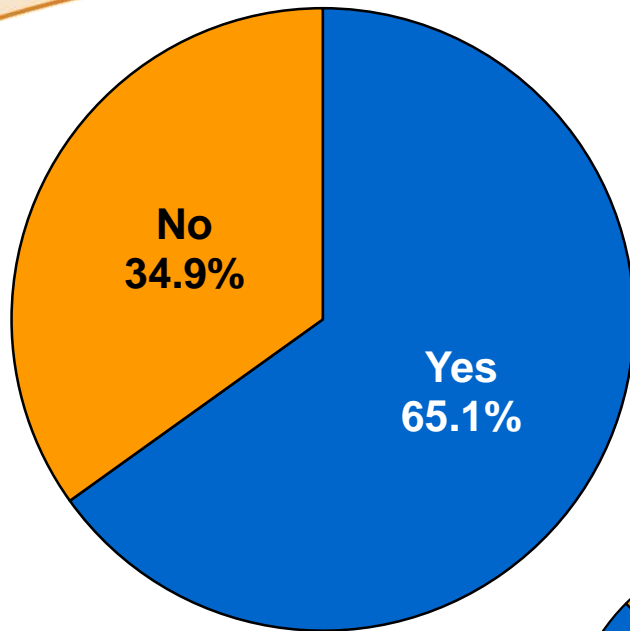
Did you Receive a Raise/Bonus Last Year?



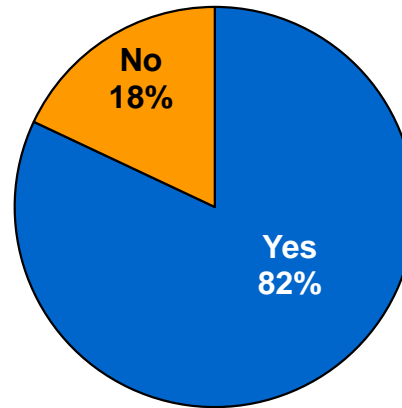
Average Salary vs. Years of Recruiting Experience



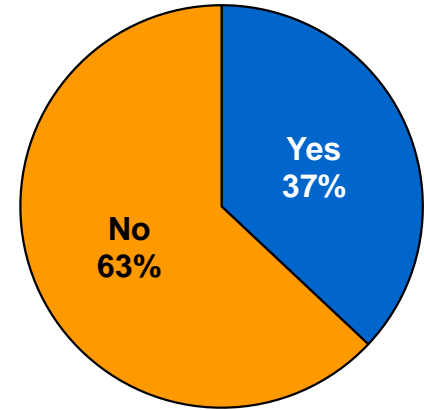
Are You Satisfied With Your Current Compensation?



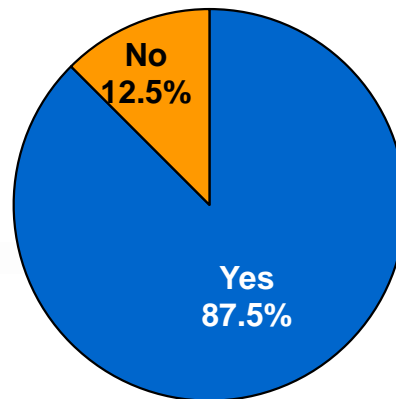
All Respondents



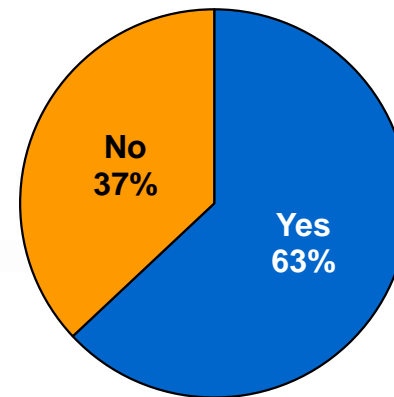
Chief/Director



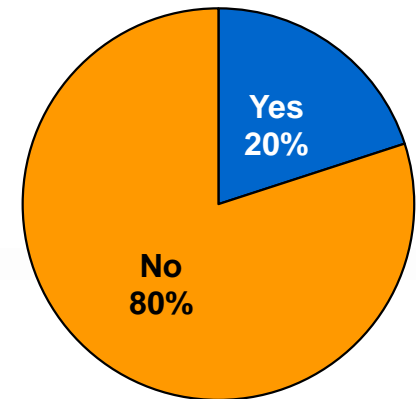
Manager



Sr Coord./Spec.



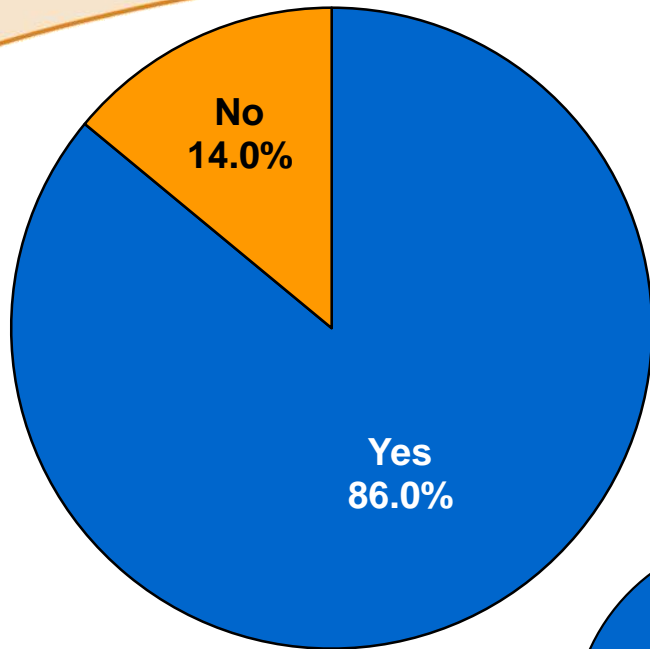
Coordinator



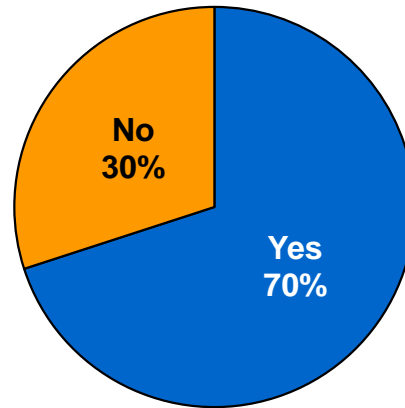
Assistant

Department Structure

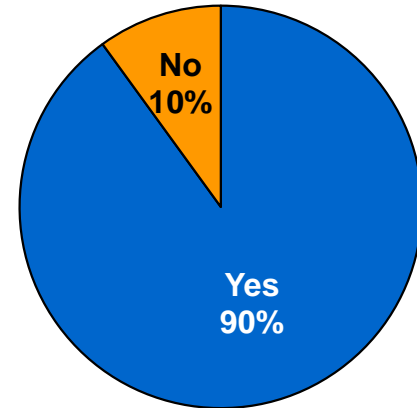
By Firm Size, Do You Have a Firm-wide Recruitment Director/Chief?



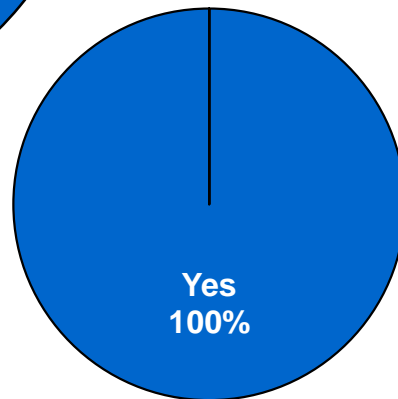
All Respondents



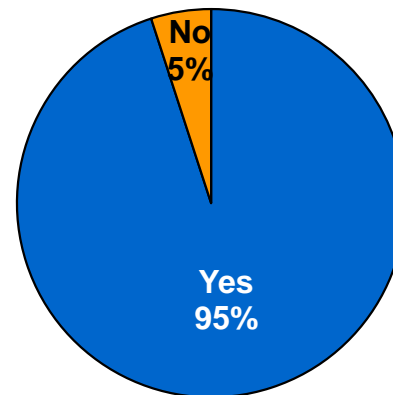
1 - 250



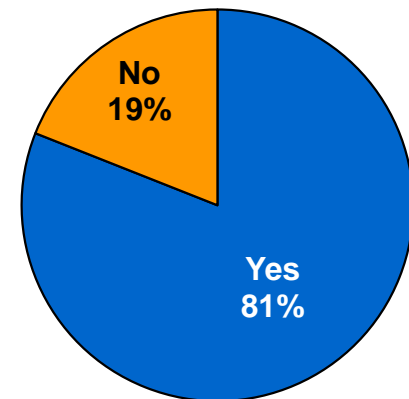
251 - 500



501 - 750

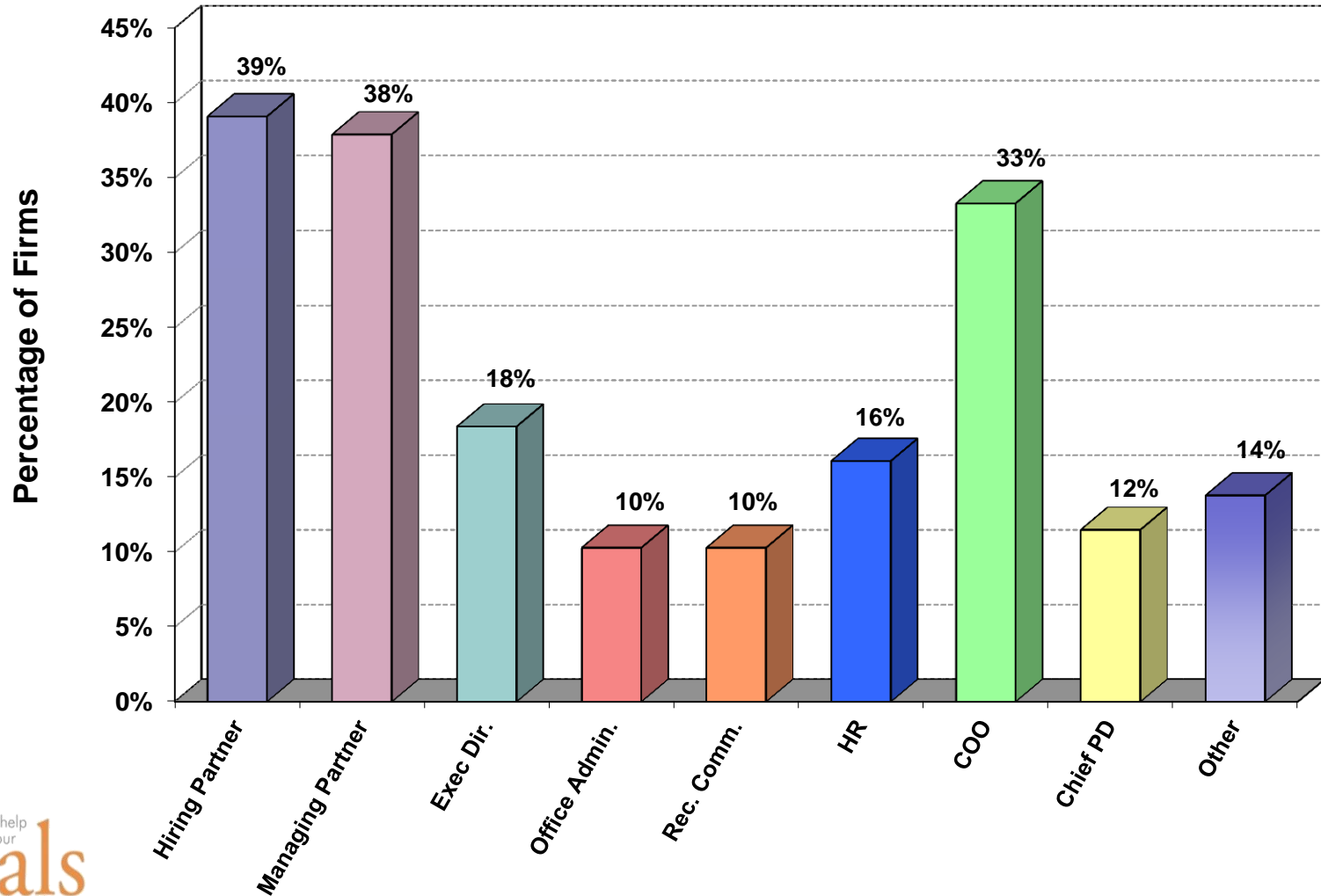


751 - 1000

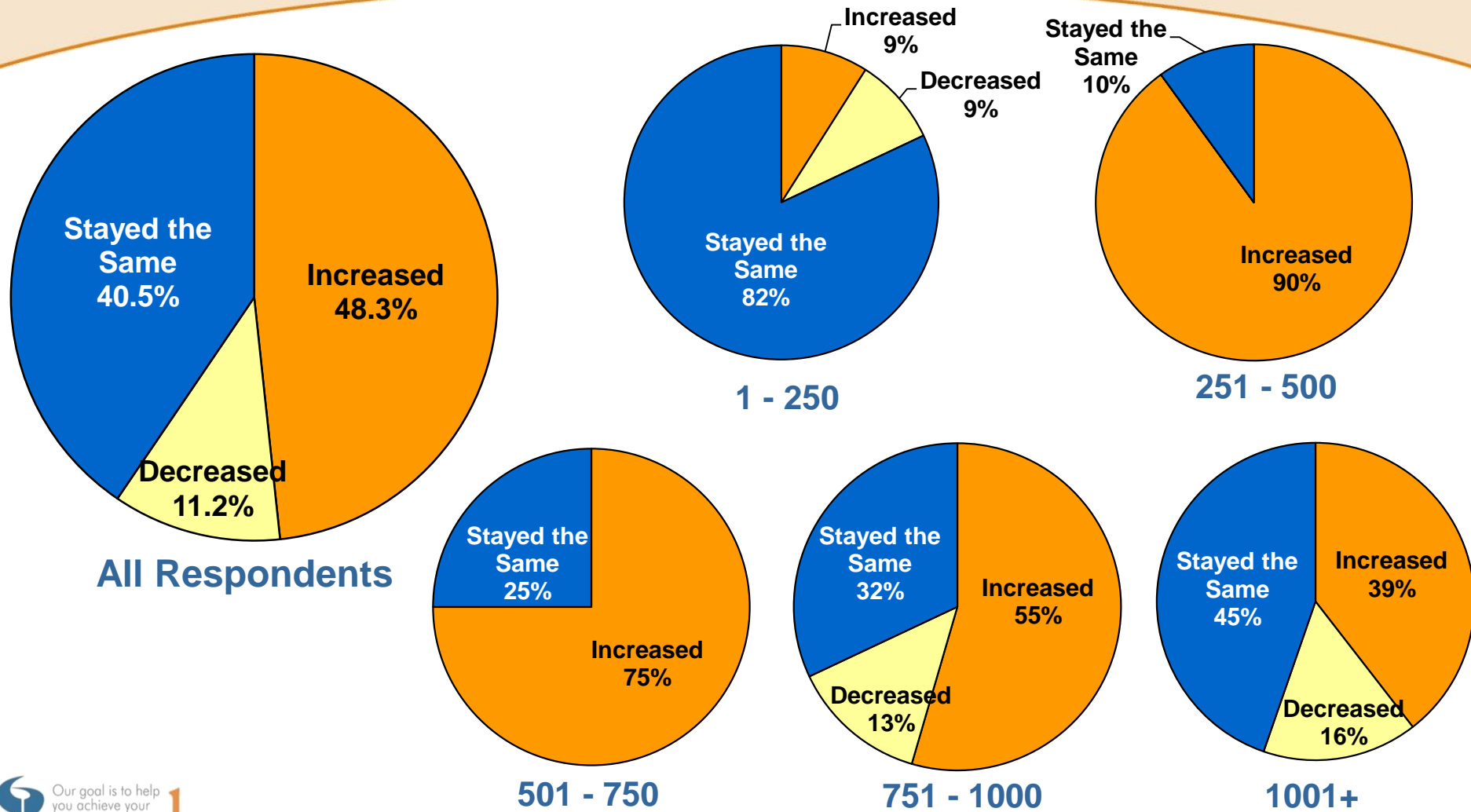


1001+

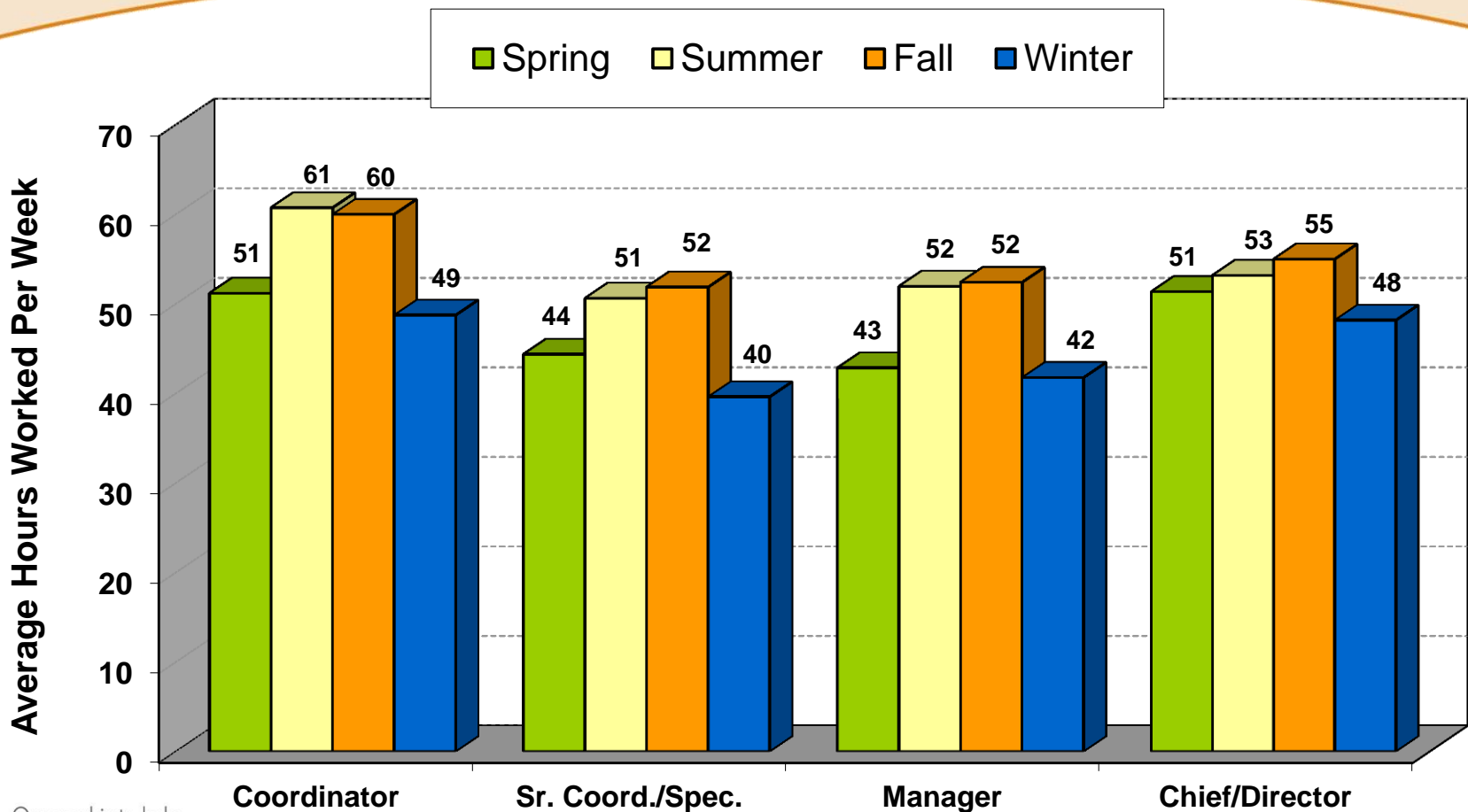
Reporting Structure: Who Does the Head of Your Department Report To?



By Firm Size, Has Your Department Changed Size in the Past 2 Years?

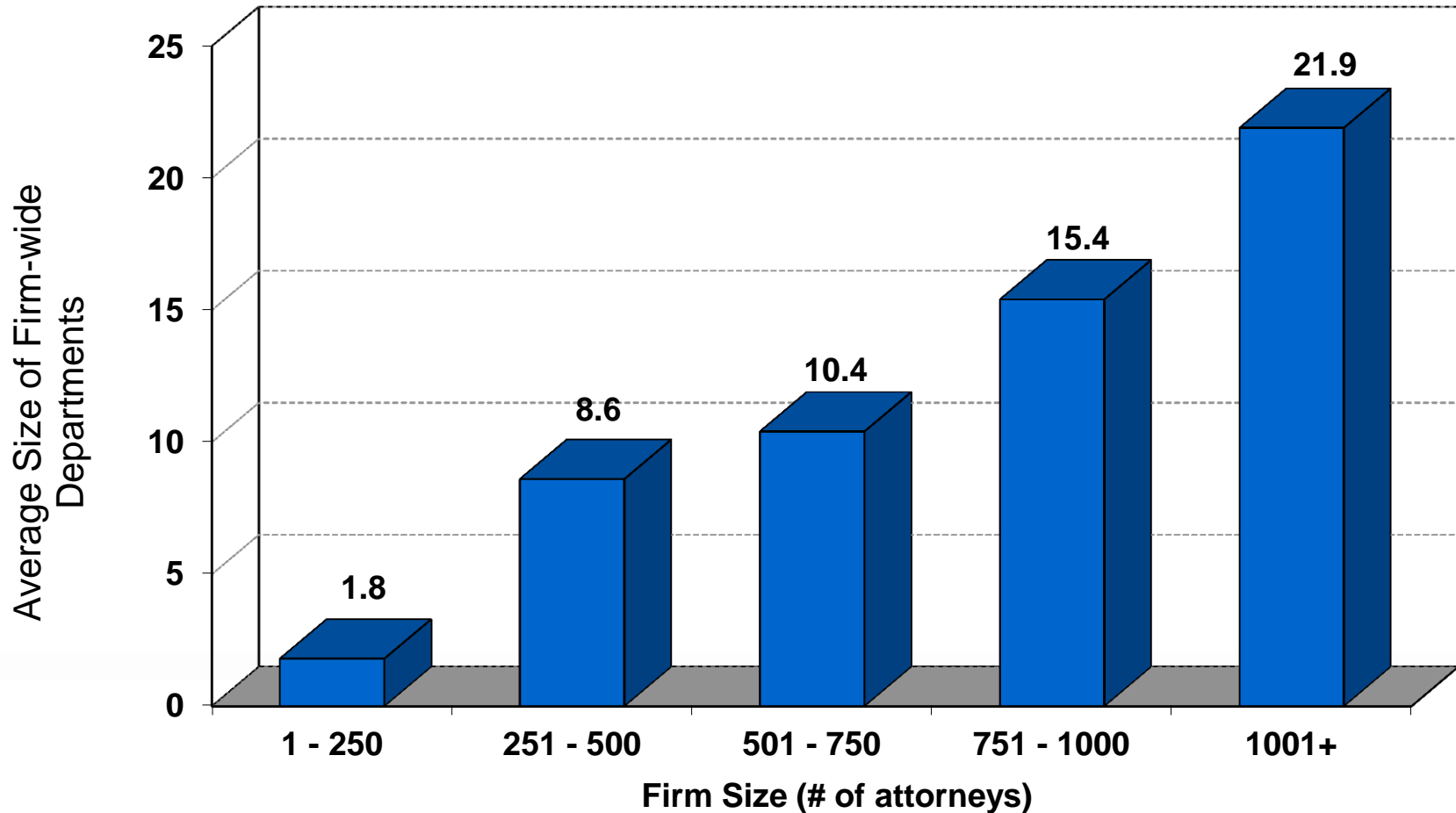


Respondents' Average Weekly Hours Worked, By Season

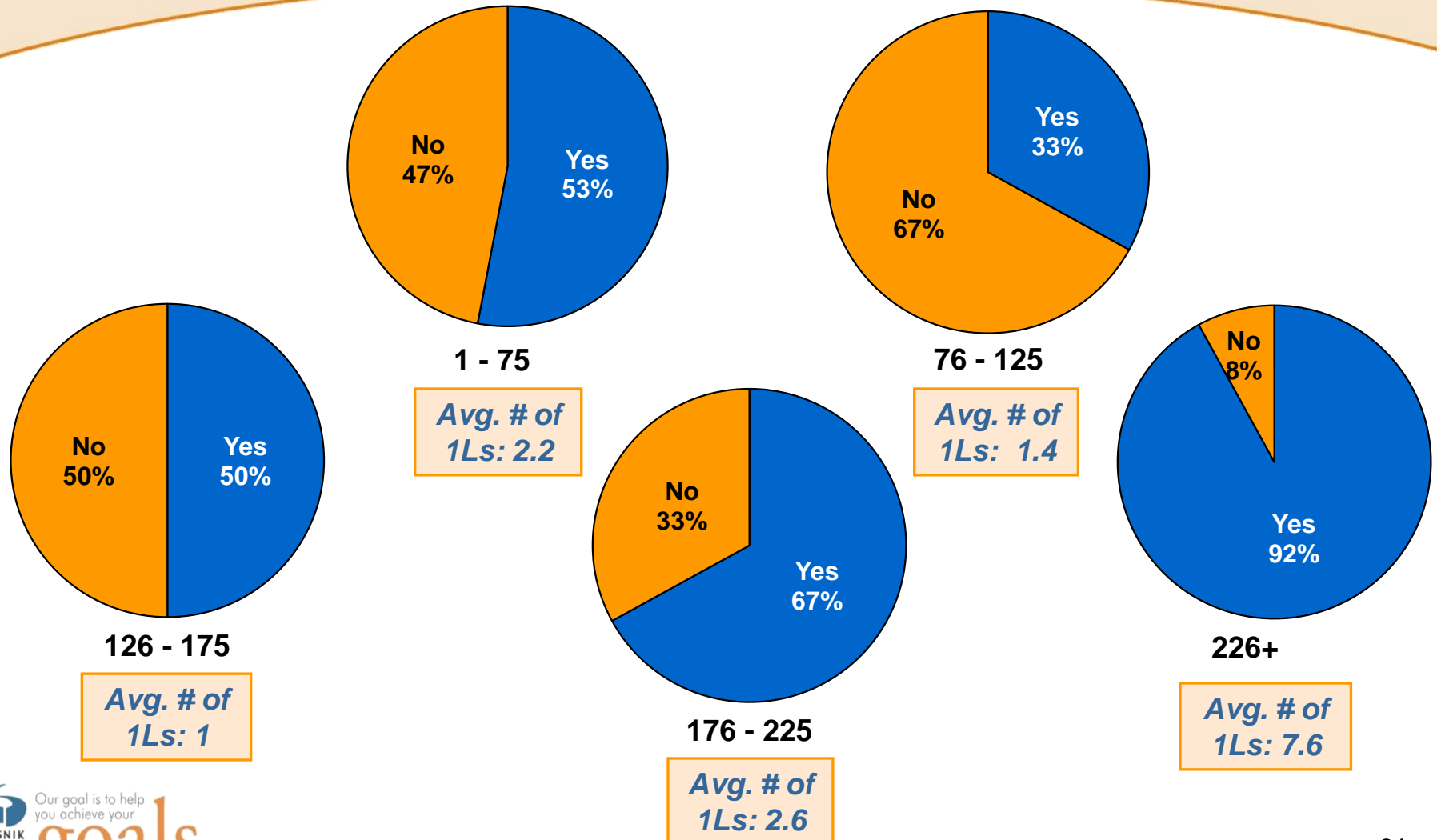


* Insufficient data for Assistants

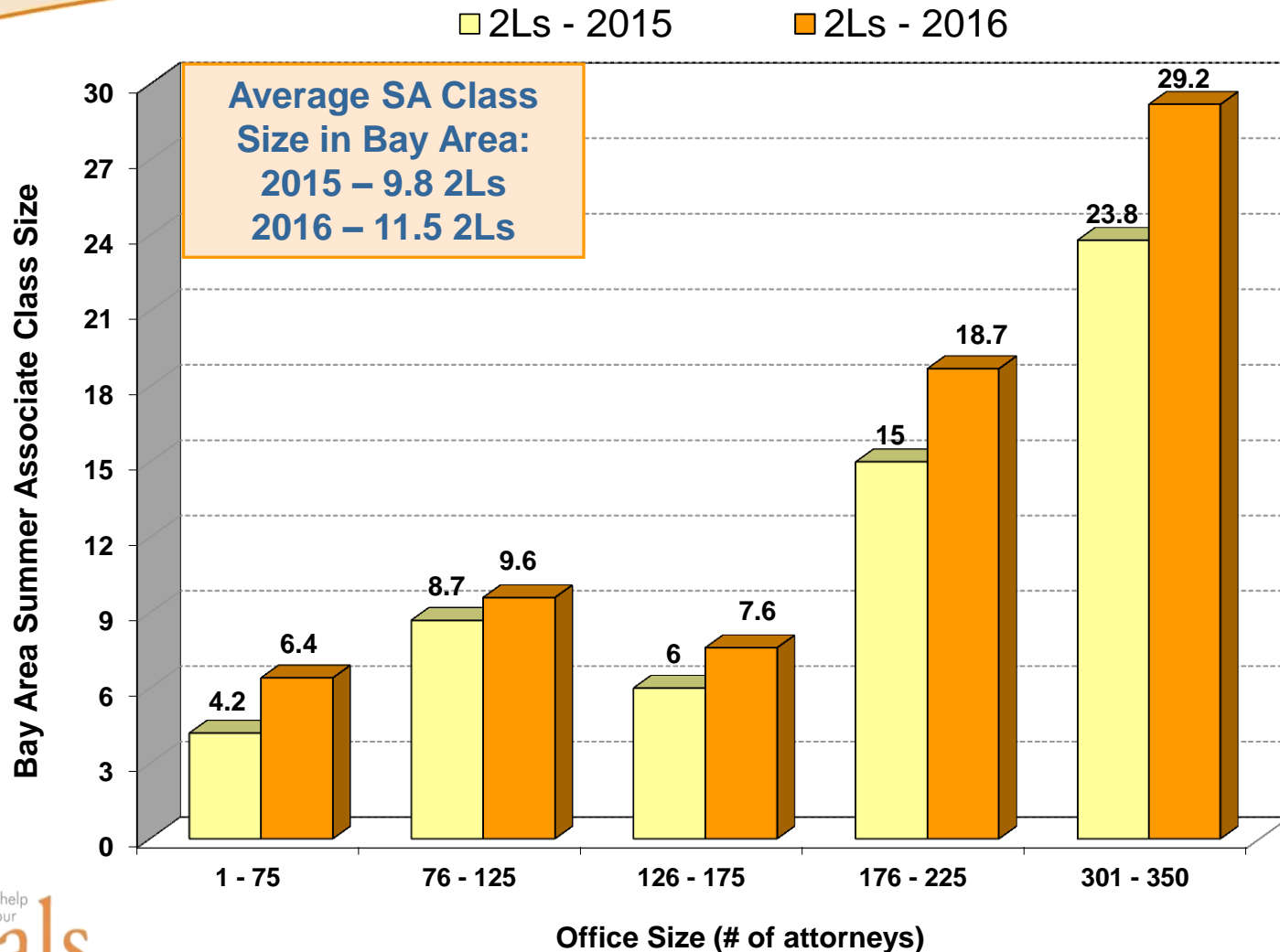
Firm Size vs. Size of Firm-Wide Departments



By Office Size, Does Your Firm Have 1L Summer Associates?



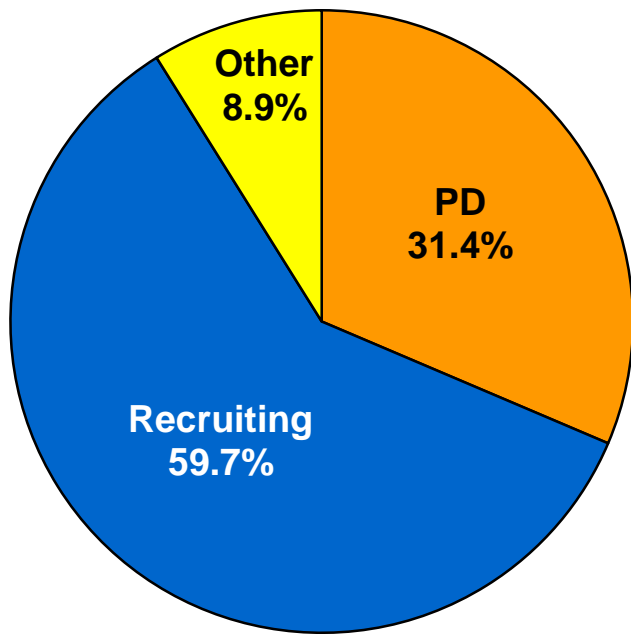
Number of 2L Summer Associates by Bay Area Office Size



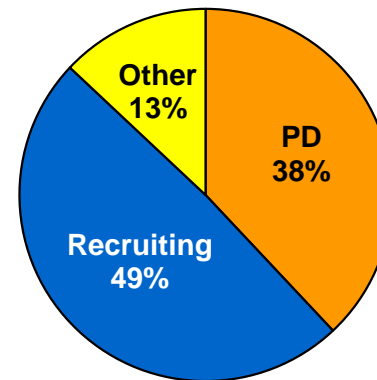
* Insufficient data for Office Sizes 226-300, or 351+

Time (%) Spent on Recruiting & PD

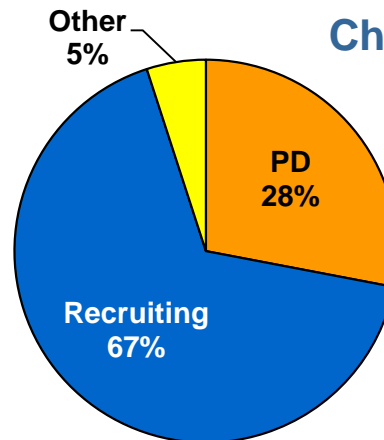
44% of Respondents have shared Recruiting, PD and/or Other responsibilities



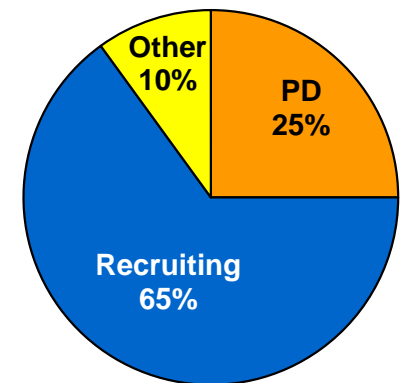
All Respondents



Chief/Director



Manager

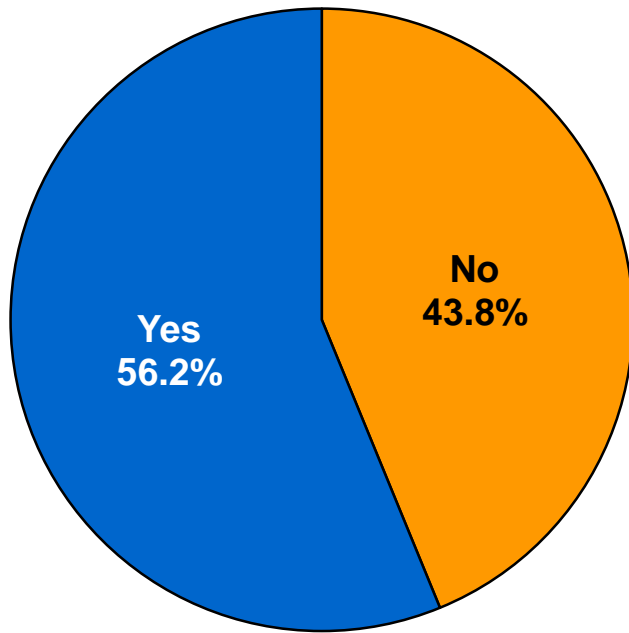


Coordinator

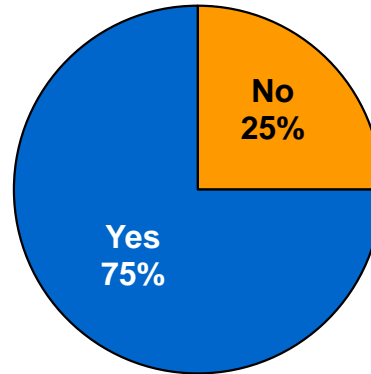
* Insufficient data for Assistants and Sr. Coord./Specialists break down

Industry Findings

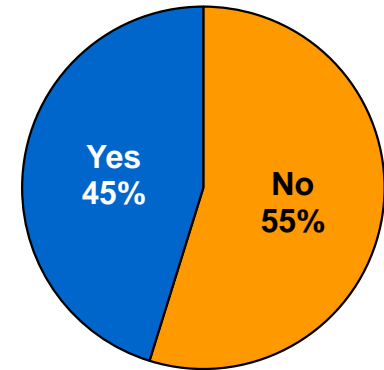
Have You Been Promoted with a Title Change at Your Current Firm?



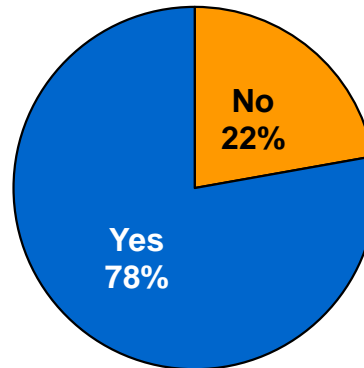
All Respondents



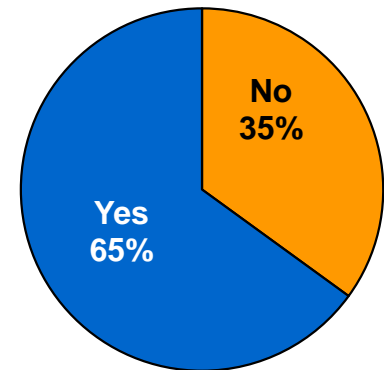
Chief/Director



Manager

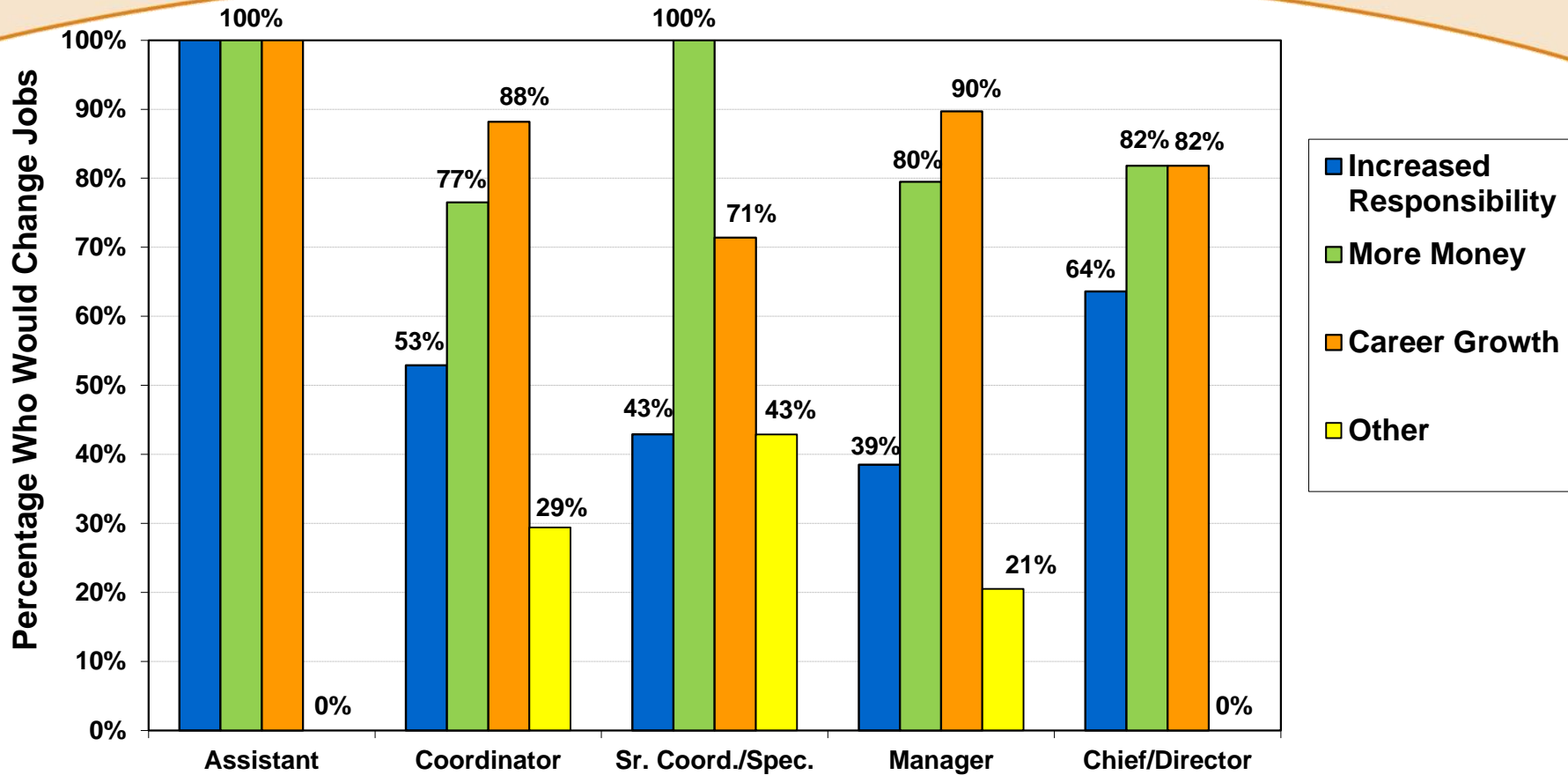


Sr. Coord./Spec.



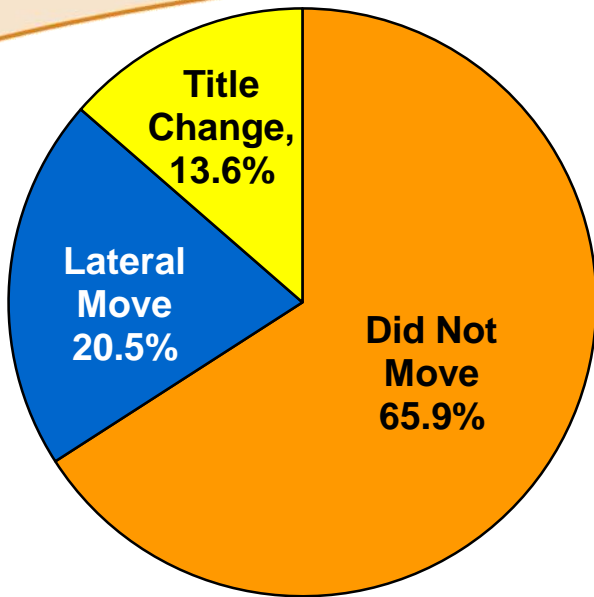
Coordinator

Why Would You Change Jobs?



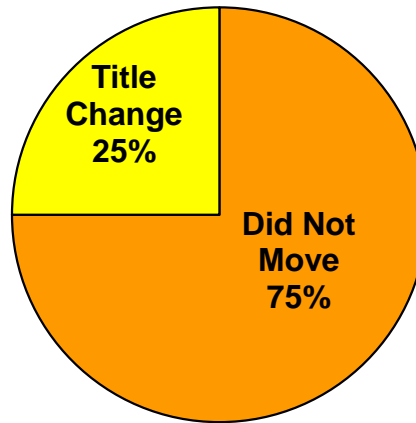
Overall, the top 2 reasons you would leave your current role: Career Growth, More Money. Top "Other" responses included location, work/life balance, firm culture.

If You Moved Firms to a New Recruiting Role in the Past 3 Years, Did You Receive a Title Change?

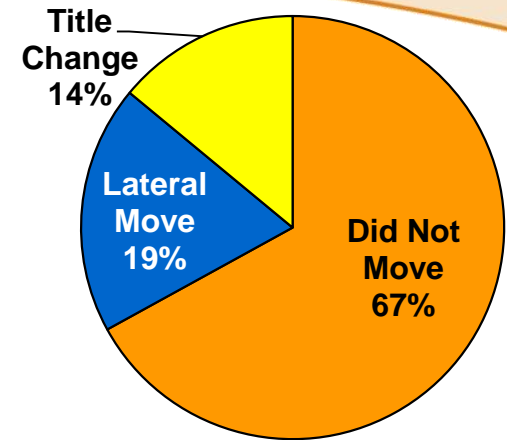


All Respondents

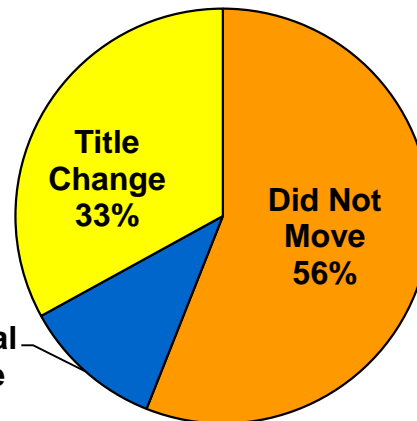
Moving Firms – Avg. Comp. Increase:
 Lateral move (same title): 13.1%
 Move with title change: 17.8%



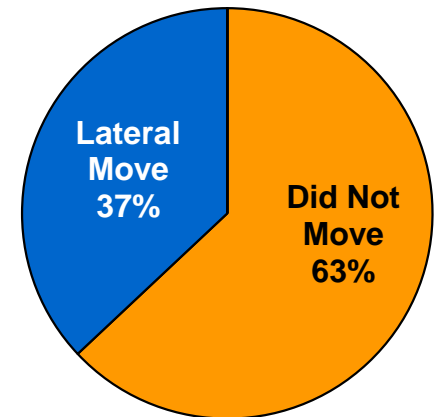
Chief/Director



Manager



Sr. Coord./Spec.



Coordinator

Which Benefits Do You Value the Most?

- Flexibility in schedule / ability to work from home on occasion
 - 69% of respondents have telecommuting privileges, ranging from “very occasionally” to 1 day a week
- Generous Paid Time Off
 - 15% of you receive unlimited sick days
- Healthcare benefits
 - Good benefits, flex spending accounts gym rebates, dependent coverage
- Firm’s 401K contribution
- Compensation/bonus structure
- Opportunities for professional development

Benefits Received: Average Days Paid Time Off (PTO)

Paid Time Off:
Includes Vacation, Sick and Personal Days

<u>Title</u>	<u>Average</u>	<u>PTO used</u>	<u>Unlimited Sick Days?</u>
Chief/Director:	25.7 days	16.6 days (65%)	42% of respondents
Manager:	24.7 days	15.6 days (63%)	16% of respondents
Sr. Coord./Specialist:	24.3 days	18.6 days (76%)	0% of respondents
Coordinator:	24.6 days	17.4 days (71%)	5% of respondents

Overall, respondents are using 67% of their PTO
and 15% receive unlimited sick days

* Insufficient data for Assistant PTO

Interesting Results

- 97.7% of you received a bonus, a raise, or both last year
- 34.4% of respondents have a graduate degree (JD, Masters, or Doctorate)
- 56% have been promoted with a title change at their current firm
- 76.2% of you attended the NALP Annual Education conference, or go on a rotational basis
- 86% of you reported having a firm-wide Director/Chief
- 48% of respondents said their departments have increased in size over the last 2 years, while 11% have decreased

16.5% joined legal recruiting in the last 3 years

46% joined their current firm in the past 3 years and
28.7% have been with their current firm for 8+ years

Average number of firms where you've held recruiting roles: 2

Addendum: Salary & Responsibilities Breakdown

Average Salary, Bonus, & Raise by Firm Size

All Assistants = 5
Avg. Salary = \$53,304
Avg. Bonus: \$2,600 Avg. Raise: *
2014 OT: * 2015 OT: \$9,250
Average Years of Legal Recruiting Experience: 3.4

*** Insufficient number of responses for
Ave. 2014 OT data and Raise data, or to
split data into other Firm Sizes**

Average Salary, Bonus, & Raise by Firm Size

All OT Coordinators = 16
Avg. Salary = \$71,763
Avg. Bonus: \$2,569 Avg. Raise: 5%
2014 OT: \$8,656 2015 OT: \$11,789
Average Years of Legal Recruiting Experience: 4.4

<u>Firm Size:</u>	<u>1 – 500</u>	<u>501 – 1000</u>	<u>1001+</u>
Avg. Salary:	\$77,167	\$64,004	\$71,533
Avg. Bonus:	\$2,212	\$3,611	\$2,020
Avg. Raise:	3.8%	6.8%	4.5%

Average Salary, Bonus, & Raise by Firm Size

All Sr. Coord./Specialists = 8

Avg. Salary = \$89,375

Avg. Bonus: \$6,586 Avg. Raise: 5.3%

Avg. Years of Legal Recruiting Experience: 7.5

Firm Size: 751+

Avg. Salary: \$86,000

Avg. Bonus: \$6,900

Avg. Raise 5.1%

*** Insufficient number of responses
for Firm Sizes below 750**

Average Salary, Bonus, & Raise by Firm Size

All Managers = 43
Avg. Salary = \$126,123
Avg. Bonus: \$11,846 Avg. Raise: 5.2%
Avg. Years of Legal Recruiting Experience: 11.7

<u>Firm Size:</u>	<u>1 – 500</u>	<u>751 – 1000</u>	<u>1001+</u>
Avg. Salary:	\$125,833	\$127,455	\$125,154
Avg. Bonus:	\$10,400	\$12,690	\$11,520
Avg. Raise:	*	3.4%	6.1%

* Insufficient number of responses for Firm Size 501-750 and some Raise data

Average Salary, Bonus, & Raise by Firm Size

All Chiefs/Directors = 12

Avg. Salary = \$188,591

Avg. Bonus: \$23,182 Avg. Raise: 3.6%

Avg. Years of Legal Recruiting Experience: 15.2

<u>Firm Size:</u>	<u>1 – 500</u>	<u>501 – 1000</u>
Avg. Salary:	\$164,875	\$210,600
Avg. Bonus:	\$13,000	\$32,600
Avg. Raise:	4.8%	*

*** Insufficient number of responses
Firm Size 1001+ and some Raise data**

Assistant: Top Responsibilities

General Responsibilities

- Administrative duties – 60%
- Assist with non-partner lateral associate recruiting – 80%
- Help with attorney evaluation process – 60%
- Assist with staff/contract attorney hiring – 60%

Law Student Recruiting

- Help arrange travel and interview schedules for candidate – 60%
- Follow-up with candidates – 40%
- Help arrange attorney schedules and travel – 40%

Partner Recruiting

- Assist with conflicts check process – 40%
- Assist with on-boarding – 40%

Summer Associate (SA) Program

- Assist with social events, SA lunches and firm parties – 80%
- Help coordinate SA training and orientation – 80%
- Help coordinate process for SA evaluations – 80%

Coordinator: Top Responsibilities

General Responsibilities

- Non-partner lateral associate recruiting – 84.2%
- Coordinate attorney orientation – 68.4%
- Support diversity initiatives – 68.4%
- Help coordinate attorney training – 47.4%
- Perform other HR/Marketing/Administrative duties – 42.1%

Partner Recruiting

- Liaise with search firms – 36.8%
- Manage conflicts check process – 31.6%
- Assist with lateral partner on-boarding and integration – 26.3%

Law Student Recruiting

- Follow-up with candidates – 89.5%
- Arrange travel and interview schedules for candidates – 89.5%
- Prepare candidate offer/decline letters – 89.5%
- Coordinate with law schools to schedule interview dates – 73.7%

Summer Associate (SA) Program

- Plan social events, SA lunches, and firm parties – 78.9%
- Coordinate SA training and orientation – 73.7%
- Monitor SA work projects and assignments – 73.7%
- Help coordinate process for SA evaluations – 68.4%

Senior Coordinator/Specialist: Top Responsibilities

General Responsibilities

- Facilitate attorney orientation – 77.8%
- Help manage associate evaluations – 66.7%
- HR/Marketing/Administrative duties – 66.7%
- Attorney development and training – 44.4%
- Coordinate CLE – 44.4%

Law Student Recruiting

- Arrange travel and interview schedules for candidates – 66.7%
- Follow-up with candidates – 66.7%
- Prepare offer/decline letters – 66.7%
- Coordinate with schools for interview dates – 55.6%

Partner Recruiting

- Facilitate lateral partner conflicts checks, on-boarding and integration – 22.2%
- Manage relations with search firms – 11.1%
- Help put together memos to Executive Committee about candidate – 11.1%

Summer Associate (SA) Program

- Coordinate SA training and orientation – 88.9%
- Plan social events, SA lunches and firm parties – 55.6%
- Coordinate process for SA assignments and evaluations – 55.6%
- Help coordinate mentoring program – 55.6%

Manager: Top Responsibilities

General Responsibilities

- Non-partner lateral associate recruiting – 95.3%
- Manage recruiting staff – 93%
- Manage attorney orientation – 69.8%
- Manage diversity initiatives – 62.8%

Law Student Recruiting

- Participate in hiring decision-making process – 86%
- Oversee candidate follow-up – 83.7%
- Manage offer/decline letters – 76.7%
- Plan OCI calendar – 72.1%
- Oversee candidate scheduling – 72.1%

Partner Recruiting

- Manage relations with search firms – 65.1%
- Lateral partner on-boarding and integration – 53.1%
- Manage conflicts check process – 48.8%
- Participate in decision-making meetings – 48.8%

Summer Associate (SA) Program

- Coordinate process for SA evaluations – 88.4%
- Manage social events, SA lunches and firm parties – 86%
- Coordinate SA training and orientation – 86%
- Facilitate end-of-summer decision-making process – 86%
- Monitor SA work projects and assignments – 83.7%

Chief/Director: Top Responsibilities

General Responsibilities

- Non-partner lateral associate recruiting – 75%
- Manage recruiting staff – 75%
- Oversee diversity initiatives – 66.7%
- Attorney orientation – 58.3%
- Attorney development and training – 50%

Partner Recruiting

- Manage relationships with search firms – 83.3%
- Lateral partner on-boarding/integration – 41.7%
- Oversee conflicts checks process – 41.7%
- Interview/assess partner candidates and participate in decision-making meetings – 41.7%

Law Student Recruiting

- Participate in hiring decision-making process – 58.3%
- Oversee candidate correspondence – 50%
- Plan OCI calendar – 33.3%

Summer Associate (SA) Program

- Oversee events, section parties, SA lunches and firm parties – 66.7%
- Manage SA mentor programs – 58.3%
- Facilitate end-of-summer decision-making process – 58.3%
- Oversee SA training and orientation – 58.3%

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