

# 2024 Senior Administrative Leaders Compensation & Staffing Report

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Issued: June 2024



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Thank you for participating in the Billing Rate and Associate Salary Survey, Law Firm Statistical Survey, and/or Senior Administrative Leaders Compensation and Staffing survey (collectively, the “Surveys”) conducted by PwC Product Sales LLC (“PwC” or “we”). Enclosed are the associated reports (“Reports”) you ordered, which were prepared by PwC based on the data submitted in connection with the Surveys.

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We thank you again for your participation in the Surveys. If you have any questions please do not hesitate to reach out to Carolyn Furina (646) 315-3748 or Nicholas Fulchini (201) 566-2100 from the PwC LFS Survey Team.



# Senior Administrative Leaders Compensation & Staffing Report

*AmLaw 100 xNYC - Firms (44 members)*

Issued: June 2024

**Group Report**

**Confidential**

*This report is intended solely for the use of Partners and authorized employees of the participating firm.*



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## Guide to Interpreting the Statistics Presented in this Report

The statistics reported in the PricewaterhouseCoopers 2024 Senior Administrative Leaders Compensation & Staffing Report include quartile and median group information based on the number of members in each comparison group. As such, the PwC Survey results are generated and presented in the Final Reports using Microsoft® Excel worksheet functions.

### Median Value

The middle value of a set of numbers arranged in descending order. The median, unlike the mean, is not affected by extreme data values. The median divides the data so that half of all the data items are greater than or equal to the median.

#### **Remarks:**

- If a range of numbers contains empty cells, those values are ignored; however, cells with the value zero are included.
- If there is an even number of values in the set, then the median returns the average of the two values in the middle.

### Quartile Values

Any of three points that divide an ordered distribution into four parts each containing one-quarter of the values. One-fourth of the data lies above the first quartile (hence three-quarters below it). Similarly, one-quarter of the data lies below the third quartile (hence three-quarters above it). The first and third quartiles are the medians of the lower half and upper half of the data.

#### **Remarks:**

- A quartile is a number or cutoff, and not a range of values. Your Firm may be above or below the first quartile, but not in the first quartile.
- The second quartile is by definition the median.

### Example

The Phoenix comparison group includes 11 members. The office manager base salaries are sorted in descending order and the median and quartile values are determined as follows:

<b>Firm Value:</b>		<b>Firm Rank:</b>	
\$ 100,000		1	
90,000		2	
85,000		3	
80,000	←	4	<b>\$82,500 - Represents the value at the first quartile; 3.5 represents the entry point to the top 25%</b>
75,000		5	
70,000	←	6	<b>\$70,000 - Represents the value at the median; 6.0 represents the entry point to the top 50%</b>
65,000		7	
60,000		8	
55,000	←	9	<b>\$57,500 - Represents the value at the third quartile; 8.5 represents the entry point to the bottom 25%</b>
50,000		10	
45,000		11	

*Note: If your firm is ranked 12th in the above example, then your firm is NOT a member of the comparison group and falls below all 11 firms included in the group.*

## *Comparison Group Information*

### AmLaw 100 xNYC - Firms

*Number of Overall Members in the Group*

Law Firm Statistical Survey (LFSS) Submissions

Senior Administrative Leaders Compensation Survey Submissions

*Your Firm Displayed in this Report is a Member of the Group*

*Defined Size Range of Group Members (# of Attorneys)*

Maximum

Minimum

*Your Firm Size (# of Attorneys)*

*Average Size of Group Members (# of Attorneys)*

Group Information	
	<b>44</b>
	11
	33
	No Maximum
	No Minimum
	1,118

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

Leverage Ratios

	2023				
	Your Firm		Group		
	Value	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
<b>Attorney Leverage</b>					
Ratio of Other Lawyers <sup>1</sup> to Equity Partners		/ 43	4.04	2.81	2.15
Ratio of Non-Partner Lawyers <sup>2</sup> to Partners		/ 43	1.67	1.31	1.02
Ratio of Non-Partner Timekeepers <sup>3</sup> to Partners		/ 43	2.09	1.68	1.37
<b>Support Staff Ratios</b>					
Secretarial & Word Proc. per Partner		/ 42	0.53	0.45	0.38
Secretarial & Word Proc. per Lawyer		/ 39	0.23	0.19	0.15
Secretarial & Word Proc. per Timekeeper		/ 41	0.20	0.17	0.14
Total Admin. Staff (xSec/WP) per Lawyer		/ 39	0.59	0.52	0.45
Total Admin. Staff (xSec/WP) per Timekeeper		/ 41	0.52	0.47	0.39
Total Admin. Staff per Lawyer		/ 39	0.80	0.74	0.62
Total Admin. Staff per Timekeeper		/ 41	0.70	0.63	0.55

	2022				
	Your Firm		Group		
	Value	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
<b>Attorney Leverage</b>					
Ratio of Other Lawyers <sup>1</sup> to Equity Partners		/ 40	4.00	2.73	2.12
Ratio of Non-Partner Lawyers <sup>2</sup> to Partners		/ 40	1.70	1.22	0.92
Ratio of Non-Partner Timekeepers <sup>3</sup> to Partners		/ 40	2.12	1.63	1.33
<b>Support Staff Ratios</b>					
Secretarial & Word Proc. per Partner		/ 39	0.57	0.47	0.37
Secretarial & Word Proc. per Lawyer		/ 39	0.24	0.19	0.15
Secretarial & Word Proc. per Timekeeper		/ 39	0.20	0.17	0.13
Total Admin. Staff (xSec/WP) per Lawyer		/ 39	0.56	0.50	0.43
Total Admin. Staff (xSec/WP) per Timekeeper		/ 39	0.50	0.42	0.38
Total Admin. Staff per Lawyer		/ 39	0.78	0.74	0.61
Total Admin. Staff per Timekeeper		/ 39	0.67	0.62	0.52

<sup>1</sup> Includes Non-Equity Partners, Associates, Sr., Staff & eDiscovery Attorneys, and Of Counsel.

<sup>2</sup> Includes Associates, Sr., Staff & eDiscovery Attorneys, and Of Counsel.

<sup>3</sup> Includes Associates, Sr., Staff & eDiscovery Attorneys, Lobbyists, Specialists, Litigation Support, Patent Agents, Paralegals, Case Clerks & Law Clerks, and Of Counsel.

\*\* omitted due to insufficient data

‡ less than 75% population response

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Administrative Staffing Summary**  
**Headcount per 100 Lawyers**

2023

	Your Firm		Group		
	Value	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
Administrative Management		/ 39	3.10	2.16	1.46
Practice Group Management		/ 27 ‡	2.61	1.70	0.69
Secretarial		/ 39	22.71	17.27	14.78
Word Processing		/ 26 ‡	2.07	1.57	1.03
Professional Staff Recruiting		/ 38	1.88	1.39	1.05
Human Resources/Personnel		/ 39	3.08	2.43	1.89
Professional Development		/ 35	1.68	1.02	0.63
Finance/Accounting		/ 39	10.13	9.20	7.74
Information Systems		/ 39	11.74	10.43	8.13
Knowledge Management/Library Services		/ 38	3.02	2.14	1.26
Marketing		/ 38	6.73	5.19	4.48
Business Intake & Conflicts		/ 38	3.63	2.98	2.30
Other Support Staff		/ 37	13.77	11.00	9.48
<b>Total Administrative Support Staff</b>		/ 39	80.21	73.64	62.08

2022

	Your Firm		Group		
	Value	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
Administrative Management		/ 38	3.07	2.32	1.47
Practice Group Management		/ 28 ‡	2.65	1.25	0.58
Secretarial		/ 39	23.21	18.57	13.92
Word Processing		/ 28 ‡	2.16	1.56	0.94
Professional Staff Recruiting		/ 38	1.96	1.39	1.02
Human Resources/Personnel		/ 39	3.13	2.43	1.69
Professional Development		/ 35	1.39	0.97	0.57
Finance/Accounting		/ 39	10.24	9.09	7.55
Information Systems		/ 39	11.88	9.79	7.95
Knowledge Management/Library Services		/ 38	3.26	1.99	1.31
Marketing		/ 39	6.22	4.93	3.93
Business Intake & Conflicts		/ 39	3.53	2.74	1.98
Other Support Staff		/ 38	14.04	11.82	8.72
<b>Total Administrative Support Staff</b>		/ 39	78.05	74.34	60.53

**Admin Leader's Retention Rates**

(at December 31, 2023)

	Your Firm		Group		
	Value	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
C-Suite Leaders		/ 23 ‡	100.0	100.0	86.0
Directors		/ 22 ‡	100.0	96.3	92.0

\*\* omitted due to insufficient data  
‡ less than 75% population response



2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Administrative Staffing Summary**  
**Headcount per 100 Timekeepers**

**2023**

	<i>Your Firm</i>		<i>Group</i>		
	<i>Value</i>	<i>Rank / Of</i>	<i>1<sup>st</sup> Quartile</i>	<i>Median</i>	<i>3<sup>rd</sup> Quartile</i>
Administrative Management		/ 41	2.94	1.90	1.30
Practice Group Management		/ 28 ‡	2.24	1.53	0.54
Secretarial		/ 41	19.73	15.99	12.99
Word Processing		/ 27 ‡	1.84	1.41	0.82
Professional Staff Recruiting		/ 40	1.71	1.22	0.94
Human Resources/Personnel		/ 41	2.88	2.11	1.69
Professional Development		/ 37	1.68	0.93	0.54
Finance/Accounting		/ 41	8.70	8.06	7.06
Information Systems		/ 41	10.79	9.00	7.01
Knowledge Management/Library Services		/ 40	2.82	1.94	1.08
Marketing		/ 40	6.22	4.70	3.94
Business Intake & Conflicts		/ 40	3.38	2.61	1.94
Other Support Staff		/ 39	12.74	9.56	8.21
<b>Total Administrative Support Staff</b>		/ 41	70.21	63.33	54.69

**2022**

	<i>Your Firm</i>		<i>Group</i>		
	<i>Value</i>	<i>Rank / Of</i>	<i>1<sup>st</sup> Quartile</i>	<i>Median</i>	<i>3<sup>rd</sup> Quartile</i>
Administrative Management		/ 38	2.65	2.02	1.30
Practice Group Management		/ 28 ‡	2.30	1.03	0.50
Secretarial		/ 39	18.60	15.95	12.21
Word Processing		/ 28 ‡	1.90	1.29	0.74
Professional Staff Recruiting		/ 38	1.69	1.18	0.83
Human Resources/Personnel		/ 39	2.73	2.13	1.53
Professional Development		/ 35	1.23	0.87	0.46
Finance/Accounting		/ 39	8.75	7.91	6.41
Information Systems		/ 39	10.51	8.48	6.91
Knowledge Management/Library Services		/ 38	3.08	1.78	1.11
Marketing		/ 39	5.55	4.34	3.54
Business Intake & Conflicts		/ 39	3.00	2.43	1.69
Other Support Staff		/ 38	11.97	10.13	7.41
<b>Total Administrative Support Staff</b>		/ 39	67.27	61.86	52.20

\*\* omitted due to insufficient data  
‡ less than 75% population response

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Administrative Compensation by Function**  
**Compensation per Lawyer**

**2023**

	<i>Your Firm</i>		<i>Group</i>		
	<i>Value</i>	<i>Rank / Of</i>	<i>1<sup>st</sup> Quartile</i>	<i>Median</i>	<i>3<sup>rd</sup> Quartile</i>
Administrative Management		/ 37	9,470	6,171	3,599
Practice Group Management		/ 25 ‡	4,792	3,087	1,522
Secretarial		/ 37	20,454	17,073	14,291
Word Processing		/ 24 ‡	2,367	1,510	714
Professional Staff Recruiting		/ 36	2,456	1,774	1,129
Human Resources/Personnel		/ 37	4,548	3,049	2,360
Professional Development		/ 33	2,424	1,684	798
Finance/Accounting		/ 37	11,817	10,605	8,908
Information Systems		/ 37	18,366	13,894	9,009
Knowledge Management/Library Services		/ 36	4,293	2,663	1,537
Marketing		/ 36	9,845	6,743	5,426
Business Intake & Conflicts		/ 36	5,131	3,277	2,052
Other Support Staff		/ 35	13,740	10,469	7,319
<b>Total Administrative Support Staff</b>		/ 37	106,857	82,231	69,824

**2022**

	<i>Your Firm</i>		<i>Group</i>		
	<i>Value</i>	<i>Rank / Of</i>	<i>1<sup>st</sup> Quartile</i>	<i>Median</i>	<i>3<sup>rd</sup> Quartile</i>
Administrative Management		/ 36	8,102	4,509	3,401
Practice Group Management		/ 26 ‡	3,917	2,761	1,038
Secretarial		/ 37	19,266	16,254	13,083
Word Processing		/ 26 ‡	2,056	1,368	656
Professional Staff Recruiting		/ 36	2,388	1,606	1,136
Human Resources/Personnel		/ 37	3,799	2,853	1,989
Professional Development		/ 33	2,025	1,311	733
Finance/Accounting		/ 37	11,088	9,662	7,864
Information Systems		/ 37	15,626	11,773	8,884
Knowledge Management/Library Services		/ 36	3,738	2,099	1,352
Marketing		/ 37	8,119	5,868	4,634
Business Intake & Conflicts		/ 37	3,761	2,768	1,878
Other Support Staff		/ 36	14,362	10,121	6,690
<b>Total Administrative Support Staff</b>		/ 37	91,907	78,115	66,389

\*\* omitted due to insufficient data  
‡ less than 75% population response

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Administrative Compensation by Function**  
Average Compensation per Function

2023

	Your Firm		Group		
	Value	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
Administrative Management		/ 39	327,813	226,789	167,206
Practice Group Management		/ 27 ‡	258,526	174,467	146,678
Secretarial		/ 40	103,136	94,743	83,743
Word Processing		/ 25 ‡	100,000	88,033	77,043
Professional Staff Recruiting		/ 39	136,404	128,250	106,875
Human Resources/Personnel		/ 40	151,121	131,215	111,960
Professional Development		/ 36	174,825	139,859	113,422
Finance/Accounting		/ 40	122,810	108,017	92,348
Information Systems		/ 40	142,189	130,342	116,426
Knowledge Management/Library Services		/ 39	132,258	116,961	104,080
Marketing		/ 39	154,714	129,125	112,640
Business Intake & Conflicts		/ 39	126,429	110,039	83,175
Other Support Staff		/ 38	105,306	88,719	75,391
<b>Total Administrative Support Staff</b>		/ 40	131,765	117,133	102,715

2022

	Your Firm		Group		
	Value	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
Administrative Management		/ 36	293,639	211,410	159,638
Practice Group Management		/ 26 ‡	204,639	169,677	133,719
Secretarial		/ 37	98,997	92,002	80,380
Word Processing		/ 25 ‡	97,000	86,000	73,545
Professional Staff Recruiting		/ 36	142,313	118,192	100,526
Human Resources/Personnel		/ 37	139,302	125,364	108,327
Professional Development		/ 33	159,963	121,846	108,630
Finance/Accounting		/ 37	121,911	102,771	91,952
Information Systems		/ 37	136,243	125,332	110,588
Knowledge Management/Library Services		/ 36	125,320	110,651	102,841
Marketing		/ 37	143,814	124,601	108,728
Business Intake & Conflicts		/ 37	116,025	100,507	83,100
Other Support Staff		/ 36	106,102	86,670	78,281
<b>Total Administrative Support Staff</b>		/ 37	128,171	111,859	94,978

\*\* omitted due to insufficient data  
‡ less than 75% population response

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Firmwide Senior Administrative Leaders Compensation**

Annual Base Salary as of Jan. 1, 2024

	Your Firm		Group		
	Average	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
Chief Operating Officer (COO)		/ 29 ‡	\$1,575,000	\$1,000,000	\$665,000
Chief Administrative Officer (CAO)		/ 10 ‡	521,250	445,000	373,125
Chief Strategy Officer		/ 9 ‡	950,000	630,000	485,000
Chief Financial Officer (CFO)		/ 35	702,500	595,000	500,000
Chief Technology/Info Officer (CTO/CIO)		/ 37	660,000	540,000	450,000
Chief Talent/People Officer		/ 13 ‡	775,000	425,000	400,000
Chief Human Resources Officer (CHRO)		/ 19 ‡	612,500	500,000	420,912
Chief Diversity Officer		/ 15 ‡	567,500	450,000	370,250
Chief Knowledge Officer (CKO)		/ 11 ‡	600,000	500,000	404,615
Chief Innovation Officer			**	**	**
Chief Business Development Officer		/ 12 ‡	611,250	537,500	440,000
Chief Communications Officer (CCO)			**	**	**
Chief Marketing Officer (CMO)		/ 21 ‡	725,000	520,000	475,000
Chief Real Estate Officer			**	**	**
Chief Legal Recruiting and Dev. Officer		/ 12 ‡	587,500	410,000	363,875
Chief Risk Management Officer			**	**	**
Chief Legal Officer (CLO)/General Counsel			**	**	**
Chief Security Officer (CSO)			**	**	**
Chief Practice Management Officer			**	**	**
Executive Director (ED)		/ 19 ‡	341,725	290,400	223,892
Director of Strategy			**	**	**
Director of Finance		/ 28 ‡	352,500	277,838	255,071
Director of Pricing		/ 23 ‡	338,900	281,271	252,500
Director of Financial Reporting & Analysis		/ 22 ‡	299,627	269,088	224,660
Director of Technology/Info Systems (IS)		/ 30 ‡	314,672	272,413	222,022
Director of Information Security		/ 28 ‡	314,452	260,944	219,281
Director of Conflicts & Docketing		/ 20 ‡	269,712	225,075	192,695
Director of Billings & Collections		/ 22 ‡	270,375	226,825	192,500
Director of Client Service/Accounting		/ 9 ‡	275,400	242,186	190,500
Director of Client Value/Relationships		/ 10 ‡	280,439	264,000	246,250
Director of Diversity		/ 21 ‡	302,000	265,330	243,600
Director of Human Resources		/ 34	311,222	250,138	200,000
Director of Communications		/ 28 ‡	301,250	260,777	235,171
Director of Marketing		/ 22 ‡	310,154	279,561	232,750
Director of Business Development		/ 29 ‡	325,000	285,411	247,300
Director of Practice Development		/ 18 ‡	306,260	264,302	237,375
Director of Practice Applications/Technologies		/ 14 ‡	289,694	277,350	230,350
Director of Knowledge Mgmt/Library Services		/ 27 ‡	264,274	223,727	178,150
Director of Attorney Prof Dev. & Training		/ 31 ‡	313,500	278,513	221,200
Director of Prof Staff Recruiting (PSR)		/ 27 ‡	307,380	250,979	210,290
Director of Business Ops/Office Facilities		/ 26 ‡	319,000	258,700	214,375
Director of Litigation Support		/ 18 ‡	363,750	283,108	242,170
Director of Paralegals		/ 16 ‡	284,875	250,591	210,932
Director of Secretarial Services			**	**	**
Director of Pro Bono Services		/ 10 ‡	366,250	300,007	200,075
Director of Taxation		/ 14 ‡	323,260	298,500	230,243
Director of Risk Management		/ 14 ‡	264,270	225,000	198,130
Director of Benefits		/ 20 ‡	287,812	254,875	194,988
Director of Records Management		/ 14 ‡	260,371	198,600	151,883
Controller		/ 26 ‡	301,518	268,654	209,750

\*\* omitted due to insufficient data  
 ‡ less than 75% population response

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Firmwide Senior Administrative Leaders Compensation (Continued)**

**Bonus Awarded for the Year Ending 2023**

	<i>Your Firm</i>		<i>Group</i>		
	<i>Average</i>	<i>Rank / Of</i>	<i>1<sup>st</sup> Quartile</i>	<i>Median</i>	<i>3<sup>rd</sup> Quartile</i>
Chief Operating Officer (COO)		/ 26 ‡	\$712,500	\$337,500	\$213,795
Chief Administrative Officer (CAO)		/ 9 ‡	200,000	100,000	80,325
Chief Strategy Officer		/ 9 ‡	350,000	242,000	160,000
Chief Financial Officer (CFO)		/ 35	215,000	165,000	97,025
Chief Technology/Info Officer (CTO/CIO)		/ 37	200,000	124,500	75,000
Chief Talent/People Officer		/ 12 ‡	161,250	120,000	71,250
Chief Human Resources Officer (CHRO)		/ 19 ‡	215,000	150,000	87,601
Chief Diversity Officer		/ 14 ‡	128,125	100,000	42,500
Chief Knowledge Officer (CKO)		/ 10 ‡	146,250	80,255	51,250
Chief Innovation Officer			**	**	**
Chief Business Development Officer		/ 12 ‡	244,000	175,000	137,500
Chief Communications Officer (CCO)			**	**	**
Chief Marketing Officer (CMO)		/ 20 ‡	185,000	114,217	78,750
Chief Real Estate Officer			**	**	**
Chief Legal Recruiting and Dev. Officer		/ 12 ‡	287,500	150,000	95,000
Chief Risk Management Officer			**	**	**
Chief Legal Officer (CLO)/General Counsel			**	**	**
Chief Security Officer (CSO)			**	**	**
Chief Practice Management Officer			**	**	**
Executive Director (ED)		/ 19 ‡	64,202	42,500	25,525
Director of Strategy			**	**	**
Director of Finance		/ 27 ‡	55,000	35,000	25,000
Director of Pricing		/ 22 ‡	50,000	35,495	27,909
Director of Financial Reporting & Analysis		/ 21 ‡	60,000	42,000	30,000
Director of Technology/Info Systems (IS)		/ 29 ‡	42,500	28,772	24,000
Director of Information Security		/ 28 ‡	35,500	29,163	19,497
Director of Conflicts & Docketing		/ 20 ‡	38,750	25,000	18,788
Director of Billings & Collections		/ 22 ‡	47,900	35,457	22,125
Director of Client Service/Accounting		/ 9 ‡	59,000	30,000	19,770
Director of Client Value/Relationships		/ 10 ‡	67,900	32,917	18,875
Director of Diversity		/ 21 ‡	50,000	32,850	23,000
Director of Human Resources		/ 33	47,250	37,000	25,000
Director of Communications		/ 27 ‡	47,500	30,000	25,000
Director of Marketing		/ 22 ‡	48,878	35,000	25,025
Director of Business Development		/ 29 ‡	44,200	28,462	15,800
Director of Practice Development		/ 18 ‡	61,442	36,667	25,462
Director of Practice Applications/Technologies		/ 14 ‡	40,000	33,500	22,250
Director of Knowledge Mgmt/Library Services		/ 26 ‡	31,466	19,460	12,050
Director of Attorney Prof Dev. & Training		/ 31 ‡	42,852	32,000	20,000
Director of Prof Staff Recruiting (PSR)		/ 27 ‡	47,056	30,000	22,591
Director of Business Ops/Office Facilities		/ 26 ‡	59,400	42,150	25,313
Director of Litigation Support		/ 17 ‡	60,000	30,000	16,188
Director of Paralegals		/ 16 ‡	52,500	35,623	28,750
Director of Secretarial Services			**	**	**
Director of Pro Bono Services		/ 10 ‡	85,500	32,500	22,800
Director of Taxation		/ 14 ‡	75,000	37,500	26,000
Director of Risk Management		/ 14 ‡	35,000	25,178	18,125
Director of Benefits		/ 20 ‡	53,268	34,000	24,500
Director of Records Management		/ 14 ‡	36,300	26,500	11,750
Controller		/ 26 ‡	53,750	29,250	17,906

\*\* omitted due to insufficient data  
‡ less than 75% population response

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Firmwide Senior Administrative Leaders Compensation (Continued)**

**Aggregate Compensation\* as of Jan. 1, 2024**

	Your Firm		Group		
	Average	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
Chief Operating Officer (COO)		/ 29 ‡	\$2,163,252	\$1,332,000	\$950,000
Chief Administrative Officer (CAO)		/ 10 ‡	636,206	575,374	453,700
Chief Strategy Officer		/ 9 ‡	1,225,000	980,000	620,000
Chief Financial Officer (CFO)		/ 35	1,000,000	725,000	626,329
Chief Technology/Info Officer (CTO/CIO)		/ 37	850,000	612,000	574,500
Chief Talent/People Officer		/ 13 ‡	915,000	575,000	465,056
Chief Human Resources Officer (CHRO)		/ 19 ‡	855,000	690,000	485,912
Chief Diversity Officer		/ 15 ‡	733,750	550,000	406,500
Chief Knowledge Officer (CKO)		/ 11 ‡	672,500	600,000	459,870
Chief Innovation Officer			**	**	**
Chief Business Development Officer		/ 12 ‡	873,750	712,500	570,388
Chief Communications Officer (CCO)			**	**	**
Chief Marketing Officer (CMO)		/ 21 ‡	855,000	625,000	565,000
Chief Real Estate Officer			**	**	**
Chief Legal Recruiting and Dev. Officer		/ 12 ‡	850,000	520,000	500,000
Chief Risk Management Officer			**	**	**
Chief Legal Officer (CLO)/General Counsel			**	**	**
Chief Security Officer (CSO)			**	**	**
Chief Practice Management Officer			**	**	**
Executive Director (ED)		/ 19 ‡	421,719	315,400	246,671
Director of Strategy			**	**	**
Director of Finance		/ 28 ‡	408,750	322,588	281,024
Director of Pricing		/ 23 ‡	379,150	307,150	277,500
Director of Financial Reporting & Analysis		/ 22 ‡	351,127	316,955	266,535
Director of Technology/Info Systems (IS)		/ 30 ‡	361,300	304,850	247,251
Director of Information Security		/ 28 ‡	336,080	289,850	238,281
Director of Conflicts & Docketing		/ 20 ‡	311,290	246,426	211,657
Director of Billings & Collections		/ 22 ‡	311,300	258,425	222,918
Director of Client Service/Accounting		/ 9 ‡	339,031	261,956	207,384
Director of Client Value/Relationships		/ 10 ‡	339,025	301,528	275,833
Director of Diversity		/ 21 ‡	348,100	303,333	265,808
Director of Human Resources		/ 34	351,863	288,834	222,450
Director of Communications		/ 28 ‡	348,438	294,220	265,260
Director of Marketing		/ 22 ‡	365,054	318,581	262,500
Director of Business Development		/ 29 ‡	368,462	324,964	282,300
Director of Practice Development		/ 18 ‡	353,151	323,917	260,805
Director of Practice Applications/Technologies		/ 14 ‡	328,333	308,300	259,678
Director of Knowledge Mgmt/Library Services		/ 27 ‡	292,730	239,727	200,945
Director of Attorney Prof Dev. & Training		/ 31 ‡	350,341	318,513	243,200
Director of Prof Staff Recruiting (PSR)		/ 27 ‡	351,380	280,979	227,165
Director of Business Ops/Office Facilities		/ 26 ‡	359,760	322,000	262,875
Director of Litigation Support		/ 18 ‡	448,750	305,433	250,484
Director of Paralegals		/ 16 ‡	336,250	304,753	259,500
Director of Secretarial Services			**	**	**
Director of Pro Bono Services		/ 10 ‡	425,000	354,757	218,825
Director of Taxation		/ 14 ‡	391,250	329,719	266,493
Director of Risk Management		/ 14 ‡	298,000	263,500	220,005
Director of Benefits		/ 20 ‡	343,777	293,163	216,775
Director of Records Management		/ 14 ‡	293,224	235,100	158,993
Controller		/ 26 ‡	353,092	295,004	226,313

\* Aggregate Compensation combines Base Salary and Bonus.

\*\* omitted due to insufficient data

‡ less than 75% population response

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

Office & Departmental Supervisors Compensation

		Your Firm		Group		
		Average	Rank / Of	1 <sup>st</sup> Quartile	Median	3 <sup>rd</sup> Quartile
<i>Annual Base Salary as of Jan. 1, 2024</i>						
Office Managers	High		/ 32 ‡	\$221,275	\$187,133	\$166,710
	Low		/ 32 ‡	136,850	110,000	86,769
Paralegal Supervisor	High		/ 20 ‡	202,775	190,160	159,697
	Low		/ 20 ‡	177,304	154,870	120,813
Secretarial	High		/ 23 ‡	170,612	150,000	139,019
	Low		/ 23 ‡	147,500	138,492	111,104
Professional Staff Recruiting	High		/ 30 ‡	186,875	165,000	137,185
	Low		/ 30 ‡	152,999	124,004	103,125
Human Resources/Personnel	High		/ 35	200,000	181,125	156,093
	Low		/ 35	137,500	121,300	100,040
Finance/Accounting	High		/ 34	223,925	194,812	164,164
	Low		/ 34	110,248	93,500	84,355
Information Systems	High		/ 36	236,750	197,500	173,027
	Low		/ 36	126,675	112,290	98,004
Knowledge Mgmt/Library Services	High		/ 33	196,565	167,649	140,000
	Low		/ 33	140,400	120,000	98,967
Marketing	High		/ 33	231,701	207,659	175,932
	Low		/ 33	122,045	97,066	81,396
<i>Bonus Awarded for the Year Ending 2023</i>						
Office Managers	High		/ 30 ‡	\$25,000	\$17,750	\$10,800
	Low		/ 30 ‡	10,375	6,225	4,000
Paralegal Supervisor	High		/ 20 ‡	19,250	14,620	7,952
	Low		/ 20 ‡	15,551	10,087	6,000
Secretarial	High		/ 23 ‡	17,003	11,800	7,650
	Low		/ 23 ‡	14,381	5,875	3,565
Professional Staff Recruiting	High		/ 27 ‡	20,750	10,000	9,000
	Low		/ 27 ‡	9,750	6,000	3,700
Human Resources/Personnel	High		/ 33	28,350	16,000	12,000
	Low		/ 33	8,450	7,000	3,960
Finance/Accounting	High		/ 33	30,000	17,500	13,514
	Low		/ 32 ‡	7,625	4,250	2,875
Information Systems	High		/ 34	26,800	18,938	12,250
	Low		/ 34	9,000	6,200	3,632
Knowledge Mgmt/Library Services	High		/ 30 ‡	15,012	8,824	6,038
	Low		/ 30 ‡	8,895	7,601	4,850
Marketing	High		/ 32 ‡	31,500	20,250	11,000
	Low		/ 32 ‡	7,625	5,000	2,895

\*\* omitted due to insufficient data  
 ‡ less than 75% population response

2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Administrative Support Staff Discretionary Benefits Information - 2023**

	<i>Your Firm (designated with an X)</i>	<i># of Responses</i>	<i>% of Group Resp. - Yes</i>
<b>1. Types of Benefits offered to Administrative Staff</b>		<b>43</b>	
a. 401(k) pre-tax employee deferrals			95.3
b. 401(k) Roth employee deferrals			93.0
c. 401(k) pre-tax employer matching contributions			39.5
d. 401(k) post-tax employee deferrals			37.2
e. Additional non-elective employer contributions ("Profit Sharing")			88.4
f. Qualified defined benefit plan			39.5
g. Non-qualified or unfunded retirement plan			9.3
h. Active healthcare or other discretionary benefits			100.0
i. Post-retirement healthcare benefits			32.6
<b>2. For Firms offering a 401(k) deferrals, matching contributions and/or non-elective contributions, the definition of compensation used is: (Firms responding to 1a, b, c, d, or e)</b>		<b>39</b>	
a. Base pay only			15.4
b. Total compensation (W-2, Box 1)			59.0
c. Medicare wages and tips (W-2, Box 5)			5.1
<b>3. For Firms matching a 401(k) pre-tax contribution, the level of the matching contribution is: (Firms responding to 1c)</b>	‡	<b>16</b>	
a. Between 1% and 1.9% of compensation			31.3
b. Between 2% and 2.9% of compensation			31.3
c. Between 3% and 3.9% of compensation			18.8
d. Between 4% and 4.9% of compensation			6.3
e. 5% of compensation or above			12.5
<b>4. For Firms offering an additional non-elective employer contribution, the most recent contribution was: (Firms responding to 1e)</b>		<b>36</b>	
a. Between 1% and 2.9% of compensation			2.8
b. Between 3% and 4.9% of compensation			22.2
c. Between 5% and 6.9% of compensation			11.1
d. Between 7% and 8.9% of compensation			44.4
e. 9% of compensation or above			
f. Sliding scale based on compensation level			8.3
<b>5. For Firms offering a qualified defined benefit plan, the type of plan offered is: (Firms responding to 1f)</b>	‡	<b>17</b>	
a. Cash Balance Plan			76.5
b. Final Average Pay Plan			5.9
c. Career Average Pay Plan			
d. Pension Equity Plan			11.8

‡ less than 75% population response



2024 Senior Administrative Leaders Compensation & Staffing Report

AmLaw 100 xNYC - Firms (44 members)

**Administrative Support Staff Discretionary Benefits Information - 2023  
(Continued)**

	<i>Your Firm (designated with an X)</i>	<i># of Responses</i>	<i>% of Group Resp. - Yes</i>			
<b>6. For Firms with a Cash Balance Plan, the interest credit basis utilized is:</b>		<b>13</b>				
<b>(Firms responding to 5a)</b>						
a. Fixed Income Based (e.g., fixed return or 30 year Treasury rate)						23.1
b. Equity Based (e.g., return on plan assets or S&P 500 index)				76.9		
<b>7. For Firms offering active healthcare or other discretionary benefits, the type of benefits offered is:</b>		<b>43</b>				
<b>(Firms responding to 1h)</b>						
a. Medical benefits						100.0
b. Healthcare Spending Account (HSA)						100.0
c. Prescription drug benefits						100.0
d. Dental benefits						100.0
e. Vision benefits						100.0
f. Mental health benefits						100.0
g. Parental leave						95.3
h. Wellness benefits and incentives						86.0
i. Health Advocacy Programs						76.7
j. Long term / short term disability						100.0
k. Long term care						72.1
l. Life Insurance						100.0
m. Flexible spending accounts						97.7
n. Employee Assistance Programs (EAPs)						100.0
o. Emergency childcare / eldercare						81.4
p. Parking / transit						88.4
q. Adoption/Surrogacy benefits						67.4
r. Student loan refinancing/paydown						53.5
s. Tuition assistance						51.2
t. Pet insurance						46.5
u. Dependent care				83.7		
v. Career coaching				39.5		
<b>8. At what ages are you offering post-retirement healthcare benefits?</b>		<b>12</b>				
<b>(Firms responding to 1i)</b>						
a. Before age 65 - not eligible for Medicare						41.7
b. Age 65 or higher - eligible for Medicare				25.0		
<b>9. At what ages are you offering post-retirement healthcare benefits?</b>		<b>12</b>				
<b>(Firms responding to 1i)</b>						
a. Before age 65 - not eligible for Medicare						41.7
b. Age 65 or higher - eligible for Medicare						25.0
c. Both eligible and non-eligible for Medicare				33.3		
			<b>Group</b>			
	<b>Your Firm</b>	<b>1<sup>st</sup> Quartile</b>	<b>Median</b>	<b>3<sup>rd</sup> Quartile</b>		
<b>10. Paid weeks of parental leave offered</b>						
<b>(Firms responding to 7g)</b>						
a. Maternal leave		16.5	12.0	11.0		
b. Paternal leave	12.0	12.0	4.5			

‡ less than 75% population response