

	BASE SALARY	Legal Exp.	VARIABLES
Analyst I- Provides support to Litigation Practice Group with respect to the technical requirements of their various working matters. Building relational databases using Concordance/Summation and MS Access, designing exhibits for trial presentations, and updating user end training procedures for off the shelf litigation technology.	\$50K -- \$60K Non-Exempt	0	Ability & Willingness to learn
Analyst II- Provides technical support to the Litigation Practice Group including database maintenance, data imports and exports, data manipulation and coding. Interviews, trains and supervises temporary personnel. Coordinates and oversees the outsourcing of projects with third-party vendors. Mentors Litigation Support Analyst I's. Provides low level legal counsel to paralegals & associates.	\$50K -- \$80K Non-Exempt	0 to 2	Certifications, # of Attorneys, Size/Scope of Projects, % of EDD vs. Imaging
Specialist I- Duties will include working with internal clients to define the requirements, organization, and management of evidence and case-related documents; providing ongoing advice on best practices for case management; developing recommendations, plans, cost estimates, budgets, procedures, and specifications for case-specific projects	\$65K -- \$90K Non-Exempt	1 to 3	Certifications, # of Attorneys, Size/Scope of Projects, % of EDD vs. Imaging
Specialist II- Must exhibit mastery and/or high familiarity with the litigation process, law firms, and litigation specific software tools such CaseMap, Concordance, Summation, Iconect, LiveNote, LAW and viewing systems (e.g., IPro). High familiarity with relational databases (such as Microsoft Access, SQL, etc), their design and use is required. The ability to conceptualize and communicate to non-technical audiences the lifecycle of litigation information and data, determine the feasibility of automating matters, and implement recommended solutions. Must be able to handle high stress situations and deal successfully with conflict. Must be able to exercise sound independent judgement under minimal direct supervision. Must be able to communicate technical concepts to non-technical personnel in a clear manner. Undergraduate degree in Business, Legal Studies, Information Systems, or related fields; or significant relevant experience. Graduate degrees in law or business preferred. Minimum five (5) years experience with legal technologies, including at least three (3) in an advisory capacity, preferably in a law firm environment. Project leadership experience required.	\$80K -- \$110K Non-Exempt	2 to 4	Certifications, # of Attorneys, Size/Scope of Projects, % of EDD vs. Imaging
Project Manager- Responsible for overseeing case specific day-to-day technical support activities. Responsible for supporting case team consisting of attorneys and legal assistants (internal clients) and coordinating a group of analysts in the design and production of product consistent with the goals and objectives of the project, having regard to innovative technical solutions, value management, cost-effectiveness, functional efficiency, and internal customer satisfaction. Establishes and updates plans with actual and forecasts as well as manages deviations from plan. Firmwide point of contact on EDD matters. Active participant at Meet & Confer.	\$105K -- \$140K Exempt	4+	Certifications, # of Attorneys, Size/Scope of Projects, % of EDD vs. Imaging

	BASE SALARY	Legal Exp.	VARIABLES
Supervisor- Act as primary point of contact for case team attorneys, paralegals and vendors for every case matter that employs litigation support tools and services. Advise legal teams on electronic discovery, hard copy scanning and database services including in-house and out-sourced vendor services. Run project design meetings for litigation teams of attorneys, paralegals, clients, and vendors (when appropriate), which may include serving as the liaison with vendors for the collection, processing, review and production of data maintained in external repositories. Train, supervise and assist litigation support technical staff. Manage the timeliness of vendor services and monitor negotiated schedules and budgets. Write Requests For Proposals to vendors, analyze vendor proposal responses, and make recommendations to case teams; advise legal teams on database design. Active participant at Meet & Confer.	\$125K -- \$150K Exempt	4+	# of Local Employees, # of Attorneys to Support, AmLaw ranking
Manager- Manage team of seven litigation support professionals handling large-electronic discovery projects. Responsibilities include defining case needs with Firm attorneys, team workflow oversight, development of practice standards, project budgeting, vendor assessment & selection, quality control, recruiting/coaching personnel, performance evaluations and other staff related functions. Strategize with other department managers to create and implement group-wide best practices for all litigation support processes. Coordinate and oversee committees such as Preferred Vendor Program, Concordance Template Directive, Project Plan Mandate and Quality Control Process Development. Develop department standards for managing electronic discovery projects. Prepared and deployed standard Project Plans, Workflow and Gantt Charts, Cost Models and an integrated Task Management & Tracking Application. Handled training and compliance for team/department members and other support groups. Provide strategic advice to attorneys on Electronic Discovery; manage performance across assessment, collection, processing and review functions. Experience on	\$125K -- \$165K Exempt	5+	# of Local Employees, # of Attorneys to Support, AmLaw Ranking, Client Visibility
National Manager- Manages the Litigation Support services firm-wide, including supervision of Litigation Support staff members and evaluation, operation, and management of all litigation applications for all offices. Identify and propose new litigation support systems as well as enhancements to existing systems, and oversee system maintenance. Provide discovery, trial, and other support to attorneys. Maintain positive relationships with attorneys, support staff, clients, vendors, and counterparts in the Systems & Technology Department.	\$150K -- \$275K Exempt	6+	# of Local Employees, # of Attorneys to Support, AmLaw ranking, Participation on Case Matters, Amount of Travel, Client Visibility
Director- Oversees the selection and implementation of litigation technologies at all levels of the Firm to expedite delivery of legal service. Demonstrates an appreciation of the business and legal objectives sought on behalf of clients and tailor technology solutions to those ends. Acts as the point person and primary liaison between the Firm's Litigation teams, the Firm's IT Department, and outside vendors involved with any litigation matter employing litigation support tools and services. Assists lawyers, firm personnel and clients in determining specific application requirements and manage implementation of technology solutions suited to meet those requirements. Determines staffing needs to meet production and information management schedules and deadlines.	\$175K -- \$400K Exempt		Salary here is impacted by the number of office, amount of travel, depth of responsibility into the paralegal silo, value matrix, AmLaw Ranking, JD, and Management ranking