INFORMATION SHEET 10.11.2022 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

Prepared by: Emily Stroup

Re: Proposed Job Title Update - Administrative Assistant to the Principal, Classified Management/Confidential Salary Schedule Range 360.

The District is proposing the update of the following Classified Confidential position:

Administrative Assistant to the Principal

It is recommended that the position remain on the Classified Management/Confidential Salary Schedule Range 360.

RECOMMENDATION:
Approval of the Proposed Job Title Update - Administrative Assistant to the Principal, Classified Management/Confidential Salary Schedule Range 360.

2022-2023 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

CLASSIFIED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	CBO	252	$127,431	$131,258	$135,190	$139,247	$143,430
20	Director Maintenance, Operations & Transportation	261	$68,239	$71,592	$75,223	$78,985	$82,930
25	Information Technology Coordinator	251	$64,939	$68,231	$71,625	$75,219	$78,954
30	Director Food Services	220	$53,120	$54,765	$57,523	$60,373	$63,407
35	Director of Informational Technology	251	$77,156	$81,014	$84,578	$88,807	$93,247

CONFIDENTIAL							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
310	*Administrative Assistant II	251	$29.43	$30.79	$32.25	$33.75	$35.35
320	Administrative Assistant I	251	$24.76	$26.00	$27.30	$28.67	$30.10
325	Human Resources Specialist	251	$25.38	$26.65	$27.98	$29.39	$30.85
330	School Information Systems Specialist	251	$25.93	$27.23	$28.60	$30.03	$31.54
340	Business Services Specialist	251	$23.35	$24.52	$25.75	$27.02	$28.37
350	Payroll/Accounts Specialist	251	$22.24	$23.35	$24.52	$25.75	$27.03
360	Administrative Assistant to the Principal	224	$20.55	$21.58	$22.65	$23.77	$24.96