

Procedure 5030-PR(1): Salary Schedules - Staff (Non-Exempt)

Original Date:

Status:

PROFESSIONAL AND OPERATIONAL SALARY SCHEDULE GUIDELINES

Professional and operational staff are classified as non-exempt (hourly) under FLSA guidelines. Classification levels and groups are organized progressively based on the knowledge, skills, and abilities necessary to satisfactorily fulfill the responsibilities described in the associated named position inventory. Classification groups may encompass two or more levels (I, II, or III) of a single named position that denote increased experience, ability, and/or responsibilities as a logical career progression. If a wage range is given for a named position, it may include the minimum at I to the maximum at II or III if available. Each placement on the salary schedule is unique to each employee and the individual circumstances of their employment. Through the hiring and subsequent budgeting and contract process, a written description of the salient factors contributing to the specific wage placement, including justification(s) as needed, will be developed and submitted to the CEO and the District Governing Board as necessary for approval and contract purposes.

Shown below is a general description of the level of experience, knowledge, skills, and abilities (EKSA) and responsibilities that may be associated with a named position and corresponding classification level and group. All student employees will be paid AZ minimum wage at all times (no longevity steps or promotion). A 'student employee' is a student enrolled in more than six (6) credit hours in a semester during which they are employed in a financial aid designated work-study program position.

Classification	Sample Position Names	EKSA and Responsibilities
S-1, S-2	Clerk I/II, Aide I/II	Minimal experience and/or KSAs; entry-level; training and coaching needs may be high.
O-1, O-2	Custodian I/II	Basic experience and/or KSAs; varying levels of training and coaching needed.
S-3, S-4, S-5 O-3, O-4	Assistant I/II/III Maintenance Tech I/II	Basic experience and/or KSAs; varying levels of training and coaching needed. Movement through levels may come with years of experience and increasing competency.

S-6, S-7, S-8 O-5, O-6, O-7	Analyst I/II/III, Administrative Assistant I/II/III, Specialist I/II/III Skilled Tradesperson I/II/III	Moderate to strong experience and/or KSAs; minimal to moderate training and coaching may be needed. Movement through levels may come with years of experience and increasing competency and/or mastery of KSAs.
O-8, O-9, O-10	Operations Foreman or Supervisor I/II/III	Experienced/skilled operational individuals with the ability to effectively supervise, direct, and manage people and projects. Performs some hands-on skilled operational responsibilities as needed. Competent business operation, documentation, reporting, scheduling, and other similar skills.
P-1 through P-6	Accountant, Computer and/or Information Technology employees, Subject Matter Expert (SME), Executive Assistant, etc.	Learned or highly trained professionals without significant 'exempt' responsibilities (exempt -direct the work of others, discretion, and independent judgement in significant administrative areas, etc.).
P-7, P-8	Reserved	