

Procedure 5030-PR(3): Salary Schedules - Administrative (Exempt)

Original Date:

Status:

ADMINISTRATIVE - EXEMPT SALARY SCHEDULE GUIDELINES

Executive/Administrative staff are classified as exempt from overtime wages under FLSA guidelines. Classification levels and ranges are organized progressively based on the position responsibilities, industry standard levels of responsibility and pay, individual KSAs, experience, certifications and/or degrees, and other salient factors necessary to satisfactorily fulfill the responsibilities described in the associated named position inventory. Classification levels provide a range of indexed compensation opportunities. 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 (DGB) as necessary for approval and contract purposes. The CEO may modify this schedule and present it to the DGB for approval. Modifications to this schedule shall have no effect until approved by the DGB.

Shown below is a general description of the level of authority as well as experience, knowledge, skills, and abilities (EKSA) and responsibilities that may be associated with a named position and corresponding classification level. (Department of Labor Fact Sheet #17A)

Classification	Position Names	Authority, EKSAs, and Responsibilities
Level I	Coordinator	Under direction of Level II or III administrator(s), guide performance of staff in appropriate departments and make routine decisions following established policies and procedures. Exercise discretion and judgement as appropriate.
Level II	Director	Under direction of Level III administrator(s), guide performance of Coordinators and staff in appropriate departments; make decisions following established policies and procedures; make

		<p>decisions or recommendations in situations elevated from or falling outside routine parameters. Assist Vice CEOs in fulfilling executive responsibilities. Exercise discretion and judgement in performing duties.</p>
Level III	CFO	<p>Reporting directly to the District CEO, manage a high-level subdivision of the District utilizing extensive experience in several operational or academic functions generally organized within the subdivision. Provide counsel to the CEO, recommend personnel and budget actions, develop policy and procedures, and consistently exercise discretion and judgement in fulfilling responsibilities.</p>