

## 1.12 Central Office Based Administrative Support

8 Hours Per Day

Pay Grade	Contract Days	Job Title	Exempt Status	MVR Requirement
CO-1	200	Central Office – Transportation	NE	N
	235	Central Office Clerk	NE	N
		Central Office – Student Records Facilitator	NE	N
CO-2	200-IWC	Central Office – IWC	NE	N
	235	Central Office Clerk	NE	N
		Central Office – Inventory Control (Curriculum/Special Education)	NE	N
CO-3	235	Central Office – Curriculum and Instruction	NE	N
		Central Office – Employee Benefits	NE	N
		Central Office – Financial Management	NE	N
		Central Office – Procurement Specialist/Buyer	NE	N
		Central Office – Safety and Security	NE	N
		Central Office – School Operations	NE	N
		Central Office – Staffing	NE	N
		Central Office – Support Services	NE	N
		Central Office – Technology	NE	N
		Central Office – Technology Inventory	NE	N
		Director Secretary	NE	N
		CO-4	235	Executive Director Secretary
CO-5	235	Administrative Assistant to Chief Officer	NE	N
		Division Facilitator	NE	Y/N

Step	CO-1			CO-2			CO-3		
		200	235		200	235		235	
	Hourly Rate	Annual Rate	Annual Rate	Hourly Rate	Annual Rate	Annual Rate	Hourly Rate	Annual Rate	
00	16.88	27,008.00	31,734.40	19.00	30,400.00	35,720.00	22.00	41,360.00	
01	17.21	27,536.00	32,354.80	19.38	31,008.00	36,434.40	22.50	42,300.00	
02	17.56	28,096.00	33,012.80	19.76	31,616.00	37,148.80	23.00	43,240.00	
03	17.92	28,672.00	33,689.60	20.15	32,240.00	37,882.00	23.50	44,180.00	
04	18.26	29,216.00	34,328.80	20.57	32,912.00	38,671.60	24.00	45,120.00	
05	18.64	29,824.00	35,043.20	20.97	33,552.00	39,423.60	24.50	46,060.00	
06	19.01	30,416.00	35,738.80	21.40	34,240.00	40,232.00	25.00	47,000.00	
07	19.37	30,992.00	36,415.60	21.81	34,896.00	41,002.80	25.50	47,940.00	
08	19.77	31,632.00	37,167.60	22.25	35,600.00	41,830.00	26.00	48,880.00	
09	20.16	32,256.00	37,900.80	22.71	36,336.00	42,694.80	26.50	49,820.00	
10	20.55	32,880.00	38,634.00	23.15	37,040.00	43,522.00	27.00	50,760.00	
11	20.97	33,552.00	39,423.60	23.62	37,792.00	44,405.60	27.50	51,700.00	
12	21.39	34,224.00	40,213.20	24.09	38,544.00	45,289.20	28.00	52,640.00	
13	21.82	34,912.00	41,021.60	24.56	39,296.00	46,172.80	28.50	53,580.00	
14	22.25	35,600.00	41,830.00	25.05	40,080.00	47,094.00	29.00	54,520.00	
15	22.70	36,320.00	42,676.00	25.56	40,896.00	48,052.80	29.50	55,460.00	
16	23.15	37,040.00	43,522.00	26.06	41,696.00	48,992.80	30.00	56,400.00	
17	23.60	37,760.00	44,368.00	26.60	42,560.00	50,008.00	30.50	57,340.00	
18	24.09	38,544.00	45,289.20	27.12	43,392.00	50,985.60	31.00	58,280.00	
19	24.56	39,296.00	46,172.80	27.67	44,272.00	52,019.60	31.50	59,220.00	
20	25.04	40,064.00	47,075.20	28.22	45,152.00	53,053.60	32.00	60,160.00	
21	25.80	41,280.00	48,504.00	29.07	46,512.00	54,651.60	32.50	61,100.00	
22	26.58	42,528.00	49,970.40	29.95	47,920.00	56,306.00	33.00	62,040.00	
23	27.38	43,808.00	51,474.40	30.85	49,360.00	57,998.00	33.50	62,980.00	
24	28.21	45,136.00	53,034.80	31.78	50,848.00	59,746.40	34.00	63,920.00	
25	29.06	46,496.00	54,632.80	32.74	52,384.00	61,551.20	35.00	65,800.00	

Step	CO-4		CO-5	
	Hourly Rate	235	Hourly Rate	235
		Annual Rate		Annual Rate
00	25.02	47,037.60	25.71	48,334.80
01	25.50	47,940.00	26.23	49,312.40
02	26.00	48,880.00	26.75	50,290.00
03	26.52	49,857.60	27.29	51,305.20
04	27.06	50,872.80	27.84	52,339.20
05	27.60	51,888.00	28.39	53,373.20
06	28.17	52,959.60	28.96	54,444.80
07	28.71	53,974.80	29.53	55,516.40
08	29.30	55,084.00	30.13	56,644.40
09	29.87	56,155.60	30.73	57,772.40
10	30.47	57,283.60	31.35	58,938.00
11	31.07	58,411.60	31.97	60,103.60
12	31.70	59,596.00	32.61	61,306.80
13	32.34	60,799.20	33.26	62,528.80
14	32.97	61,983.60	33.92	63,769.60
15	33.64	63,243.20	34.60	65,048.00
16	34.32	64,521.60	35.30	66,364.00
17	34.99	65,781.20	36.00	67,680.00
18	35.70	67,116.00	36.72	69,033.60
19	36.40	68,432.00	37.45	70,406.00
20	37.13	69,804.40	38.20	71,816.00
21	38.25	71,910.00	39.35	73,978.00
22	39.40	74,072.00	40.54	76,215.20
23	40.59	76,309.20	41.76	78,508.80
24	41.81	78,602.80	43.02	80,877.60
25	43.07	80,971.60	44.32	83,321.60