

Classified Personnel

AR 4251.2(a)

JOB/SALARY CLASSIFICATIONS

Classified Confidential Employee Job/Salary Classification

<u>Job Classification</u>	<u>Pay Grade</u>
Human Resources Specialist	C11
Human Resources Technician	C9

Classified Employee Salary Classifications

<u>Job Classification</u>	<u>Pay Grade</u>
Account Clerk	C8
Administrative Assistant	C10
Administrative Services Specialist	C7
Business Services Technician	C9
Information Technology Support Specialist	C11
Educational Services Assistant	C8
Financial Aid Specialist	C10
Fiscal Analyst	C12
Instructional Assistant	C4
Lead Preschool Teacher (Fully Qualified)	C5
Marketing and Public Relations Specialist	C10
Marketing and Public Relations Assistant	C8
Preschool Assistant	C1
Preschool Director	C13
Preschool Teacher (Fully Qualified)	C4
Provisional Preschool Teacher **	C2
Senior Accounting Assistant	C8
Senior Office Assistant	C8
Student Records Specialist	C10
Student Services Specialist	C10
Warehouse/Maintenance-Clerk Operator	C8

**An individual hired as a Provisional Preschool Teacher must complete, with passing grades, a minimum of two units each semester or the equivalent number of units each quarter until the educational requirement to be a Fully Qualified Preschool Teacher is met. (22 CCR Division 12, Article 6, Section 101216.1). Once the educational requirement is met, the employee will be reclassified as a Fully Qualified Preschool Teacher, Step A. If the employee does not meet the educational requirement, they will be reclassified as a Preschool Aide, Step A.

Classified and classified confidential employees shall normally be placed on Step A of the appropriate pay grade. However, when exceptional experience, education, ability, special knowledge, or recruitment difficulties warrant, classified and classified confidential employees may be placed on a higher step by the Superintendent.

JOB/SALARY CLASSIFICATIONS (continued)

After initial placement, advancement on the salary schedule shall be one step each year based upon achieving professional growth goals and a satisfactory performance evaluation by the employee's supervisor and approval of the Superintendent.

A substitute will be paid at Step A of the position for which they are substituting in. However, when exceptional experience, education, ability, special knowledge, or recruitment difficulties warrant, classified and classified confidential employees may be placed on a higher step by the Superintendent.