

Kennewick Secretaries
Schedule A
September 1, 2023 - August 31, 2024
3.7% IPD Increase

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
						<i>Longevity 1.5%</i>	<i>Longevity 1.5%</i>	<i>Longevity 1.5%</i>
	0-1 YEAR	2 YEARS	3-4 YEARS	5-9 YEARS	10-15 YEARS	16-19 YEARS	20-24 YEARS	25+ YEARS
TIER A	\$20.28	\$22.50	\$24.49	\$24.86	\$25.23	\$25.61	\$25.99	\$26.38
Receptionist, High School Registrars, High School Attendance, Building Secretaries, HS Counseling, Community Education and Library Secretaries.								
TIER B	\$20.62	\$22.86	\$24.86	\$25.23	\$25.60	\$25.98	\$26.37	\$26.77
Lead Secretaries, HS/MS Data Processors, ASB Secretaries, MS Attendance/Registrar, All Administrative Level (Business Office, Federal , SPED, Elem/Secondary Department, Director Secretaries).								
TIER C	\$21.07	\$23.33	\$25.38	\$25.74	\$26.12	\$26.51	\$26.91	\$27.31
Nutrition Services Secretaries, Purchasing Secretary, Transportation Secretary, Maintenance Secretary, and Sub Dispatchers.								

Longevity shall be applied as per Section 22.7.

Step 6, 7, and 8 are 1.5% above previous Step.

Tier A - Positions in which the primary functions are to meet and greet visitors, handle and route calls, perform basic clerical tasks, and/or perform skills in various software and data entry. Secretaries in these positions must be able to audit own work and carry a high responsibility for data as well as student and staff interaction and assistance.

Tier B - Performs all duties of Tier A. In addition, is responsible for department/school oversight of multiple processes. Including payroll, requisitions, statistical management and special assignments. Must have a high level of ability to work independently with minimal instructions, manage multiple software programs, direct work flow and work product of others, manage schedule of school, department or supervisor, independently solve problems and manage staff, students or the public. Advanced computer skills are required.

Tier C - In addition to the ability to perform all functions of Tiers A and B, secretaries in Tier C are the primary department secretary for support departments throughout the District. The secretary manages payroll for department employees, manage all secretarial functions for the department and are the primary support for the department manager(s).