

**Mt. Diablo Unified School District**

**Confidential Unit Salary Schedule**

**2023-2024 Fiscal Year (2.5% Increase Effective 7/1/2023)**

Position	Job Code	Range	Days per Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Administrative Assistant (Conf.)		552	hourly rate	<b>\$36.18</b>	<b>\$36.91</b>	<b>\$37.65</b>	<b>\$38.40</b>	<b>\$39.17</b>	<b>\$39.94</b>	<b>\$40.74</b>	<b>\$41.56</b>	<b>\$42.39</b>
	ADMASCTCF		260	\$75,254	\$76,773	\$78,312	\$79,872	\$81,474	\$83,075	\$84,739	\$86,445	\$88,171
Admin. Asst. to Supt. (Conf.)		576	hourly rate	<b>\$38.91</b>	<b>\$39.69</b>	<b>\$40.48</b>	<b>\$41.29</b>	<b>\$42.12</b>	<b>\$42.96</b>	<b>\$43.82</b>	<b>\$44.69</b>	<b>\$45.59</b>
	ADMASSTUP		260	\$80,933	\$82,555	\$84,198	\$85,883	\$87,610	\$89,357	\$91,146	\$92,955	\$94,827
Admin. Asst. to Assoc. Supt. of Educational Services	MASTES		260	\$80,933	\$82,555	\$84,198	\$85,883	\$87,610	\$89,357	\$91,146	\$92,955	\$94,827
Administrative Secretary (Conf.)		520	hourly rate	<b>\$32.81</b>	<b>\$33.47</b>	<b>\$34.13</b>	<b>\$34.82</b>	<b>\$35.52</b>	<b>\$36.22</b>	<b>\$36.95</b>	<b>\$37.69</b>	<b>\$38.44</b>
	ADMSECCF		260	\$68,245	\$69,618	\$70,990	\$72,426	\$73,882	\$75,338	\$76,856	\$78,395	\$79,955
Admin. Secretary to Supt. (Conf.)		536	hourly rate	<b>\$34.44</b>	<b>\$35.13</b>	<b>\$35.83</b>	<b>\$36.55</b>	<b>\$37.28</b>	<b>\$38.03</b>	<b>\$38.79</b>	<b>\$39.57</b>	<b>\$40.35</b>
	ADMSECSF		260	\$71,635	\$73,070	\$74,526	\$76,024	\$77,542	\$79,102	\$80,683	\$82,306	\$83,928
Benefits Specialist		552	hourly rate	<b>\$36.18</b>	<b>\$36.91</b>	<b>\$37.65</b>	<b>\$38.40</b>	<b>\$39.17</b>	<b>\$39.94</b>	<b>\$40.74</b>	<b>\$41.56</b>	<b>\$42.39</b>
	BENESPECCF		260	\$75,254	\$76,773	\$78,312	\$79,872	\$81,474	\$83,075	\$84,739	\$86,445	\$88,171
Confidential Secretary		504	hourly rate	<b>\$31.22</b>	<b>\$31.85</b>	<b>\$32.48</b>	<b>\$33.13</b>	<b>\$33.79</b>	<b>\$34.47</b>	<b>\$35.16</b>	<b>\$35.86</b>	<b>\$36.58</b>
	SECCF		260	\$64,938	\$66,248	\$67,558	\$68,910	\$70,283	\$71,698	\$73,133	\$74,589	\$76,086
Employer/Employee Relations Specialist	EERSP		260	\$77,064	\$78,603	\$80,184	\$81,786	\$83,429	\$85,093	\$86,798	\$88,525	\$90,314
Human Resource Analyst (Conf.)		560	hourly rate	<b>\$37.05</b>	<b>\$37.79</b>	<b>\$38.55</b>	<b>\$39.32</b>	<b>\$40.11</b>	<b>\$40.91</b>	<b>\$41.73</b>	<b>\$42.56</b>	<b>\$43.42</b>
	HRANLCF		260	\$77,064	\$78,603	\$80,184	\$81,786	\$83,429	\$85,093	\$86,798	\$88,525	\$90,314
Human Resources Analyst - Credentials		528	hourly rate	<b>\$33.59</b>	<b>\$34.27</b>	<b>\$34.94</b>	<b>\$35.65</b>	<b>\$36.36</b>	<b>\$37.08</b>	<b>\$37.82</b>	<b>\$38.58</b>	<b>\$39.36</b>
	HRCREDANL		260	\$69,867	\$71,282	\$72,675	\$74,152	\$75,629	\$77,126	\$78,666	\$80,246	\$81,869
Human Resources Specialist (Conf.)		526	hourly rate	<b>\$33.39</b>	<b>\$34.06</b>	<b>\$34.75</b>	<b>\$35.43</b>	<b>\$36.15</b>	<b>\$36.87</b>	<b>\$37.61</b>	<b>\$38.36</b>	<b>\$39.12</b>
	HRSPCF		260	\$69,451	\$70,845	\$72,280	\$73,694	\$75,192	\$76,690	\$78,229	\$79,789	\$81,370
Senior Admin. Assistant to Supt./ Communications Specialist	MASTSP		260	\$96,283	\$98,197	\$100,152	\$102,170	\$104,208	\$106,309	\$108,430	\$110,594	\$112,798
Executive Assistant to the Superintendent		633	hourly rate	<b>\$46.29</b>	<b>\$47.21</b>	<b>\$48.15</b>	<b>\$49.12</b>	<b>\$50.10</b>	<b>\$51.11</b>	<b>\$52.13</b>	<b>\$53.17</b>	<b>\$54.23</b>
	SRADMEXAST		260	\$96,283	\$98,197	\$100,152	\$102,170	\$104,208	\$106,309	\$108,430	\$110,594	\$112,798
Public Info & Comm Relation	IFOCOM		260	\$96,283	\$98,197	\$100,152	\$102,170	\$104,208	\$106,309	\$108,430	\$110,594	\$112,798
Senior Human Resources Specialist (Conf.)		536	hourly rate	<b>\$34.44</b>	<b>\$35.13</b>	<b>\$35.83</b>	<b>\$36.55</b>	<b>\$37.28</b>	<b>\$38.03</b>	<b>\$38.79</b>	<b>\$39.57</b>	<b>\$40.35</b>
	HRSRSPCF		260	\$71,635	\$73,070	\$74,526	\$76,024	\$77,542	\$79,102	\$80,683	\$82,306	\$83,928
Workers' Compensation Specialist		560	hourly rate	<b>\$37.05</b>	<b>\$37.79</b>	<b>\$38.55</b>	<b>\$39.32</b>	<b>\$40.11</b>	<b>\$40.91</b>	<b>\$41.73</b>	<b>\$42.56</b>	<b>\$43.42</b>
	WCOMPSPEC		260	\$77,064	\$78,603	\$80,184	\$81,786	\$83,429	\$85,093	\$86,798	\$88,525	\$90,314

Apart from the initial transition placement needed to be assigned to a current existing New Step, to count as a year of service, 75% of each work year must be served. All increments begin on July 1, 2023 and July 1 thereafter.

DMA employees completing 75% or more of the year in their position will move to the next step on July 1 of each year, and pending verification of each year Transition placement for any staff at "Year" 5 or higher (unless otherwise noted as "the same") will be to the next highest cell - e.g. a current year 17 cell placement could change to a New Step 3 for the remainder of 22-23. Staff currently at step 5 remain at step 5.

These changes are in lieu of continuing or needing any longevity pay, and step placement will occur yearly beginning on July 1, 2023.

Existing staff will not be re-evaluated for different cell placement based on the above new step schedule.

Board Approved August 16, 2023