

**Mt. Diablo Unified School District**  
**Clerical/Secretarial/Technical**  
**Salary Schedule — 2023-24 Fiscal Year** (2.5% Effective 7.1.2023)

Position	Job Code	Range		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Academic Data Technician	ACADATATEC260	596	hourly rate	<b>32.58</b>	<b>34.20</b>	<b>35.93</b>	<b>37.74</b>	<b>39.64</b>	<b>41.62</b>
			annual (260 days)	67,766	71,136	74,734	78,499	82,451	86,570
Accountant		519	hourly rate	<b>25.75</b>	<b>27.06</b>	<b>28.40</b>	<b>29.83</b>	<b>31.33</b>	<b>32.87</b>
	ACCOUNT260		annual (260 days)	53,560	56,285	59,072	62,046	65,166	68,370
Accounting Technician	ACCTTEC260	525	hourly rate	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>	<b>30.39</b>	<b>31.90</b>	<b>33.48</b>
			annual (260 days)	54,538	57,325	60,195	63,211	66,352	69,638
Administrative Secretary		491	hourly rate	<b>23.66</b>	<b>24.84</b>	<b>26.08</b>	<b>27.38</b>	<b>28.75</b>	<b>30.21</b>
	ADMSEC1-26		annual (260 days)	49,213	51,667	54,246	56,950	59,800	62,837
Administrative Secretary II		507	hourly rate	<b>24.85</b>	<b>26.08</b>	<b>27.40</b>	<b>28.75</b>	<b>30.21</b>	<b>31.70</b>
	ADMSEC2-26		annual (260 days)	51,688	54,246	56,992	59,800	62,837	65,936
Adult & Career Ed. Accountability Specialist		522	hourly rate	<b>26.01</b>	<b>27.31</b>	<b>28.68</b>	<b>30.10</b>	<b>31.61</b>	<b>33.20</b>
	ADACTAB260		annual (260 days)	54,101	56,805	59,654	62,608	65,749	69,056
Adult & Career Ed. Accounting Specialist		477	hourly rate	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
	ADACTSP260		annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Adult & Career Ed. Fiscal Analyst		522	hourly rate	<b>26.01</b>	<b>27.31</b>	<b>28.68</b>	<b>30.10</b>	<b>31.61</b>	<b>33.20</b>
	ADFISAN260		annual (260 days)	54,101	56,805	59,654	62,608	65,749	69,056
Adult Ed Student Info Sys Spec	AESSISPEC260	477	hourly rate	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
			annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Adult School Office Manager		477	hourly rate	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
	ADSOM260		annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Attendance Secretary		424	hourly rate	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	ATTSEC238		annual (238 days)	36,709	38,537	40,498	42,573	44,630	46,876
Attendance/Student Records Assistant		458	hourly rate	<b>21.39</b>	<b>22.48</b>	<b>23.60</b>	<b>24.76</b>	<b>26.01</b>	<b>27.31</b>
	ATTSRA260		annual (260 days)	44,491	46,758	49,088	51,501	54,101	56,805
Attendance/Student Records Coordinator		491	hourly rate	<b>23.66</b>	<b>24.84</b>	<b>26.08</b>	<b>27.38</b>	<b>28.75</b>	<b>30.21</b>
	ATTSRC260		annual (260 days)	49,213	51,667	54,246	56,950	59,800	62,837
Bilingual Testing Program Technician		508	hourly rate	<b>24.93</b>	<b>26.15</b>	<b>27.48</b>	<b>28.84</b>	<b>30.29</b>	<b>31.82</b>
	BILTEST228		annual (228 days)	45,472	47,698	50,124	52,604	55,249	58,040
Bilingual Translator/Interpreter		508	hourly rate	<b>24.93</b>	<b>26.15</b>	<b>27.48</b>	<b>28.84</b>	<b>30.29</b>	<b>31.82</b>
	BILTRAN206		annual (206 days)	41,085	43,095	45,287	47,528	49,918	52,439
	BILTRAN217		annual (217 days)	43,278	45,396	47,705	50,066	52,583	55,240
	BILTRAN228		annual (228 days)	45,472	47,698	50,124	52,604	55,249	58,040
	BILTRAN260		annual (260 days)	51,854	54,392	57,158	59,987	63,003	66,186
Buyer		525	hourly rate	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>	<b>30.39</b>	<b>31.90</b>	<b>33.48</b>
	BUYER260		annual (260 days)	54,538	57,325	60,195	63,211	66,352	69,638
Buyer, Lead		558	hourly rate	<b>29.04</b>	<b>30.48</b>	<b>31.98</b>	<b>33.61</b>	<b>35.26</b>	<b>37.03</b>
	BUYERLD260		annual (260 days)	60,403	63,398	66,518	69,909	73,341	77,022
Career/College Advisor		534	hourly rate	<b>26.98</b>	<b>28.33</b>	<b>29.73</b>	<b>31.23</b>	<b>32.78</b>	<b>34.43</b>
	CARADV217		annual (217 days)	46,837	49,181	51,611	54,215	56,906	59,770
Child Welfare & Attendance Liaison		508	hourly rate	<b>24.93</b>	<b>26.15</b>	<b>27.48</b>	<b>28.84</b>	<b>30.29</b>	<b>31.82</b>
	CHWLF238		annual (238 days)	47,467	49,790	52,322	54,911	57,672	60,585
Communications Clerk		388	hourly rate	<b>17.28</b>	<b>18.15</b>	<b>19.07</b>	<b>20.00</b>	<b>21.00</b>	<b>22.06</b>
	COMMCLK260		annual (260 days)	35,942	37,752	39,666	41,600	43,680	45,885
Community Liaison		508	hourly rate	<b>24.93</b>	<b>26.15</b>	<b>27.48</b>	<b>28.84</b>	<b>30.29</b>	<b>31.82</b>
	COMLIA260		annual (260 days)	51,854	54,392	57,158	59,987	63,003	66,186
Community School Coordinator		468	hourly rate	<b>22.06</b>	<b>23.18</b>	<b>24.32</b>	<b>25.51</b>	<b>26.80</b>	<b>28.15</b>
	COMSCSDO (SDO)		annual (193 days)	34,061	35,790	37,550	39,387	41,379	43,464
	COMSC217		annual (217 days)	38,296	40,240	42,220	44,285	46,525	48,868
	COMSC238		annual (238 days)	42,002	44,135	46,305	48,571	51,027	53,598

Copy Machine Operator		<b>388</b>	<b>hourly rate</b>	<b>17.28</b>	<b>18.15</b>	<b>19.07</b>	<b>20.00</b>	<b>21.00</b>	<b>22.06</b>
	COPY206		annual (206 days)	28,477	29,911	31,427	32,960	34,608	36,355
Elementary School Secretary		<b>424</b>	<b>hourly rate</b>	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	ELEMSEC228		annual (228 days)	35,167	36,918	38,796	40,785	42,755	44,907
Fiscal Analyst I		<b>525</b>	<b>hourly rate</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>	<b>30.39</b>	<b>31.90</b>	<b>33.48</b>
	FISAN1-260		annual (260 days)	54,538	57,325	60,195	63,211	66,352	69,638
Fiscal Analyst II		<b>558</b>	<b>hourly rate</b>	<b>29.04</b>	<b>30.48</b>	<b>31.98</b>	<b>33.61</b>	<b>35.26</b>	<b>37.03</b>
	FISAN2-260		annual (260 days)	60,403	63,398	66,518	69,909	73,341	77,022
High School Registrar		<b>468</b>	<b>hourly rate</b>	<b>22.06</b>	<b>23.18</b>	<b>24.32</b>	<b>25.51</b>	<b>26.80</b>	<b>28.15</b>
	HSREG238		annual (238 days)	42,002	44,135	46,305	48,571	51,027	53,598
	HSREG260		annual (260 days)	45,885	48,214	50,586	53,061	55,744	58,552
High School Treasurer		<b>468</b>	<b>hourly rate</b>	<b>22.06</b>	<b>23.18</b>	<b>24.32</b>	<b>25.51</b>	<b>26.80</b>	<b>28.15</b>
	HSTREAS238		annual (238 days)	42,002	44,135	46,305	48,571	51,027	53,598
Human Resources Assistant		<b>477</b>	<b>hourly rate</b>	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
	HRAST260		annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Human Resources Assistant II		<b>508</b>	<b>hourly rate</b>	<b>24.93</b>	<b>26.15</b>	<b>27.48</b>	<b>28.84</b>	<b>30.29</b>	<b>31.82</b>
	HRAST2-260		annual (260 days)	51,854	54,392	57,158	59,987	63,003	66,186
Human Resources Technician		<b>522</b>	<b>hourly rate</b>	<b>26.01</b>	<b>27.31</b>	<b>28.68</b>	<b>30.10</b>	<b>31.61</b>	<b>33.20</b>
	HRTECH260		annual (260 days)	54,101	56,805	59,654	62,608	65,749	69,056
Instructional Media Assistant I		<b>400</b>	<b>hourly rate</b>	<b>17.91</b>	<b>18.83</b>	<b>19.78</b>	<b>20.76</b>	<b>21.79</b>	<b>22.85</b>
	IMA1-238		annual (238 days)	34,101	35,852	37,661	39,527	41,488	43,506
Instructional Media Assistant II		<b>424</b>	<b>hourly rate</b>	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	IMA2-238		annual (238 days)	36,709	38,537	40,498	42,573	44,630	46,876
Instructional Media Assistant - Warehouse		<b>424</b>	<b>hourly rate</b>	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	IMAWHS260		annual (260 days)	40,102	42,099	44,242	46,509	48,755	51,210
Intermediate Account Clerk		<b>424</b>	<b>hourly rate</b>	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	INTACLK260		annual (260 days)	40,102	42,099	44,242	46,509	48,755	51,210
Intermediate Typist Clerk		<b>388</b>	<b>hourly rate</b>	<b>17.28</b>	<b>18.15</b>	<b>19.07</b>	<b>20.00</b>	<b>21.00</b>	<b>22.06</b>
	INTYP206		annual (206 days)	28,477	29,911	31,427	32,960	34,608	36,355
	INTYP217		annual (217 days)	29,998	31,508	33,106	34,720	36,456	38,296
	INTYP228		annual (228 days)	31,519	33,106	34,784	36,480	38,304	40,237
	INTYP260		annual (260 days)	35,942	37,752	39,666	41,600	43,680	45,885
Mail Clerk		<b>388</b>	<b>hourly rate</b>	<b>17.28</b>	<b>18.15</b>	<b>19.07</b>	<b>20.00</b>	<b>21.00</b>	<b>22.06</b>
	MAIL228		annual (228 days)	31,519	33,106	34,784	36,480	38,304	40,237
	MAIL238		annual (238 days)	32,901	34,558	36,309	38,080	39,984	42,002
	MAIL260		annual (260 days)	35,942	37,752	39,666	41,600	43,680	45,885
Mail Clerk/Courier		<b>404</b>	<b>hourly rate</b>	<b>18.17</b>	<b>19.07</b>	<b>20.02</b>	<b>21.01</b>	<b>22.07</b>	<b>23.17</b>
	COUR260		annual (260 days)	37,794	39,666	41,642	43,701	45,906	48,194
Media Services Assistant I		<b>433</b>	<b>hourly rate</b>	<b>19.82</b>	<b>20.82</b>	<b>21.88</b>	<b>22.94</b>	<b>24.09</b>	<b>25.30</b>
	MEDIA1-260		annual (260 days)	41,226	43,306	45,510	47,715	50,107	52,624
Media Services Assistant II		<b>439</b>	<b>hourly rate</b>	<b>20.20</b>	<b>21.22</b>	<b>22.27</b>	<b>23.37</b>	<b>24.56</b>	<b>25.75</b>
	MEDIA2-260		annual (260 days)	42,016	44,138	46,322	48,610	51,085	53,560
NSHS Clerical Support		<b>468</b>	<b>hourly rate</b>	<b>22.06</b>	<b>23.18</b>	<b>24.32</b>	<b>25.51</b>	<b>26.80</b>	<b>28.15</b>
	NSHCLER217		annual (217 days)	38,296	40,240	42,220	44,285	46,525	48,868
Payroll Analyst		<b>596</b>	<b>hourly rate</b>	<b>32.58</b>	<b>34.20</b>	<b>35.93</b>	<b>37.74</b>	<b>39.64</b>	<b>41.62</b>
	PAYAN260		annual (260 days)	67,766	71,136	74,734	78,499	82,451	86,570
Principal Clerk		<b>444</b>	<b>hourly rate</b>	<b>20.51</b>	<b>21.51</b>	<b>22.59</b>	<b>23.74</b>	<b>24.93</b>	<b>26.15</b>
	PRINCLK260		annual (260 days)	42,661	44,741	46,987	49,379	51,854	54,392
Principal School Office Manager		<b>477</b>	<b>hourly rate</b>	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
	PRMOM228		annual (228 days)	41,368	43,411	45,618	47,825	50,269	52,787
	PRMOM238		annual (238 days)	43,183	45,315	47,619	49,923	52,474	55,102
	PRMOM260		annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Print Computer/Equipment Oper		<b>491</b>	<b>hourly rate</b>	<b>23.66</b>	<b>24.84</b>	<b>26.08</b>	<b>27.38</b>	<b>28.75</b>	<b>30.21</b>
	PRINTCO260		annual (260 days)	49,213	51,667	54,246	56,950	59,800	62,837
Print Shop Equipment Operator		<b>458</b>	<b>hourly rate</b>	<b>21.39</b>	<b>22.48</b>	<b>23.60</b>	<b>24.76</b>	<b>26.01</b>	<b>27.31</b>
	PRINTOP260		annual (260 days)	44,491	46,758	49,088	51,501	54,101	56,805
Print Shop Finisher		<b>388</b>	<b>hourly rate</b>	<b>17.28</b>	<b>18.15</b>	<b>19.07</b>	<b>20.00</b>	<b>21.00</b>	<b>22.06</b>
	PRINTFI260		annual (260 days)	35,942	37,752	39,666	41,600	43,680	45,885
Program Analyst		<b>596</b>	<b>hourly rate</b>	<b>32.58</b>	<b>34.20</b>	<b>35.93</b>	<b>37.74</b>	<b>39.64</b>	<b>41.62</b>
	PROGAN260		annual (260 days)	67,766	71,136	74,734	78,499	82,451	86,570

School Office Manager		477	hourly rate	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
	SOM217		annual (217 days)	39,372	41,317	43,417	45,518	47,844	50,240
	SOM228		annual (228 days)	41,368	43,411	45,618	47,825	50,269	52,787
	SOM238		annual (238 days)	43,183	45,315	47,619	49,923	52,474	55,102
	SOM260		annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Secretary		424	hourly rate	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	SECTY217		annual (217 days)	33,470	35,137	36,925	38,817	40,692	42,740
	SECTY228		annual (228 days)	35,167	36,918	38,796	40,785	42,755	44,907
	SECTY260		annual (260 days)	40,102	42,099	44,242	46,509	48,755	51,210
Security Operations Dispatcher/Clerk*		424	hourly rate	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	SECDISP260		annual (260 days)	40,102	42,099	44,242	46,509	48,755	51,210
Senior Account Clerk		448	hourly rate	<b>20.76</b>	<b>21.79</b>	<b>22.88</b>	<b>24.03</b>	<b>25.22</b>	<b>26.48</b>
	SRACLK260		annual (260 days)	2 43,181	45,323	47,590	49,982	52,458	55,078
Senior Account Clerk EPSDT Medi-Cal		448	hourly rate	<b>20.76</b>	<b>21.79</b>	<b>22.88</b>	<b>24.03</b>	<b>25.22</b>	<b>26.48</b>
	SRACLK260		annual (260 days)	2 43,181	45,323	47,590	49,982	52,458	55,078
Senior Account Specialist EPSDT Medi-Cal		468	hourly rate	<b>22.06</b>	<b>23.18</b>	<b>24.32</b>	<b>25.51</b>	<b>26.80</b>	<b>28.15</b>
	SRACSM238		annual (238 days)	2 42,002	44,135	46,305	48,571	51,027	53,598
	SRACSM260		annual (260 days)	2 45,885	48,214	50,586	53,061	55,744	58,552
Senior School Office Manager		477	hourly rate	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
	SRSOM260		annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Senior Secretary		477	hourly rate	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
	SRSEC206		annual (206 days)	37,377	39,222	41,216	43,211	45,419	47,693
	SRSEC238		annual (238 days)	43,183	45,315	47,619	49,923	52,474	55,102
	SRSEC260		annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Senior Secretary Alt/Small School		477	hourly rate	<b>22.68</b>	<b>23.80</b>	<b>25.01</b>	<b>26.22</b>	<b>27.56</b>	<b>28.94</b>
	SRSEC228AS		annual (228 days)	41,368	43,411	45,618	47,825	50,269	52,787
	SRSEC260AS		annual (260 days)	47,174	49,504	52,021	54,538	57,325	60,195
Senior Typist Clerk		424	hourly rate	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	SRTYP228		annual (228 days)	35,167	36,918	38,796	40,785	42,755	44,907
	SRTYP238		annual (238 days)	36,709	38,537	40,498	42,573	44,630	46,876
	SRTYP260		annual (260 days)	40,102	42,099	44,242	46,509	48,755	51,210
SPED Student Info Sys Spec		507	hourly rate	<b>24.85</b>	<b>26.08</b>	<b>27.40</b>	<b>28.75</b>	<b>30.21</b>	<b>31.70</b>
	SPSTUISS		annual (260 days)	51,688	54,246	56,992	59,800	62,837	65,936
Student Records Technician		507	hourly rate	<b>24.85</b>	<b>26.08</b>	<b>27.40</b>	<b>28.75</b>	<b>30.21</b>	<b>31.70</b>
	STRECTECH		annual (260 days)	51,688	54,246	56,992	59,800	62,837	65,936
Student Resource Technician		424	hourly rate	<b>19.28</b>	<b>20.24</b>	<b>21.27</b>	<b>22.36</b>	<b>23.44</b>	<b>24.62</b>
	STRES228		annual (228 days)	35,167	36,918	38,796	40,785	42,755	44,907
Switchboard Operator Receptionist		388	hourly rate	<b>17.28</b>	<b>18.15</b>	<b>19.07</b>	<b>20.00</b>	<b>21.00</b>	<b>22.06</b>
	SWBRD260		annual (260 days)	35,942	37,752	39,666	41,600	43,680	45,885
Typist Clerk		356	hourly rate	<b>15.68</b>	<b>16.47</b>	<b>17.28</b>	<b>18.15</b>	<b>19.07</b>	<b>20.01</b>
	TYPCLK206		annual (206 days)	25,841	27,143	28,477	29,911	31,427	32,976
Workers' Compensation Liaison		558	hourly rate	<b>29.04</b>	<b>30.48</b>	<b>31.98</b>	<b>33.61</b>	<b>35.26</b>	<b>37.03</b>
	WCMPLIA260		annual (260 days)	60,403	63,398	66,518	69,909	73,341	77,022

Longevity plan provides for additional 3.5% at 10 years, and 3.5% each 4 years thereafter.

An 8-hour day/40-hour week is 1.0 FTE (Full-Time Equivalent); a 6-hour day/30-hour week is 0.75 FTE, etc.

Annual amounts, above, are based on 1.0 FTE, and a full year at the increased rate.

\*Positions receive 12.5% differential for 3:00 p.m. to 11:00 p.m. or 11:00 p.m. to 7:00 a.m. shifts on weekdays and all weekend shifts per ¶ 83 (c) of the Agreement.

\*\*As of January 1, 2022, no CST employee made less than \$15 per hour due to California minimum wage increase.

Board Approval (TBD) \*\*\*