4.11 Central Office Based Administrative Support

8 Hours Per Day

Pay Grade	Contract Days	Job Title	Exempt Status	MVR Requirement
CO-1	233	Central Office Clerk	NE	N
		Central Office – Transportation	NE	N
CO-2	198	Central Office –Welcome Center	NE	N
	233	Central Office Clerk	NE	N
		Central Office – Inventory Control (Curriculum/Special Education)	NE	N
CO-3	233	Central Office – Academics and Accountability	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 Leadership and Operations	NE	N
		Central Office – Staffing	NE	N
		Central Office – Student Records Facilitator	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	233	Executive Director Secretary	NE	N
CO-5	233	Administrative Assistant to Chief Officer	NE	N
		Division Facilitator	NE	Y/N

Step	CO-1		CO-2			CO-3	
		233		198	233		233
	Hourly Rate	Annual Rate	Hourly Rate	Annual Rate	Annual Rate	Hourly Rate	Annual Rate
00	18.85	35,136.40	21.21	33,596.64	39,535.44	24.53	45,723.92
01	19.21	35,807.44	21.63	34,261.92	40,318.32	25.09	46,767.76
02	19.61	36,553.04	22.07	34,958.88	41,138.48	25.64	47,792.96
03	20.01	37,298.64	22.49	35,624.16	41,921.36	26.20	48,836.80
04	20.39	38,006.96	22.97	36,384.48	42,816.08	26.75	49,862.00
05	20.82	38,808.48	23.41	37,081.44	43,636.24	27.31	50,905.84
06	21.22	39,554.08	23.89	37,841.76	44,530.96	27.88	51,968.32
07	21.69	40,430.16	24.35	38,570.40	45,388.40	28.42	52,974.88
08	22.08	41,157.12	24.85	39,362.40	46,320.40	28.98	54,018.72
09	22.50	41,940.00	25.35	40,154.40	47,252.40	29.54	55,062.56
10	22.94	42,760.16	25.85	40,946.40	48,184.40	30.09	56,087.76
11	23.41	43,636.24	26.36	41,754.24	49,135.04	30.65	57,131.60
12	23.88	44,512.32	26.90	42,609.60	50,141.60	31.20	58,156.80
13	24.36	45,407.04	27.41	43,417.44	51,092.24	31.77	59,219.28
14	24.85	46,320.40	27.97	44,304.48	52,136.08	32.32	60,244.48
15	25.34	47,233.76	28.53	45,191.52	53,179.92	32.88	61,288.32
16	25.85	48,184.40	29.09	46,078.56	54,223.76	33.43	62,313.52
17	26.34	49,097.76	29.70	47,044.80	55,360.80	34.01	63,394.64
18	26.90	50,141.60	30.28	47,963.52	56,441.92	34.55	64,401.20
19	27.41	51,092.24	30.88	48,913.92	57,560.32	35.12	65,463.68
20	27.96	52,117.44	31.50	49,896.00	58,716.00	35.66	66,470.24
21	28.79	53,664.56	32.45	51,400.80	60,486.80	36.22	67,514.08
22	29.67	55,304.88	33.43	52,953.12	62,313.52	36.79	68,576.56
23	30.57	56,982.48	34.44	54,552.96	64,196.16	37.33	69,583.12
24	31.49	58,697.36	35.48	56,200.32	66,134.72	37.90	70,645.60
25	32.44	60,468.16	36.55	57,895.20	68,129.20	39.01	72,714.64

Step	CO-4		CO-5	
		233		233
	Hourly Rate	Annual Rate	Hourly Rate	Annual Rate
00	27.90	52,005.60	28.66	53,422.24
01	28.42	52,974.88	29.24	54,503.36
02	28.98	54,018.72	29.81	55,565.84
03	29.56	55,099.84	30.42	56,702.88
04	30.15	56,199.60	31.03	57,839.92
05	30.77	57,355.28	31.65	58,995.60
06	31.39	58,510.96	32.27	60,151.28
07	32.00	59,648.00	32.92	61,362.88
08	32.66	60,878.24	33.58	62,593.12
09	33.29	62,052.56	34.24	63,823.36
10	33.96	63,301.44	34.93	65,109.52
11	34.63	64,550.32	35.63	66,414.32
12	35.32	65,836.48	36.34	67,737.76
13	36.04	67,178.56	37.06	69,079.84
14	36.75	68,502.00	37.81	70,477.84
15	37.49	69,881.36	38.56	71,875.84
16	38.25	71,298.00	39.34	73,329.76
17	39.00	72,696.00	40.12	74,783.68
18	39.78	74,149.92	40.92	76,274.88
19	40.57	75,622.48	41.73	77,784.72
20	41.38	77,132.32	42.57	79,350.48
21	42.63	79,462.32	43.85	81,736.40
22	43.91	81,848.24	45.18	84,215.52
23	45.23	84,308.72	46.54	86,750.56
24	46.59	86,843.76	47.94	89,360.16
25	47.99	89,453.36	49.38	92,044.32