

Administrative Services  
 Executive Administrative Assistant - Classified Confidential  
 Schedule 002  
 2023-2024  
 Effective 7/1/2023

Reference Point Annual	
Hours Per Day	8
Days Per Month	21.77
Days Per Year	260

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	1	2	3	4	5	6	7	8,9,10	11,12,13	14,15,16	17...
<b>Class 1</b>											
Administrative Services - Executive Administrative Assistant	\$62,186	\$65,296	\$68,560	\$71,988	\$75,588	\$79,367	\$83,336	\$85,836	\$88,411	\$91,063	\$93,795
	\$29.90	\$31.39	\$32.96	\$34.61	\$36.34	\$38.16	\$40.07	\$41.27	\$42.51	\$43.78	\$45.09

Approved and Adopted 5/25/2022  
 Revised 1/11/2024

Fiscal Year	Revision
23/24	10% COLA
22/23	5% COLA + One-time 3% off the 22/23 Salary Schedule
21/22	3% COLA
20/21	One-time 3% off the 20/21 Salary Schedule
19/20	2% COLA; days per year changed to 261
18/19	5% COLA
17/18	add longevity steps
16/17	7% COLA
13/14	3% COLA, 3% one-time
07/08	4.53% COLA