

Administrative Services
Specialists - Classified Confidential
Schedule 615
2023-2024
Effective 7/1/2023

Reference Point Annual	
Hours Per Day	8
Days Per Year	260

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	1	5% 2	5% 3	5% 4	5% 5	5% 6,7	3% 8, 9, 10	3% 11, 12, 13	3% 14, 15, 16	3% 17...
Class 1										
Administrative Services - Technology Specialist I	\$45,327	\$47,593	\$49,973	\$52,471	\$55,095	\$57,850	\$59,585	\$61,373	\$63,214	\$65,110
Administrative Services - Accounting Specialist I	\$21.79	\$22.88	\$24.03	\$25.23	\$26.49	\$27.81	\$28.65	\$29.51	\$30.39	\$31.30
Administrative Services - Human Resources Specialist I										
Administrative Services - Accounting/Human Resources Specialist I										
Administrative Services-Literacy Specialist I										
Class 2										
Administrative Services - Technology Specialist II	\$57,901	\$60,796	\$63,836	\$67,027	\$70,379	\$73,898	\$76,115	\$78,398	\$80,750	\$83,172
Administrative Services - Accounting Specialist II	\$27.84	\$29.23	\$30.69	\$32.22	\$33.84	\$35.53	\$36.59	\$37.69	\$38.82	\$39.99
Administrative Services - Human Resources Specialist II										
Class 3										
Administrative Services - Accounting Specialist II - Lead Payroll/Retirement	\$61,952	\$65,050	\$68,302	\$71,717	\$75,303	\$79,068	\$81,440	\$83,883	\$86,400	\$88,992
	\$29.78	\$31.27	\$32.84	\$34.48	\$36.20	\$38.01	\$39.15	\$40.33	\$41.54	\$42.78
Class 4										
Administrative Services - Fiscal Specialist	\$65,998	\$69,298	\$72,763	\$76,401	\$80,221	\$84,232	\$86,759	\$89,361	\$92,042	\$94,804
Administrative Services - Information Technology Analyst	\$31.73	\$33.32	\$34.98	\$36.73	\$38.57	\$40.50	\$41.71	\$42.96	\$44.25	\$45.58

Approved and Adopted 10/19/2022
Revised 1/11/2024

Fiscal Year	Revision
23/24	10% COLA
22/23	5% COLA; Fiscal Specialist to Class 4 + One-Time 3% off the 22/23 Salary Schedule
21/22	3% COLA
20/21	One-time 3% off the 20/21 Salary Schedule; IT Analyst added to Class 4
19/20	COLA 2%; days changed to 261; HR Specialist I added to Class 1
18/19	COLA 5%
17/18	COLA 5% , Removed Step 1, Added Steps 7 thru 10 at 3%
16/17	3% COLA, add Class 4
13/14	3% COLA, 3% off schedule one-time
07/08	4.53% COLA