

Administrative Services
 Receptionist - Classified
 Schedule 626
 2023-2024
 Effective 7/1/2023

Reference Point Hourly	
Hours Per Day	8
Days Per Year	260

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	5%	5%	5%	5%	5%	5%
2	3	4	5	6	7	
\$17.84	\$18.73	\$19.67	\$20.65	\$21.68	\$22.76	\$23.90

Class 1

Administrative Services - Receptionist

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

Bilingual Required

Fiscal Year	Revision
23/24	10% COLA
22/23	5% COLA + One-Time 3% off the 22/23 Salary Schedule Minimum wage increase to \$15.00 (class 1, step 1) plus additional 3% COLA
21/22	Minimum wage increase to \$14.00; One-time 3% off the 20/21 Salary Schedule
20/21	Effect. 10.1.19 Step 1 increased to \$13.49 (\$13.10 + 3% bilingual stipend included); 5% between steps; pay equalized with SS 220 Class 1
19/20	
18/19	Min.Wage Incr.; days changed to 261