



# CLASSIFIED SALARY SCHEDULE

**2021-2022**

Effective 04/14/2022

| Salary Range | Salary Schedule (242 duty days) |        |         |        |         |        |         |        |         |        |         |        |
|--------------|---------------------------------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|
|              | 1                               |        | 2       |        | 3       |        | 4       |        | 5       |        | 6       |        |
|              | Monthly                         | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly |
| 22           | 2,954                           | 17.38  | 3,101   | 18.34  | 3,257   | 19.35  | 3,422   | 20.41  | 3,589   | 21.53  | 3,768   | 22.71  |
| 23           | 3,027                           | 17.81  | 3,182   | 18.72  | 3,338   | 19.63  | 3,504   | 20.61  | 3,680   | 21.65  | 3,865   | 22.74  |
| 24           | 3,105                           | 18.26  | 3,262   | 19.19  | 3,422   | 20.13  | 3,594   | 21.14  | 3,774   | 22.20  | 3,962   | 23.30  |
| 25           | 3,182                           | 18.72  | 3,339   | 19.64  | 3,508   | 20.64  | 3,684   | 21.67  | 3,867   | 22.75  | 4,060   | 23.89  |
| 26           | 3,262                           | 19.19  | 3,424   | 20.14  | 3,598   | 21.16  | 3,777   | 22.22  | 3,962   | 23.30  | 4,163   | 24.49  |
| 27           | 3,345                           | 19.68  | 3,512   | 20.66  | 3,686   | 21.68  | 3,867   | 22.75  | 4,062   | 23.90  | 4,267   | 25.10  |
| 28           | 3,429                           | 20.17  | 3,598   | 21.16  | 3,779   | 22.23  | 3,967   | 23.34  | 4,168   | 24.52  | 4,376   | 25.74  |
| 29           | 3,513                           | 20.67  | 3,687   | 21.69  | 3,870   | 22.77  | 4,064   | 23.91  | 4,270   | 25.12  | 4,484   | 26.38  |
| 30           | 3,600                           | 21.17  | 3,782   | 22.25  | 3,969   | 23.35  | 4,170   | 24.53  | 4,373   | 25.72  | 4,591   | 27.01  |
| 31           | 3,691                           | 21.71  | 3,872   | 22.78  | 4,068   | 23.93  | 4,274   | 25.14  | 4,486   | 26.39  | 4,710   | 27.70  |
| 32           | 3,782                           | 22.25  | 3,971   | 23.36  | 4,172   | 24.54  | 4,374   | 25.73  | 4,597   | 27.04  | 4,826   | 28.39  |
| 33           | 3,878                           | 22.81  | 4,068   | 23.93  | 4,276   | 25.15  | 4,487   | 26.40  | 4,710   | 27.70  | 4,946   | 29.10  |
| 34           | 3,973                           | 23.37  | 4,172   | 24.54  | 4,380   | 25.76  | 4,599   | 27.05  | 4,828   | 28.40  | 5,068   | 29.81  |
| 35           | 4,073                           | 23.96  | 4,276   | 25.15  | 4,491   | 26.42  | 4,715   | 27.74  | 4,950   | 29.12  | 5,199   | 30.58  |
| 36           | 4,175                           | 24.56  | 4,383   | 25.78  | 4,602   | 27.07  | 4,833   | 28.43  | 5,074   | 29.85  | 5,328   | 31.34  |
| 37           | 4,279                           | 25.17  | 4,493   | 26.43  | 4,719   | 27.76  | 4,955   | 29.15  | 5,203   | 30.61  | 5,461   | 32.12  |
| 38           | 4,387                           | 25.81  | 4,606   | 27.09  | 4,835   | 28.44  | 5,077   | 29.87  | 5,334   | 31.38  | 5,601   | 32.95  |
| 39           | 4,495                           | 26.44  | 4,719   | 27.76  | 4,957   | 29.16  | 5,205   | 30.62  | 5,463   | 32.14  | 5,736   | 33.74  |
| 40           | 4,609                           | 27.11  | 4,841   | 28.47  | 5,083   | 29.90  | 5,337   | 31.40  | 5,603   | 32.96  | 5,881   | 34.59  |
| 41           | 4,724                           | 27.79  | 4,959   | 29.17  | 5,208   | 30.64  | 5,467   | 32.16  | 5,743   | 33.78  | 6,030   | 35.47  |
| 42           | 4,844                           | 28.50  | 5,085   | 29.91  | 5,339   | 31.41  | 5,605   | 32.97  | 5,886   | 34.63  | 6,179   | 36.34  |
| 43           | 4,961                           | 29.18  | 5,210   | 30.65  | 5,474   | 32.20  | 5,745   | 33.79  | 6,032   | 35.48  | 6,333   | 37.25  |
| 44           | 5,086                           | 29.92  | 5,343   | 31.43  | 5,606   | 32.98  | 5,888   | 34.64  | 6,184   | 36.38  | 6,494   | 38.20  |
| 45           | 5,212                           | 30.66  | 5,474   | 32.20  | 5,748   | 33.81  | 6,035   | 35.50  | 6,338   | 37.28  | 6,656   | 39.15  |
| 46           | 5,346                           | 31.45  | 5,612   | 33.01  | 5,893   | 34.67  | 6,189   | 36.41  | 6,496   | 38.21  | 6,822   | 40.13  |
| 47           | 5,479                           | 32.23  | 5,754   | 33.84  | 6,041   | 35.53  | 6,342   | 37.30  | 6,657   | 39.16  | 6,989   | 41.11  |
| 48           | 5,615                           | 33.03  | 5,897   | 34.69  | 6,189   | 36.41  | 6,501   | 38.24  | 6,824   | 40.14  | 7,165   | 42.15  |
| 49           | 5,755                           | 33.85  | 6,042   | 35.54  | 6,345   | 37.33  | 6,663   | 39.19  | 6,996   | 41.16  | 7,346   | 43.21  |
| 50           | 5,899                           | 34.70  | 6,195   | 36.44  | 6,503   | 38.25  | 6,828   | 40.16  | 7,170   | 42.18  | 7,529   | 44.29  |

**\*AR 4141, 4241, 4341: LONGEVITY:** The employee must be a regular full-time or part-time employee of the ROP. Service years credited toward the longevity stipend must be continuous for an employee to receive the longevity stipend. Substitute employees, temporary employees, student workers, and career guidance specialists do not qualify for the ROP longevity stipend. Employees who have resigned from the ROP and then returned to work later may not combine total years of service to establish eligibility since the resignation date constitutes a break in service and results in a new start date for calculating total years served. A two percent stipend will start the first month after the employee's 14th, 19th, and 24th continuous service anniversary. The percentage will be computed on the employee's base monthly salary and/or hourly rate(s) of pay. Additional stipends will not be included for the calculation of the longevity stipend. For certificated and ten-month classified employees, the longevity stipend will be calculated for the regular school year and for summer assignments. **DOCTORATE:** An annual stipend will be awarded for an earned doctoral degree from an accredited university. The stipend is \$1,200 per year for the twelve-month employees and \$1,000 for ten-month employees. The stipend for part-time employees will be a **percentage** per year of the full stipend. The **percentage** for part-time certificated employees will be calculated on the actual weekly hours divided by thirty hours per week. The **percentage** for part-time classified employees will be calculated on the actual weekly hours divided by forty hours per week.

**BEGINNING RATES:** A new employee of North Orange County ROP shall be paid the rate shown in Step “1” in the range allocated to the job title of the hired position. If the new employee has directly related experience, the supervisor may request special authorization from the Superintendent to hire the employee in on Step “2” depending upon the employee’s qualifications.

**ADVANCEMENT WITHIN SCHEDULE:**

**Merit Advancement:** An employee may be considered for advancement through the salary ranges (Steps 1- 6) upon completion of the minimum length of service as specified in number 2 below. Advancement through the salary ranges may only be granted for continuous, meritorious, and efficient service, and continued improvement by the employee in the effective performance of the duties of the assigned position. A merit increase shall require the following:

1. The supervisor of the employee shall file with the Human Resources Manager a statement recommending the approval or denial of the merit increase, with written support for the recommendation.  
(See Performance Evaluation Section).
2. After the six-month probationary increase, advancement through the pay steps (1 through 6) shall be on the anniversary date of the initial probationary increase.
3. If an employee is denied advancement to the next higher step the supervisor may recommend advancement at any subsequent time. This recommendation shall follow the same steps and shall be subject to the same actions as provided in steps 1-2 above.

**Probation.** An employee initially appointed to a job classification shall serve a probationary period during which time the employee shall have an opportunity to demonstrate suitability for the job. The probationary period shall be six (6) months from the first of the month following employment. Under certain conditions, with the approval of the Human Resources Manager, the probationary period may be extended for an additional two months. The employee shall attain “regular” status upon successful completion of the probationary period. An initially appointed probationary employee shall not be entitled to appeal termination.

**Promotion.** When an employee is promoted to a position in a higher classification, the employee may be assigned to Step 1 in the appropriate range for the higher classification; provided, however, that if such employee is already being paid at a rate equal to or higher than Step 1, the employee may be placed in the step in that appropriate salary range as will grant the employee an increase of at least one (1), but no more than three (3) salary steps.

An employee promoted to a higher classification shall serve a probationary period during which time the employee shall have an opportunity to demonstrate suitability for the job. The probationary period shall be six (6) months from the 1st of the month of employment in the job classification. An employee shall attain permanent status in the higher class upon successful completion of the probationary period and be eligible for a merit increase. A permanent employee who is promoted to a higher classification and fails to satisfactorily complete the probationary period will be returned to the former classification.

**SHIFT DIFFERENTIAL:** A shift differential of \$25.00 per month shall be paid to classified employees assigned to the second or third shift who work four hours or more per day on a regularly assigned basis.

**PARLIAMENTARIAN STIPEND:** A \$25.00 per month stipend shall be paid to the Parliamentarian to the Board of Trustees.

**OVERTIME:** Authorized hours worked in excess of 40 hours per week shall be compensated at one and one-half the regular rate.

**PERFORMANCE EVALUATIONS:** North Orange County ROP shall maintain an employee performance evaluation rating system designed to give a fair evaluation of the quantity and quality of work performed by an employee.

1. The performance evaluation system shall include a diagnostic and objectives setting process at the beginning of the performance evaluation period.
2. Prior to the performance evaluation report becoming part of the employee’s personnel file, the supervisor and the employee must review the evaluation.
3. Performance evaluation reports shall be prepared and recorded in the employee’s personnel file for all regular full-time and regular part-time employees as follows:  
  - Probationary employees – evaluated at the third and fifth month and filed upon completion of the probationary period.
  - Regular employees – annually, one month prior to recommendation for merit step increase.
4. When a performance evaluation is recorded in the employee’s personnel file, a copy of the evaluation shall be given to the employee.
5. The performance evaluation shall be considered a confidential program record and the information shall not be disclosed except on a need-to-know basis as determined by management.



# CLASSIFIED JOB TITLES AND RANGES BY SERIES

## ACCOUNTING/BUSINESS SUPPORT

|                          |    |
|--------------------------|----|
| Accounting Assistant     | 27 |
| Accounting Technician    | 36 |
| Accounting Technician II | 40 |
| Fiscal Analyst           | 46 |

## ADMINISTRATIVE SERVICES SUPPORT

|                                  |    |
|----------------------------------|----|
| Human Resources Assistant        | 30 |
| Senior Human Resources Assistant | 36 |
| Human Resources Analyst          | 46 |

## ADMINISTRATIVE SUPPORT

|   |    |
|---|----|
| Instructional Programs Administrative Assistant | 36 |
| Marketing & Communications Specialist           | 46 |
| Executive Assistant I                           | 40 |
| Executive Assistant II                          | 43 |

## INSTRUCTIONAL SUPPORT

|                           |    |
|---------------------------|----|
| Instructional Assistant:  |    |
| Automotive                | 28 |
| Construction Trades       | 28 |
| Preschool                 | 28 |
| Instructional Technician: |    |
| Dental Occupations        | 23 |
| Nursing                   | 34 |

## MAINTENANCE SUPPORT

|                           |    |
|---------------------------|----|
| Maintenance Worker        | 23 |
| Custodian                 | 27 |
| Senior Maintenance Worker | 32 |
| Lead Operations           | 39 |

## PROGRAM SUPPORT

|                                       |    |
|---------------------------------------|----|
| Student Information Assistant         | 27 |
| Job Placement Specialist              | 32 |
| Student Information Technician        | 32 |
| Adult Education Programs Specialist   | 39 |
| Career Technical Education Specialist | 39 |
| Special Programs/Grants Liaison       | 46 |
| K12 Pathway Coordinator               | 50 |

## TECHNOLOGY SUPPORT

|                                     |    |
|-------------------------------------|----|
| Technical Support Specialist        | 34 |
| Senior Technical Support Specialist | 36 |
| Systems Specialist                  | 38 |
| Systems Analyst                     | 46 |

## HOURLY STUDENT WORKERS

|                                     |              |
|-------------------------------------|--------------|
| Student Worker                      | Minimum Wage |
| Special Populations Student Trainee | Minimum Wage |