

Mt. Diablo Unified School District
Clerical/Secretarial/Technical
Salary Schedule — 2023-24 Fiscal Year (2.5% Increase Effective July 1, 2023)

Position	Job Code	Range		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Academic Data Tech	ACADATATEC260	596	hourly rate	31.95	33.54	35.22	37.00	38.86	40.80
			annual (260 days)	66,454	69,759	73,256	76,965	80,824	84,854
Accountant	ACCOUNT260	519	hourly rate	25.25	26.53	27.85	29.24	30.72	32.23
			annual (260 days)	52,511	55,176	57,926	60,826	63,896	67,030
Accounting Technici	ACCTTEC260	525	hourly rate	25.71	27.02	28.37	29.80	31.27	32.82
			annual (260 days)	53,471	56,200	59,014	61,977	65,047	68,267
Administrative Secretary	ADMSEC1-26	491	hourly rate	23.20	24.34	25.56	26.84	28.19	29.61
			annual (260 days)	48,247	50,635	53,172	55,837	58,630	61,593
Administrative Secretary II	ADMSEC2-26	507	hourly rate	24.35	25.56	26.87	28.19	29.61	31.08
			annual (260 days)	50,656	53,172	55,880	58,630	61,593	64,642
Adult & Career Ed. Accountability Spec	ADACTAB260	522	hourly rate	25.50	26.77	28.12	29.51	31.00	32.54
			annual (260 days)	53,044	55,688	58,481	61,380	64,472	67,691
Adult & Career Ed. Accounting Spe	ADACTSP260	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
			annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Adult & Career Ed. Fiscal Analyst	ADFISAN260	522	hourly rate	25.50	26.77	28.12	29.51	31.00	32.54
			annual (260 days)	53,044	55,688	58,481	61,380	64,472	67,691
Adult Ed Student Infr	AESISSPEC260	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
			annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Adult School Office Manager	ADSOM260	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
			annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Attendance Secretary	ATTSEC238	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
			annual (238 days)	35,988	37,783	39,696	41,725	43,755	45,960
Attendance/Student Records Coor	ATTSRC260	491	hourly rate	23.20	24.34	25.56	26.84	28.19	29.61
			annual (260 days)	48,247	50,635	53,172	55,837	58,630	61,593
Bilingual Testing Program Technici	BILTEST228	508	hourly rate	24.44	25.64	26.94	28.28	29.69	31.19
			annual (228 days)	44,571	46,759	49,133	51,582	54,162	56,892
Bilingual Translator/Interpreter	BILTRAN228	508	hourly rate	24.44	25.64	26.94	28.28	29.69	31.19
			annual (228 days)	44,571	46,759	49,133	51,582	54,162	56,892
	BILTRAN260		annual (260 days)	50,827	53,321	56,029	58,822	61,764	64,877
Buyer	BUYER260	525	hourly rate	25.71	27.02	28.37	29.80	31.27	32.82
			annual (260 days)	53,471	56,200	59,014	61,977	65,047	68,267
Buyer, Lead	BUYERLD260	558	hourly rate	28.46	29.89	31.35	32.95	34.57	36.31
			annual (260 days)	59,206	62,169	65,218	68,544	71,912	75,515
Career/College Advisor	CARADV217	534	hourly rate	26.45	27.78	29.14	30.62	32.13	33.75
			annual (217 days)	45,909	48,222	50,588	53,151	55,784	58,596
Child Welfare & Attendance Liaisor	CHWLF238	508	hourly rate	24.44	25.64	26.94	28.28	29.69	31.19
			annual (238 days)	46,526	48,810	51,288	53,845	56,538	59,387
Communications Clerk	COMMCLK260	388	hourly rate	16.94	17.79	18.70	19.61	20.59	21.63
			annual (260 days)	35,242	37,012	38,888	40,785	42,832	44,985
Community Liaison	COMLIA260	508	hourly rate	24.44	25.64	26.94	28.28	29.69	31.19
			annual (260 days)	50,827	53,321	56,029	58,822	61,764	64,877
Community School Coordinator	COMSCSDO (SDO)	468	hourly rate	21.63	22.72	23.84	25.01	26.28	27.59
			annual (193 days)	33,393	35,086	36,811	38,615	40,578	42,604
	COMSC217		annual (217 days)	37,545	39,449	41,389	43,417	45,624	47,901
	COMSC238		annual (238 days)	41,179	43,267	45,394	47,619	50,039	52,537
Copy Machine Operator	COPY206	388	hourly rate	16.94	17.79	18.70	19.61	20.59	21.63
			annual (206 days)	27,922	29,325	30,811	32,314	33,936	35,642
Elementary School Secretary	ELEMSEC228	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
			annual (228 days)	34,475	36,195	38,028	39,972	41,916	44,029
Fiscal Analyst I	FISAN1-260	525	hourly rate	25.71	27.02	28.37	29.80	31.27	32.82
			annual (260 days)	53,471	56,200	59,014	61,977	65,047	68,267
Fiscal Analyst II	FISAN2-260	558	hourly rate	28.46	29.89	31.35	32.95	34.57	36.31
			annual (260 days)	59,206	62,169	65,218	68,544	71,912	75,515
High School Registrar	HSREG260	468	hourly rate	21.63	22.72	23.84	25.01	26.28	27.59
			annual (260 days)	44,985	47,266	49,587	52,021	54,664	57,393

High School Treasurer	468	hourly rate	21.63	22.72	23.84	25.01	26.28	27.59
HSTREAS238		annual (238 days)	41,179	43,267	45,391	47,619	50,039	52,537
Human Resources Assistant	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
HRAST260		annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Human Resources Assistant II	508	hourly rate	24.44	25.64	26.94	28.28	29.69	31.19
HRAST2-260		annual (260 days)	50,827	53,321	56,029	58,822	61,764	64,877
Human Resources Technician	522	hourly rate	25.50	26.77	28.12	29.51	31.00	32.54
HRTECH260		annual (260 days)	53,044	55,688	58,481	61,380	64,472	67,691
Instructional Media Assistant I	400	hourly rate	17.56	18.46	19.39	20.35	21.36	22.40
IMA1-238		annual (238 days)	33,431	35,148	36,924	38,739	40,671	42,642
Instructional Media Assistant II	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
IMA2-238		annual (238 days)	35,988	37,783	39,696	41,725	43,755	45,960
Instructional Media Assistant - War	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
IMAWHS260		annual (260 days)	39,314	41,276	43,365	45,582	47,799	50,209
Intermediate Account Clerk	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
INTACK260		annual (260 days)	39,314	41,276	43,365	45,582	47,799	50,209
Intermediate Typist Clerk	388	hourly rate	16.94	17.79	18.70	19.61	20.59	21.63
INTYP206		annual (206 days)	27,922	29,325	30,811	32,314	33,936	35,642
INTYP217		annual (217 days)	29,413	30,890	32,456	34,040	35,748	37,545
INTYP228		annual (228 days)	30,904	32,456	34,102	35,765	37,560	39,449
INTYP260		annual (260 days)	35,242	37,012	38,888	40,785	42,832	44,985
Mail Clerk	388	hourly rate	16.94	17.79	18.70	19.61	20.59	21.63
MAIL228		annual (228 days)	30,904	32,456	34,102	35,765	37,560	39,449
MAIL238		annual (238 days)	32,260	33,880	35,597	37,334	39,208	41,179
MAIL260		annual (260 days)	35,242	37,012	38,888	40,785	42,832	44,985
Mail Clerk/Courier	404	hourly rate	17.81	18.70	19.63	20.60	21.64	22.71
COUR260		annual (260 days)	37,054	38,888	40,828	42,853	45,007	47,245
Media Services Assistant I	433	hourly rate	19.43	20.41	21.45	22.49	23.62	24.81
MEDIA1-260		annual (260 days)	40,423	42,448	44,623	46,776	49,121	51,594
Media Services Assistant II	439	hourly rate	19.79	20.80	21.84	22.91	24.08	25.25
MEDIA2-260		annual (260 days)	41,169	43,258	45,433	47,650	50,081	52,520
NSHS Clerical Support	468	hourly rate	21.63	22.72	23.84	25.01	26.28	27.59
NSHCLER217		annual (217 days)	37,545	39,449	41,389	43,417	45,624	47,901
Payroll Analyst	596	hourly rate	31.95	33.54	35.22	37.00	38.86	40.80
PAYAN260		annual (260 days)	66,454	69,759	73,256	76,965	80,824	84,854
Principal Clerk	444	hourly rate	20.11	21.09	22.15	23.28	24.44	25.64
PRINCLK260		annual (260 days)	41,830	43,877	46,073	48,418	50,827	53,321
Principal School Office Manager	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
PRMOM228		annual (228 days)	40,570	42,552	44,721	46,890	49,283	51,751
PRMOM260		annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Print Computer/Equipment Oper	491	hourly rate	23.20	24.34	25.56	26.84	28.19	29.61
PRINTCO260		annual (260 days)	48,247	50,635	53,172	55,837	58,630	61,593
Print Shop Equipment Operator	458	hourly rate	20.97	22.04	23.13	24.28	25.50	26.77
PRINTOP260		annual (260 days)	43,618	45,838	48,119	50,507	53,044	55,688
Print Shop Finisher	388	hourly rate	16.94	17.79	18.70	19.61	20.59	21.63
PRINTFI260		annual (260 days)	35,242	37,012	38,888	40,785	42,832	44,985
Program Analyst	596	hourly rate	31.95	33.54	35.22	37.00	38.86	40.80
PROGAN260		annual (260 days)	66,454	69,759	73,256	76,965	80,824	84,854
School Office Manager	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
SOM217		annual (217 days)	38,613	40,499	42,563	44,627	46,905	49,254
SOM228		annual (228 days)	40,570	42,552	44,721	46,890	49,283	51,751
SOM238		annual (238 days)	42,350	44,418	46,682	48,946	51,444	54,020
SOM260		annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Secretary	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
SECTY217		annual (217 days)	32,812	34,449	36,193	38,044	39,894	41,905
SECTY228		annual (228 days)	34,475	36,195	38,028	39,972	41,916	44,029
SECTY260		annual (260 days)	39,314	41,276	43,365	45,582	47,799	50,209
Security Operations Dispatcher/Cle	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
SECDISP260		annual (260 days)	39,314	41,276	43,365	45,582	47,799	50,209
Senior Account Clerk	448	hourly rate	20.35	21.36	22.43	23.55	24.72	25.95
SRACK260		annual (260 days)	42,320	44,431	46,648	48,993	51,424	53,982

Senior Account Specialist EPSDT I	468	hourly rate	21.63	22.72	23.84	25.01	26.28	27.59
SRACSM238		annual (238 days)	41,179	43,267	45,394	47,619	50,039	52,537
SRACSM260		annual (260 days)	44,985	47,266	49,590	52,021	54,664	57,393
Senior School Office Manager	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
SRSOM260		annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Senior Secretary	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
SRSEC206		annual (206 days)	36,656	38,446	40,406	42,365	44,527	46,757
SRSEC238		annual (238 days)	42,350	44,418	46,682	48,946	51,444	54,020
SRSEC260		annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Senior Secretary Alt/Small School	477	hourly rate	22.24	23.33	24.52	25.71	27.02	28.37
SRSEC228AS		annual (228 days)	40,570	42,552	44,721	46,890	49,283	51,751
SRSEC260AS		annual (260 days)	46,264	48,524	50,997	53,471	56,200	59,014
Senior Typist Clerk	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
SRTYP228		annual (228 days)	34,475	36,195	38,028	39,972	41,916	44,029
SRTYP238		annual (238 days)	35,988	37,783	39,696	41,725	43,755	45,960
SRTYP260		annual (260 days)	39,314	41,276	43,365	45,582	47,799	50,209
SPED Student Info Sys Spec	507	hourly rate	24.35	25.56	26.87	28.19	29.61	31.08
SPSTUISS		annual (260 days)	50,656	53,172	55,880	58,630	61,593	64,642
Student Records Technician	507	hourly rate	24.35	25.56	26.87	28.19	29.61	31.08
STRECTECH		annual (260 days)	50,656	53,172	55,880	58,630	61,593	64,642
Student Resource Technician	424	hourly rate	18.90	19.84	20.85	21.91	22.98	24.14
STRES228		annual (228 days)	34,475	36,195	38,028	39,972	41,916	44,029
Switchboard Operator Receptionist	388	hourly rate	16.94	17.79	18.70	19.61	20.59	21.63
SWBRD260		annual (260 days)	35,242	37,012	38,888	40,785	42,832	44,985
Typist Clerk	356	hourly rate	15.38	16.14	16.94	17.79	18.70	19.62
TYPCLK206		annual (206 days)	25,338	26,605	27,922	29,325	30,811	32,334
Workers' Compensation Liaison	558	hourly rate	28.46	29.89	31.35	32.95	34.57	36.31
WCMPLIA260		annual (260 days)	59,206	62,169	65,218	68,544	71,912	75,515

Longevity plan provides for additional 3.5% at 10 years, and 3.5% each 4 years thereafter.

An 8-hour day/40-hour week is 1.0 FTE (Full-Time Equivalent); a 6-hour day/30-hour week is 0.75 FTE, etc.

Annual amounts, above, are based on 1.0 FTE, and a full year at the increased rate.

*Positions receive 12.5% differential for 3:00 p.m. to 11:00 p.m. or 11:00 p.m. to 7:00 a.m. shifts on weekdays and all weekend shifts per ¶ 83 (c) of the Agreement.

**As of January 1, 2022, no CST employee made less than \$15 per hour due to California minimum wage increase Board Approval Expected 9-28-22