

Mt. Diablo Unified School District
Clerical/Secretarial/Technical
2024-2025 Salary Schedule

(9% Increase Effective July 1, 2024)

Position	PCN	Range	Days per Yr	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Academic Data Technician	ACADATATEC260	596	hourly rate	35.51	37.28	39.16	41.14	43.21	45.37
			annual (260 days)	73,861	77,542	81,453	85,571	89,877	94,370
Accountant	ACCOUNT260	519	hourly rate	28.07	29.50	30.96	32.51	34.15	35.83
			annual (260 days)	58,386	61,360	64,397	67,621	71,032	74,526
Accounting Technician	ACCTTEC260	525	hourly rate	28.58	30.04	31.54	33.13	34.77	36.49
			annual (260 days)	59,446	62,483	65,603	68,910	72,322	75,899
Administrative Secretary	ADMSEC1-26	491	hourly rate	25.79	27.08	28.43	29.84	31.34	32.93
			annual (260 days)	53,643	56,326	59,134	62,067	65,187	68,494
Administrative Secretary II	ADMSEC2-26	507	hourly rate	27.09	28.43	29.87	31.34	32.93	34.55
			annual (260 days)	56,347	59,134	62,130	65,187	68,494	71,864
Adult & Career Ed. Accountability Specialist	ADACTAB260	522	hourly rate	28.35	29.77	31.26	32.81	34.45	36.19
			annual (260 days)	58,968	61,922	65,021	68,245	71,656	75,275
Adult & Career Ed. Accounting Specialist	ADACTSP260	477	hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
			annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Adult & Career Ed. Fiscal Analyst	ADFISAN260	522	hourly rate	28.35	29.77	31.26	32.81	34.45	36.19
			annual (260 days)	58,968	61,922	65,021	68,245	71,656	75,275
Adult Ed Student info Sys Spec	AESISPEC260	477	hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
			annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Adult School Office Manager	ADSOM260	477	hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
			annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Attendance Secretary	ATTSEC238	424	hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
			annual (238 days)	40,022	42,002	44,135	46,400	48,647	51,103
Attendance/Student Records Assistant	ATTSRA260	458	hourly rate	23.32	24.50	25.72	26.99	28.35	29.77
			annual (260 days)	48,506	50,960	53,498	56,139	58,968	61,922
Attendance/Student Records Coordinator	ATTSRC260	491	hourly rate	25.79	27.08	28.43	29.84	31.34	32.93
			annual (260 days)	53,643	56,326	59,134	62,067	65,187	68,494
Bilingual Testing Program Technician	BILTEST228	508	hourly rate	27.17	28.50	29.95	31.44	33.02	34.68
			annual (228 days)	49,558	51,984	54,629	57,347	60,228	63,256
Bilingual Translator/Interpreter	BILTRAN206 BILTRAN217 BILTRAN228 BILTRAN260	508	hourly rate	27.17	28.50	29.95	31.44	33.02	34.68
			annual (206 days)	44,776	46,968	49,358	51,813	54,417	57,153
			annual (217 days)	47,167	49,476	51,993	54,580	57,323	60,204
			annual (228 days)	49,558	51,984	54,629	57,347	60,228	63,256
	annual (260 days)	56,514	59,280	62,296	65,395	68,682	72,134		
Buyer	BUYER260	525	hourly rate	28.58	30.04	31.54	33.13	34.77	36.49
			annual (260 days)	59,446	62,483	65,603	68,910	72,322	75,899
Buyer, Lead	BUYERLD260	558	hourly rate	31.65	33.22	34.86	36.63	38.43	40.36
			annual (260 days)	65,832	69,098	72,509	76,190	79,934	83,949
Career/College Advisor	CARADV217	534	hourly rate	29.41	30.88	32.41	34.04	35.73	37.53
			annual (217 days)	51,056	53,608	56,264	59,093	62,027	65,152
Child Welfare & Attendance Liaison	CHWLF238	508	hourly rate	27.17	28.50	29.95	31.44	33.02	34.68
			annual (238 days)	51,732	54,264	57,025	59,862	62,870	66,031
Communications Clerk	COMMCLK260	388	hourly rate	18.84	19.78	20.79	21.80	22.89	24.05
			annual (260 days)	39,187	41,142	43,243	45,344	47,611	50,024
Community Liaison	COMLIA260	508	hourly rate	27.17	28.50	29.95	31.44	33.02	34.68
			annual (260 days)	56,514	59,280	62,296	65,395	68,682	72,134
Community School Coordinator	COMSCSDO (SDO) COMSC217 COMSC238	468	hourly rate	24.05	25.27	26.51	27.81	29.21	30.68
			annual (193 days)	37,133	39,017	40,931	42,939	45,100	47,370
			annual (217 days)	41,751	43,869	46,021	48,278	50,709	53,260
	annual (238 days)	45,791	48,114	50,475	52,950	55,616	58,415		
Copy Machine Operator	COPY206	388	hourly rate	18.84	19.78	20.79	21.80	22.89	24.05
			annual (206 days)	31,048	32,597	34,262	35,926	37,723	39,634
Elementary School Secretary	ELEMSEC228	424	hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
			annual (228 days)	38,340	40,237	42,280	44,451	46,603	48,956
Facilities Technician	FACTECHMO	525	hourly rate	28.58	30.04	31.54	33.13	34.77	36.49
			annual (260 days)	59,446	62,483	65,603	68,910	72,322	75,899
Fiscal Analyst I	FISANI-260	525	hourly rate	28.58	30.04	31.54	33.13	34.77	36.49
			annual (260 days)	59,446	62,483	65,603	68,910	72,322	75,899
Fiscal Analyst II	FISAN2-260	558	hourly rate	31.65	33.22	34.86	36.63	38.43	40.36
			annual (260 days)	65,832	69,098	72,509	76,190	79,934	83,949
Fiscal Operations Analyst	FISOPERAN	596	hourly rate	35.51	37.28	39.16	41.14	43.21	45.37
			annual (260 days)	73,861	77,542	81,453	85,571	89,877	94,370

High School Registrar	468		hourly rate	24.05	25.27	26.51	27.81	29.21	30.68
		HSREG238	annual (238 days)	45,791	48,114	50,475	52,950	55,616	58,415
		HSREG260	annual (260 days)	50,024	52,562	55,141	57,845	60,757	63,814
High School Treasurer	468		hourly rate	24.05	25.27	26.51	27.81	29.21	30.68
		HSREAS238	annual (238 days)	45,791	48,114	50,475	52,950	55,616	58,415
Human Resources Assistant	477		hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
		HRAST260	annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Human Resources Assistant II	508		hourly rate	27.17	28.50	29.95	31.44	33.02	34.68
		HRAST2-260	annual (260 days)	56,514	59,280	62,296	65,395	68,682	72,134
Human Resources Technician	522		hourly rate	28.35	29.77	31.26	32.81	34.45	36.19
		HRTECH260	annual (260 days)	58,968	61,922	65,021	68,245	71,656	75,275
Instructional Media Assistant I	400		hourly rate	19.52	20.52	21.56	22.63	23.75	24.91
		IMAI-238	annual (238 days)	37,166	39,070	41,050	43,088	45,220	47,429
Instructional Media Assitant II	424		hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
		IMA2-238	annual (238 days)	40,022	42,002	44,135	46,400	48,647	51,103
Instructional Media Assistant - Warehouse	424		hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
		IMAWHS260	annual (260 days)	43,722	45,885	48,214	50,690	53,144	55,827
Intermediate Account Clerk	424		hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
		INTACKL260	annual (260 days)	43,722	45,885	48,214	50,690	53,144	55,827
Intermediate Typist Clerk	388		hourly rate	18.84	19.78	20.79	21.80	22.89	24.05
		INTYP206	annual (206 days)	31,048	32,597	34,262	35,926	37,723	39,634
		INTYP217	annual (217 days)	32,706	34,338	36,091	37,845	39,737	41,751
		INTYP228	annual (228 days)	34,364	36,079	37,921	39,763	41,751	43,867
		INTYP260	annual (260 days)	39,187	41,142	43,243	45,344	47,611	50,024
Mail Clerk	388		hourly rate	18.84	19.78	20.79	21.80	22.89	24.05
		MAIL228	annual (228 days)	34,364	36,079	37,921	39,763	41,751	43,867
		MAIL238	annual (238 days)	35,871	37,661	39,584	41,507	43,583	45,791
		MAIL260	annual (260 days)	39,187	41,142	43,243	45,344	47,611	50,024
Mail Clerk/Courier	404		hourly rate	19.81	20.79	21.82	22.90	24.06	25.26
		COUR260	annual (260 days)	41,205	43,243	45,386	47,632	50,045	52,541
Media Services Assistant I	433		hourly rate	21.60	22.69	23.85	25.00	26.26	27.58
		MEDIA1-260	annual (260 days)	44,928	47,195	49,608	52,000	54,621	57,366
Media Services Assistant II	439		hourly rate	22.02	23.13	24.27	25.47	26.77	28.07
		MEDIA2-260	annual (260 days)	45,802	48,110	50,482	52,978	55,682	58,386
NSHS Clerical Support	468		hourly rate	24.05	25.27	26.51	27.81	29.21	30.68
		NSHCLER217	annual (217 days)	41,751	43,869	46,021	48,278	50,709	53,260
Payroll Analyst	596		hourly rate	35.51	37.28	39.16	41.14	43.21	45.37
		PAYAN260	annual (260 days)	73,861	77,542	81,453	85,571	89,877	94,370
Principal Clerk	444		hourly rate	22.36	23.45	24.62	25.88	27.17	28.50
		PRINCLK260	annual (260 days)	46,509	48,776	51,210	53,830	56,514	59,280
Principal School Office Manager	477		hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
		PRSOM228	annual (228 days)	45,089	47,315	49,722	52,130	54,793	57,529
		PRSOM238	annual (238 days)	47,067	49,390	51,903	54,416	57,196	60,052
		PRSOM260	annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Print Computer/Equipment Oper	491		hourly rate	25.79	27.08	28.43	29.84	31.34	32.93
		PRINTCO260	annual (260 days)	53,643	56,326	59,134	62,067	65,187	68,494
Print Shop Equipment Operator	458		hourly rate	23.32	24.50	25.72	26.99	28.35	29.77
		PRINTOP260	annual (260 days)	48,506	50,960	53,498	56,139	58,968	61,922
Print Shop Finisher	388		hourly rate	18.84	19.78	20.79	21.80	22.89	24.05
		PRINTFI260	annual (260 days)	39,187	41,142	43,243	45,344	47,611	50,024
Program Analyst	596		hourly rate	35.51	37.28	39.16	41.14	43.21	45.37
		PROGAN260	annual (260 days)	73,861	77,542	81,453	85,571	89,877	94,370
School Office Manager	477		hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
		SOM217	annual (217 days)	42,914	45,032	47,323	49,615	52,149	54,753
		SOM228	annual (228 days)	45,089	47,315	49,722	52,130	54,793	57,529
		SOM238	annual (238 days)	47,067	49,390	51,903	54,416	57,196	60,052
		SOM260	annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Secretary	424		hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
		SECTY217	annual (217 days)	36,491	38,296	40,240	42,306	44,355	46,594
		SECTY228	annual (228 days)	38,340	40,237	42,280	44,451	46,603	48,956
Security Operations Dispatcher/Clerk*	424		hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
		SECTY260	annual (260 days)	43,722	45,885	48,214	50,690	53,144	55,827
		SECDISP260	annual (260 days)	43,722	45,885	48,214	50,690	53,144	55,827
Senior Account Clerk	448		hourly rate			24.94	26.19	27.49	28.86
		SRACKL260	annual (260 days)			51,875	54,475	57,179	60,029
Senior Account Clerk EPSDT Medi-Cal	448		hourly rate	22.63	23.75	24.94	26.19	27.49	28.86
		SRACKL260	annual (260 days)	47,070	49,400	51,875	54,475	57,179	60,029
Senior Account Specilaist EPSDT Medi-Cal	468		hourly rate	24.05	25.27	26.51	27.81	29.21	30.68
		SRACSM238	annual (238 days)	45,791	48,114	50,475	52,950	55,616	58,415
		SRACSM260	annual (260 days)	50,024	52,562	55,141	57,845	60,757	63,814

Senior School Office Manager	477	hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
SRMOM260		annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Senior Secretary	477	hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
SRSEC206		annual (206 days)	40,739	42,749	44,924	47,100	49,506	51,978
SRSEC238		annual (238 days)	47,067	49,390	51,903	54,416	57,196	60,052
SRSEC260		annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Senior Secretary Alt/Small School	477	hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
SRSEC228AS		annual (228 days)	45,089	47,315	49,722	52,130	54,793	57,529
SRSEC260AS		annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Senior Typist Clerk	424	hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
SRTYP228		annual (228 days)	38,340	40,237	42,280	44,451	46,603	48,956
SRTYP238		annual (238 days)	40,022	42,002	44,135	46,400	48,647	51,103
SRTYP260		annual (260 days)	43,722	45,885	48,214	50,690	53,144	55,827
SPED Student Info Sys Spec	507	hourly rate	27.09	28.43	29.87	31.34	32.93	34.55
SPSTUISS		annual (260 days)	56,347	59,134	62,130	65,187	68,494	71,864
Student Records Technician	507	hourly rate	27.09	28.43	29.87	31.34	32.93	34.55
STRECTECH		annual (260 days)	56,347	59,134	62,130	65,187	68,494	71,864
Student Resource Technician	424	hourly rate	21.02	22.06	23.18	24.37	25.55	26.84
STRES228		annual (228 days)	38,340	40,237	42,280	44,451	46,603	48,956
Switchboard Operator Receptionist	388	hourly rate	18.84	19.78	20.79	21.80	22.89	24.05
SWBRD260		annual (260 days)	39,187	41,142	43,243	45,344	47,611	50,024
Typist Clerk	356	hourly rate	17.09	17.95	18.84	19.78	20.79	21.81
TYPCLK206		annual (206 days)	28,164	29,582	31,048	32,597	34,262	35,943
Use Permit Technician	477	hourly rate	24.72	25.94	27.26	28.58	30.04	31.54
USEPERMIT		annual (260 days)	51,418	53,955	56,701	59,446	62,483	65,603
Worker' Compensation Liaison	558	hourly rate	31.65	33.22	34.86	36.63	38.43	40.36
WCMPLIA260		annual (260 days)	65,832	69,098	72,509	76,190	79,934	83,949

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 3:00p.m. to 11:00p.m. or 11:00p.m. to 7:00a.m. shifts on weekdays and all weeks

**As of January 1, 2022, no CST employee made less than \$15 per hour due to California minimum wage increase.

PENDING BOARD APPROVAL