

## **Pay Levels and Job Classifications Form**

**Pay Level I- Unskilled**- Employee perform simple routine office work involving simple manual tasks. Employee work under direct, close supervision and is expected to use a minimum of independent judgment. No previous experience, education, or special skills required. Time may be available or study on the job. Minimal technical knowledge required.

Typical duties-Light typing, filing, general office help, answering phones, mailing, washing dishes, sweeping, stocking, taking notes for general courses

Types of positions-Clerk, receptionist, light to moderate custodial, general labor, stocking, cashier

Hourly Pay Range: \$7.15-\$7.30

**Pay Level II-Semiskilled**-Employee performs general and moderate secretarial work. Work is accomplished within well-defined procedures including verbal and written communication. Work is performed with limited supervision and requires some use of independent judgment and initiative. Requires some previous training or work experience. There is no time to study or do homework on the job. More technical knowledge requires. Some strenuous activity. Assists instructors and performs classroom duties.

Typical duties-Moderate typing and clerical work, washing and sterilizing equipment, setting up labs, grading objective and *scantron* tests, tutoring students in various class subjects. Unskilled labor. Some exertion or strenuous activity.

Types of positions-Moderate clerical, lab assistant, grader, tutor, specialized note taker, moderate to heavy custodial, groundskeeper, mail carrier, furniture mover, data entry person, and referee.

Hourly Pay Range: \$7.30-7.45

**Pay Level III-Skilled**-Employee performs complex secretarial or skilled administrative work that includes internal and external contacts and access to confidential information. Work is performed with little supervision and requires some independent judgment and initiative as well as responsibility for more than one function. Employee may be responsible for supervising no more than three other student employees.

Typical duties-May coordinate a specific department project from beginning to completion, does research on projects, responds to routine internal and external inquiries and gives information on areas requiring some policy interpretation, may coordinate activities of other student workers, counseling and advising peers, maintain and advise specific programs and programming in computing area.

Typical positions-Peer counselor, research assistant, working with or mixing hazardous chemicals, lifeguard, computing consultant, student training.

Hourly Pay Range-\$7.45-\$7.60

**Pay Level IV-Highly Skilled**-Employees perform highly skilled administrative work that includes considerable internal and external contacts and access to confidential information. Work is performed with little or no supervision and independent judgment, initiative and discretion are a prime factor in the performance of duties. Work requires extensive technical or specialized training in the first two or three years of college, technical school or business school. Employee may be responsible for supervising other student employees.

Typical duties-assisting in classroom instruction, skilled research work, consulting, analysis of data and trends.

Typical positions-lifeguard supervisor, student network administrator.

Computer related positions-because of the nature of the work, usually demand higher levels of pay based on students' expertise with work, level or skill and job requirements. The positions are usually categorized in Level IV.

Hourly Pay Range-\$7.60-\$7.75

### **Student Employment CWS/CE Earnings/Allocation Chart**

Note: This is based on a total of 34 weeks.

Hourly Rate	6 Hours Per week	8 Hours Per week	10 Hours Per week	12 Hours Per week	15 Hours Per week	20 Hours Per week
\$7.15	\$1,459	\$1,945	\$2,431	\$2,917	\$3,647	\$4,862
\$7.30	\$1,489	\$1,986	\$2,482	\$2,978	\$3,723	\$4,964
\$7.45	\$1,520	\$2,026	\$2,533	\$3,040	\$3,800	\$5,066
\$7.60	\$1550	\$2,067	\$2,584	\$3,101	\$3,876	\$5,168
\$7.75	\$1581	\$2,108	\$2,635	\$3,162	\$3,953	\$5,270