

Office and Administrative Support

| Job Code | Job Title | Pay Grade | Exempt or Non-Exempt | Annual Salary Range Minimum | Annual Salary Range Mid-Point | Annual Salary Range Maximum |
|----------|--------------------------------|-----------|----------------------|-----------------------------|-------------------------------|-----------------------------|
| 085 | Administrative Assistant I | 033 | NE | \$37,000 | \$44,400 | \$51,800 |
| 086 | Administrative Assistant II | 035 | NE | \$44,800 | \$53,700 | \$62,700 |
| 419 | Administrative Assistant III | 036 | E | \$49,300 | \$59,100 | \$69,000 |
| N005 | Administrative Assistant IV | 037 | E | \$54,200 | \$65,000 | \$75,900 |
| 407 | Administrative Specialist I | 036 | E | \$49,300 | \$59,100 | \$69,000 |
| 418 | Administrative Specialist II | 037 | E | \$54,200 | \$65,000 | \$75,900 |
| 443 | Administrative Specialist III | 038 | E | \$58,200 | \$72,800 | \$87,300 |
| N018 | Assoc Dir Administrative Ops | 042 | E | \$89,700 | \$116,600 | \$143,500 |
| 617 | Business Operations Coordtr | 038 | E | \$58,200 | \$72,800 | \$87,300 |
| N067 | Business Operations Manager II | 039 | E | \$65,200 | \$81,500 | \$97,800 |
| N068 | Business Operations Mngr III | 040 | E | \$73,000 | \$91,300 | \$109,500 |
| 100 | Coordinator 1 | 034 | NE | \$40,700 | \$48,800 | \$57,000 |
| 103 | Coordinator 2 | 035 | NE | \$44,800 | \$53,700 | \$62,700 |
| N104 | Dir Business Operations | 044 | E | \$116,500 | \$151,500 | \$186,400 |
| 107 | Executive Assistant 1 | 038 | E | \$58,200 | \$72,800 | \$87,300 |
| 417 | Executive Assistant 2 | 039 | E | \$65,200 | \$81,500 | \$97,800 |
| N196 | Mngr Administrative Ops | 040 | E | \$73,000 | \$91,300 | \$109,500 |
| N209 | Mngr Executive Administration | 041 | E | \$81,800 | \$102,300 | \$122,700 |
| N279 | Supv Business Operations | 038 | E | \$58,200 | \$72,800 | \$87,300 |

Salary Ranges Effective: January 1, 2024

Document Updated: January 10, 2024