Employee Classification & Pay Scale 2010-2011

COMMUNICATIONS SPECIALISTS - FIVE YEAR PLAN

GRADE	Communications Specialist 1 (CS1)			Communications Specialist 2 (CS2)			
STEP	CS1-A	CS1-B	CS1-C	CS2-A	CS2-B	CS2-C	CS2-D
Hourly	$13.86	$14.21	$14.57	$14.93	$15.30	$15.69	$16.08
Monthly	$2,402	$2,463	$2,525	$2,588	$2,652	$2,720	$2,787
Annually	$28,829	$29,557	$30,306	$31,054	$31,824	$32,635	$33,446
Requirements for Advancement*	Successful Completion of Training Program	Minimum 6 months of experience at the CS1-A level	Minimum 6 months of experience at the CS1-B level	Minimum 12 months of experience at the CS1-C level	Minimum 12 months of experience at the CS2-A level	Minimum 12 months of experience at the CS2-B level	Minimum 12 months of experience at the CS2-C level

* In addition to meeting the minimum months of service requirements, all advancements require a positive performance evaluation from the employee's Supervisor who will make a recommendation to the Executive Director. It is the employee's responsibility to contact their Supervisor to request advancement. An employee may be denied advancement and may be reduced to a lower Step or Grade upon sufficient grounds to indicate a failure to maintain a proper level of performance, attendance, or any other violation of established policies and procedures. Final approval for advancement rests with the Executive Director.

COMMUNICATIONS SUPERVISOR - THREE YEAR PLAN

GRADE	Communications Supervisor (CS4)		
STEP	CS4-A	CS4-B	CS4-C
Hourly	$18.86	$19.83	$20.80
Monthly	$3,269	$3,437	$3,605
Annually	$39,229	$41,246	$43,264
Requirements for Advancement*	Appointment by Executive Director	Minimum 12 months of experience at the CS4-A level	Minimum 12 months of experience at the CS4-B level