

**Mt. San Antonio Community College District**  
**Professional Experts Hourly Pay Schedule**  
Effective July 1, 2017

Job Category	Level I	Level II	Level III	Level IV	Level V
<b>Category I</b>					
Project Expert	15.00	25.00	35.00	N/A	N/A
Project Manager	45.00	50.00	55.00	N/A	N/A
Technical Expert	30.00	40.00	45.00	50.00	55.00
<b>Category II</b>					
Not-for-Credit-Instructor	25.00	35.00	45.00	55.00	60.00
Licensed Professionals	42.00	49.00	56.00	63.00	70.00
<b>Category III</b>					
Interpreter	25.00	31.00	37.00	43.00	49.00
Real Time Captioner	18.00	24.00	30.00	36.00	42.00
<b>Category IV</b>					
Project Administrator	60.00	70.00	80.00	90.00	100.00
Special Assignment Expert/Administrator	80.00	90.00	100.00	110.00	120.00

**Guidelines for Hiring a Professional Expert:**

- The Professional Expert exemption allows districts to go outside the classified service when the scope of the work is discrete, temporary, and requires expertise unavailable within the classified service. Professional Experts should be hired for a defined project, with specified start and end dates, and continued employment contingent upon continued demand and/or funding.
- Professional Experts are temporary employees. They are employed on an "as-needed" basis, subject to termination at will by either the District or the employee.
- Professional Experts cannot be employed to perform duties that have previously been exclusively performed by bargaining unit workers. Employment shall not result in the displacement of Classified personnel (EC§88003).
- Requires specialized knowledge, skills or expertise not generally required of, or found within, the existing classified service.

Job Category I	Brief Description
Project Expert, Project Manager, Technical Expert	<p>Requires a minimum to advanced level of specialized knowledge, skills and experience in the specific duties, responsibilities and functions of assigned project.</p> <ul style="list-style-type: none"> <li>• <u>Level I</u> – minimum level of specialized knowledge and expertise. Duties include a variety of advanced tasks pertaining to more complex work and/or skills. Must be capable of using independent judgment and able to serve as a lead to others who are less skilled as needed.</li> <li>• <u>Level II</u> - moderate level of specialized knowledge and expertise. Leadership and communication skills, use of independent judgment as needed, and knowledge of relevant college policies and procedures are required. May work independently.</li> <li>• <u>Level III</u> – advanced level of specialized knowledge and expertise. Must be able to manage, coordinate or oversee multiple complex tasks or assignments, provide guidance and leadership, and work independently as needed. Strong leadership and communication skills, regular use of discretion and independent judgment, and knowledge of relevant college policies and procedures are required.</li> </ul>

Job Category II	Brief Description
Not-for-Credit-Instructor	<p>Provides not-for-credit-instruction requiring a minimum to advanced level of professional expertise.</p> <ul style="list-style-type: none"> <li>• <u>Level I or II</u> – The minimum level of professional expertise is based upon Associate degree OR certification in the area of service OR the full-time equivalent of one year of related professional and/or occupational experience.</li> <li>• <u>Level III</u> - Mid-level professional expertise is based upon a Bachelor's degree related to the area of service and certification in the area of service OR a Bachelor's degree related to the area of service and the full-time equivalent of two years of related professional and/or occupational experience OR the full-time equivalent of five years of related professional and/or occupational experience.</li> <li>• <u>Level IV or V</u> - Advanced level of professional expertise based upon a graduate degree related to the area of service; OR a Bachelor's degree related to the area of service and advanced certification in the area of service OR the full-time equivalent of five years of related professional and/or occupational experience at an advanced level.</li> </ul>

Licensed Professionals	This job category includes, but is not limited to: Advanced Practice R.N., Licensed Marriage and Family Therapist, Licensed Clinical Psychologist, Licensed Clinical Social Worker, R.N. and Physician.
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Job Category III	Brief Description
Interpreter	Interpreters facilitate communication between Deaf, Hard-of-Hearing, Deaf-Blind, and hearing consumers. Hour pay level is based on the education, training, certifications, and years of experience of the incumbent.
Real Time Captioner	Must be proficient with experience in real-time transliteration. <b>NOTE: Check with DSPS</b>

Job Category IV	Brief Description
Project Administrator	Must be able to manage, coordinate or oversee multiple complex tasks or assignments, provide guidance and leadership, and work independently as needed. Strong leadership and communication skills, regular use of discretion and independent judgment, and knowledge of relevant college policies and procedures are required. Typically reports to an associate or executive-level administrator.
Special Assignment Expert/Administrator	Requires extensive specialized management-level knowledge, skills and experience in the specific functions and responsibilities of assignment. Typically, incumbent acts in the capacity of a mid-level director to executive-level administrator.

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**Professional Expert Positions in Support of Grant Funded  
Activities/Projects**

<u>Job Classification</u>	<u>Hourly Rate</u>	<u>Description</u>
Project Expert/Specialist	\$25.00	Responsible for performance of specific task(s) resulting in identified outcome(s) under direction of Project Manager/Coordinator
Project Coordinator	\$35.00	Responsible for one or more general aspects of a project under direction of Project Manager.
Project Manager	\$55.00	Responsible for overall direction of complex project.
Technical Expert I	\$35.00	Responsible for providing technical assistance to clients related to area of expertise.
Technical Expert II	\$45.00	Responsible for providing advanced technical assistance to clients related to area of expertise.
Technical Expert III	\$55.00	Responsible for providing advanced complex technical assistance to clients related to area of expertise.
Not-For-Credit-Instructor I	\$35.00	Provides not-for-credit-instruction requiring a minimum level of professional expertise based upon an Associate degree OR certification in the area of service OR the full-time equivalent of one year of related professional and/or occupational experience.
Not-For-Credit-Instructor II	\$45.00	Provides not-for-credit instruction requiring a moderate level of professional expertise based upon a Bachelor's degree related to the area of service and certification in the area of service OR a Bachelor's degree related to the area of service and the full-time equivalent of two years of related professional and/or occupational experience OR the full-time equivalent of five years of related professional and/or occupational experience.
Not-For-Credit-Instructor III	\$55.00	Provides not-for-credit instruction requiring advanced level of professional expertise based upon a graduate degree related to the area of service OR a Bachelor's degree related to the area of service and advanced certification in the area of service OR the full-time equivalent of five years of related professional and/or occupational experience at an advanced level.

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c: Hiring Guidelines for Short-Term Employees/Professional Expert Salary Schedule

# Professional Expert Salary Schedule

Effective January 1, 2016

Advanced Group Exercise Instructor I, II, III		23.75	30.00	34.25
Advanced Practice Registered Nurse				41.75
Air Traffic Control Instructor – Assistant				10.00
Aquatics Assistant I, II, III, IV V, VI, VII	10.00 11.00 12.00	13.00 14.00	15.00	16.00
Aquatics Summer Swim Program Assistant Coordinator				22.50
Aquatics Summer Swim Program Coordinator				24.00
Assessment Specialist				23.25
Athletic Injury Specialist I, II, III		22.00	26.00	30.00
Broadcast Master Control Operator I, II			10.75	12.50
Building Automation Support Specialist				25.00
Child Development Center Assistant				10.00
Child Development Center Associate I, II, III		10.00	10.50	11.00
Child Development Center Teacher I, II, III		10.75	11.25	11.75
Choreographer				20.00
Computer Services Training Specialist				14.75
Early Child Development Master Teacher I, II			13.50	14.00
EMS Licensing Examiner I, II, III		15.00	20.00	25.00
EMT Specialist				21.00
Equipment Technician				14.75
Event Supervisor I, II			11.75	13.75
Exercise Trainer Assistant I, II			10.00	10.75
Farm Specialist-Artificial Insemination				35.00
Federal Aviation Administration Certificated Lab Assistant				15.00
Fire Technology Equipment Aide I, II, III		11.00	11.50	12.50
Fiscal Services Consultant				97.32
Fitness Assessment Technician I, II			15.00	17.00
Fitness Trainer I, II			12.50	14.00
Game Day Personnel				10.00
Head Production Audio Engineer				50.00
Head Video Utility				50.00
Health Promotion Specialist				24.00
House Manager I, II			10.75	12.75
Human Resources EEO Consultant				87.00
Instrument Simulator Instructor				30.00
Interim Risk Manager				67.00
Interim Vice President, Human Resources				117.25
Interpreter I, II, III, IV, V	25.00 30.00	35.00	41.00	48.00
IT Project Manager				95.00
Lecturer				20.00
Lecturer-Fire Technology				37.50
Licensed Marriage and Family Therapist				41.75
Licensed Clinical Psychologist				49.00
Licensed Clinical Social Worker				41.75
Lifeguard				10.00
Master Class Instructor-Dance				25.00
Medical Assistant				15.00
Motorcycle Technician Specialist				20.00
Paralegal Accreditation Assistant or Program Clerk				17.00
Paramedic Specialist				27.00
Physician				61.75
Program Supervisor I, II			12.50	16.75
Project Administrator				60.00
Project Administrator, Special Assistant to the President				75.00
Project/Program Aide				20.00
Real Time Captioner I, II, III, IV, V	17.00 23.00	30.00	35.00	43.00
Recruiting Coordinator				25.00
Registered Nurse I, II			29.00	32.00
Registered Veterinary Technician				12.50
Research Aide				16.00
Sound Engineer I, II			14.50	20.00
Teaching Aide				13.50
Theatrical Rigger I, II			12.50	16.50
Tutorial Specialist I, II, III, IV	17.00	18.50	20.00	23.25
Video Jib Operator				60.00
Vision Mixer				50.00
Visiting Artist				45.00
Web Designer Specialist I, II, III		16.00	24.00	30.00

Wildlife Sanctuary Assistant			16.75
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LH/LR 6.26.2014/8.25.14/6.17.15, 1/5/16LR, 3/7/16, SH4/29/16, 6/22/16LR, 8/24/16 LR

c:HRS/Salary Schedules/Short-term/ProfessionalExpertSalarySchedules



**Mt. San Antonio Community College District****Short-Term Hourly Pay Schedule**

Effective July 1, 2017

Job Category	Level I	Level II	Level III	Level IV	Level V
Administrative Support	14.00	17.00	20.00	23.00	26.00
Athletics Support	11.00	12.00	13.00	14.00	15.00
Campus Safety Support	11.00	13.00	15.00	17.00	19.00
Campus Services	11.00	14.00	17.00	20.00	23.00
Fiscal Support	12.00	16.00	20.00	24.00	28.00
Instructional Support	11.00	13.00	15.00	17.00	19.00
Student Services Support	11.00	13.00	15.00	17.00	19.00
Technical Support	12.00	16.00	20.00	24.00	28.00

Job Category	Level I	Level II
Facilities Support – Custodial	15.00	20.00
Facilities Support – Grounds	18.00	23.00
Facilities Support – Maintenance	15.00	20.00

**HR Guidelines for Hiring a Short-Term Hourly Employee:**

- Short-term employee is any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuous basis. Employment shall not result in the displacement of Classified personnel (EC§88003).
- Short-term employee may not exceed 160 working days within the fiscal year. This is to be a cumulative figure, the sum being the combined days worked in all departments. Hiring managers must monitor and ensure employee does not work beyond 160 days regardless of hours worked in a day. Authorization to work an employee beyond the 160 days must be obtained prior to the extension.

Job Category	Brief Description
Administrative Support	On a temporary basis provides general clerical, secretarial, and administrative support assistance to various campus divisions, departments, and programs.
Athletics Support	On a temporary basis provides general assistance during athletic events.
Campus Safety Support	On a temporary basis provides campus safety assistance.
Campus Services	On a temporary basis provides assistance to areas supporting campus technical services.
Facilities Support	On a temporary basis provides assistance in the areas supporting facilities including custodial, grounds, and maintenance services.
Fiscal Support	On a temporary basis provides assistance to the fiscal operations.
Instructional Support	On a temporary basis provides services in support of instructional programs, divisions, and departments.
Student Services Support	On a temporary basis provides services in support of student services programs, divisions, and departments.
Technical Support	On a temporary basis provides technical assistance to divisions, departments, events and programs.

Level	Brief Description
Level I	Provides basic help for basic tasks and duties under supervision.
Level II	Some work experience in the particular job field is mandatory. Duties include responsibility for more complex functions and tasks. This level requires minimal direct supervision.
Level III	Requires experience and specialized knowledge. Duties include a variety of advanced tasks pertaining to more complex work and/or skills. Must be capable of using independent judgment and able to serve as a lead to others who are less skilled.
Level IV	Extensive experience required. Should have specialized knowledge or training for specific functions. Strongly independent judgment, leadership, and communication skills as well as knowledge of relevant College policies as necessary. May work independently.
Level V	Extensive experience required. Must have specialized and advanced knowledge for specific functions as well as judgment and problem solving skills. Must be able to handle complex tasks and provide guidance and leadership. Detailed knowledge of relevant College policies is necessary.





## Non- Represented (Short-term) Salary Schedule

Effective January 1, 2016

Accompanist/Librarian Aide			15.00
Account Aide I, II, III	11.25	11.75	12.25
Accounting Technician I, II, III	23.25	24.50	25.50
Activity Aid, Community Services			10.00
Activity Supervisor, Community Services			10.00
Administrative Aide			13.00
Admissions & Records Aide I, II		11.00	13.00
Admissions & Registration Technician			12.00
Aerobics Instructor – Beginning, Intermediate, Advanced	10.00	12.50	15.00
Air Conditioning & Heating Mechanic Aide			15.25
Assistant Farm Manager			14.00
Assistant Job Developer/Job Coach, DSP&S			10.50
Budget & Accounting Aide			13.00
Career & Transfer Services Aide I, II, III	10.50	12.50	14.50
Carpenter Aide			15.25
Caseworker Aide			12.00
Cashier I, II, III	10.00	11.00	12.00
Clerk Typist I, II, III	10.00	11.00	12.00
Computer Aide			13.50
Computer Aide Drafting (CAD) Lab Specialist			10.00
Computer Laboratory Assistant I, II, III	10.00	11.00	12.00
Computer Operator/Programmer Trainee			10.00
Computer Services Assistant			10.00
Computer Services Operations Scheduler			16.00
Construction Worker I, II		10.00	10.75
Counselor Aide			10.00
Custodial Aide			10.50
Custodial Services Coordinator			12.25
Data Electronics Technician Trainee			10.00
Disabled Students Aide			10.00
Documentation & Training Specialist			22.00
Driver			10.00
E.O.P.S. Outreach Aide			10.50
E.O.P.S. Tutorial/Peer Counselor Aide			10.00
Educational Advising Aide			17.25
Educational Technology Aide			21.00
Electrical Aide			15.25
Electronic Switchboard Operator I, II		10.50	10.75
Electronics Laboratory Specialist			11.50
Employment Specialist Aide			13.00
Environmental Specialist			54.25
Escort			10.00
Executive Administrative Liaison			23.25
Executive Secretary I, II, III	19.00	21.50	24.00
Financial Aid Application Reviewer I, II		10.00	10.50
Financial Aid Assistant			13.00
Fire Technology Equipment Aide I, II, III	11.00	11.50	12.50
General Campus Worker			10.00
General Clerical Worker			10.00
Graphics Aide			15.00
Graphics Publication Designer			27.00
Grounds Equipment Operator Aide I, II		10.00	11.50
Grounds Worker I, II, III	10.00	10.50	11.00
Help Desk Technician I, II, III	10.50	11.75	12.50
Human Resources Aide			16.25

Instructional Aide			10.00
Instructional Media Clerk II			11.75
Interpreter Trainee			18.00
Irrigation Technician			14.00
Job Developer Aide			15.50
Job Placement Aide – Disabled Students			17.25
Laboratory Assistant – Art			13.50
Laboratory Assistant – Biological Sciences			13.50
Laboratory Assistant – Business			13.50
Laboratory Assistant – Chemistry			13.50
Laboratory Assistant – Earth Sciences			13.50
Laboratory Assistant – Electronics			13.50
Laboratory Assistant – Health Careers Resource Center			13.50
Laboratory Assistant – Language			13.50
Laboratory Assistant – Mathematics & Computer Science			13.50
Laboratory Assistant – Medical Services			13.50
Laboratory Assistant – Photography			13.50
Laboratory Assistant – Physical Sciences & Engineering			13.50
Laboratory Assistant – Welding			13.50
Lead Aide, Telecommunications & Networking			20.00
Lead Air Conditioning & Heating Mechanic Aide			16.00
Lead Carpenter Aide			16.00
Lead Computer Aide			16.00
Lead Computer Laboratory Specialist			11.00
Lead Construction & Repair Aide			16.00
Lead Custodial Aide			11.75
Lead Electrical Aide			16.00
Lead Grounds Equipment Operator Aide			12.50
Lead Mechanical Aide			16.00
Lead Painter Aide			16.00
Lead Plumber Aide			16.00
Lead Technician, Technical Operations			20.00
Lead Warehouse Worker Aide			16.00
Learning Assistant			13.00
Learning Facilitator			12.00
Learning Resources Assistant			11.25
Library Aide I, II, III	10.50	11.50	12.50
Link Trainer Maintenance Technician			11.50
Locksmith Aide			15.25
Machine Tool Repair Technician			13.50
Mailroom Operator Aide			11.00
Management Quality System (MQS) Specialist			10.50
Mechanical Aide			15.25
Media Services Specialist I			11.25
Mid-Range Systems Aide			21.00
Model			25.00
Network Support Technician I, II, III	11.00	13.50	15.00
Nursing Assistant			19.00
Office Assistant, SBDC			12.00
Outreach Specialist			12.50
P.E. Equipment Aide I, II, III	11.00	11.50	12.50
Painter Aide			15.25
Paralegal Accreditation Assistant			17.00
Parking & Security Assistant			10.00
Parking Assistant Officer			12.00
Physician Assistant Coordinator			30.00
Plumber Aide			15.25
Preventative Maintenance, Plumber Aide			15.25

Preventative Maintenance, A/C & Heating Mechanic Aide			15.25
Printing Services Aide I, II		11.00	12.25
Project Coordinator/So. Cal Community College Consortium for Drug Prevention			20.75
Prosecution Specialist			15.00
Public Information Aide			12.00
Public Safety Aide			19.25
Publications Technician II, III		12.25	13.50
Purchasing Aide I, II		11.50	13.00
Reader Lab Assistant			10.00
Recreational Official			10.00
Registration Technician			10.00
Research Analyst/Technician, Wellness Services			16.00
Secretarial Aide			12.00
Senior Information Technology Specialist			40.00
Senior Instructional Analyst/Programmer			21.00
Senior Systems Analyst/Programmer Assistant			21.00
Senior Tool Keeper Aide			13.75
Skilled Trade Crafts Worker Aide			15.25
Specialist: Interpreting Services			17.25
Specialist: Job Development/Disabled Students			13.00
Sprinkler Repair Worker Aide			12.00
Staff Development Instructor			35.25
Staff Development Instructor/Coordinator			40.00
Staff Development Technology Mentor			28.25
Student Center Assistant			12.00
Student Intern			15.00
Study Skills Assistant I, II, III	10.50	11.50	12.50
Supervisor of Students (instruction or non-instruction)			10.00
Supplemental Instruction Leader			10.00
Systems Analyst/Programmer Assistant			17.75
Systems Analyst/Programmer Trainee			14.50
Systems Programmer Aide			21.00
Technician Aide III, Event Services			15.25
Technician I, Facilities			12.00
Technician III, Audio Visual Repair			15.25
Technician IV, Performing Arts Operations			17.75
Technician V, Data Electronics			19.00
Technician V, Voice Communications & Electronics			23.00
Test Administration Aide			11.50
Tool Crib/Stockroom Attendant			10.00
Tutor I, II, III, IV	10.00	10.75	11.50
Tutorial Assistant			11.00
Tutorial Facilitator			10.00
Vocational Outreach Aide			17.25
Warehouse Aide			11.25
Wildlife Sanctuary Aide I, II		10.00	10.50

6.26.14 LH/LR; Updated 9/11/14 effective 10/1/14 LR; Updated 7/9/15 LR; 12/10/15 LR; 1/5/16 LR  
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