

Mt. Diablo Unified School District
Confidential Unit
 2021-22 Fiscal Year (4% retroactive to July 1, 2021)

Position	Job Code	Range	Days per Year	Sample Career Increments												
				Step 1	Step 2	Step 3	Step 4	Step 5	Year 5	Year 8	Year 11	Year 14	Year 17	Year 20	Year 25	Year 30
Administrative Assistant (Conf.)	ADMASCTCF	552	hourly rate 260	27.49	28.88	30.33	31.83	33.44	33.77	34.11	34.44	34.80	35.14	35.84	36.57	37.29
				57,173	60,072	63,079	66,216	69,547	70,239	70,953	71,645	72,381	73,095	74,544	76,058	77,572
Admin. Asst. to Supt. (Conf.)	ADMASSTUP	576	hourly rate 260	29.59	31.06	32.62	34.25	35.96	36.33	36.69	37.06	37.42	37.79	38.55	39.32	40.11
				61,543	64,615	67,860	71,234	74,803	75,561	76,318	77,075	77,832	78,611	80,190	81,791	83,435
Admin. Asst. to Assoc. Supt. of Educational Services	ADMASSTES	576	hourly rate 260	29.59	31.06	32.62	34.25	35.96	36.33	36.69	37.06	37.42	37.79	38.55	39.32	40.11
				61,543	64,615	67,860	71,234	74,803	75,561	76,318	77,075	77,832	78,611	80,190	81,791	83,435
Administrative Secretary (Conf.)	ADMSECCF	520	hourly rate 260	24.95	26.19	27.49	28.86	30.33	30.63	30.94	31.24	31.55	31.88	32.51	33.17	33.82
				51,895	54,469	57,173	60,029	63,079	63,706	64,355	64,983	65,631	66,302	67,622	68,984	70,347
Admin. Secretary to Supt. (Conf.)	ADMSECSP	536	hourly rate 260	26.19	27.49	28.86	30.33	31.83	32.16	32.48	32.80	33.12	33.46	34.12	34.81	35.51
				54,469	57,173	60,029	63,079	66,216	66,886	67,557	68,227	68,898	69,590	70,975	72,402	73,852
Benefits Specialist	BENESPECCF	552	hourly rate 260	27.49	28.88	30.33	31.83	33.44	33.77	34.11	34.44	34.80	35.14	35.84	36.57	37.29
				57,173	60,072	63,079	66,216	69,547	70,239	70,953	71,645	72,381	73,095	74,544	76,058	77,572
Confidential Secretary	SECCF	504	hourly rate 260	23.76	24.95	26.19	27.50	28.86	29.15	29.44	29.73	30.04	30.34	30.94	31.55	32.19
				49,429	51,895	54,469	57,195	60,029	60,634	61,240	61,846	62,473	63,101	64,355	65,631	66,951
Employer/Employee Relations Specialist	EERSP	560	hourly rate 260	28.17	29.60	31.06	32.62	34.25	34.59	34.93	35.29	35.64	35.99	36.71	37.45	38.20
				58,601	61,565	64,615	67,860	71,234	71,948	72,662	73,397	74,133	74,868	76,361	77,897	79,454
Human Resource Analyst (Conf.)	HRANLCF	560	hourly rate 260	28.17	29.60	31.06	32.62	34.25	34.59	34.93	35.29	35.64	35.99	36.71	37.45	38.20
				58,601	61,565	64,615	67,860	71,234	71,948	72,662	73,397	74,133	74,868	76,361	77,897	79,454
Human Resources Analyst - Credentials	HRCREDANL	528	hourly rate 260	25.56	26.83	28.16	29.59	31.05	31.37	31.68	31.99	32.31	32.64	33.29	33.96	34.63
				53,171	55,811	58,579	61,543	64,593	65,242	65,891	66,540	67,211	67,881	69,244	70,628	72,035
Human Resources Specialist (Conf.)	HRSPCF	526	hourly rate 260	25.41	26.68	28.01	29.40	30.87	31.18	31.49	31.80	32.13	32.44	33.09	33.76	34.42
				52,847	55,486	58,255	61,154	64,204	64,853	65,502	66,151	66,821	67,470	68,833	70,217	71,602
Senior Admin. Assistant to Supt./ Communications Specialist	ADMASSTSP	633	hourly rate 260	35.21	36.94	38.81	40.73	42.78	43.20	43.64	44.08	44.51	44.96	45.85	46.78	47.70
				73,246	76,837	80,731	84,711	88,972	89,859	90,768	91,676	92,585	93,515	95,375	97,301	99,226
Senior Admin. Executive Assistant to the Superintendent	SRADMEXAST	633	hourly rate 260	35.21	36.94	38.81	40.73	42.78	43.20	43.64	44.08	44.51	44.96	45.85	46.78	47.70
				73,246	76,837	80,731	84,711	88,972	89,859	90,768	91,676	92,585	93,515	95,375	97,301	99,226
Public Info & Comm Relation	PUBINFOCOM	260	hourly rate	35.21	36.94	38.81	40.73	42.78	43.20	43.64	44.08	44.51	44.96	45.85	46.78	47.70
				73,246	76,837	80,731	84,711	88,972	89,859	90,768	91,676	92,585	93,515	95,375	97,301	99,226
Senior Human Resources Specialist (Conf.)	HRSRSPCF	536	hourly rate 260	26.19	27.49	28.86	30.33	31.83	32.16	32.48	32.80	33.12	33.46	34.12	34.81	35.51
				54,469	57,173	60,029	63,079	66,216	66,886	67,557	68,227	68,898	69,590	70,975	72,402	73,852
Workers' Compensation Specialist	WCOMPSPEC	560	hourly rate 260	28.17	29.60	31.06	32.62	34.25	34.59	34.93	35.29	35.64	35.99	36.71	37.45	38.20
				58,601	61,565	64,615	67,860	71,234	71,948	72,662	73,397	74,133	74,868	76,361	77,897	79,454

†"Year" refers to the beginning of the indicated year of service in the confidential unit in Mt. Diablo Unified School District. In the sample above, Year 5 reflects a 1% increment over Step 5. Years 8 through 17 reflect a 1% increment over the previous column; Year 20 reflects a 2% increment over Year 17. For each additional five years, an additional 2% will be added (e.g., at the beginning of Year 25, Year 30, etc.). The career increment percentages are applied to the individual employee's base salary; therefore, the figures in the sample above may not reflect the actual amount of the individual employee's career increment.