

Mt. Diablo Unified School District  
**Clerical/Secretarial/Technical**  
Salary Schedule — 2016-17 Fiscal Year  
(5% increase effective 7/1/16)

Position	Job Code	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Account Clerk		<b>400 hourly rate</b>	<b>15.02</b>	<b>15.77</b>	<b>16.57</b>	<b>17.39</b>	<b>18.26</b>	<b>19.15</b>
	ACCTCLK260	annual (260 days)	31,242	32,802	34,466	36,171	37,981	39,832
Accountant		<b>519 hourly rate</b>	<b>21.59</b>	<b>22.67</b>	<b>23.80</b>	<b>24.99</b>	<b>26.25</b>	<b>27.55</b>
	ACCOUNT260	annual (260 days)	44,907	47,154	49,504	51,979	54,600	57,304
Administrative Secretary		<b>491 hourly rate</b>	<b>19.83</b>	<b>20.80</b>	<b>21.85</b>	<b>22.94</b>	<b>24.09</b>	<b>25.29</b>
	ADMSEC1-26	annual (260 days)	41,246	43,264	45,448	47,715	50,107	52,603
Administrative Secretary II		<b>507 hourly rate</b>	<b>20.81</b>	<b>21.85</b>	<b>22.95</b>	<b>24.09</b>	<b>25.31</b>	<b>26.57</b>
	ADMSEC2-26	annual (260 days)	43,285	45,448	47,736	50,107	52,645	55,266
Adult & Career Ed. Accountability Specialist		<b>522 hourly rate</b>	<b>21.79</b>	<b>22.88</b>	<b>24.02</b>	<b>25.22</b>	<b>26.49</b>	<b>27.81</b>
	ADACTAB260	annual (260 days)	45,323	47,590	49,962	52,458	55,099	57,845
Adult & Career Ed. Accounting Specialist		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	ADACTSP260	annual (260 days)	39,541	41,475	43,597	45,698	48,027	50,419
Adult & Career Ed. Fiscal Analyst		<b>522 hourly rate</b>	<b>21.79</b>	<b>22.88</b>	<b>24.02</b>	<b>25.22</b>	<b>26.49</b>	<b>27.81</b>
	ADFISAN260	annual (260 days)	45,323	47,590	49,962	52,458	55,099	57,845
Adult Ed. Fiscal Specialist		<b>491 hourly rate</b>	<b>19.83</b>	<b>20.80</b>	<b>21.85</b>	<b>22.94</b>	<b>24.09</b>	<b>25.29</b>
	ADFISSP260	annual (260 days)	41,246	43,264	45,448	47,715	50,107	52,603
Adult School Office Manager		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	ADSOM260	annual (260 days)	39,541	41,475	43,597	45,698	48,027	50,419
Attendance Secretary		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	ATTSEC238	annual (238 days)	30,769	32,292	33,929	35,643	37,414	39,280
Attendance/Student Records Assistant		<b>458 hourly rate</b>	<b>17.93</b>	<b>18.83</b>	<b>19.77</b>	<b>20.75</b>	<b>21.79</b>	<b>22.88</b>
	ATTSTRA260	annual (260 days)	37,294	39,166	41,122	43,160	45,323	47,590
Attendance/Student Records Coordinator		<b>491 hourly rate</b>	<b>19.83</b>	<b>20.80</b>	<b>21.85</b>	<b>22.94</b>	<b>24.09</b>	<b>25.29</b>
	ATTSTRC260	annual (260 days)	41,246	43,264	45,448	47,715	50,107	52,603
AUTOCAD Drafter/Plan Room Technician		<b>558 hourly rate</b>	<b>24.33</b>	<b>25.55</b>	<b>26.81</b>	<b>28.16</b>	<b>29.55</b>	<b>31.04</b>
	AUTOCAD260	annual (260 days)	50,606	53,144	55,765	58,573	61,464	64,563
Bilingual Testing Program Technician		<b>508 hourly rate</b>	<b>20.90</b>	<b>21.91</b>	<b>23.02</b>	<b>24.17</b>	<b>25.38</b>	<b>26.66</b>
	BILTEST228	annual (228 days)	38,122	39,964	41,988	44,086	46,293	48,628
Bilingual Translator/Interpreter		<b>508 hourly rate</b>	<b>20.90</b>	<b>21.91</b>	<b>23.02</b>	<b>24.17</b>	<b>25.38</b>	<b>26.66</b>
	BILTRAN206	annual (206 days)	34,443	36,108	37,937	39,832	41,826	43,936
	BILTRAN217	annual (217 days)	36,282	38,036	39,963	41,959	44,060	46,282
	BILTRAN260	annual (260 days)	43,472	45,573	47,882	50,274	52,790	55,453
Buyer		<b>525 hourly rate</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>	<b>25.46</b>	<b>26.72</b>	<b>28.06</b>
	BUYER260	annual (260 days)	45,698	48,027	50,419	52,957	55,578	58,365
Buyer, Lead		<b>558 hourly rate</b>	<b>24.33</b>	<b>25.55</b>	<b>26.81</b>	<b>28.16</b>	<b>29.55</b>	<b>31.04</b>
	BUYERLD260	annual (260 days)	50,606	53,144	55,765	58,573	61,464	64,563
Career/College Advisor		<b>534 hourly rate</b>	<b>22.61</b>	<b>23.74</b>	<b>24.92</b>	<b>26.17</b>	<b>27.47</b>	<b>28.84</b>
	CARADV217	annual (217 days)	39,251	41,213	43,261	45,431	47,688	50,066
Child Welfare & Attendance Liaison		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	CHWLF238	annual (238 days)	36,195	37,966	39,908	41,831	43,963	46,153
Community Liaison		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	COMLIA260	annual (260 days)	39,541	41,475	43,597	45,698	48,027	50,419
Community School Coordinator		<b>468 hourly rate</b>	<b>18.48</b>	<b>19.41</b>	<b>20.38</b>	<b>21.38</b>	<b>22.46</b>	<b>23.58</b>
	COMSCSDO (SDO)	annual (193 days)	28,533	29,969	31,467	33,011	34,678	36,408
	COMSC217	annual (217 days)	32,081	33,696	35,380	37,116	38,991	40,935
	COMSC238	annual (238 days)	35,186	36,957	38,804	40,708	42,764	44,896
Computer Operator		<b>491 hourly rate</b>	<b>19.83</b>	<b>20.80</b>	<b>21.85</b>	<b>22.94</b>	<b>24.09</b>	<b>25.29</b>
	COMPOP260	annual (260 days)	41,246	43,264	45,448	47,715	50,107	52,603
Copy Machine Operator		<b>388 hourly rate</b>	<b>14.48</b>	<b>15.20</b>	<b>15.98</b>	<b>16.76</b>	<b>17.60</b>	<b>18.48</b>
	COPY206	annual (206 days)	23,863	25,050	26,335	27,620	29,005	30,455
Data Entry Clerk		<b>433 hourly rate</b>	<b>16.61</b>	<b>17.44</b>	<b>18.32</b>	<b>19.23</b>	<b>20.19</b>	<b>21.20</b>
	DATACLK260	annual (260 days)	34,549	36,275	38,106	39,998	41,995	44,096
Elementary School Secretary		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	ELEMSEC228	annual (228 days)	29,476	30,935	32,504	34,145	35,842	37,629
Fiscal Analyst I		<b>525 hourly rate</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>	<b>25.46</b>	<b>26.72</b>	<b>28.06</b>
	FISAN1-260	annual (260 days)	45,698	48,027	50,419	52,957	55,578	58,365

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Fiscal Analyst II		<b>558 hourly rate</b>	<b>24.33</b>	<b>25.55</b>	<b>26.81</b>	<b>28.16</b>	<b>29.55</b>	<b>31.04</b>
	FISAN2-260	annual (260 days)	50,606	53,144	55,765	58,573	61,464	64,563
Food Services Information Systems Coord.		<b>480 hourly rate</b>	<b>19.16</b>	<b>20.13</b>	<b>21.13</b>	<b>22.19</b>	<b>23.30</b>	<b>24.48</b>
	FSINFO238	annual (238 days)	36,481	38,328	40,232	42,250	44,363	46,610
Graphic Design Specialist		<b>491 hourly rate</b>	<b>19.83</b>	<b>20.80</b>	<b>21.85</b>	<b>22.94</b>	<b>24.09</b>	<b>25.29</b>
	GRAPHIC260	annual (260 days)	41,246	43,264	45,448	47,715	50,107	52,603
High School Registrar		<b>468 hourly rate</b>	<b>18.48</b>	<b>19.41</b>	<b>20.38</b>	<b>21.38</b>	<b>22.46</b>	<b>23.58</b>
	HSREG238	annual (238 days)	35,186	36,957	38,804	40,708	42,764	44,896
	HSREG260	annual (260 days)	38,438	40,373	42,390	44,470	46,717	49,046
High School Treasurer		<b>468 hourly rate</b>	<b>18.48</b>	<b>19.41</b>	<b>20.38</b>	<b>21.38</b>	<b>22.46</b>	<b>23.58</b>
	HSTREAS238	annual (238 days)	35,186	36,957	38,804	40,708	42,764	44,896
Instructional Media Assistant I		<b>400 hourly rate</b>	<b>15.02</b>	<b>15.77</b>	<b>16.57</b>	<b>17.39</b>	<b>18.26</b>	<b>19.15</b>
	IMA1-238	annual (238 days)	28,598	30,026	31,549	33,111	34,767	36,462
Instructional Media Assistant II		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	IMA2-238	annual (238 days)	30,769	32,292	33,929	35,643	37,414	39,280
Instructional Media Assistant - Warehouse		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	IMAWHS238	annual (238 days)	30,769	32,292	33,929	35,643	37,414	39,280
Intermediate Account Clerk		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	INTACLK260	annual (260 days)	33,613	35,277	37,066	38,938	40,872	42,910
Intermediate Typist Clerk		<b>388 hourly rate</b>	<b>14.48</b>	<b>15.20</b>	<b>15.98</b>	<b>16.76</b>	<b>17.60</b>	<b>18.48</b>
	INTYP206	annual (206 days)	23,863	25,050	26,335	27,620	29,005	30,455
	INTYP217	annual (217 days)	25,137	26,387	27,741	29,095	30,554	32,081
	INTYP228	annual (228 days)	26,412	27,725	29,148	30,570	32,102	33,708
	INTYP260	annual (260 days)	30,118	31,616	33,238	34,861	36,608	38,438
Mail Clerk		<b>388 hourly rate</b>	<b>14.48</b>	<b>15.20</b>	<b>15.98</b>	<b>16.76</b>	<b>17.60</b>	<b>18.48</b>
	MAIL228	annual (228 days)	26,412	27,725	29,148	30,570	32,102	33,708
	MAIL260	annual (260 days)	30,118	31,616	33,238	34,861	36,608	38,438
Media Services Assistant I		<b>433 hourly rate</b>	<b>16.61</b>	<b>17.44</b>	<b>18.32</b>	<b>19.23</b>	<b>20.19</b>	<b>21.20</b>
	MEDIA1-260	annual (260 days)	34,549	36,275	38,106	39,998	41,995	44,096
Media Services Assistant II		<b>439 hourly rate</b>	<b>16.92</b>	<b>17.77</b>	<b>18.66</b>	<b>19.58</b>	<b>20.57</b>	<b>21.59</b>
	MEDIA2-260	annual (260 days)	35,194	36,962	38,813	40,726	42,786	44,907
NSHS Clerical Support		<b>468 hourly rate</b>	<b>18.48</b>	<b>19.41</b>	<b>20.38</b>	<b>21.38</b>	<b>22.46</b>	<b>23.58</b>
	NSHCLER217	annual (217 days)	32,081	33,696	35,380	37,116	38,991	40,935
Payroll Analyst		<b>596 hourly rate</b>	<b>27.30</b>	<b>28.67</b>	<b>30.10</b>	<b>31.63</b>	<b>33.20</b>	<b>34.86</b>
	PAYAN260	annual (260 days)	56,784	59,634	62,608	65,790	69,056	72,509
Personnel Assistant		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	PERSAST260	annual (260 days)	39,541	41,475	43,597	45,698	48,027	50,419
Personnel Technician		<b>522 hourly rate</b>	<b>21.79</b>	<b>22.88</b>	<b>24.02</b>	<b>25.22</b>	<b>26.49</b>	<b>27.81</b>
	PERSTEC260	annual (260 days)	45,323	47,590	49,962	52,458	55,099	57,845
Phototypesetter		<b>457 hourly rate</b>	<b>17.87</b>	<b>18.76</b>	<b>19.70</b>	<b>20.69</b>	<b>21.74</b>	<b>22.82</b>
	PHOTOTY260	annual (260 days)	37,170	39,021	40,976	43,035	45,219	47,466
Principal Clerk		<b>444 hourly rate</b>	<b>17.19</b>	<b>18.03</b>	<b>18.93</b>	<b>19.89</b>	<b>20.90</b>	<b>21.91</b>
	PRINCLK260	annual (260 days)	35,755	37,502	39,374	41,371	43,472	45,573
Principal School Office Manager		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	PRSOM228	annual (228 days)	34,674	36,371	38,231	40,073	42,116	44,214
	PRSOM238	annual (238 days)	36,195	37,966	39,908	41,831	43,963	46,153
	PRSOM260	annual (260 days)	39,541	41,475	43,597	45,698	48,027	50,419
Print Computer/Equipment Oper		<b>491 hourly rate</b>	<b>19.83</b>	<b>20.80</b>	<b>21.85</b>	<b>22.94</b>	<b>24.09</b>	<b>25.29</b>
	PRINTCO260	annual (260 days)	41,246	43,264	45,448	47,715	50,107	52,603
Print Shop Equipment Operator		<b>458 hourly rate</b>	<b>17.93</b>	<b>18.83</b>	<b>19.77</b>	<b>20.75</b>	<b>21.79</b>	<b>22.88</b>
	PRINTOP260	annual (260 days)	37,294	39,166	41,122	43,160	45,323	47,590
Print Shop Finisher		<b>388 hourly rate</b>	<b>14.48</b>	<b>15.20</b>	<b>15.98</b>	<b>16.76</b>	<b>17.60</b>	<b>18.48</b>
	PRINTFI260	annual (260 days)	30,118	31,616	33,238	34,861	36,608	38,438
Program Analyst		<b>596 hourly rate</b>	<b>27.30</b>	<b>28.67</b>	<b>30.10</b>	<b>31.63</b>	<b>33.20</b>	<b>34.86</b>
	PROGAN260	annual (260 days)	56,784	59,634	62,608	65,790	69,056	72,509
Programmer Analyst		<b>596 hourly rate</b>	<b>27.30</b>	<b>28.67</b>	<b>30.10</b>	<b>31.63</b>	<b>33.20</b>	<b>34.86</b>
	PGMRAN260	annual (260 days)	56,784	59,634	62,608	65,790	69,056	72,509

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<b>School Office Manager</b>		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	SOM217	annual (217 days)	33,001	34,616	36,387	38,140	40,084	42,081
	SOM228	annual (228 days)	34,674	36,371	38,231	40,073	42,116	44,214
	SOM238	annual (238 days)	36,195	37,966	39,908	41,831	43,963	46,153
	SOM260	annual (260 days)	39,541	41,475	43,597	45,698	48,027	50,419
<b>Secretary</b>		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	SECTY217	annual (217 days)	28,054	29,443	30,936	32,498	34,112	35,814
	SECTY228	annual (228 days)	29,476	30,935	32,504	34,145	35,842	37,629
	SECTY260	annual (260 days)	33,613	35,277	37,066	38,938	40,872	42,910
<b>Security Operations Dispatcher/Clerk*</b>		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	SECDISP260	annual (260 days)	33,613	35,277	37,066	38,938	40,872	42,910
<b>Senior Account Clerk</b>		<b>448 hourly rate</b>	<b>17.39</b>	<b>18.26</b>	<b>19.16</b>	<b>20.13</b>	<b>21.13</b>	<b>22.19</b>
	SRACLK260	annual (260 days)	36,171	37,981	39,853	41,870	43,950	46,155
<b>Senior School Office Manager</b>		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	SRSOM260	annual (260 days)	39,541	41,475	43,597	45,698	48,027	50,419
<b>Senior Secretary</b>		<b>477 hourly rate</b>	<b>19.01</b>	<b>19.94</b>	<b>20.96</b>	<b>21.97</b>	<b>23.09</b>	<b>24.24</b>
	SRSEC206	annual (206 days)	31,328	32,861	34,542	36,207	38,052	39,948
	SRSEC238	annual (238 days)	36,195	37,966	39,908	41,831	43,963	46,153
	SRSEC260	annual (260 days)	39,541	41,475	43,597	45,698	48,027	50,419
<b>Senior Typist Clerk</b>		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	SRTYP238	annual (238 days)	30,769	32,292	33,929	35,643	37,414	39,280
	SRTYP260	annual (260 days)	33,613	35,277	37,066	38,938	40,872	42,910
<b>Student Resource Technician</b>		<b>424 hourly rate</b>	<b>16.16</b>	<b>16.96</b>	<b>17.82</b>	<b>18.72</b>	<b>19.65</b>	<b>20.63</b>
	STRES228	annual (228 days)	29,476	30,935	32,504	34,145	35,842	37,629
<b>Switchboard Operator Receptionist</b>		<b>388 hourly rate</b>	<b>14.48</b>	<b>15.20</b>	<b>15.98</b>	<b>16.76</b>	<b>17.60</b>	<b>18.48</b>
	SWBRD260	annual (260 days)	30,118	31,616	33,238	34,861	36,608	38,438
<b>Test Program Associate</b>		<b>558 hourly rate</b>	<b>24.33</b>	<b>25.55</b>	<b>26.81</b>	<b>28.16</b>	<b>29.55</b>	<b>31.04</b>
	TESTASO260	annual (260 days)	50,606	53,144	55,765	58,573	61,464	64,563
<b>Textbook &amp; Instructional Material Coord.</b>		<b>558 hourly rate</b>	<b>24.33</b>	<b>25.55</b>	<b>26.81</b>	<b>28.16</b>	<b>29.55</b>	<b>31.04</b>
	TXTCOR238	annual (238 days)	46,324	48,647	51,046	53,617	56,263	59,100
<b>Typist Clerk</b>		<b>356 hourly rate</b>	<b>13.14</b>	<b>13.80</b>	<b>14.48</b>	<b>15.20</b>	<b>15.98</b>	<b>16.77</b>
	TYPCLK206	annual (206 days)	21,655	22,742	23,863	25,050	26,335	27,637

Longevity plan provides for additional 3.5% at 10 years, and 3.5% each 4 years thereafter.

An 8-hour day/40-hour week is 1.0 FTE (Full-Time Equivalent); a 6-hour day/30-hour week is 0.75 FTE, etc.

Annual amounts, above, are based on 1.0 FTE, and a full year at the increased rate.

\*Positions receive 12.5% differential for 3:00 p.m. to 11:00 p.m. or 11:00 p.m. to 7:00 a.m. shifts on weekdays and all weekend shifts per ¶ 83 (c) of the Agreement.