

**PETALUMA CITY SCHOOLS
CONFIDENTIAL EMPLOYEE SALARY SCHEDULE
Effective 7/1/2023**

Position	Range		Step								Years of Service				
			I	II	III	IV	V	VI	VII	VIII	9-13	14-18	19-23	24-28	29-33
											2.50%	5.00%	7.50%	10.00%	12.50%
Human Resources Clerical Assistant	A	HOURLY	\$ 21.38	\$ 22.45	\$ 23.57	\$ 24.75	\$ 25.99	\$ 27.29	\$ 28.65	\$ 30.08	\$ 30.83	\$ 31.58	\$ 32.34	\$ 33.09	\$ 33.84
		ANNUALLY*	\$ 44,641	\$ 46,876	\$ 49,214	\$ 51,678	\$ 54,267	\$ 56,982	\$ 59,821	\$ 62,807	\$ 64,373	\$ 65,939	\$ 67,526	\$ 69,092	\$ 70,658
Human Resources Assistant	B	HOURLY	\$ 21.82	\$ 22.91	\$ 24.06	\$ 25.26	\$ 26.52	\$ 27.85	\$ 29.24	\$ 30.70	\$ 31.47	\$ 32.24	\$ 33.00	\$ 33.77	\$ 34.54
		ANNUALLY*	\$ 45,560	\$ 47,836	\$ 50,237	\$ 52,743	\$ 55,374	\$ 58,151	\$ 61,053	\$ 64,102	\$ 65,709	\$ 67,317	\$ 68,904	\$ 70,512	\$ 72,120
Superintendent's Staff Secretary	B	HOURLY	\$ 21.82	\$ 22.91	\$ 24.06	\$ 25.26	\$ 26.52	\$ 27.85	\$ 29.24	\$ 30.70	\$ 31.47	\$ 32.24	\$ 33.00	\$ 33.77	\$ 34.54
		ANNUALLY*	\$ 45,560	\$ 47,836	\$ 50,237	\$ 52,743	\$ 55,374	\$ 58,151	\$ 61,053	\$ 64,102	\$ 65,709	\$ 67,317	\$ 68,904	\$ 70,512	\$ 72,120
Human Resources Technician/Substitute Services	C	HOURLY	\$ 23.30	\$ 24.47	\$ 25.69	\$ 26.97	\$ 28.32	\$ 29.74	\$ 31.23	\$ 32.79	\$ 33.61	\$ 34.43	\$ 35.25	\$ 36.07	\$ 36.89
		ANNUALLY*	\$ 48,650	\$ 51,093	\$ 53,641	\$ 56,313	\$ 59,132	\$ 62,097	\$ 65,208	\$ 68,466	\$ 70,178	\$ 71,890	\$ 73,602	\$ 75,314	\$ 77,026
Human Resources Specialist	D	HOURLY	\$ 26.80	\$ 28.14	\$ 29.55	\$ 31.03	\$ 32.58	\$ 34.21	\$ 35.92	\$ 37.72	\$ 38.66	\$ 39.61	\$ 40.55	\$ 41.49	\$ 42.44
		ANNUALLY*	\$ 55,958	\$ 58,756	\$ 61,700	\$ 64,791	\$ 68,027	\$ 71,430	\$ 75,001	\$ 78,759	\$ 80,722	\$ 82,706	\$ 84,668	\$ 86,631	\$ 88,615
Human Resources Specialist II	E	HOURLY	\$ 31.43	\$ 33.00	\$ 34.65	\$ 36.38	\$ 38.20	\$ 40.11	\$ 42.12	\$ 44.23	\$ 45.34	\$ 46.44	\$ 47.55	\$ 48.65	\$ 49.76
		ANNUALLY*	\$ 65,626	\$ 68,904	\$ 72,349	\$ 75,961	\$ 79,762	\$ 83,750	\$ 87,947	\$ 92,352	\$ 94,670	\$ 96,967	\$ 99,284	\$ 101,581	\$ 103,899
Executive Assistant	F	HOURLY	\$ 34.90	\$ 36.65	\$ 38.48	\$ 40.40	\$ 42.42	\$ 44.54	\$ 46.77	\$ 49.11	\$ 50.34	\$ 51.57	\$ 52.79	\$ 54.02	\$ 55.25
		ANNUALLY*	\$ 72,871	\$ 76,525	\$ 80,346	\$ 84,355	\$ 88,573	\$ 93,000	\$ 97,656	\$ 102,542	\$ 105,110	\$ 107,678	\$ 110,226	\$ 112,794	\$ 115,362

*Number of work days can vary from 260-262 depending on the calendar each year.

Note : Hourly cells may round +/- .01 cent

For Confidential employees hired prior to July 1, 2021, they shall receive the following longevity increments at the start of each of these years:

8th Year	2.5% of salary
13th Year	5% of salary
18th Year	7.5% of salary
23rd Year	10% of salary
28th Year	12.5% of salary

For Confidential employees hired on or after to July 1, 2021, they shall receive the following longevity increments at the start of each of these years:

9th Year	2.5% of salary
14th Year	5% of salary
19th Year	7.5% of salary
24th Year	10% of salary
29th Year	12.5% of salary

Stipend: The Executive Assistant assigned by the Supt to provide greater support and assistance for Board Agenda planning, review and accuracy, and Board Policy Support fro Departments \$5000/year.

Adopted: 6/12/01 (supersedes BP 4231.3)

Revised: 5/9/2024

Board Approved: 5/14/2024