

WASHINGTON STATE UNIVERSITY
TEMPORARY EMPLOYMENT CLASSIFICATION AND COMPENSATION PLAN
EFFECTIVE JANUARY 1, 2017

		<u>TITLE</u> <u>CODES</u>	<u>WAGE RATES</u>	
			<u>Min.</u> <u>Rate</u>	<u>Max.</u> <u>Rate</u>
<u>TYPE OF WORK</u>				
<u>CLERICAL ASSISTANT</u> – Performs clerical support tasks.				
LEVELS:				
I	Duties are routine and repetitive in nature as detailed by supervisor’s instructions. Duties may include receptionist tasks (i.e., answering and routing phone calls, receiving and directing visitors to the proper personnel, etc.), retail selling, simple filing, shelving books or stocking shelves, typing or word processing, scheduling and handing out media equipment, and assisting lecturer clerically in preparing for coursework.	8001	\$ 11.00	\$ 14.37
II	Duties require exercising judgment under general supervision, as well as applying skill or knowledge of bookkeeping, cash handling, inventory procedures, library rules, word processing, shorthand, data entry, and equipment operation and minor maintenance/repair of media materials.	8002	\$ 11.00	\$16.46
III	Duties require independent judgment, including directing work of subordinates and/or performing complex clerical duties. Tasks may involve interpretation of university policies or regulations and/or administration of a project/program requiring specialized knowledge.	8003	\$ 11.00	\$ 18.56

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<u>TYPE OF WORK</u>				
<u>LECTURER (Non-Academic)</u> – Organizes and provides expertise to lead a non-credit or non-academic course. Positions may be paid on a piece rate basis.				
LEVELS:				
I	Under general supervision, provides expertise in a field of study that allows the incumbent to lead a non-academic course or workshop; seminar; and/or similar activity.	8017	\$ 11.00	\$22.49

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<u>PRECEPTOR</u> – Organizes and provides expertise to conduct a practice laboratory or lead an applied techniques course (i.e., aerobic dance/exercise, stained glass manufacture, etc.); tutor in a field of study; or proctor during a testing situation. Positions may be paid on a piece rate basis.				
LEVELS:				
I	Under general supervision, provides expertise in a field of study that allows the incumbent to tutor an individual or group. Has specialized knowledge contributing to proctoring during a test, assisting students in a practice laboratory, or leading an applied techniques course.	8019	\$ 11.00	\$21.18
II	Independently handles all responsibilities of directing subordinate tutors or a tutoring program; applies specialized knowledge to guide students and subordinates in a practice laboratory or applied techniques course; or directs testing procedures during a standardized test and directs subordinate proctors.	8020	\$11.00	\$29.83

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<u>TYPE OF WORK</u>				
<u>PROFESSIONAL WORKER</u> – Performs work which is predominantly original and creative in nature. Work is directly related to administrative, instructional/academic, or research programs. Positions in this classification may require a degree or equivalent experience. Both levels may be paid on a piece rate basis.				
I	Duties focus on research, analysis, and evaluative tasks requiring independent judgment or tasks of a specialized nature requiring technical knowledge or background experience.	8004	\$ 11.00	\$35.07
II	Duties involve the above plus may make significant decisions related to the development of policies, procedures and work methods that directly affect the outcome or production of the work. May direct the work of subordinates.	8005	\$11.00	\$56.03

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<u>TYPE OF WORK</u>				
<u>SERVICE WORKER</u> – Performs unskilled work primarily of a manual nature that provides comfort, cleanliness, safety, or care of buildings, facilities or grounds.				
LEVELS:				
I	Duties involve unskilled labor tasks that are routine and repetitive in nature. Minimal training is required to carry out assignments. Work is done under supervision.	8006	\$ 11.00	\$15.94
II	Duties involve semi-skilled labor that may require specialized training or licenses. Incumbents work under general supervision. Tasks of a specialized nature and moderate complexity may require incumbent to draw on experience and use judgment.	8007	\$ 11.00	\$17.77
III	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all lead or working supervisory positions).	8008	\$ 11.00	\$19.87

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<u>TYPE OF WORK</u>				
<u>SKILLED TRADES WORKER</u> – Performs skilled manual labor normally requiring a minimum of four years' experience and/or training.				
LEVELS:				
I	Work is performed under general supervision. Tasks require knowledge and experience in a variety of related areas; design, fabrication, installation, maintenance or repair work. Projects focus on equipment, parts, construction projects (both remodeling and new) or facilities.	8009	\$ 11.00	\$21.44
II	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all skilled trade lead and supervisory personnel)	8010	\$ 11.00	\$23.54

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<u>TECHNICAL ASSISTANT</u> – Performs assignments requiring special care or application of specialized knowledge gained through formal academic, technical or vocational training or experience. Positions are in direct support of administrative, professional or research staff.				
LEVELS:				
I	Duties are routine and repetitive and performed under supervision. Tasks may include working with animals, working with computers or other electronic equipment, washing glassware in a laboratory setting, greenhouse work for a research project, etc.	8011	\$ 11.00	\$18.56
II	Duties require independent actions, use of judgment and specific knowledge or experience in technical specialty (generally requiring two years’ experience in the specialty or comparable education). Incumbent works under general supervision. Tasks include assisting with research projects, operating computer systems, preparing materials for formal presentation or use in coursework, preparing laboratory materials for project or related coursework, etc.	8012	\$ 11.00	\$21.18
III	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates. Tasks have a high degree of complexity, including design & planning responsibilities.	8013	\$ 11.00	\$25.37