

WASHINGTON STATE UNIVERSITY
 TEMPORARY HOURLY CLASSIFICATION AND COMPENSATION PLAN
 EFFECTIVE July 1, 2022

<u>TYPE OF WORK</u>		<u>TITLE CODES</u>	<u>WAGE RATES</u>	
			<u>Min Rate</u>	<u>Max Rate</u>
<u>CLERICAL ASSISTANT</u> – Performs clerical, fiscal and administrative support tasks.				
LEVELS:				
I	Duties are routine and repetitive in nature as detailed by supervisor’s instructions. Duties may include answering phone calls, directing visitors, retail sales, general filing, shelving books, basic word processing and data entry, scheduling meetings and events, handing out equipment, and preparing coursework materials.	8001	\$14.49	\$21.46
II	Duties require exercising judgment under general supervision. Apply skill or knowledge of bookkeeping, cash handling, inventory procedures, library rules, word processing, data entry, equipment operation, event coordination, travel coordination, scheduling and general office support.	8002	\$14.49	\$23.65
III	Duties require using independent judgment to perform complex administrative or fiscal duties. May direct the work of others. Tasks include interpretation of university policies and administration of a project or program.	8003	\$14.49	\$26.75

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		<u>Rate</u>	<u>Rate</u>
<p><u>LECTURER (Non-Academic)</u> – Organizes and provides expertise to lead a non-credit or non-academic course. Has specialized knowledge through formal academic or technical education or experience. May require a degree.</p>			
<p>LEVELS:</p>			
I	Under general supervision, provide expertise in a field of study that allows the incumbent to lead a non-academic course, workshop, seminar or similar activity.	8017	\$14.49 \$37.79

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<p>PRECEPTOR – Organizes and provides expertise to conduct a practice laboratory, lead an applied techniques course, tutor in a field of study, proctor testing and grade coursework. Has specialized knowledge through formal academic education or experience. May require a degree.</p>				
<p>LEVELS:</p>				
I	Under general supervision, provide expertise in a field of study that allows the incumbent to tutor individuals or groups. Has specialized knowledge to proctor during testing, assist students in a practice laboratory, lead an applied techniques course or grade coursework.	8019	\$14.49	\$29.52
II	Independently handles responsibilities of a tutoring program, applies specialized knowledge to guide others in a practice laboratory or applied techniques course or directs procedures and proctoring for standardized testing. May direct the work of others.	8020	\$14.49	\$37.79

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<u>PROFESSIONAL WORKER</u> – Performs complex work which is original and creative in nature. Work is directly related to administrative, instructional, academic, or research programs. May require a degree or equivalent experience.				
I	Duties require exercising judgement to perform complex research, design and development of projects or studies, data collection, statistical or data analysis, and/or communications projects. Requires technical knowledge or experience.	8004	\$14.49	\$43.83
II	Duties require independent judgment and decision making related to the tasks above including development of policies, procedures and work methods that affect the outcome or production of the work. May direct the work of subordinates.	8005	\$14.49	\$67.58

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<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	\$14.49	\$21.96
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	\$14.49	\$24.23
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	\$14.49	\$26.75

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			<u>Rate</u>	<u>Rate</u>
 <u>SKILLED TRADES WORKER</u> – Performs skilled manual labor normally requiring a minimum of four years of 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 or facilities.	8009	\$14.49	\$28.11
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	\$14.49	\$30.27

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<p><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.</p>				
<p>LEVELS:</p>				
I	Duties are routine and repetitive and performed under supervision. Tasks may include working with animals, working with computers or electronic equipment, maintenance of laboratory equipment, comparing and reporting of data in support of research.	8011	\$14.49	\$26.10
II	Duties require independent actions, use of judgment and specific knowledge or experience in technical specialty, typically 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 coursework, preparing laboratory materials.	8012	\$14.49	\$31.03
III	Duties involve all of the above with full responsibility for work done. May direct the work of others. Tasks have a high degree of complexity, including design and planning responsibilities.	8013	\$14.49	\$35.88