

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
SHORT-TERM EMPLOYEES (SALARY SCHEDULE A)
Effective January 1, 2019**

Range	Classification	Pay Rate
Range 1:	SHORT-TERM EMPLOYEE - LEVEL I	12.00
Range 2:	SHORT-TERM EMPLOYEE - LEVEL II	13.25
Range 3:	SHORT-TERM EMPLOYEE - LEVEL III	15.00
Range 4:	SHORT-TERM EMPLOYEE - LEVEL IV	16.75
Range 5:	SHORT-TERM EMPLOYEE - LEVEL V	18.75
Range 6:	SHORT-TERM EMPLOYEE - LEVEL VI	21.00
Range 7:	SHORT-TERM EMPLOYEE - LEVEL VII	23.50
Range 8:	SHORT-TERM EMPLOYEE - LEVEL VIII	26.25
Range 9:	SHORT-TERM EMPLOYEE - LEVEL IX	29.50
Range 10:	SHORT-TERM EMPLOYEE - LEVEL X	33.00
Range 11:	SHORT-TERM EMPLOYEE - LEVEL XI	37.00

(For Board Approval 12/05/18)

Santa Clarita Community College District
Short-Term Employee Description
Effective January 1, 2019

SHORT-TERM EMPLOYEES

Short-term employees are employees who assist the office, department or classroom on a temporary basis and are not currently hired as College Assistants.

Short-term Employee I \$12.00	Entry-level work. Position requires minimal or some practical knowledge, skills, training and/or experience in an office, department or classroom setting. Supervisor will provide training. Provides basic support and assistance. Performs manual or clerical tasks and duties under direct supervision.
Short-term Employee II 13.25	General assistance in an office, department or classroom. Has basic and practical knowledge, skills, training and/or experience. Supervisor will provide minimal training. Performs manual and clerical tasks and duties with a small degree of difficulty under direct supervision.
Short-term Employee III 15.00	General assistance in an office, department or classroom. Has working knowledge, skills, training, and/or experience. Performs assigned tasks and duties with small degree of difficulty under direct supervision.
Short-term Employee IV 16.75	General assistance in an office, department or classroom. Has at least one specific well-developed skill or expertise. Supervisor will provide minimal training. Performs general and specific tasks and duties that have some degree of difficulty under minimal supervision.
Short-term Employee V 18.75	Provides general and specialized assistance in an office, department or classroom. Has specialized skills or expertise that do not require specialized training. Coordinates with the supervisor to perform general and specialized tasks and duties that have a greater degree of difficulty.
Short-term Employee VI 21.00	Provides specialized assistance in an office, department or classroom. Has specialized skills that require specialized training, primarily at the college level. Coordinates with the supervisor to perform specialized tasks and duties that have a high degree of difficulty.
Short-term Employee VII 23.50	Provides high level of specialized assistance in an office, department or classroom. Requires advanced specialized knowledge, skills, training and/or experience. Coordinates with the supervisor to perform advanced specialized tasks and duties that have a high degree of difficulty.
Short-term Employee VIII 26.25	Provides higher level of specialized assistance in an office, department or classroom. Requires more advanced specialized knowledge, skills, training and/or experience. Coordinates with the supervisor to perform more advanced specialized tasks and duties that have a high degree of difficulty.

Short-term Employee IX 29.50	Provides highest level of specialized assistance in an office, department or classroom. Requires the most advanced specialized knowledge, skills, training and/or experience. Coordinates with the supervisor to perform the most advanced specialized tasks and duties that have a high degree of difficulty.
Short-term Employee X 33.00	Provides professional work in an office, department or classroom. Requires certifications and/or technical skills at a higher level of the profession. Coordinates with the supervisor to perform work with a higher degree of difficulty that requires professional expertise or skills.
Short-term Employee XI 37.00	Provides professional and specialized work in an office, department or classroom. Requires certification and skills at the highest level of the profession. Provides lead and assistance to others who are less skilled in the work. Coordinates with the supervisor to perform work with the highest degree of difficulty that require professional expertise or skills.