

Unclassified Pay Rates for Temporary Employment

Effective: July 1, 2024

The Unclassified Pay Schedule is appropriate for temporary work that does not fall within the College's classification system. Unclassified temporary work should meet the following criteria:

- Work is expected to last for a short period of time; or
- Periodic employment which peaks or occurs at certain times of the year; or
- Intermittent work as needed with irregular or varying hours.

Temporary work similar in nature to other College positions will be in accordance with the Classified Salary schedule for the appropriate salary range. Placement will be at step 1 unless a salary exception is approved by the Vice Chancellor for Human Resources or designee.

Placement within the Unclassified pay salary range is based on job requirements such as degree of knowledge, skills and level of responsibility required, complexity of tasks, level of decision-making and degree of independence necessary for success.

General Support		Work is routine in nature and comprised of specific tasks and duties of a routine nature. Skill in routine tasks with basic knowledge of processes appropriate to assignment.	
Grade	Title	Rate Per Hour	Description
VD	Van Driver	\$14.35	May transport faculty, staff, or students.
CD	Courier Driver	\$14.35	Transports items.
MS	Maintenance Support	\$14.35	Assists in variety of duties related to routine maintenance.
ITHLP	Help Desk Student Assistant	\$14.35	Provide IT customer service at walk-up IT help desks in campus learning centers and Student Life centers.

Support Services		Work is composed of routine support tasks. Work is considered entry-level support with skills in routine tasks. Work is standardized with some knowledge of basic processes and procedures.	
Grade	Title	Rate Per Hour	Description
INSA	Instructional Aide	\$14.35	Performs various duties related to the support of assigned instructional area.
CLER	Office Aide	\$14.35	Performs various fundamental office support duties.

Access Assistant - Access and Disability Resources			
Grade	Title	Rate Per Hour	Description
ACCA 1	Access Assistant 1	\$14.35	<ul style="list-style-type: none"> • Create tactile models of diagrams in an accessible format during lecture. • Assist with object manipulation (Ex: moving items, performing step-by-step directions for experiments). • Verbally describe graphics or pictures used in the classroom. • Read and scribe exams. • Facilitate computer access for students who cannot operate a mouse. • Re-type classroom notes for access. <p>Job Requirement:</p> <p>A 12th grade reading level or completion of REA 112 or 2 successful semesters of college coursework.</p>
ACCA 2	Access Assistant 2	\$14.85 - \$15.35	<ul style="list-style-type: none"> • Create 3-D models and tactile diagrams that require an understanding of higher level STEM concepts during lecture. • Create accessible copy of board work provided to student in real time using computer generated math type or raised line drawings to enable the student to comprehend and complete STEM in class exercises. • Create notes and accessible graphics for homework and classroom access using specialized software and hardware such as math type and Pictures in a Flash (PIAF). • Assist with object manipulation (Ex: moving items, performing step-by-step directions for experiments) • Verbally describe graphics or pictures used in the classroom. • Read and scribe exams using language and STEM vocabulary and symbols. • Facilitate computer access for students who cannot operate a mouse. • Tracking or updating database information or records. • Provide tutorial and/or research assistance, computer lab assistance. • ADR office support assistance. • Provide information to students regarding college schedules, policies, procedures. <p>Job Requirements:</p> <p>A 12th grade reading level or completion of REA 112 or 2 successful semesters of college coursework. 200 level coursework in STEM or foreign languages.</p>

Tutors**				Provide one-on-one or small group instructional tutoring and assistance.
Grade	Title	Step	Rate Per Hour	Description
TUTR 0	Tutor 0 ASL Lab Staff 0	1	\$14.35	Not certified.
TUTR 1	Tutor 1 ASL Lab Staff 1	1	\$15.85	CRLA Certified Level 1 – Certification requires 10 hours of training and 25 hours of actual tutoring and it is recommended that New Tutors attain Level 1 during their first year.
TUTR 2	Tutor 2 ASL Lab Staff 2	1	\$17.35	CRLA Certified Level 2 – Requires 10 hours of training and 25 additional hours of tutoring
TUTR 3	Tutor 3 ASL Lab Staff 3	1	\$18.85	CRLA Certified Level 3 – Requires 10 hours of training and another 25 additional hours of tutoring (75 cumulative hours).

Interpreter – Access and Disability Resources			
Grade	Title	Rate Per Hour	Description
INTC	Interpreter C	\$28.47	Provisional C License
INTB	Interpreter B	\$30.86	Provisional B License
INTG	Interpreter General	\$50.00	General License
CART	Caption Writer	\$85.00	

Center for the Arts			
Grade	Title	Rate Per Hour	Description
EA1	Event Assistant	\$14.35	Duties include work relating to box office cashiering, monitor front-of-house activities and/or operation of technical theater equipment during Center for the Arts productions. These duties may include ticket sales and cash handling, monitoring ushers and audience, and/or sound/light board operation and stage crew.

Miscellaneous			
Grade	Title	Rate Per Hour	Description
ACC	Accompanist	\$18.00 - \$25.00	As part of a specific production.
AOT	Assistant Outreach Trainer	\$14.35	
CLMD	Classroom Model	\$14.35 - \$16.72	
CPR	CPR Instructor	\$17.20 - \$25.00	
EMT	EMT Instructor	\$17.20 - \$30.00	
FEDMW	Federal Temp Staff	\$17.20	Temporary staff working on Federal contract
PMI	Private Music Instructor	\$31.00	In courses that earn transfer credits for Music majors.
SPM	Student Peer Mentor	\$14.35	<p><u>An applicant for this position must be enrolled in at least one credit hour class to be eligible for this position</u></p> <ul style="list-style-type: none"> • Contacting students to register and/or confirm participation in a Connect U program; • Providing check-in and registration at each Connect U; • Leading a small group of new students in discussions and icebreakers; • Providing tours of the PCC campuses; • Helping students navigate their first steps in preparing for college, including answering questions about resources and the student experience at Pima; • Assisting students in setting up various digital resources such as MyPima, D2L, etc. • Following up with students after the Connect U program to
SAMB	Student Ambassador	\$14.35	<p><u>An applicant for this position must be enrolled in at least one credit hour class to be eligible for this position</u></p>

AIDC	Associate Instructional Designer	\$1,200 - \$4,000 Per assignment rate
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Performing Arts			
Grade	Title	Rate of Pay	Description
PACH	Choreographer	\$2200 - \$2500 per production	Responsible for preparing the cast on all aspects of movement, dance and music numbers requiring choreography.
PASD	Scenic Designer	\$1000 - \$1500 per production	The Scenic Designer is responsible for designing all visual scenic elements of production providing all needed: ground plans - elevations - detail drawings for scenery and properties.
PALD	Lighting Designer	\$750 - \$1500 per production	The lighting designer is responsible for the design, installation, and operation of the lighting and special electrical effects produces a light plot and all associated paperwork for the design including hook-ups, schedules, cut lists, and a cue synopsis.
PACD	Costume Designer	\$750 - \$1500 per production	The costume designer is responsible for the visual appearance of the actors by providing colored sketches and is responsible for the implementation of the costume design. This will include supervision of fittings, overseeing construction of built costumes and alteration of pulled and purchased costumes, and maintenance of shop equipment and supplies.
PASOD	Sound Designer	\$750 - \$1500 per production	The sound designer the designs for all pre-recorded music, sound effects, and the reinforcement of live voices, musical instruments and sound elements.
PAMD	Musical Director	\$2200 - \$2500 per production	Implements vocal rehearsals and musical vision for the annual main stage musical.
PADND	Dance Director	\$1600 per production	Oversees and/or implements the choreography, lighting, costumes, dance rehearsals, and artistic vision for biannual dance productions at the end of fall and spring semesters.
PADLD	Dance Lighting Director	\$1000 per production	Oversees all aspects of rigging, setting, testing, and coordinating the lighting for the three end-of-semester performances by the dance area each semester.

Production Assistant			Placement in a level and within the range is contingent on the type of experience and the level of assignment.
Grade	Title	Rate Per Hour	Description
PA1	Production Assistant I	\$14.35	Performs routine work in television production and online course development.
PA2	Production Assistant II	\$14.35 - \$15.00	Performs a higher level of work for television or online instruction. Duties include assisting with routine editing of data for course management system, basic graphic on line development, operating digital and still cameras, assisting with audio and lighting setups, non-linear editing and post-production work.
Project Professional			<p>Temporary project staff hired either on a contingent contract project arrangement, or for contracted projects, special projects or which grant necessitates the establishment of temporary functions that incorporate a mix of several levels of skills.</p> <p>Examples of such job assignments that are not covered by the College's compensation plan may include work activities in the Paramedic Program and Real-Time transcribers.</p> <p>Requests shall be made in writing from the Campus/site detailing the project, services to be provided, and the basis for determining pay for the rate/total the salary placement prior to the start of the assignment. All requests require approval by the Vice Chancellor for Human Resources or designee before the start date.</p>
Grade	Title	Rate Per Hour	Description
SPPRO	Special Project Professional	\$14.75 - \$25.00	Includes positions requiring a highly experienced expert in a distinct field with considerable depth of knowledge in theory and practice.
SPMGR	Special Project Manager	\$26.00 - \$50.00	Based on the degree of specialization in the profession, the breadth and depth of required proficiency, and level and extent of project accountability. Position should be responsible for development of major contracted special projects. Placement in the range is based on the degree of specialization in the field, breadth and depth of required proficiency, and the level and extent of accountability for the integration and coordination of a special contracted project.

Athletic Coaches			Coaching positions require the incumbent to possess a Bachelor's Degree. Head Coach All Sports.
Grade	Title	Rate	Description
HDCOI	Head Coach Internal	\$5000 per season	Filled by exempt employee
HDCOE	Head Coach External	\$2000 per month	Filled by external recruitment
ASCO	Head Coach Off Season	\$14.35 per hour	Off Season recruitment

Assistant Athletic Coaches			Duties include marketing and fundraising activities.
Level	Designation	Rate	Description
1	Level 1	<\$2,499	<ul style="list-style-type: none"> • Practices warm-up • Executes drill stations • Observes and Advises during games/matches
2	Level 2	\$2,500-\$3,999	<ul style="list-style-type: none"> • Monitors strength training • Executes drill stations • Assists in monitoring academic performance • Monitors conditioning • Advises during games/matches
3	Level 3	\$4,000-\$6,999	<ul style="list-style-type: none"> • Develops strength/conditioning programs • Creates drills and stations • Executes drill stations • Assists in monitoring academic performance • Advises Head Coach during games/matches • Mentors student athletes
4	Level 4	\$7,000-\$11,000	<ul style="list-style-type: none"> • Evaluates strength/conditioning progress • Creates drills and stations • Develops and evaluates practice plans • Executes drill stations • Monitors academic performance • Advises and strategizes with Head Coach during game/matches • Acts as Head Coach in Head Coach's absence • Advises and mentors student athletes

Professional Development Trainers / Facilitators			Provides short-term limited contracted training assignments to meet specific goals/needs of the department.
Grade	Title	Rate Per Hour	Description
PDTF	Trainers/Facilitator	\$35.00 - \$100.00	
WFT	Workforce Trainer	\$15.00 - \$30.00	

Faculty Supplemental Assignments			Provides short-term limited contracted training assignments to meet specific goals/needs of the department.
Grade	Title	Rate Per Hour	Description
ADJSA	Supplemental Assignment Adjunct Faculty	\$31.00	Non teaching assignment.
DCSAL	Department Chair	\$33.00	Non teaching assignment.
FACSA	Supplemental Assignment Regular Faculty	\$31.00	Non teaching assignment.

Adjunct Faculty and Full-Time Faculty Overload Rate		
<i>Tier 2 is a salary increase over the Tier 1 salary rate. Base salary and percentage increase is approved annually by the Governing Board.</i>		
Grade	Rate Per Load Hour	Description
FACOR		Effective Fall Semester 2023
Tier 1	\$1000.00	All newly hired, and those who have not completed Tier 2 requirements
Tier 2	5% more than the base load rate \$1050.00	Five (5) semesters of teaching OR 30 Load Hours in the past three (3) years AND nine (9) hours of professional development recorded in MyCareerCenter in the past three (3) years, including College Directed Training and refresher as required