

# Unclassified Pay Rates for Temporary Employment

**Effective: January 1, 2021**

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.

<b>General Support</b>		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.	
<b>Grade</b>	<b>Title</b>	<b>Rate Per Hour</b>	<b>Description</b>
<b>VD</b>	Van Driver	\$12.15	May transport faculty, staff, or students.
<b>CD</b>	Courier Driver	\$12.15	Transports items.
<b>MS</b>	Maintenance Support	\$12.15	Assists in variety of duties related to routine maintenance.
<b>ITHLP</b>	Help Desk Student Assistant	\$12.15	Provide IT customer service at walk-up IT help desks in campus learning centers and Student Life centers.

<b>Support Services</b>		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.	
<b>Grade</b>	<b>Title</b>	<b>Rate Per Hour</b>	<b>Description</b>
<b>INSA</b>	Instructional Aide	\$12.15	Performs various duties related to the support of assigned instructional area.
<b>CLER</b>	Office Aide	\$12.15	Performs various fundamental office support duties.

Access Assistant - Access and Disability Resources			
Grade	Title	Rate Per Hour	Description
ACCA1	Access Assistant 1	\$12.15	<ul style="list-style-type: none"> <li>• Create tactile models of diagrams in an accessible format during lecture.</li> <li>• Assist with object manipulation (Ex: moving items, performing step-by-step directions for experiments).</li> <li>• Verbally describe graphics or pictures used in the classroom.</li> <li>• Read and scribe exams.</li> <li>• Facilitate computer access for students who cannot operate a mouse.</li> <li>• Re-type classroom notes for access.</li> </ul> <p>Job Requirement:</p> <p>A 12th grade reading level or completion of REA 112 or 2 successful semesters of college coursework.</p>
ACCA2	Access Assistant 2	\$13.15 - \$14.00	<ul style="list-style-type: none"> <li>• Create 3-D models and tactile diagrams that require an understanding of higher level STEM concepts during lecture.</li> <li>• 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.</li> <li>• 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).</li> <li>• Assist with object manipulation (Ex: moving items, performing step-by-step directions for experiments)</li> <li>• Verbally describe graphics or pictures used in the classroom.</li> <li>• Read and scribe exams using language and STEM vocabulary and symbols.</li> <li>• Facilitate computer access for students who cannot operate a mouse.</li> <li>• Tracking or updating database information or records.</li> <li>• Provide tutorial and/or research assistance, computer lab assistance.</li> <li>• DSR office support assistance.</li> <li>• Provide information to students regarding college schedules, policies, procedures.</li> </ul> <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>

<b>Tutors**</b>				Provide one-on-one or small group instructional tutoring and assistance.
<b>Grade</b>	<b>Title</b>	<b>Step</b>	<b>Rate Per Hour</b>	<b>Description</b>
<b>TUTR 0</b>	Tutor 0	1	\$12.15	Not certified.
<b>TUTR 1</b>	Tutor 1	1	\$12.65	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.
<b>TUTR 2</b>	Tutor 2	1	\$13.15	CRLA Certified Level 2 – Requires 10 hours of training and 25 additional hours of tutoring
<b>TUTR 3</b>	Tutor 3	1	\$13.65	CRLA Certified Level 3 – Requires 10 hours of training and another 25 additional hours of tutoring (75 cumulative hours).

<b>Interpreter – Access and Disability Resources</b>			
<b>Grade</b>	<b>Title</b>	<b>Rate Per</b>	<b>Description</b>
<b>INTC</b>	Interpreter C	\$20.00	Provisional C License
<b>INTB</b>	Interpreter B	\$22.00	Provisional B License
<b>INTG</b>	Interpreter General	\$42.00	General License

<b>Center for the Arts</b>			
<b>Grade</b>	<b>Title</b>	<b>Rate Per Hour</b>	<b>Description</b>
<b>EAI</b>	Event Assistant	\$12.15	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.

<b>Miscellaneous</b>			
<b>Grade</b>	<b>Title</b>	<b>Rate Per Hour</b>	<b>Description</b>
<b>ACC</b>	Accompanist	\$18.00 - \$25.00	As part of a specific production.
<b>AOT</b>	Assistant Outreach Trainer	\$12.15	
<b>CLMD</b>	Classroom Model	\$12.15 - \$16.72	
<b>CPR</b>	CPR Instructor	\$12.15 - \$25.00	
<b>EMT</b>	EMT Instructor	\$12.15 - \$30.00	
<b>PMI</b>	Private Music Instructor	\$31.00	In courses that earn transfer credits for Music majors.
<b>SPM</b>	Student Peer Mentor	\$12.15	<ul style="list-style-type: none"> <li>• Contacting students to register and/or confirm participation in a Connect U program;</li> <li>• Providing check-in and registration at each Connect U;</li> <li>• Leading a small group of new students in discussions and icebreakers;</li> <li>• Providing tours of the PCC campuses;</li> <li>• Helping students navigate their first steps in preparing for college, including answering questions about resources and the student experience at Pima;</li> <li>• Assisting students in setting up various digital resources such as MyPima, D2L, etc.</li> <li>• Following up with students after the Connect U program to answer questions.</li> </ul>
<b>SAMB</b>	Student Ambassador	\$12.15	<ul style="list-style-type: none"> <li>• Distributes information and assists with development and delivery of workshops.</li> </ul>

<b>Performing Arts</b>			
<b>Grade</b>	<b>Title</b>	<b>Rate of Pay</b>	<b>Description</b>
<b>PACH</b>	Choreographer	\$2200 - \$2500 per production	Responsible for preparing the cast on all aspects of movement, dance and music numbers requiring choreography.
<b>PASD</b>	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.
<b>PALD</b>	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.
<b>PACD</b>	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.
<b>PASOD</b>	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.
<b>PAMD</b>	Musical Director	\$2200 - \$2500 per production	Implements vocal rehearsals and musical vision for the annual main stage musical.
<b>PADND</b>	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.
<b>PADLD</b>	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.

<b>Production Assistant</b>			Placement in a level and within the range is contingent on the type of experience and the level of assignment.
<b>Grade</b>	<b>Title</b>	<b>Rate Per Hour</b>	<b>Description</b>
<b>PA1</b>	Production Assistant I	\$12.15	Performs routine work in television production and online course development.
<b>PA2</b>	Production Assistant II	\$12.15 - \$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.
<b>Project Professional</b>			<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 <b>prior to the start of the assignment.</b>  <b>All requests require approval by the Vice Chancellor for Human Resources or designee before the start date.</b></p>
<b>Grade</b>	<b>Title</b>	<b>Rate Per Hour</b>	<b>Description</b>
<b>SPPRO</b>	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.
<b>SPMGR</b>	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.

<b>Athletic Coaches</b>			Coaching positions require the incumbent to possess a Bachelor's Degree. Head Coach All Sports.
<b>Grade</b>	<b>Title</b>	<b>Rate</b>	<b>Description</b>
<b>HDCOI</b>	Head Coach Internal	\$5000 per season	Filled by exempt employee.
<b>HDCOE</b>	Head Coach External	\$2000 per month	Filled by external recruitment.
<b>ASCO</b>	Head Coach Off Season	\$12.15 per hour	Off Season recruitment

<b>Assistant Athletic Coaches</b>			Duties include marketing and fundraising activities.
<b>Level</b>	<b>Designation</b>	<b>Rate</b>	<b>Description</b>
<b>1</b>	Level 1	<\$2,499	Practices warm-up Executes drill stations Observes and Advises during games/matches
<b>2</b>	Level 2	\$2,500- \$3,999	Monitors strength training Executes drill stations Assists in monitoring academic performance Monitors conditioning Advises during games/matches
<b>3</b>	Level 3	\$4,000- \$6,999	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
<b>4</b>	Level 4	\$7,000- \$11,000	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

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

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

<b>Adjunct Faculty Rate</b>			
<b>Grade</b>	<b>Title</b>	<b>Rate Per Load Hour</b>	<b>Description</b>
<b>FACOR</b>	Adjunct Faculty	\$844.00	<b>Effective Fall Semester 2020</b>