

SALARY ADMINISTRATION

A classified employee's salary is based on the pay grade assigned to the Civil Service classification to which he/she is assigned. Each position is allocated based on job duties. Pay grades are assigned to each classified position and include a minimum and a maximum salary.

Classified positions are evaluated on the following factors to determine the classification and pay range: education, experience, organizational control, persons contacted, purpose of the contacts, complexity, responsibility, physical demands, and hazards.