

Office of Human Resources  
Paul M. Cholak, Chief Personnel Officer

**SUBJECT:        AUTHORIZE THE 2004-2005 SALARY SCHEDULE AND SALARY  
                  INCREASE FOR ADMINISTRATIVE ASSISTANTS TO SCHOOL  
                  BOARD MEMBERS**

**COMMITTEE:    LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL  
                  SERVICES**

It is recommended that the 2004-2005 Salary Schedule and corresponding salary increase for Administrative Assistants to School Board Members be authorized effective July 1, 2004. Eligible incumbents will be advanced one step on each of the aforementioned dates.

A copy of the 2004-2005 salary schedule for Administrative Assistants to School Board Members is attached for your approval.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize:

1. the recommended 2004-2005 Salary Schedule for Administrative Assistants to School Board Members, and
2. eligible incumbents to advance one step effective July 1, 2004.

PMC:la

**ADMINISTRATIVE ASSISTANT TO THE SCHOOL BOARD MEMBERS**

**SALARY SCHEDULE (X1)  
2004-2005**

Effective July 1, 2004

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11*</u>
\$49,122	\$51,085	\$53,128	\$55,248	\$57,219	\$59,757	\$62,147	\$64,512	\$67,093	\$71,938	\$73,018

Supplement for Administrative Assistant to School Board Chair.....\$3,000.

\*Step 11 exceeds Step 10 by \$1,080