

Office of Human Resources
Marjorie H. Adler, Chief Personnel Officer

SUBJECT: 1. AUTHORIZE THE 2003-2004 SALARY SCHEDULES FOR ADMINISTRATIVE ASSISTANTS TO SCHOOL BOARD MEMBERS

2. AUTHORIZE SALARY INCREASES

COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES

It is recommended that the 2003-2004 Salary Schedules for Administrative Assistants to School Board Members be authorized effective August 21, 2003 and January 2, 2004. The top step of the Salary Schedules for Administrative Assistants to School Board Members will be increased by \$1,080 on August 21, 2003 and \$1,080 on January 2, 2004. Eligible incumbents will be advanced one step on each of the aforementioned dates.

A copy of the 2003-2004 salary schedules 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 2003-2004 Salary Schedules for Administrative Assistant to School Board Members; and
2. eligible incumbents to advance one step effective August 21, 2003 and one step effective January 2, 2004.

MHA:rm

ADMINISTRATIVE ASSISTANT TO THE SCHOOL BOARD MEMBERS

**SALARY SCHEDULE (X1)
2003-2004**

Effective August 21, 2003

<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>
\$49,122	\$51,085	\$53,128	\$55,248	\$57,219	\$59,757	\$62,147	\$64,512	\$67,093	\$70,858

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

ADMINISTRATIVE ASSISTANT TO THE SCHOOL BOARD MEMBERS

**SALARY SCHEDULE (X1)
2003-2004**

Effective January 2, 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>
\$49,122	\$51,085	\$53,128	\$55,248	\$57,219	\$59,757	\$62,147	\$64,512	\$67,093	\$71,938

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