

Dr. Dawn M. Baglos, Chief Human Capital Officer
Office of Human Capital Management

**SUBJECT: COMPENSATION ADJUSTMENTS FOR CONFIDENTIAL EXEMPT
PERSONNEL**

COMMITTEE: PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT

**LINK TO STRATEGIC
PLAN: HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

Pursuant to Board Policy 4120.01, Confidential Exempt Personnel (CEP) Classification Plan, compensation adjustments must be approved by the Board.

Recognizing the work of our CEP and in accordance with the new Florida requirement that the minimum wage for all employees be \$15.00 per hour, the following compensation adjustments are recommended for 2022-2023:

- Revise the CEP salary schedules to increase the salary ranges for all paygrades and increase the base salary of all CEP employees by 2.25% or to the new minimum salary, whichever is greater.

RECOMMENDED: That The School Board of Miami-Dade County, Florida approve the revised CEP salary schedules and an increase in the base salary of all CEP employees by 2.25% or to the new minimum salary, whichever is greater, effective July 1, 2022.

CONFIDENTIAL EXEMPT PERSONNEL
(XO) SALARY SCHEDULE ~~2019-2020~~ 2022-2023 (250 DAYS PAID)
Effective July 1, ~~2021~~ 2022

PAY GRADE	MINIMUM	MAXIMUM
1	\$31,000 \$24,068	\$54,479
2	\$33,000 \$26,211	\$60,535
3	\$35,000 \$28,982	\$66,586
4	\$40,000 \$30,356	\$72,641
5	\$45,000 \$33,548	\$78,692

Pay Grade	Job Title	Job Code
ADMINISTRATIVE ASSISTANT JOB FAMILY		
1	Department Administrative Assistant	7500
2	District Administrative Assistant	7501
3	Senior Administrative Assistant	7502
4	Administrative Assistant to Cabinet Member	7503
5	Administrative Assistant to Superintendent of Schools	7504
DISTRICT JOB FAMILY		
1	Department Specialist	7521
1	DCOM Specialist	7522
2	Senior DCOM Specialist	7523
2	Police Communication Specialist	7524
2	Educational Incentives Payment Specialist	7537
3	Administrative Specialist	7525
3	Property Audit Specialist	7526
3	Translation Specialist	7527
4	Legal Specialist	7528
4	Fiscal Specialist	7529
4	Senior Property Specialist	7536
SCHOOL BOARD JOB FAMILY		
1	School Board Receptionist	7530
5	Administrative Secretary to the School Board	7531
5	School Board Clerk	7532
5	Recording Secretary to the School Board	7533
5	Recording Secretary /Historian	7534
5	School Board Office Manager	7535