

The University Corporation at Monterey Bay

Salary Grade Guidelines/ Salary Schedule

Effective September 1, 2021

Board Approved December 2, 2021

	Minimum	Salary 2nd quartile (25th percentile to midpoint/50th percentile) (calculated)	Midpoint - Salary	Salary 3rd quartile (midpoint/50th percentile to 75th percentile)	Maximum					
	First - Annual	Second - Salary	Midpoint - Salary	Third - Salary	Fourth - Salary	First - Hourly	Second - Hourly	Midpoint - Hourly	Third - Hourly	Fourth - Hourly
1	\$32,240	\$34,476	\$38,306	\$42,137	\$45,967	\$15.50	\$16.96	\$18.42	\$20.26	\$22.10
2	\$33,710	\$37,924	\$42,137	\$46,351	\$50,564	\$16.21	\$20.26	\$20.26	\$22.28	\$24.31
3	\$38,278	\$43,063	\$47,847	\$52,632	\$57,416	\$18.40	\$23.00	\$23.00	\$25.30	\$27.60
4	\$43,466	\$48,899	\$54,332	\$59,765	\$65,198	\$20.90	\$26.12	\$26.12	\$28.73	\$31.35
5	\$49,356	\$55,526	\$61,695	\$67,865	\$74,034	\$23.73	\$29.66	\$29.66	\$32.63	\$35.59
6	\$56,045	\$63,051	\$70,056	\$77,062	\$84,067	\$26.94	\$33.68	\$33.68	\$37.05	\$40.42
7	\$63,640	\$71,595	\$79,550	\$87,505	\$95,460	\$30.60	\$38.25	\$38.25	\$42.07	\$45.89
8	\$73,422	\$82,600	\$91,778	\$100,956	\$110,134	\$35.30	\$44.12	\$44.12	\$48.54	\$52.95
9	\$86,065	\$96,823	\$107,581	\$118,339	\$129,097	\$41.38	\$51.72	\$51.72	\$56.89	\$62.07
10	\$100,883	\$113,494	\$126,104	\$138,715	\$151,325	\$48.50	\$60.63	\$60.63	\$66.69	\$72.75
11	\$118,254	\$133,036	\$147,818	\$162,600	\$177,382	\$56.85	\$71.07	\$71.07	\$78.17	\$85.28
12	\$138,616	\$155,943	\$173,270	\$190,597	\$207,924	\$66.64	\$83.30	\$83.30	\$91.63	\$99.96

BEGINNING JANUARY 1, 2023, CA MINIMUM WAGE IS \$15.50 (NON-EXEMPT) AND \$64,480 (EXEMPT). RATES WILL BE IN ACCORDANCE WITH STATE LAW.

Annual rates are calculated on 2080 hours per year

KEY	EXPLANATION
*	Employees in grades 1-3 cannot be exempt
4a	Employees in grade 4a receive commission. Thus hourly rate is a combination of base rate and commission.
4b	Employees in grade 4b receive annual non-taxable housing and meal plan

Benefited Employee Position Matrix								
Grade	Range	Education & Experience	Supervision	Job Complexity	Planning Time/Amount	Skills & Abilities	Decision Making	Contacts
1	Refer to Current Salary Grades	Read and understand basic instructions, use ordinary arithmetic and requires basic knowledge of English. Up to 1 year of experience required.	Receives detailed instructions on all work.	Works on assignments that are routine in nature where ability to follow pre-established guidelines and procedures is required.	A person in this position plans their own workload. A person in this position plans on a weekly basis.	Language: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Math/Science: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.	Position duties involve providing counsel and information used in the decision making process, but do not involve making decisions or recommendations.	Internal: Immediate associates External: No external contacts except students
2	Refer to Current Salary Grades	One or two specialized courses or specialized training, vocational courses or technical training such as a series of courses resulting in certification. Up to 1 year of experience required.	Receives general instructions on routine work and detailed instructions on new assignments from Manager/Supervisor. Does not supervise other employees but may give direction to student assistants.	Works on assignments that are semi-routine in nature where ability to recognize deviation from accepted practice is required.	A person in this position plans their own workload. A person in this position plans on a monthly basis.	Language: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve providing counsel and information used in the decision making process, but do not involve making decisions or recommendations.	Internal: Immediate associates, campus departments External: Includes students and vendors
3	Refer to Current Salary Grades	Additional training and certification equivalent to an AA degree. 1 - 2 years of experience required.	Receives general instructions on routine work and detailed instructions on new assignments.	Wide variety of routine tasks that involve some choice of action within limits.	A person in this position plans their own workload. A person in this position plans on a monthly basis.	Language: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve providing counsel and information used in the decision making process, but do not involve making decisions or recommendations.	Internal: Immediate associates, campus departments External: Includes students, parents, agencies and vendors
4	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field. Equivalent to a Bachelor's degree and 2 to 5 years of experience.	Normally receives no instructions on routine work, general instructions on new assignments. May supervise and provide direction to student assistants, volunteers, and other staff. Spends considerable time instructing, assigning, check, and determining utilization of work force, equipment and operating methods.	Non routine tasks within general procedures and guidelines, and that involve the analysis and solution of complex problems based upon facts, within broad policies and objective guidelines.	A person in this position plans their own workload. A person in this position plans projects with a month to six-month time span.	Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to use multiple software programs. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve providing counsel and information, and also involve making some recommendations.	Internal: Immediate associates, campus departments External: Includes students, parents, agencies and vendors

5	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field. Equivalent to a Bachelor's degree and 2 to 5 years of experience.	Supervises tutors, mentors, volunteers, Student Assistants, and other staff. Exercises direct supervision. Spends considerable time in instructing, assigning, checking and maintaining the flow of work. Has latitude in planning and determining utilization of the work force, equipment and operating methods.	Non routine tasks within general procedures and guidelines, and that involve the analysis and solution of complex problems based upon facts, within broad policies and objective guidelines.	A person in this position plans their own workload. A person in this position plans projects with a month to six-month time span.	Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to use multiple software programs. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve providing counsel and information, and also involve making some recommendations.	Internal: Immediate associates, campus departments External: Includes students, parents, agencies and vendors
6	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field. Equivalent to a Bachelor's degree and 2 to 5 years of experience.	Supervises tutors, mentors, volunteers, Student Assistants, and other staff. Exercises direct supervision. Spends considerable time in instructing, assigning, checking and maintaining the flow of work. Has latitude in planning and determining utilization of the work force, equipment and operating methods.	Works on assignments that are more complex in nature where judgment and initiative are required in resolving problems and making routine recommendations.	A person in this position plans their own workload. A person in this position plans projects with a six month to one-year time span.	Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to use multiple software programs. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve making some decisions and making many recommendations.	Internal: Immediate associates, campus departments External: Includes students, parents, agencies and vendors
7	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field. Equivalent to a Bachelor's degree and 2 to 5 years of experience.	Supervises tutors, mentors, volunteers, Student Assistants, and other staff. Exercises direct supervision. Spends considerable time in instructing, assigning, checking and maintaining the flow of work. Has latitude in planning and determining utilization of the work force, equipment and operating methods.	Works on assignments that are more complex in nature where judgment and initiative are required in resolving problems and making routine recommendations.	A person in this position plans their own workload and the work of one or more people in the work unit or department, or for a single project.	Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to use multiple software programs. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve making some decisions and making many recommendations.	Internal: Immediate associates, campus departments, routine presentations to campus, regular committee involvement External: Includes students, parents, agencies and vendors
8	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field. Equivalent to a Bachelor's degree and 2 to 5 years of experience.		Works on assignments that are more complex in nature where judgment and initiative are required in resolving problems and making routine recommendations.	A person in this position plans their own workload and the work of one or more people in the work unit or department, or for a single project. A person in this position plans projects with a six month to one-year time span.	Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to use multiple software programs. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve making frequent decisions and frequent recommendations. I make decisions and take actions that are later subject to review.	Internal: Immediate associates, campus departments, routine presentations to campus, regular committee involvement External: Includes students, parents, agencies and vendors

9	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field. Equivalent to a Bachelor's degree and 2 to 5 years of experience.		Problems are undefined and their symptoms may be vague. Requires considerable analysis to define all aspects of the problem. Solutions require consideration of new concepts and/or techniques. Difficult problems arising in the course of the work are analyzed with consultation of supervisor. Incumbent is responsible for planning and organizing work and contributes to the creation and/or revision of policy, planning, budget, and personnel for optimum customer service.	A person in this position plans the work for the entire department or multiple projects. A person in this position plans for annual budgets and up to 2 years in advance.	Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to use multiple software programs. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve making frequent decisions and frequent recommendations. I make decisions and take actions that are later subject to review.	Internal: Immediate associates, campus departments, routine presentations to campus, regular committee involvement External: Includes students, parents, agencies and vendors
10	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field, and extensive knowledge of a specialized field. Equivalent to a Master's degree and/or 5 to 8 years of experience.	May directly supervise 1 to 10 staff, including administrative responsibilities. Has been delegated authority to direct a recognized group or department. Responsible for the quality of staff through employment practices, training, and performance management.	Problems are undefined and their symptoms may be vague. Requires considerable analysis to define all aspects of the problem. Solutions require consideration of new concepts and/or techniques. Difficult problems arising in the course of the work are analyzed with consultation of supervisor. Incumbent is responsible for planning and organizing work and contributes to the creation and/or revision of policy, planning, budget, and personnel for optimum customer service.	A person in this position plans the work for the entire department or multiple projects. A person in this position plans for annual budgets and up to 2 years in advance.	Language: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to program PCs using one or more standard programming languages. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve making constant decisions and providing the authorization of recommended courses of action.	Internal: Immediate associates, campus departments, routine presentations to campus, regular committee involvement, Board presentations and senior management External: Includes students, parents, agencies and vendors
11	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field, and extensive knowledge of a specialized field. Equivalent to a Master's degree and/or 5 to 8 years of experience.	Directly supervise 1 to 10 staff, including upper management responsibilities. Oversees major projects. Will develop and supervise project teams or department work.	Problems are undefined and their symptoms may be vague. Requires considerable analysis to define all aspects of the problem. Solutions require consideration of new concepts and/or techniques. Difficult problems arising in the course of the work are analyzed with consultation of supervisor. Incumbent is responsible for planning and organizing work and contributes to the creation and/or revision of policy, planning, budget, and personnel for optimum customer service.	A person in this position plans the work for two or more departments. A person in this position plans for annual budgets and up to 2 years in advance.	Language: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve making constant decisions and providing the authorization of recommended courses of action.	Internal: Immediate associates, campus departments, routine presentations to campus, regular committee involvement, Board presentations and senior management External: Includes students, parents, agencies and vendors

12	Refer to Current Salary Grades	Scientific, academic or technical training in a recognized profession or technical field, and extensive knowledge of a specialized field. Equivalent to a Master's degree and 12 years or more of experience required..	Directly supervise 1 to 10 staff, including upper management responsibilities. Oversees major projects. Will develop and supervise project teams or department work.	Problems are undefined and their symptoms may be vague. Requires considerable analysis to define all aspects of the problem. Solutions require consideration of new concepts and/or techniques. Difficult problems arising in the course of the work are analyzed with consultation of supervisor. Incumbent is responsible for planning and organizing work and contributes to the creation and/or revision of policy, planning, budget, and personnel for optimum customer service.	A person in this position plans the work for the entire division, region or Business Unit or for an entire function such as HR, IT, Accounting or Marketing which crosses departmental lines. A person in this position is involved in strategic planning for the organization and plans on a 3 to 5 year basis.	Language: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors. Math/Science: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	Position duties involve decision making having international impact on the Company. I make decisions and take actions independently without anyone's review.	Internal: Regular communication with campus senior leadership, Board presentations External: Includes students, parents, agencies and vendors management
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Student Employee Salary Guide		as of 1/1/23 DUE TO MINIMUM WAGE INCREASE		
Job Class	Level 1	Level 2	Level 3	Level 4
Education/Training	CSUMB Student enrolled in at least six units.	Some education or specialized skills required. CSUMB student	High skill level and education required. CSUMB undergrad or grad student.	High skill level and education or Graduate level coursework required. CSUMB Grad or undergrad.
Work Experience	Not required.	Some job related experience, education or specialized skills required.	Job experience required with some level of responsibility.	Extensive job related experience with high level responsibility.
Level of Independence	Under direct supervision until trained, minimal direction required after training.	Works under general supervision, referring questionable issues to a supervisor. May direct other student employees in routine work assignments.	May be required to use independent judgment to solve problems or make decisions. May direct other student employees in work assignments, as well as supervise in the absence of regular supervisor.	Will be required to use independent judgment to solve problems and/or make decisions, working under minimal supervision sometimes leading project teams. May supervise other student assistants
Job Complexity	Performs routine tasks which require brief training period; limited responsibility, no supervisory assignments other than training of other students employees assigned to perform similar tasks.	In addition to routine tasks, completes specific projects as assigned. Expected to use independent judgment and may be required to make decisions about accomplishing work assignments.	Performance of more complex tasks. Requires individual initiative and limited problem solving abilities; expected to use independent judgment and may be required to make decisions about accomplishing work assignments; sometimes involves supervision of other student assistants.	Assignments and projects are specialized, varied, and complex. Serves as resource and provides lead work direction. Coordinates and completes a wide range of complex and specialized assignments and reports results.
Computer Skills/Keyboard Skills	Knowledge of basic computer software; word-processing, spreadsheet. Use of calculator, basic math skills. Correct use of grammar.	Proficiency using software; word processing, spreadsheet, database. Typing. Thorough knowledge of office procedures.	Substantive technical competence may include web creation, update, and maintenance.	Advanced knowledge of computer software and specialized programs. Unique, unusual, or particularly demanding skills requirements.
Typical tasks	Typical tasks include, but are not limited to: setting up for events, clerical tasks such as filing, photocopying, light typing and general clerical support tasks, basic lab work to include cleaning lab and glassware. Trainee level. Lower level tutoring.	Tasks include, but are not limited to: general clerical tasks, receptionist duties, research and lab assistance, limited accounting support. Peer counseling/advising.	Complicated or technical research: computer analysis and programming; clerical tasks including technical typing and production of complex documents.	Typical tasks include, but are not limited to: media production; complex computer analysis and programming; program coordinator; student supervisor. Advanced research analysis, course instruction.
Workplace Conditions	Typical office environment. May require field work in support of research activity.	Typical office environment. May require field work in support of research activity.	Typical office environment. May require field work in support of research activity.	Typical office environment. May require field work in support of research activity.
FLSA Status	Non-exempt = Overtime pay required	Non-exempt = Overtime pay required	Non-exempt = Overtime pay required	Non-exempt = Overtime pay required
Pay Grade	Student Assistant 1 (SA1)	Student Assistant 2 (SA2)	Student Assistant 3 (SA3)	Student Assistant 4 (SA4)
Hourly Pay Ranges	\$15.50 - \$16.25	\$16.00 - \$17.25	\$17.00 - \$19.25	\$19.00 - \$24.00
	min wage 15.50 1/1/23			