

**OZARKS TECHNICAL COMMUNITY COLLEGE
GUIDELINES FOR SALARY CLASSIFICATION
FISCAL YEAR 2015/16**

SALARY CLASSIFICATION	VACATION CATEGORY FOR 12 MONTH POSITIONS	ADMINISTRATIVE POSITIONS	YEARLY BASE	YEARLY MAXIMUM	STEP INCREASE
V	3	PROVOST/VICE CHANCELLOR VICE CHANCELLOR CAMPUS PRESIDENT	\$110,000	\$160,000	\$1,500
IV	3	ASSOCIATE VICE CHANCELLOR	\$85,000	\$120,000	\$1,000
III	3	ASSISTANT VICE CHANCELLOR CHIEF OF STAFF COLLEGE DIRECTOR DEAN ASSISTANT TO CHANCELLOR ASSISTANT TO VICE CHANCELLOR SPECIAL ASSISTANT TO PROVOST REGISTRAR	\$45,000	\$90,000	\$850
II	2	ASSISTANT COLLEGE DIRECTOR ASSISTANT DEAN COLLEGE ARCHITECT DIRECTOR CONTROLLER INTERNAL AUDITOR	\$35,000	\$75,000	\$750
I-A	2	ASSOCIATE DIRECTOR ASSISTANT DIRECTOR COORDINATOR COUNSELOR GRANTS COMPLIANCE OFFICER OTC WORKFORCE LIAISON	\$30,000	\$65,000	\$650
I-B	2	ACADEMIC ADVISOR ASSISTANT COORDINATOR ASSISTANT REGISTRAR VOCATIONAL RESOURCE EDUCATOR	\$25,000	\$50,000	\$500

SALARY CLASSIFICATION	VACATION CATEGORY FOR 12 MONTH POSITIONS	STAFF POSITIONS	YEARLY BASE	YEARLY MAXIMUM	STEP INCREASE
VI	2	EXECUTIVE SECRETARY	\$40,000	\$55,000	\$550
V	2	BUSINESS MANAGER - WORKFORCE SPECIALIST OPERATIONS MANAGER - WORKFORCE SPECIALIST PROGRAM MANAGER - TRANSPORT TRAINING INSTITUTE GRANT ACCOUNTANT MANAGER - STUDENT FINANCIAL OPERATIONS SECRETARY TO CHANCELLOR SECRETARY TO CAMPUS PRESIDENT SECRETARY TO PROVOST/VICE CHANCELLOR SECRETARY TO VICE CHANCELLOR SENIOR STAFF ACCOUNTANT SENIOR NETWORK ENGINEER SENIOR TELECOMMUNICATIONS ENGINEER SENIOR PROGRAMMER	\$30,000	\$60,000	\$600
IV	2	ADMINISTRATOR LECTURER MANAGER - TEXTBOOK (COLLEGE BOOKSTORE) OUTREACH LIBRARIAN PRODUCTION SUPERVISOR - PRINT SHOP PROGRAMMER ANALYST SECRETARY TO ASSOCIATE VICE CHANCELLOR SECRETARY TO COLLEGE DIRECTOR SECRETARY TO DEAN SECRETARY - ACADEMIC SERVICES/CURRICULUM SPECIALIST INSTRUCTIONAL TECHNOLOGIST SERVICE DESK MANAGER SUPERVISOR - SAFETY & SECURITY STAFF ACCOUNTANT VETERAN SERVICES REPRESENTATIVE/VETERAN CERTIFYING OFFICIER	\$25,000	\$55,000	\$450

SALARY CLASSIFICATION	VACATION CATEGORY FOR 12 MONTH POSITIONS	STAFF POSITIONS	YEARLY BASE	YEARLY MAXIMUM	STEP INCREASE
III	2	ASSISTANT TO THE DIRECTOR ASSISTANT TO THE REGISTRAR LEAD ENROLLMENT MANAGEMENT REPRESENTATIVE LEAD STUDENT SERVICES REPRESENTATIVE MANAGER - MARKETING & eCOMMERCE (COLLEGE BOOKSTORE) MANAGER - EARLY CHILDHOOD EDUCATION CENTER MANAGER - FOOD SERVICE MANAGER - GENERAL MERCHANDISE (COLLEGE BOOKSTORE) MANAGER - OPERATIONS (COLLEGE BOOKSTORE) MANAGER - OPEN COMPUTER LAB GRAPHIC DESIGNER REMOTE SALES SUPERVISOR (COLLEGE BOOKSTORE) SECRETARY TO DIRECTOR SECRETARY TO ASSISTANT DEAN SPECIALIST - ACADEMIC SCHEDULING/SECRETARY TO ASST. DEAN SPECIALIST - COMMUNITY SAFETY/ALLIED HEALTH SPECIALIST - eLEARNING SYSTEMS SPECIALIST- EXTENDED HOURS SUPPORT SPECIALIST - HELP DESK & GRADEBOOK ADMINISTRATOR SPECIALIST - EQUITY & COMPLIANCE SPECIALIST - EMPLOYMENT SPECIALIST - EMPLOYEE RELATIONS SPECIALIST - HUMAN RESOURCE SPECIALIST- MOWINS/RECRUITER/RETENTION SPECIALIST- ONLINE INSTRUCTIONAL DEVELOPMENT SPECIALIST - PURCHASING SPECIALIST - TECHNICAL EDUCATION SPECIALIST - TESTING SERVICES SPECIALIST - SALES ADMINISTRATIVE SPECIALIST - TRAINING TECHNICAL EDUCATION EXTENSION SPECIALIST/INSTRUCTOR SUPPORT ANALYST TRANSCRIPT EVALUATOR LEAD ALLIED HEALTH INSTRUCTOR LEAD TRUCK DRIVING INSTRUCTOR	\$24,000	\$44,000	\$400
II	1	ACADEMIC ADVISING REPRESENTATIVE LEAD ACCOUNTING TECHNICIAN ACCOUNTING TECHNICIAN ACCOUNTING CLERK-TECHNICAL EDUCATION DIVISION ASSESSMENT TECHNICIAN ADMISSIONS REPRESENTATIVE CLERK/TECHNICIAN - ENROLLMENT MANAGEMENT FINANCIAL AID REPRESENTATIVE LEAD RECEPTIONIST/TELEPHONE OPERATOR PRODUCTION ASSISTANT - PRINT SHOP RESEARCH ANALYST SAFETY & SECURITY OFFICER TEACHER - EARLY CHILDHOOD EDUCATION CENTER STUDENT SERVICES REPRESENTATIVE TECHNICIAN	\$21,000	\$38,000	\$350

SALARY CLASSIFICATION	VACATION CATEGORY FOR 12 MONTH POSITIONS	STAFF POSITIONS	YEARLY BASE	YEARLY MAXIMUM	STEP INCREASE
I	I	ADMINISTRATIVE ASSISTANT ASSISTANT FOOD PREP MANAGER ASSISTANT FOOD SERVICE MANAGER ASSISTANT TEACHER - EARLY CHILDHOOD EDUCATION CENTER DATA COLLECTION TECHNICIAN/CLASSROOM AIDE-AEL OPEN COMPUTER LAB MONITOR PURCHASING ASSISTANT CUSTOMER SERVICE TECHNICIAN RECEPTIONIST/TELEPHONE OPERATOR SECRETARY TO ASSISTANT DIRECTOR ADMISSIONS SECRETARY SECRETARY - HIGH SCHOOL PROGRAMS SECRETARY - ACADEMIC SUPPORT/FACULTY RVC SECRETARY - ALLIED HEALTH SECRETARY - GENERAL EDUCATION SECRETARY - INFORMATION TECHNOLOGY SECRETARY - INSTITUTIONAL ADVANCEMENT SECRETARY/CLERK-LEBANON CENTER SECRETARY - NURSING SECRETARY - TUTORING AND LEARNING CENTER SECRETARY - WAYNESVILLE CENTER SERVICE DESK ASSISTANT SHIPPING/RECEIVING SUPERVISOR (COLLEGE BOOKSTORE) SHIPPING/RECEIVING/DISTRIBUTION CLERK TESTING SERVICES AIDE TUTOR	\$21,000	\$30,000	\$300

SALARY CLASSIFICATION	VACATION CATEGORY FOR 12 MONTH POSITIONS	MAINTENANCE/CUSTODIAL	YEARLY BASE	YEARLY MAXIMUM	STEP INCREASE
III	2	FACILITY OPERATIONS OFFICER SUPERVISOR - FACILITY MAINTENANCE SUPERVISOR - GROUNDS	\$35,000	\$45,000	\$400
II	1	FACILITY MAINTENANCE TECHNICIAN LEAD ELECTRICAL TECHNICIAN CUSTODIAN	\$27,000	\$44,000	\$350
I	1	FACILITY MAINTENANCE TECHNICIAN II GROUNDSKEEPER CUSTODIAN II	\$21,000	\$30,000	\$300