

District Employees suggested Pay Schedule Guidelines
(This has been created to use as a helpful tool, feel free to adjust to your District)

Pay Grade	Step 1	Step 2	Step 3
Level 1 per hour	\$10.15-11.50	\$12.00-13.50	\$13.50-14.50
Level 2	\$14.50-15.00	\$15.51-16.00	\$16.00-16.50
Level 3	\$16.75-17.50	\$17.75-18.50	\$18.75-19.50
Level 4	\$20.00-21.00	\$21.25-22.00	\$22.25-23.00
Level 5	\$23.50-25.00	\$25.00-27.00	\$28.00 +

When first hiring, determine level of knowledge, skills and ability (KSA's). Once the level is decided upon, determine amount of pay (see below). When first hiring, a minimum of 90 days probation is recommended, (6 months would be more beneficial). Probationary period is discussed under Recruitment and Employment section of Personnel Management Reference Handbook. Every six months to one year is recommended for employee evaluations. At these evaluations, determine the employee's Level (below). If they have learned only part of a Level, increase their wages accordingly using the step guide above. If they have learned all of a Level, move them up a Level and increase their wages as the District can afford. Below is a description of the Levels, please feel free to add or subtract duties. ***Please see other means of compensation below.**

ADMINISTRATIVE ASSISTANT (Level 1)

Entry-level position limited office skills. To be trained by qualified individual. Experience with answering phones, typing/keyboarding (50 wpm) and public relations experience.

ADMINISTRATIVE ASSISTANT (Level 2)

Previous level 1 experience plus Microsoft Word, Publisher & Excel experience required (or similar software compatible with State reporting). Experience in newsletter writing, editing and mailing. Knowledge of QuickBooks and basic payroll services. Submission of SAM and Duns # requirements. Send required reporting to State for District Funding.

ADMINISTRATIVE ASSISTANT (Level 3)

Previous levels 1-2 experience plus knowledge of developing, designing, and organizing educational material to be used by educators and the public. Conduct classroom lectures, tours and educational demonstrations. All educational outreach such as: tours, Envirothon, Soil Contests, Forestry Contests, Symposiums, workshops, student field days, and poster contests etc. (as applicable to your District). Report and submit payroll liabilities both quarterly and annually. Oversee elections within your County for District board members.

OFFICE MANAGER (Level 4)

Able to perform all of the above skills and have at least 5 years experience as an office manager, plus small grant writing experience.

DISTRICT MANAGER (Level 5)

May or may not have an office manager under them. Have experience in all of the above levels. Possess a business or agriculture degree or a minimum of 15 years on the job experience with the above levels. Knowledge of District law and programs, (see Qualifications for Employment in Personnel Management Reference Book). Large Grant writing experience as determined by Conservation District. Will directly be responsible for office oversight and reporting to board members at board meetings.

*** Dental, vision, supplemental insurance such as Aflac or similar policies are inexpensive ways to add a perk if health insurance is not an option. Year-end bonuses, vacation and sick-leave can be a perk for both part and full-time employees. Remember, a thank-you goes a long way in creating a productive employee.**

- Last update in 2016.