## CAREER LADDER

A Roadmap to career mobility and advancement.



## **CAREER PATH RETIREMENT PLAN SERIES**

Department Head

Executive Officer Retirement Plan Education: Bachelor's Degree Experience: Ten (10) years; 3 years supervisory/administrative capacity

Salary Plan -**Unrepresented Individual** Contract FLSA - Exempt

Assistant Department Head

Deputy Executive Officer Retirement Plan Education: Bachelor's Degree Experience: Seven (7) years; 3 years supervisory/administrative capacity

Salary Plan -**Unrepresented Grade 13** FLSA - Exempt

Supervisory-level

Experience: Six (6) years of professional level experience in retirement administration or financial analysis.

Salary Plan -**AFSCME Grade 9** FLSA - Exempt

Lead/Advanced-

Senior Retirement Plan Analyst Education: Bachelor's Degree

Salary Plan – **AFSCME** Grade 7 Experience: Five (5) years of professional level experience in retirement FLSA - Exempt administration, human resources, finance, or payroll. Two (2) years of experience as a Retirement Plan Analyst or an equivalent position

level

**Experienced-Analyst** 

professional level

Retirement Plan Analyst \* Education: Bachelor's Degree

**Experience**: Four (4) years of professional level experience in retirement administration, human resources, finance, or payroll.

Salary Plan -**AFSCME Grade 5** FLSA - Exempt

**Emerging-Analyst** paraprofessional-level

Retirement Plan Associate Analyst \* Education: Associate degree or equivalent **Experience**: Three (3) years of professional level experience in retirement administration, human resources, finance, or

Salary Plan -**AFSCME Grade 4** FLSA - Non-Exempt

Entry-level

Retirement Plan Assistant Analyst \* Education: High School graduation or equivalent Experience: Two (2) years of technical clerical experience

Salary Plan -**AFSCME Grade 3** FLSA - Non-Exempt

Senior Administrative Asst with Education: High school Experience: 3 years

Sr. Administrative Clerk with **Education: High school Experience: 4 years** 

Administrative Assistant with **Education: High school** Experience: 2 years

4/16/2024 \* Flexibly staffed