SR 24-096 Att.2.

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	Principal Retirement Plan Analyst Education: Bachelor's Degree Experience: Six (6) years of professional level experience in retirement administration or financial analysis.	**Salary Plan – AFSCME Grade 9** **FLSA - Exempt**
Lead/Advanced-level	Senior Retirement Plan Analyst Education: Bachelor's Degree Experience: Five(5) years of professional level experience in retirement administration, human resources, finance, or payroll. Two (2) years of experience as a Retirement Plan Analyst or an equivalent position	**Salary Plan – AFSCME Grade 7** **FLSA – Exempt**
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 payroll.	**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**

Administrative Assistant with
Education: High school
Experience: 2 years

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

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

4/16/2024

* Flexibly staffed