# Career Path Payroll Series

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| Manager | **Payroll Manager**<br>Education: Bachelor's Degree<br>Experience: 6 years; 3 years supervisory/administrative capacity | Salary Plan –<br>Unrepresented Grade 10<br>FLSA - Exempt |
| Supervisory-level | **Payroll Administrator**<br>Education: Bachelor's Degree<br>Experience: 4 years of recent & verifiable payroll experience or related field. | Salary Plan –<br>Unrepresented Grade 8<br>FLSA - Exempt |
| Lead/Advanced-level | **Senior Payroll Specialist**<br>Education: Associate's Degree<br>Experience: 3 years at a technical, clerical level in a payroll position. | Salary Plan –<br>AFSCME Grade 6<br>FLSA – Non-Exempt |
| Experienced-level | **Payroll Specialist**<br>Education: High School graduation or equivalent<br>Experience: 3 years at a technical, clerical level in a payroll position. | Salary Plan –<br>AFSCME Grade 5<br>FLSA – Non-Exempt |
| Entry-level | **Assistant Payroll Specialist**<br>Education: High School graduation or equivalent<br>Experience: 1 year technical clerical experience in support of processing payroll. | Salary Plan –<br>AFSCME Grade 3<br>FLSA – Non-Exempt |

Senior Administrative Clerk | Senior Typist Clerk | Admin Assistant | Timekeeper | Lead Timekeeper