

**APPENDIX A**  
**BEVERLY HILLS UNIFIED SCHOOL DISTRICT**  
**CLASSIFIED PERSONNEL-BHEA/OTBS**  
**SALARY SCHEDULE for 2018-2019**  
**Effective July 1, 2018**

CLASS/STEP	1	2	3	4	5	6
11	2399.00	2548.00	2677.00	2819.00	2958.00	3114.00
12	2493.00	2609.00	2747.00	2871.00	3029.00	3175.00
13	2548.00	2677.00	2819.00	2958.00	3114.00	3260.00
14	2609.00	2747.00	2871.00	3029.00	3175.00	3332.00
15	2677.00	2819.00	2958.00	3114.00	3260.00	3435.00
16	2747.00	2871.00	3029.00	3175.00	3332.00	3506.00
17	2819.00	2958.00	3114.00	3260.00	3435.00	3596.00
18	2871.00	3029.00	3175.00	3332.00	3506.00	3680.00
19	2958.00	3114.00	3260.00	3435.00	3596.00	3776.00
20	3029.00	3175.00	3332.00	3506.00	3680.00	3865.00
21	3114.00	3260.00	3435.00	3596.00	3774.00	3961.00
22	3175.00	3332.00	3506.00	3680.00	3865.00	4046.00
23	3260.00	3435.00	3596.00	3774.00	3961.00	4156.00
24	3332.00	3506.00	3680.00	3865.00	4046.00	4250.00
25	3435.00	3596.00	3774.00	3961.00	4156.00	4368.00
26	3506.00	3680.00	3865.00	4046.00	4250.00	4480.00
27	3596.00	3774.00	3961.00	4156.00	4368.00	4583.00
28	3680.00	3865.00	4046.00	4252.00	4480.00	4698.00
29	3774.00	3961.00	4156.00	4368.00	4583.00	4811.00
30	3865.00	4046.00	4250.00	4480.00	4698.00	4916.00
31	3961.00	4156.00	4368.00	4583.00	4811.00	5051.00
32	4046.00	4250.00	4480.00	4698.00	4916.00	5168.00
33	4156.00	4368.00	4583.00	4811.00	5051.00	5301.00
34	4250.00	4480.00	4698.00	4916.00	5168.00	5427.00
35	4368.00	4583.00	4811.00	5051.00	5301.00	5581.00
36	4480.00	4698.00	4916.00	5168.00	5427.00	5701.00
37	4583.00	4811.00	5051.00	5301.00	5581.00	5839.00
38	4698.00	4916.00	5168.00	5427.00	5701.00	5992.00
39	4811.00	5051.00	5301.00	5581.00	5839.00	6132.00
40	4916.00	5168.00	5427.00	5701.00	5992.00	6291.00
41	5051.00	5301.00	5581.00	5839.00	6132.00	6443.00
42	5168.00	5427.00	5701.00	5992.00	6291.00	6603.00
43	5301.00	5581.00	5839.00	6132.00	6443.00	6758.00
44	5427.00	5701.00	5992.00	6291.00	6603.00	6935.00
45	5581.00	5839.00	6132.00	6443.00	6758.00	7117.00

**CLASS NUMBERS**

ACCOUNTING AND CLERICAL (All classifications are 12 months unless otherwise noted.)

* Accounting Clerk – BHHS	30
Administrative Assistant II, Educational Services	44
Administrative Assistant II, Facilities	43
Administrative School Secretary * Title change	28
Administrative Services/District Office Assistant	27
* Adult Education/Alternative Ed Operations Specialist	28
* Adult Education/Alternative Education-Clerk	18
* Adult Education/Alternative Ed School Office Manager	26
* Adult Education/Alternative Education-Secretary	23
* Adult Education/Alternative Education-Senior Clerk	19
ASB Financial Technician	31 (11 months)
ASB Technician	30 (10 months)
Attendance Assistant	23 (11 months)
Child Welfare & Attendance Specialist	43
College and Career Center Assistant	30 (11 months)
* Community Liaison	30 (10 months)
Computer System Specialist	36
* Computer Technician, Adult School K-12	38
Facilities Secretary	23
Food Service Accounting Technician ** not sure	30 (11 months)
Guidance Technician	26 (11 months)
High School Business Technician ** Title Change	
* Human Resources/District Office Assistant	27
Library Technician (K-8)	26 (10 months)
Library Technician (High School)	22 (10 months)
* Office Staff Assistant	24
* Payroll Technician/Senior Secretary, Business	27
Payroll/Benefit Technician	27
* Planning & Facilities Assistant	30
* Pupil-Personnel Services Specialist	26
Purchasing Assistant	31
Registrar	24 (10 months)
School Office Manager/Admin Assistant – HS *	37
School Office Manager/Technician HS **	37
Senior Accounts Payable Specialist	36
Senior Attendance Assistant	24 (10 months)
* Senior Clerk-High School	19 (11 months)
* Special Education Support Technician Student Supp. Servs.	33
Special Education/Student Support Clerk	18
Special Education/Student Support Specialist	36
Systems Administrator	43
* Technical Secretary – Adult/Alternative Education	28
Technology Specialist	41
* Telecommunications Systems Technician	38
Textbook Technician	30
Theatre Operations Specialist	40 (11 months)
Workability Program Specialist	30 (10 months)
School Office Assistant	
- K-8 Sites	33 (10 months plus 7 days)
- High School	22 (11 months)

School Office Manager		
- K-8 Sites	37	(10 months plus 7 days)
- High School	26	(11 months)
- Moreno	25	(10 months)
Secretary		
- High School, Houses	28	(11 months)
- High School, House (A)	30	(11 months)
- High School, Physical Education		(10 months)
Senior Secretary	23	
* - Business Operations	25	
Educational Services/Student Services and Special Projects	30	(10 months)
- High School, Applied Education	25	(10 months)
- High School, Moreno	25	(10 months)
- Maintenance/Operations	25	
* - Student Support Services/Special Education	28	

**\* denotes position currently vacant**

Hourly rate to be computed by dividing monthly rate by 173.33  
Overtime rates to be computed by multiplying hourly rate by 1.5

Each Classified employee serving 50% or more of a full time day established for the position to which the employee is assigned, shall receive health & welfare benefits in conformity with Board policy.

**ADDITIONAL BENEFITS**

Each OTBS employee shall be entitled to compensation, in addition to the employee's regular salary, based upon the number of years of the employee's continuous employment, in permanent status, by the District, as follows:

After ten years of continuous employment	\$ 67.74 per month
After fifteen years of continuous employment	\$122.03 per month
After twenty years of continuous employment	\$176.51 per month

Unit members who qualify for Professional Growth – Article XIX, will receive an award as follows:

Increment	Units	Annual Award	Monthly Breakdown		
			10-Month Employees	11-Month Employees	12-Month Employees
1	15	<b>\$661.80/year</b>	\$66.18/mo.	\$60.16/mo.	\$55.15/mo.
2	30	<b>\$1,323.48/year</b>	\$132.35/mo.	\$120.32/mo.	\$110.29/mo.
3	45	<b>\$1,985.28/year</b>	\$198.53/mo.	\$180.48/mo.	\$165.44/mo.
4	60	<b>\$2,646.96/year</b>	\$264.70/mo.	\$240.64/mo.	\$220.58/mo.

