

**BCHASA - CLERICAL  
GROUP CODE 1003**

**JULY, 1 2021**

**\$2/HOUR**

	<b>MIN</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>	<b>STEP V</b>	<b>STEP VI</b>	<b>STEP VII</b>
<b>ADMINISTRATIVE ASSISTANT - GRADE 1</b>							
	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>
SALARY	36,410	38,337	40,265	42,192	44,119	46,047	47,975
BI-WEEKLY	1,400.38	1,474.50	1,548.65	1,622.77	1,696.88	1,771.04	1,845.19
HOURLY	20.0054	21.0643	22.1236	23.1824	24.2411	25.3006	26.3599
O.T.	30.0081	31.5965	33.1854	34.7736	36.3617	37.9509	39.5399
SALARY	36,410	38,337	40,265	42,192	44,119	46,047	47,975
WEEKLY	700.19	737.25	774.33	811.38	848.44	885.52	922.60
HOURLY	20.0054	21.0643	22.1237	23.1823	24.2411	25.3006	26.3600
O.T.	30.0081	31.5965	33.1856	34.7735	36.3617	37.9509	39.5400
<b>ADMINISTRATIVE ASSISTANT - GRADE LEVEL II</b>							
	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>
SALARY	42,682	44,490	46,298	48,105	49,912	51,720	53,527
BI-WEEKLY	1,641.62	1,711.15	1,780.69	1,850.19	1,919.69	1,989.23	2,058.73
HOURLY	23.4517	24.4450	25.4384	26.4313	27.4241	28.4176	29.4104
O.T.	35.1776	36.6675	38.1576	39.6470	41.1362	42.6264	44.1156
SALARY	42,682	44,490	46,298	48,105	49,912	51,720	53,527
WEEKLY	820.81	855.58	890.35	925.10	959.85	994.62	1,029.37
HOURLY	23.4517	24.4451	25.4386	26.4314	27.4243	28.4177	29.4106
O.T.	35.1776	36.6677	38.1579	39.6471	41.1365	42.6266	44.1159
<b>ADMINISTRATIVE ASSISTANT- GRADE LEVEL III</b>							
	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>
SALARY	54,435	56,786	59,138	61,489	63,841	66,193	68,544
BI-WEEKLY	2,093.65	2,184.08	2,274.54	2,364.96	2,455.42	2,545.88	2,636.31
HOURLY	29.9093	31.2011	32.4934	33.7851	35.0774	36.3697	37.6616
O.T.	44.8640	46.8017	48.7401	50.6777	52.6161	54.5546	56.4924
SALARY	54,435	56,786	59,138	61,489	63,841	66,193	68,544
WEEKLY	1,046.83	1,092.04	1,137.27	1,182.48	1,227.71	1,272.94	1,318.15
HOURLY	29.9094	31.2011	32.4934	33.7851	35.0774	36.3697	37.6614
O.T.	44.8641	46.8017	48.7401	50.6777	52.6161	54.5546	56.4921

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**JR. CLERK (1053), DATA ENTRY, ACCTS CLK, ASST. REGISTRAR, ASST WRK COMP**

		01	02	03	04	05	06	07
SALARY	01	35,507	36,319	37,143	39,364	40,251	40,607	41,329
BI-WEEKLY		1,365.65	1,396.88	1,428.58	1,514.00	1,548.12	1,561.81	1,589.58
HOURLY		19.5093	19.9554	20.4083	21.6286	22.1160	22.3116	22.7083
O.T.		29.2640	29.9331	30.6125	32.4429	33.1740	33.4674	34.0625

**JR. CLERK (1053), DATA ENTRY, ACCTS CLK, ASST. REGISTRAR, ASST WKR COMP**

		01	02	03	04	05	06	07
SALARY	13	35,507	36,319	37,143	39,364	40,251	40,607	41,329
WEEKLY		682.83	698.44	714.29	757.00	774.06	780.90	794.79
HOURLY		19.5094	19.9554	20.4083	21.6286	22.1160	22.3114	22.7083
O.T.		29.2641	29.9331	30.6125	32.4429	33.1740	33.4671	34.0625

**SR. CLERK (1060), BKKPG MACHINE OPER., SR. DATA ENTRY, SR. ACCTS. CLK, ACTIVITIES ASST/CLK, MAIL CLERK/ACCOUNT CLERK (1087), FLOATING SR. CLK. TAX/TREAS. (1093)**

		01	02	03	04	05	06	07	08	09
SALARY	02	38,581	39,192	40,018	41,613	42,503	43,625	44,775	45,176	46,803
BI-WEEKLY		1,483.88	1,507.38	1,539.15	1,600.50	1,634.73	1,677.88	1,722.12	1,737.54	1,800.12
HOURLY		21.1983	21.5340	21.9879	22.8643	23.3533	23.9697	24.6017	24.8220	25.7160
O.T.		31.7975	32.3010	32.9819	34.2965	35.0300	35.9546	36.9026	37.2330	38.5740

**SR. CLERK (1060), BKKPG MACHINE OPER., SR. DATA ENTRY, SR. ACCTS. CLK, ACTIVITIES ASST/CLK, MAIL CLERK/ACCOUNT CLERK (1087)**

		01	02	03	04	05	06	07	08	09
SALARY	14	38,582	39,192	40,018	41,613	42,503	43,625	44,775	45,176	46,803
WEEKLY		741.96	753.69	769.58	800.25	817.37	838.94	861.06	868.77	900.06
HOURLY		21.1989	21.5340	21.9880	22.8643	23.3534	23.9697	24.6017	24.8220	25.7160
O.T.		31.7984	32.3010	32.9820	34.2965	35.0301	35.9546	36.9026	37.2330	38.5740

**PRINCIPAL CLERK (1061), PRINCIPAL ACCTS CLERK**

		01	02	03	04	05	06	07	08	09
SALARY	03	41,946	43,048	43,807	45,350	46,451	47,692	48,969	49,412	51,210
BI-WEEKLY		1,613.31	1,655.69	1,684.88	1,744.23	1,786.58	1,834.31	1,883.42	1,900.46	1,969.62
HOURLY		23.0473	23.6527	24.0697	24.9176	25.5226	26.2044	26.9060	27.1494	28.1374
O.T.		34.5710	35.4791	36.1046	37.3764	38.2839	39.3066	40.3590	40.7241	42.2061

**PRINCIPAL CLERK (1061), PRINCIPAL ACCTS CLERK**

		01	02	03	04	05	06	07	08	09
SALARY	15	41,946	43,048	43,807	45,350	46,451	47,692	48,969	49,412	51,210
WEEKLY		806.65	827.85	842.44	872.12	893.29	917.15	941.71	950.23	984.81
HOURLY		23.0471	23.6529	24.0697	24.9177	25.5226	26.2043	26.9060	27.1494	28.1374
O.T.		34.5707	35.4794	36.1046	37.3766	38.2839	39.3065	40.3590	40.7241	42.2061

**INPUT/OUTPUT CONTROL, SUPRV DATA ENTRY, DATA CONTROL SOURCES DOC**

		01	02	03	04	05	06	07	08	09
SALARY	04	41,789	42,609	43,443	45,036	45,925	47,146	48,406	48,845	50,619
BI-WEEKLY		1,607.27	1,638.81	1,670.88	1,732.15	1,766.35	1,813.31	1,861.77	1,878.65	1,946.88
HOURLY		22.9610	23.4116	23.8697	24.7450	25.2336	25.9044	26.5967	26.8379	27.8126
O.T.		34.4415	35.1174	35.8046	37.1175	37.8504	38.8566	39.8951	40.2569	41.7189

**HEAD ACCT CLERK, BOOKKEEPER, HEAD CLERK (1066), SR. CLK & STENOGRAPHER PROGRAM ACTIVITIES COORDINATOR (1086)**

		01	02	03	04	05	06	07	08	09
SALARY	05	43,182	44,405	45,638	47,241	48,129	49,417	50,746	51,209	54,013
BI-WEEKLY		1,660.85	1,707.88	1,755.31	1,816.96	1,851.12	1,900.65	1,951.77	1,969.58	2,077.42
HOURLY		23.7264	24.3983	25.0759	25.9566	26.4446	27.1521	27.8824	28.1369	29.6774
O.T.		35.5896	36.5975	37.6139	38.9349	39.6669	40.7282	41.8236	42.2054	44.5161

**HEAD ACCT CLERK, BOOKKEEPER, HEAD CLERK (1066), SR. CLK & STENOGRAPHER PROGRAM ACTIVITIES COORDINATOR (1086)**

		01	02	03	04	05	06	07	08	09
SALARY	17	43,182	44,405	45,638	47,241	48,129	49,417	50,746	51,209	54,013
WEEKLY		830.42	853.94	877.65	908.48	925.56	950.33	975.88	984.79	1,038.71
HOURLY		23.7263	24.3983	25.0757	25.9566	26.4446	27.1523	27.8823	28.1369	29.6774
O.T.		35.5895	36.5975	37.6136	38.9349	39.6669	40.7285	41.8235	42.2054	44.5161

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SECRETARY (1064) - AUDITOR, CIT SOLICITOR, CLK OF COUNCIL, DPW COMMISSIONER,  
DATE PROCESSING, FIRE CHIEF, POLICE CHIEF, TRAFFIC COMMISSION,  
FINANCE & TREASURER/TAX COUNSEL

		01	02	03	04	05	06	07	08	09
SALARY	06	46,170	47,404	48,223	50,237	51,126	52,503	53,926	54,418	56,417
BI-WEEKLY		1,775.77	1,823.23	1,854.73	1,932.19	1,966.38	2,019.35	2,074.08	2,093.00	2,169.88
HOURLY		25.3681	26.0461	26.4961	27.6027	28.0911	28.8479	29.6297	29.9000	30.9983
O.T.		38.0522	39.0692	39.7442	41.4041	42.1367	43.2719	44.4446	44.8500	46.4975

SECRETARY (1064) - AUDITOR, CIT SOLICITOR, CLK OF COUNCIL, DPW COMMISSIONER,  
DATE PROCESSING, FIRE CHIEF, POLICE CHIEF, TRAFFIC COMMISSION,  
FINANCE & TREASURER/TAX COUNSEL

		01	02	03	04	05	06	07	08	09
SALARY	18	46,170	47,404	48,223	50,237	51,126	52,503	53,926	54,418	56,417
WEEKLY		887.88	911.62	927.37	966.10	983.19	1009.67	1037.04	1046.50	1084.94
HOURLY		25.3680	26.0463	26.4963	27.6029	28.0911	28.8477	29.6297	29.9000	30.9983
O.T.		38.0520	39.0695	39.7445	41.4044	42.1367	43.2716	44.4446	44.8500	46.4975

JUNIOR PROGRAMMER

		01	02	03	04	05	06	07	08	09
SALARY	19	41,319	43,911	47,941	50,719	51,610	53,007	54,445	54,941	56,962
BI-WEEKLY		1,589.19	1,688.88	1,843.88	1,950.73	1,985.00	2,038.73	2,094.04	2,113.12	2,190.85
HOURLY		22.7027	24.1269	26.3411	27.8676	28.3571	29.1247	29.9149	30.1874	31.2979
O.T.		34.0541	36.1904	39.5117	41.8014	42.5357	43.6871	44.8724	45.2811	46.9469

SUPERVISOR OF PAYROLLS (1080), SUPERVISORS OF ACCTS. PAYABLE (1083)  
SUPERVISOR OF COLLECTIONS (1084), SUPERVISOR CASH MANAGEMENT (1090)

		01	02	03	04	05	06	07	08	09
SALARY	09	41,319	43,911	47,941	50,719	51,610	53,007	57,040	57,565	59,689
BI-WEEKLY		1,589.19	1,688.88	1,843.88	1,950.73	1,985.00	2,038.73	2,193.85	2,214.04	2,295.73
HOURLY		22.7027	24.1269	26.3411	27.8676	28.3571	29.1247	31.3407	31.6291	32.7961
O.T.		34.0541	36.1904	39.5117	41.8014	42.5357	43.6871	47.0111	47.4437	49.1942

SUPERVISOR OF COLLECTIONS/BOOKKEEPER (1096)

		01	02	03	04	05	06	07	08	09
SALARY	9-A	48,899	51,489	55,520	58,298	59,191	60,585	64,620	65,145	67,268
BI-WEEKLY		1,880.73	1,980.35	2,135.38	2,242.23	2,276.58	2,330.19	2,485.38	2,505.58	2,587.23
HOURLY		26.8676	28.2907	30.5054	32.0319	32.5226	33.2884	35.5054	35.7940	36.9604
O.T.		40.3014	42.4361	45.7581	48.0479	48.7839	49.9326	53.2581	53.6910	55.4406

SPECIALIZED SECRETARY/ SPECIALIZED SECRETARY TO PLANNING (1085)  
SPECIALIZED SECRETARY TO THE MAYOR

		01	02	03	04	05	06	07	08	09
SALARY	25	42,405	45,077	49,228	52,088	53,007	55,317	58,522	59,061	61,245
BI-WEEKLY		1,630.96	1,733.73	1,893.38	2,003.38	2,038.73	2,127.58	2,250.85	2,271.58	2,355.58
HOURLY		23.2994	24.7676	27.0483	28.6197	29.1247	30.3940	32.1550	32.4511	33.6511
O.T.		34.9491	37.1514	40.5725	42.9296	43.6871	45.5910	48.2325	48.6767	50.4767

HEAD ADMINISTRATIVE CLERK (1081)

		01	02	03	04	05	06	07	08	09
SALARY	10	50,806	52,036	52,856	54,937	55,760	57,279	58,842	59,384	61,581
BI-WEEKLY		1,954.08	2,001.38	2,032.92	2,112.96	2,144.62	2,203.04	2,263.15	2,284.00	2,368.50
HOURLY		27.9154	28.5911	29.0417	30.1851	30.6374	31.4720	32.3307	32.6286	33.8357
O.T.		41.8731	42.8867	43.5626	45.2777	45.9561	47.2080	48.4961	48.9429	50.7536

HEAD ADMINISTRATIVE CLERK (1081)

		01	02	03	04	05	06	07	08	09
SALARY	20	50,806	52,036	52,856	54,937	55,760	57,279	58,842	59,384	61,581
WEEKLY		977.04	1000.69	1016.46	1056.48	1072.31	1101.52	1131.58	1142.00	1184.25
HOURLY		27.9154	28.5911	29.0417	30.1851	30.6374	31.4720	32.3309	32.6286	33.8357
O.T.		41.8731	42.8867	43.5626	45.2777	45.9561	47.2080	48.4964	48.9429	50.7536

SR. PROGRAMMER, COMPUTER SYSTEM ANALYST, PROGRAMMER ANALYST

		01	02	03	04	05	06	07	08	09
SALARY	11	56,834	60,282	64,161	69,030	69,924	71,868	73,867	74,560	77,364
BI-WEEKLY		2,185.92	2,318.54	2,467.73	2,655.00	2,689.38	2,764.15	2,841.04	2,867.69	2,975.54
HOURLY		31.2274	33.1220	35.2533	37.9286	38.4197	39.4879	40.5863	40.9670	42.5077
O.T.		46.8411	49.6830	52.8800	56.8929	57.6296	59.2319	60.8795	61.4505	63.7616

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**PRINCIPAL PROGRAMMER, PRINCIPAL DATA PROCESSING SYSTEM ANALYST**

		01	02	03	04	05	06	07	08	09
SALARY	<b>12</b>	68,936	71,108	73,028	76,042	76,931	79,084	81,303	82,071	85,174
BI-WEEKLY		2,651.38	2,734.92	2,808.77	2,924.69	2,958.88	3,041.69	3,127.04	3,156.58	3,275.92
HOURLY		37.8769	39.0703	40.1253	41.7813	42.2697	43.4527	44.6720	45.0940	46.7989
O.T.		56.8154	58.6055	60.1880	62.6720	63.4046	65.1791	67.0080	67.6410	70.1984

**PART-TIME SENIOR CLERK - CEMETERY (1097)**

		01	02	03	04	05	06	07	08	09
WEEKLY	<b>02A</b>	\$ 21.19	\$ 21.55	\$ 21.98	\$ 22.86	\$ 23.35	\$ 23.95	\$ 24.61	\$ 24.82	\$ 25.72

**HEAD ADMINISTRATIVE CLERK: METER READING DATA ADMINISTRATOR (1609)**

		01	02	03	04	05	06	07	08	09
SALARY	<b>1/1</b>	53,608	54,839	55,659	57,738	58,562	60,080	61,645	62,186	64,383
BI-WEEKLY		2,061.85	2,109.19	2,140.73	2,220.69	2,252.38	2,310.77	2,370.96	2,391.77	2,476.27
HOURLY		29.4550	30.1313	30.5819	31.7241	32.1769	33.0110	33.8709	34.1681	35.3753
O.T.		44.1825	45.1970	45.8729	47.5862	48.2654	49.5165	50.8064	51.2522	53.0630

**HEAD ADMINISTRATIVE CLERK: METER READING BILLING APPLICATIONS ADMINISTRATOR (1610)**

		01	02	03	04	05	06	07	08	09
SALARY	<b>1/2</b>	53,608	54,839	55,659	57,738	58,562	60,080	61,645	62,186	64,383
WEEKLY		1030.93	1054.60	1070.37	1110.34	1126.19	1155.39	1185.48	1195.88	1238.14
HOURLY		29.4550	30.1313	30.5819	31.7241	32.1769	33.0110	33.8709	34.1681	35.3753
O.T.		44.1825	45.1970	45.8729	47.5862	48.2654	49.5165	50.8064	51.2522	53.0630

**BENEFITS ADMINISTRATOR 1 (1732)**

		01	02	03	04	05	06	07	08
SALARY	<b>C-2</b>	41,948	42,562	43,396	45,006	45,901	47,507	48,199	49,060
WEEKLY		806.69	818.50	834.54	865.50	882.71	913.60	926.90	943.46
HOURLY		23.0483	23.3857	23.8440	24.7286	25.2203	26.1029	26.4829	26.9560
O.T.		34.5725	35.0786	35.7660	37.0929	37.8305	39.1544	39.7244	40.4340

**BENEFITS ADMINISTRATOR 2**

		01	02	03	04	05	06	07	08
SALARY	<b>C-3</b>	44,986	46,454	47,222	48,725	49,891	51,140	52,431	53,377
WEEKLY		865.12	893.35	908.12	937.02	959.44	983.46	1008.29	1026.48
HOURLY		24.7177	25.5243	25.9463	26.7720	27.4126	28.0989	28.8083	29.3280
O.T.		37.0766	38.2865	38.9195	40.1580	41.1189	42.1484	43.2125	43.9920

**BENEFITS ADMINISTRATOR 3 (1026)**

		01	02	03	04	05	06	07	08
SALARY	<b>C-4</b>	50,228	47,829	49,068	50,686	51,584	52,885	54,225	55,206
WEEKLY		965.92	919.79	943.62	974.73	992.00	1017.02	1042.79	1061.65
HOURLY		27.5977	26.2797	26.9606	27.8494	28.3429	29.0577	29.7940	30.3329
O.T.		41.3966	39.4196	40.4409	41.7741	42.5144	43.5866	44.6910	45.4994

**BENEFITS ADMINISTRATOR 4 (1658)**

		01	02	03	04	05	06	07	08
SALARY	<b>C-10</b>	49,603	50,851	51,659	52,886	54,609	56,002	57,435	58,482
WEEKLY		953.90	977.90	993.44	1017.04	1050.17	1076.96	1104.52	1124.65
HOURLY		27.2543	27.9400	28.3840	29.0583	30.0049	30.7703	31.5577	32.1329
O.T.		40.8815	41.9100	42.5760	43.5875	45.0074	46.1555	47.3366	48.1994

**BENEFITS ADMINISTRATOR 5**

		01	02	03	04	05	06	07	08
SALARY	<b>C-12</b>	50,432	51,705	52,386	55,218	56,128	58,417	61,590	62,721
WEEKLY		969.85	994.33	1007.42	1061.88	1079.38	1123.40	1184.42	1206.17
HOURLY		27.7100	28.4094	28.7834	30.3394	30.8394	32.0971	33.8406	34.4620
O.T.		41.5650	42.6141	43.1751	45.5091	46.2591	48.1457	50.7609	51.6930