# Unclassified Pay Rates for Temporary Employment (US Salary Table)
## Effective: March 8, 2025
**Hourly pay rates**

The Unclassified Pay Schedule is appropriate for temporary work that does not fall within the College's classification system.  Unclassified temporary work should meet the following criteria:

Work is expected to last for a short period of time; or
Periodic employment which peaks or occurs at certain times of the year; or
Intermittent work as needed with irregular or varying hours.

Temporary work similar in nature to other College positions will be in accordance with the Classified Salary schedule for the appropriate salary range. Placement will be at step 1 unless a salary exception is approved by the Vice Chancellor for Human Resources or designee.

Placement within the Unclassified pay salary range is based on job requirements such as degree of knowledge, skills and level of responsibility required, complexity of tasks, level of decision- making and degree of independence necessary for success.
Revised 3/8/2025

| Job Title | Grade | Step | Rate Per Hour | Description |
|---|---|---|---|---|
| **General Support** | | | | Work is routine in nature and comprised of specific tasks and duties of a routine nature. Skill in routine tasks with basic knowledge of processes appropriate to assignment. |
| Van Driver | **VD** | 1 | $15.00 | May transport faculty, staff, or students. |
| Courier Driver | **CD** | 1 | $15.00 | Transports items. |
| Maintenance Support | **MS** | 1 | $15.00 | Assists in variety of duties related to routine maintenance. |
| Help Desk Student Assistant | **ITHLP** | 1 | $15.00 | Provide IT customer service at walk-up IT help desks in campus learning centers and Student Life centers. |
| **Support Services** | | | | |
| Instructional Aide | **INSA** | 1 | $15.00 | Performs various duties related to the support of assigned instructional area. |
| Office Aide | **CLER** | 1 | $15.00 | Performs various fundamental office support duties. |
| **Access Assistant - Access and Disability Resources** | | | | |
| Access Assistant 1 | **ACCA1** | 1 | $15.00 | ·  Create tactile models of diagrams in an accessible format during lecture. ·  Assist with object manipulation (Ex: moving items, performing step-by-step directions for experiments). ·  Verbally describe graphics or pictures used in the classroom. ·  Read and scribe exams. ·  Facilitate computer access for students who cannot operate a mouse. ·  Re-type classroom notes for access. Job Requirement: A 12th grade reading level or completion of REA 112 or 2 successful semesters of college coursework. |

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|-----------|-------|------|---------------|-------------|
| Access Assistant 2 | **ACCA2** | 1 | $16.00 | · Create 3-D models and tactile diagrams that require an understanding of higher level STEM concepts during lecture.<br>· Create accessible copy of board work provided to student in real time using computer generated math type or raised line drawings to enable the student to comprehend and complete STEM in class exercises.<br>· Create notes and accessible graphics for homework and classroom access using specialized software and hardware such as math type and Pictures in a Flash (PIAF).<br>· Assist with object manipulation (Ex: moving items, performing step-by-step directions for experiments)<br>· Verbally describe graphics or pictures used in the classroom.<br>· Read and scribe exams using language and STEM vocabulary and symbols.<br>· Facilitate computer access for students who cannot operate a mouse.<br>· Tracking or updating database information or records.<br>· Provide tutorial and/or research assistance, computer lab assistance.<br>· ADR office support assistance.<br>· Provide information to students regarding college schedules, policies, procedures.<br>Job Requirements: A 12th grade reading level or completion of REA 112 or 2 successful semesters of college coursework. 200 level coursework in STEM or foreign languages. |

**Tutors - Assists students in developing comprehension in the subject coursework and improve study skills and habits.**
•Assists students by providing instructional tutoring and assistance with basic concepts, specific problems, homework, test preparation, and the most effective use of textbooks and instructional materials in a virtual environment and in person
•Provides students with appropriate and effective study skills to increase their academic success and independence both online and in person
•Provides students encouragement and support in the areas of self-confidence, study habits, and time management
•Reports to the Learning Center Personnel any problems or concerns with equipment or materials
•Establishes effective and cooperative relationships with diverse student and employee population

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|-----------|-------|------|---------------|-------------|
| Tutor 0<br>ASL Lab Staff 0 | **TUTR 0** | 1 | $15.00 | Not certified. |
| Tutor 1<br>ASL Lab Staff 1 | **TUTR 1** | 1 | $16.50 | CRLA Certified Level 1 – Certification requires 10 hours of training and 25 hours of actual tutoring and it is recommended that New Tutors attain Level 1 during their first year. |
| Tutor 2<br>ASL Lab Staff 2 | **TUTR 2** | 1 | $18.00 | CRLA Certified Level 2 – Requires 10 hours of training and 25 additional hours of tutoring |
| Tutor 3<br>ASL Lab Staff 3 | **TUTR 3** | 1 | $19.50 | CRLA Certified Level 3 – Requires 10 hours of training and another 25 additional hours of tutoring (75 cumulative hours). |
| **Interpreter – Access and Disability Resources** | | | | |
| Interpreter C | **INTC** | 1 | $28.47 | Provisional C License |
| Interpreter B | **INTB** | 1 | $30.86 | Provisional B License |
| Interpreter General | **INTG** | 1 | $50.00 | General License |

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| Caption Writer | CART | 1 | $85.00 | |
| **Center for the Arts** | | | | |
| Event Assistant | EA1 | 1 | $15.00 | Duties include work relating to box office cashiering, monitor front-of-house activities and/or operation of technical theater equipment during Center for the Arts productions.   These duties may include ticket sales and cash handling, monitoring ushers and audience, and/or sound/light board operation and stage crew. |
| **Miscellaneous** | | | | |
| Accompanist | ACC | 1 | $20.00 | As part of a specific production. |
| | | 2 | $25.00 | |
| | | 3 | $35.00 | |
| Assistant Outreach Trainer | AOT | 1 | $15.00 | |
| Classroom Model | CLMD | 1 | $16.72 | |
| CPR Instructor | CPR | 1 | $25.00 | |
| EMT Instructor | EMT | 1 | $30.00 | |
| Federal Temp Staff | FEDMW | 1 | $17.20 | Temporary staff working on Federal contract |
| Library Technician | | 1 | $16.77 | |
| Private Music Instructor | PMI | 1 | $31.00 | In courses that earn transfer credits for Music majors. |
| Student Peer Mentor | SPM | 1 | $15.00 | An applicant for this position must be enrolled in at least one credit hour class to be eligible for this position.<br>· Contacting students to register and/or confirm participation in a Connect U program;<br>· Providing check-in and registration at each Connect U;<br>· Leading a small group of new students in discussions and icebreakers;<br>· Providing tours of the PCC campuses;<br>· Helping students navigate their first steps in preparing for college, including answering questions about resources and the student experience at Pima;<br>· Assisting students in setting up various digital resources such as MyPima, D2L, etc.<br>· Following up with students after the Connect U program to answer questions. |
| Student Ambassador | SAMB | 1 | $15.00 | An applicant for this position must be enrolled in at least one credit hour class to be eligible for this position.· Distributes information and assists with development and delivery of workshops. |
| Data Center Specialist | HSIDS | 1 | $21.00 | |
| HSI Stem CIS IT Tech Inte | HSIIT | 1 | $19.03 | |
| Associate Instructional Designer | AIDC | 1 | $32.50 | $1,200 - $4,000 Per assignment rate |
| **Performing Arts** | | | | |
| Choreographer | PACH | 1 | $30.00 | $2200  - $2500 per production<br>Responsible for preparing the cast on all aspects of movement, dance and music numbers requiring choreography. |

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|---|---|---|---|---|
| Scenic Designer | **PASD** | 1 | $30.00 | $1000 - $1500 per production<br>The Scenic Designer is responsible for designing all visual scenic elements of production providing all needed: ground plans - elevations - detail drawings for scenery and properties. |
| Lighting Designer | **PALD** | 1 | $25.00 | $750 - $1500 per production<br>The lighting designer is responsible for the design, installation, and operation of the lighting and special electrical effects produces a light plot and all associated paperwork for the design including hook-ups, schedules, cut lists, and a cue synopsis. |
| Costume Designer | **PACD** | 1 | $25.00 | $750 - $1500 per production<br>The costume designer is responsible for the visual appearance of the actors by providing colored sketches and is responsible for the implementation of the costume design. This will include supervision of fittings, overseeing construction of built costumes and alteration of pulled and purchased costumes, and maintenance of shop equipment and supplies. |
| Sound Designer | **PASOD** | 1 | $40.00 | $750 - $1500 per production<br>The sound designer the designs for all pre-recorded music, sound effects, and the reinforcement of live voices, musical instruments and sound elements. |
| Musical Director | **PAMD** | 1 | $30.00 | $2200 - $2500 per production<br>Implements vocal rehearsals and musical vision for the annual main stage musical. |
| Dance Director | **PADND** | 1 | $25.00 | $1600 per production<br>Oversees and/or implements the choreography, lighting, costumes, dance rehearsals, and artistic vision for biannual dance productions at the end of fall and spring semesters. |
| Dance Lighting Director | **PADLD** | 1 | $25.00 | $1000 per production<br>Oversees all aspects of rigging, setting, testing, and coordinating the lighting for the three end-of-semester performances by the dance area each semester. |
| Orchestra Conductor | **PAOC** | 1 | $25.00 | |
| **Production Assistant** | | | | |
| Production Assistant I | **PA1** | 1 | $15.00 | Performs routine work in television production and online course development. |
| Production Assistant II | **PA2** | 1 | $16.00 | Performs a higher level of work for television or online instruction.  Duties include assisting with routine editing of data for course management system, basic graphic on line development, operating digital and still cameras, assisting with audio and lighting setups, non-linear editing and post-production work. |
| **Project Professional** | | | | |
| Special Project Professional | **SPPRO** | 1 | $25.00 | Includes positions requiring a highly experienced expert in a distinct field with considerable depth of knowledge in theory and practice. |

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|---|---|---|---|---|
| Special Project Manager | SPMGR | 1 | $50.00 | Based on the degree of specialization in the profession, the breadth and depth of required proficiency, and level and extent of project accountability. Position should be responsible for development of major contracted special projects. |
| **Team Athletic Coaches** | | | | **Bachelor's Degree is required** |
| Head Coach Internal | HDCOI | 1 | $19.23 | 12M Position averaging 20 hours of work per week |
| Head Coach External | HDCOE | 1 | $19.23 | 12M Position averaging 20 hours of work per week |
| **Team Assistant Athletic Coaches** | | | | |
| Level 1 | ASCOA | 1 | $16.00 | · Practices warm-up<br>· Executes drill stations<br>· Observes and Advises during games/matches |
| Level 2 | ASCOA | 2 | $18.00 | Level 1 duties plus:<br>· Develops strength/conditioning programs<br>· Creates drills and stations<br>· Assists in monitoring academic performance<br>· Monitors conditioning<br>· Advises Team Coach during games/matches |
| Off Season | ASCO | 1 | $15.00 | Off Season recruitment |
| **Professional Development Trainers/Facilitators** | | | | |
| Trainers/Facilitator | PDTF | 1 | $37.00 | |
| | PDTF | 2 | $52.00 | |
| | PDTF | 3 | $104.00 | |
| Workforce Trainer | WFT | 1 | $16.00 | |
| | WFT | 2 | $18.00 | |
| | WFT | 3 | $26.00 | |
| | WFT | 4 | $28.00 | |
| | WFT | 5 | $28.00 | |
| | WFT | 6 | $31.00 | |
| | WFT | 7 | $32.00 | |
| | WFT | 8 | $37.00 | |
| | WFT | 9 | $47.00 | |
| **Instructors** | | | | |
| **Instructor** | TINST | 1 | $26.38 | Instructors deliver instruction to students on a contractual basis. And may prepare syllabi, instructional materials, lesson plans, and classroom and laboratory presentations to assist students in achieving educational goals. Temporary Instructors impact class schedules and support staffing models. This Unclassified pay grade has been designated by the College for annual review as approved by the Governing Board. |
| **Faculty Supplemental Assignments** | | | | |
| Supplemental Assignment Adjunct Faculty | ADJSA | 1 | $31.00 | Non teaching assignment. |
| Department Chair Off Contract Days | DCSAL | 1 | $33.00 | Non teaching assignment. |
| Supplemental Assignment Regular Faculty | FACSA | 1 | $31.00 | Non teaching assignment. |
| **Adjunct Faculty and Full-Time Faculty Overload Rate** | | | | |

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|---|---|---|---|---|
| Tier 1 | FACOR | 0 | $1,000.00 | All newly hired, and those who have not completed Tier 2 requirements |
| Tier 2 | FACO2 | 0 | 5% more than the base load rate $1050 | Five (5) semesters of teaching OR 30 Load Hours in the past three (3) years AND nine (9) hours of professional development recorded in MyCareerCenter in the past three (3) years, including College Directed Training and refresher as required |
| **Program Supervisor (EDC/ESE Courses)** | | | | |
| Program Supervisor | PRGMS | 1 | $42.00 | Used for sudent teaching courses in Education. Rate is $420 per student with each student having 10 contact hours. |
| **TLC Courses** | | | | |
| TLC Course Attendee | TRNGA | 1 | $25.00 | Used for College Directed Training (CTD), CTD Refresher courses, select Learning Center (TLC) sessions, and Adjunct Orientation sessions. Faculty and Adjunct Faculty employees only. |
| TLC Session Facilitator | TRNGF | 1 | $40.00 | Rate paid to an employee for development and facilitating a TLC session. |
| **College and Federal Work Study** | | | | |
| Work Study | WKSTU | 1 | $16.00 | Hourly rate for College and Federal Work Study students employed at a Pima College site. |
| Work Study | WRKST | 1 | $17.00 | Hourly rate for Federal Work Stuy students employed at a community partner site |