

Central Wyoming College
FY 2018 Salary Schedule - Professional and Classified Positions (Not Including Faculty)

Grade	Grade Description	Minimum	25th Percentile	Midpoint	75th Percentile	Maximum
1	Not In Use for Benefited Positions					
2	Not In Use for Benefited Positions					
3	Not In Use for Benefited Positions					
4	Not In Use for Benefited Positions					
5	Not In Use for Benefited Positions					
6	Not In Use for Benefited Positions					
7	Basic clerical, manual or apprentice craft positions. Perform repetitive, semi-skilled tasks. Knowledge of standardized work routines and methods, general facts and information and/or the use of simple equipment, machines and materials. Knowledge is usually acquired through training on the job. Work is generally repetitive, with some flexibility to change work routine. Competency can be achieved on the job, minimal experience may be required. Work is closely supervised and typically involves the operation of tools or equipment and/or providing information to others. Accountable for completion of own tasks.	\$ 25,925	\$ 28,213	\$ 30,500	\$ 32,788	\$ 35,075
		\$ 12.46	\$ 13.56	\$ 14.66	\$ 15.76	\$ 16.86
8	Basic clerical, processing, or technical jobs requiring previous experience and ability to use basic equipment or programs. Requires ability to perform activities with minimal instruction due to experience and training. Competency can typically be achieved in several months. Selects from among clear and simple choices based upon previously defined procedures and practices. Some latitude is permitted to consider the most appropriate procedure or precedent to follow because of changing conditions, priorities, or differing situations. Accountable for completion of own tasks. Work is closely supervised and checked frequently.	\$ 27,455	\$ 29,878	\$ 32,300	\$ 34,858	\$ 37,415
		\$ 13.20	\$ 14.36	\$ 15.53	\$ 16.76	\$ 17.99
9	Clerical or technical jobs requiring an understanding of general office/work routines. Some specialization of equipment and/or processes may be required. Incumbents are skilled in the operation of specialized or multi-purpose equipment. Work is generally repetitive, with some flexibility to change work routine. Competency can be achieved on the job, minimal experience may be required. Accountable for accurate completion of own work. Work is closely supervised and is governed by specific instructions and guidelines.	\$ 29,325	\$ 31,913	\$ 34,500	\$ 37,088	\$ 39,675
		\$ 14.10	\$ 15.34	\$ 16.59	\$ 17.83	\$ 19.07
10	Clerical, processing, or production jobs requiring an understanding of general office work routines and procedures in a vocational skill. Competence usually occurs within 6 months to one year. Work generally consistent day to day. Work often process focused, rather than task focused. In these roles, knowledge is required for the application of practical methods and techniques, work procedures and processes. This knowledge is typically acquired through some specialized training. The role requires performance or supervision of multiple activities which are specific as to objective and content. There is a requirement to interact with co-workers and maintain an awareness of related activities.	\$ 31,790	\$ 34,595	\$ 37,400	\$ 40,205	\$ 43,010
		\$ 15.28	\$ 16.63	\$ 17.98	\$ 19.33	\$ 20.68

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11	Mid-level administrative, production, technical or customer service jobs requiring a thorough knowledge of area supported. Usually requires high school diploma plus a few years of experience or additional technical training. Competence achieved in 1 to 2 years. Work generally consistent day to day with minor variation week to week. Work often process focused. The incumbent thinks within well-defined, somewhat diversified, procedures with many precedents covering most situations and/or readily available assistance.	\$ 34,680	\$ 37,740	\$ 40,800	\$ 43,860	\$ 46,920
		\$ 16.67	\$ 18.14	\$ 19.62	\$ 21.09	\$ 22.56
12	Primarily composed of advanced or lead clerical jobs using specialized knowledge or skill; also seasoned technical jobs are found at this level. Jobs follow a number of more complicated procedures. Jobs at this level are typically confronted with multiple choice situations and through prior exposure/experience have learned which choice is most appropriate to the situation. Incumbents operate within standardized practices and procedures, general work instructions and supervision of progress and results.	\$ 38,250	\$ 41,625	\$ 45,000	\$ 48,375	\$ 51,750
		\$ 18.39	\$ 20.01	\$ 21.63	\$ 23.26	\$ 24.88
13	Primarily composed of individual contributor positions involving planning, coordination and execution of small projects. Follows diverse procedures in conducting duties. Receives general work instruction and tends to be focused on daily progress and results. Requires broad or specialized knowledge of methods, techniques and processes with some knowledge of the basic theoretical background. This knowledge is typically acquired through advanced specialized training or broad practical work experience.	\$ 39,200	\$ 44,100	\$ 49,000	\$ 53,900	\$ 58,800
		\$ 18.85	\$ 21.20	\$ 23.56	\$ 25.91	\$ 28.27
14	This level has seasoned individual contributors with a focus on task execution and managing and delivery of medium to large projects. They interact and coordinate within and across departments to meet deadlines/ accomplish tasks. Weekly focus for planning and execution. These positions think within multiple, substantially different procedures, standards and precedents and/or access to assistance.	\$ 42,480	\$ 47,790	\$ 53,100	\$ 58,410	\$ 63,720
		\$ 20.42	\$ 22.98	\$ 25.53	\$ 28.08	\$ 30.63
15	Primarily composed of professional positions responsible for running multiple programs / award categories. Typically functions as a supervisor of clerical or administrative positions or entry level individual contributor professional role - may work independently on routine assignments. Uses and administers complex and diverse procedures. Daily to weekly focus. Operating within practices and procedures covered by precedents or well defined policies and review of end results.	\$ 46,320	\$ 52,110	\$ 57,900	\$ 63,690	\$ 69,480
		\$ 22.27	\$ 25.05	\$ 27.84	\$ 30.62	\$ 33.40
16	Primarily composed of highly proficient seasoned professionals. Managers of programs and events, senior individual contributor or entry managerial position over other junior level professionals. Interprets polices to develop procedures for others to use. Project focused. Sufficient knowledge in a technical, scientific or specialized field built on an understanding of the theoretical concepts and principles and their context. This knowledge is typically acquired through professional or academic qualification or through extensive practical experience.	\$ 50,960	\$ 57,330	\$ 63,700	\$ 70,070	\$ 76,440
		\$ 24.50	\$ 27.56	\$ 30.63	\$ 33.69	\$ 36.75

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17	Primarily composed of seasoned professional positions with extensive experience. Typically a manager of a small department or area or team / project leader of a technical function. Problem solving skills focus on broad operational and strong functional issues, including the integration of services where there is a requirement for coordination with associated function. Jobs may have a monthly to quarterly or longer range focus. The incumbent thinks within clearly defined policies, principles, and specific objectives.	\$ 56,560	\$ 63,630	\$ 70,700	\$ 77,770	\$ 84,840
		\$ 27.19	\$ 30.59	\$ 33.99	\$ 37.39	\$ 40.79
18	Primarily composed of functionally proficient positions typically managing the daily operations of a department or a group. Requires a high degree of human relation skills for managing subordinates or working with external contacts. Also may be advanced technical positions requiring a high degree of innovative and conceptual thinking. Problems solving skills focus on broad operational and strong functional issues and heavy tactical initiatives. Quarterly or annual focus. Broad and/or deep knowledge in a field of expertise requiring a command of diverse practices and precedents and/or sophisticated concepts and principles. The incumbent thinks within broadly defined policies and objectives.	\$ 63,200	\$ 71,100	\$ 79,000	\$ 86,900	\$ 94,800
		\$ 30.38	\$ 34.18	\$ 37.98	\$ 41.78	\$ 45.58
19	Functional Managers with responsibility for managing the daily operations of department(s) or work unit while developing short to medium-term action plans for meeting functional goals. Work often accomplished through subordinate supervisors or project leaders. Consultative or research/analysis positions with a long-term development or advisory focus. Knowledge is acquired through very deep and/or broad experience typically combined with an academic/ professional qualification. In the operational mode, these jobs or roles manage a function or collections of inherently related activities. In the conceptual or consultative mode, they ensure that functional interests and issues are addressed throughout the broader organization. In both cases, they are planning, organizing, coordinating, and ensuring the achievement of results over the typical horizon (annual) of an operating plan.	\$ 71,360	\$ 80,280	\$ 89,200	\$ 98,120	\$ 107,040
		\$ 34.31	\$ 38.60	\$ 42.88	\$ 47.17	\$ 51.46
20	Advanced level functional directors of homogeneous (generally related in nature) activities or departments - e.g. the HR function, including recruitment, benefits, employee relations, etc. Involves the longer-term strategic planning and budgeting of all areas within the function with first-line managers responsible for daily operational implementation of action plans. Actions are typically directed by specific functional precedents (that is, a model or theory exists) and the achievement of circumscribed operational activity (goals set by the organization). Managers at this level have the breadth and/ or the experience to provide leadership to multiple disciplines.	\$ 81,440	\$ 91,620	\$ 101,800	\$ 111,980	\$ 122,160
		\$ 39.15	\$ 44.05	\$ 48.94	\$ 53.84	\$ 58.73

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21	Highly seasoned professional directors overseeing a major functional areas or departments. Focuses primarily on setting long-term strategies and objectives for a function which is relatively homogeneous (related) in nature with necessity for integrating into the overall business objectives of the company. Relatively high degree of autonomy in taking action to set operational goals given general managerial direction and functional policies. General management jobs/roles at this level are charged with integrating several business functions and resolving inherent conflict (e.g., production and sales). They are required to look beyond the immediate operating plan to anticipate and formulate responses to longer term business issues. Jobs at this level are more focused on the optimization of resources rather than maximizing against a single objective. Incumbents are required to position and integrate the function across the wider organization and will be required to adopt a multiple long term perspective (3-5 years).	\$ 93,600	\$ 105,300	\$ 117,000	\$ 128,700	\$ 140,400
		\$ 45.00	\$ 50.63	\$ 56.25	\$ 61.88	\$ 67.50
22	College President	Negotiated				