

**Passaic County Community College
TEMPORARY EMPLOYEE WAGE GUIDE**

This wage guide provides pay ranges for temporary employees appointed by the College. It is to be used as a guide to set the hourly pay rate of an appointee along with their level of skill, work experience, academic training and the requirements of the position to be filled. Hourly rates may not exceed the maximum of the pay range without prior written approval of the VP for Human Resources. All new appointees must complete and submit a PCCC employment application and provide evidence that they meet the minimum requirements of the position to which they are being appointed.

OFFICE/LIBRARY WORKERS	HOURLY PAY RANGE
Clerk	\$ 8.38 – 9.00
Registration Aide	8.38 – 10.00
Secretary	9.00 – 20.00
Technical Assistant	9.00 – 15.00
Librarian	10.00 – 18.00
Administrator	20.00 – 40.00

CHILD DEVELOPMENT CENTER WORKER	HOURLY PAY RANGE
Program Coordinator	\$ 25.00 - 30.00
Family Worker	15.00 - 25.00
Teacher	15.00 - 25.00
Instructional Aide	10.00 - 14.00
Teacher Assistant	8.38 - 10.00

PLANT FACILITIES / SECURITY WORKER	HOURLY PAY RANGE
Custodial Worker	\$ 8.38 – 20.00
Trades/Mechanical Services	10.00 – 25.00
Security Officer	8.38 – 15.00
Police	18.00 - 25.00

FOOD SERVICE WORKER	HOURLY PAY RANGE
Food Service Worker	\$ 8.38 – 20.00

INSTRUCTIONAL / STUDENT SERVICES	HOURLY PAY RANGE
Monitor	\$ 8.38 – 10.00
Tutor	8.38 – 25.00
Lab/Technical Assistant	9.00 – 18.00
Assistant Coach	10.00 – 20.00
Teacher/Instructor	10.00 – 50.00
Administrator	20.00 – 40.00

These rates must be used in the preparation of grant proposals to be administered by the College. For those rare occasions that the College provides administrative support for a grant developed by an outside organization, it is understood that the College may not be involved in determining the wage rates of those employed by the grant.

Note: The New Jersey Minimum wage rate of \$8.38 is effective January 1, 2015

(Wage Guide – Revised March 2015)

OFFICE / LIBRARY WORKER

Clerk: Office or library work of a routine nature performed under the supervision of a full-time employee. Duties consist of filing, preparing documents for mail or distribution, delivering documents, responding to inquiries, operating office equipment, data entry.

Registration Aide: Duties assigned in direct support of the student registration process.

Secretary: Office or library work in direct support of a department manager or chairperson. Duties consist of all of those in the clerk title, but include scheduling appointments, producing correspondence, or other duties of a more complex nature.

Technical Assistant: Duties of a complex nature, performed under the supervision of a department administrator or chairperson. An Associate's degree or appropriate technical skill required.

Librarian: Professional library duties are performed. Bachelor's degree required.

Administrator: Professional duties performed in support of an administrative function. Bachelor's degree required.

CHILD DEVELOPMENT WORKERS

Program Coordinator: Responsible for the management of program operations, staff, and classroom activities. Bachelor's degree required.

Family Worker: Responsible for the implementation of the center's family outreach program, including conducting home visits, monthly workshops, and administrative work. Family Development Credentials or MSW required.

Teacher: Responsible for the daily operations and management of the classrooms, including lesson planning, assessment, and implementation of activities. P-3 Certification required.

Instructional Aide: Responsible for assisting the teacher in implementing classroom activities, lesson planning, assessment and other duties as assigned. A CDA or Associate's degree required.

Teacher Assistant: Responsible for assisting the teacher and assistant in implementing classroom activities. College credits in early childhood education required.

PLANT FACILITIES / SECURITY WORKER

Facilities Custodial Worker: General building cleaning, grounds maintenance and building repairs performed.

Facilities Trades/Mechanical Services: College equipment, machinery and facilities repaired and maintained.

Security Officer: Public safety and security duties performed in support of college operation.

Police: Public safety and security duties performed when police experience needed.

FOOD SERVICE WORKER

Food Service Worker: Food service duties performed as chef, cook, food preparer, cashier and utility worker.

INSTRUCTIONAL / STUDENT SERVICES

Monitor: Work performed to monitor College facilities, events or activities.

Tutor: Tutoring services provided to students, clients, or participants in a classroom, clinical, lab, workshop, online, or field setting.

Lab/Technical Assistant: Work performed under the supervision of an administrator or faculty member in support of a student learning lab and/or in the performance of duties of a complex nature. An Associate's degree or appropriate experience and/or technical skill is required.

Assistant Coach: Coaching duties performed in support of the athletic program.

Teacher/Instructor: Teaching duties performed for students, clients, or participants in a classroom, clinical, lab, workshop, online, or field setting. Bachelor's degree required.

Administrator: Professional duties performed in support of an administrative, instructional, or student services function. A Bachelor's degree is required.