

Clerical, Technician and Paraprofessionals Wage and Classification Plan  
 Effective January 18, 2015  
 Updated January 26, 2015

Department	Classification	80%	85%	90%	Base Wage			101%	102%	105%
					Hire	6 months	1 year			
Aging and Disability Resource Center	Leadworker-Nutrition & Transportation			\$16.07	\$16.96	\$17.85				
Aging and Disability Resource Center	Account Clerk			\$14.96	\$15.79	\$16.62				
Aging and Disability Resource Center	RSVP Assistant			\$14.82	\$15.65	\$16.47				
Aging and Disability Resource Center	Nutrition Program Assistant			\$14.82	\$15.65	\$16.47				
Aging and Disability Resource Center	Typist II/Receptionist			\$14.11	\$14.90	\$15.68				
Aging and Disability Resource Center	Bus Driver			\$13.81	\$14.57	\$15.34				
Aging and Disability Resource Center	Dining Site Manager			\$13.63	\$14.38	\$15.14				
Aging and Disability Resource Center	Adult Day Center Aide			\$13.25	\$13.98	\$14.72				
Circuit Court	Register in Probate			\$18.68	\$19.72	\$20.76				
Circuit Court	Senior Deputy Register in Probate			\$16.07	\$16.96	\$17.85				
Circuit Court	Deputy Register in Probate			\$15.30	\$16.15	\$17.00				
Circuit Court	Legal Secretary			\$15.21	\$16.06	\$16.90				
Clerk of Courts	Senior Deputy Clerk			\$16.90	\$17.84	\$18.78				
Clerk of Courts	Deputy Clerk II			\$16.07	\$16.96	\$17.85				
Clerk of Courts	Jury Clerk/Payment Officer			\$15.43	\$16.28	\$17.14				
Clerk of Courts	Deputy Clerk I			\$14.82	\$15.65	\$16.47				
Clerk of Courts	Typist I (File Clerk)			\$13.54	\$14.29	\$15.04				
County Clerk	Administrative Secretary I			\$14.82	\$15.65	\$16.47				
District Attorney	Legal Secretary II			\$16.07	\$16.96	\$17.85				
District Attorney	Legal Secretary II/Victim Witness Coordinator Asst			\$16.07	\$16.96	\$17.85				
District Attorney	Typist II			\$14.11	\$14.90	\$15.68				
Facilities Management	Maintenance Technician Specialist			\$19.86	\$20.97	\$22.07				
Facilities Management	Maintenance Lead Worker			\$17.76	\$18.74	\$19.73				
Facilities Management	Maintenance Worker			\$17.15	\$18.10	\$19.05				
Facilities Management	Maintenance Worker I			\$16.04	\$16.93	\$17.82	leave alone			
Facilities Management	Facilities Management Assistant			\$14.96	\$15.79	\$16.62				
Facilities Management	Custodian			\$13.63	\$14.38	\$15.14				
Finance	Payroll/Account Clerk			\$18.95	\$20.01	\$21.06				
Finance	Highway Assistant Business Manager			\$18.95	\$20.01	\$21.06				
Finance	Clerk of Courts Fiscal Clerk					\$19.73	see wage schedule below			
Finance	Accounting Specialist			\$16.38	\$17.29	\$18.20				
Finance	Sheriff Bookkeeper			\$15.30	\$16.15	\$17.00				
Finance	HCC Bookkeeper			\$15.30	\$16.15	\$17.00				
Finance	HHS Account Clerk			\$14.96	\$15.79	\$16.62				
Health and Human Services	Lead Child Support Specialist			\$21.21	\$22.39	\$23.57				
Health and Human Services	Child Support Specialist			\$20.62	\$21.76	\$22.91				
Health and Human Services	Paternity Specialist			\$18.95	\$20.01	\$21.06				
Health and Human Services	Financial Specialist			\$18.95	\$20.01	\$21.06				
Health and Human Services	Economic Support Worker			\$16.90	\$17.84	\$18.78				
Health and Human Services	Child Support Specialist Assistant			\$16.68	\$17.60	\$18.53				
Health and Human Services	Child Support Clerk			\$16.68	\$17.60	\$18.53				
Health and Human Services	Portage House Program Assistant			\$15.96	\$16.84	\$17.73				
Health and Human Services	Portage House Counselor			\$15.96	\$16.84	\$17.73				
Health and Human Services	Independent Living Services Asst			\$15.96	\$16.84	\$17.73				
Health and Human Services	Optical Imaging Specialist			\$15.43	\$16.28	\$17.14				
Health and Human Services	Word Processing Specialist			\$14.96	\$15.79	\$16.62				
Health and Human Services	Administrative Secretary I			\$14.82	\$15.65	\$16.47				
Health and Human Services	Child Welfare Assistant			\$14.75	\$15.57	\$16.39				
Health and Human Services	Switchboard Op/Patient Med Asst Coordinator			\$14.56	\$15.37	\$16.18				
Health and Human Services	Community Health Assistant			\$14.30	\$15.10	\$15.89				
Health and Human Services	Public Health Technician			\$14.30	\$15.10	\$15.89				
Health and Human Services	WIC Interpreter			\$14.11	\$14.90	\$15.68				
Health and Human Services	WIC Aide			\$14.11	\$14.90	\$15.68				
Health and Human Services	Receptionist			\$14.11	\$14.90	\$15.68				
Health and Human Services	Typist II			\$14.11	\$14.90	\$15.68				
Health and Human Services	Portage House Night Security			\$10.87	\$11.48	\$12.08				
Health Care Center	Medical Records Secretary II					\$17.00	see wage schedule below			
Health Care Center	Cook II					\$17.00	see wage schedule below			
Health Care Center	Unit Clerk					\$16.47	see wage schedule below			
Health Care Center	Administrative Secretary I					\$16.47	see wage schedule below			
Health Care Center	Cook I					\$15.68	see wage schedule below			
Health Care Center	Activity Assistant					\$15.14	see wage schedule below			
Health Care Center	Certified Nursing Assistant					\$15.04	see wage schedule below			
Health Care Center	Food Service Worker					\$14.53	see wage schedule below			
Housing Authority	Maintenance Technician Specialist			\$19.86	\$20.97	\$22.07				
Housing Authority	Housing Services Assistant			\$17.25	\$18.21	\$19.17				

Information Technology	PC Technician		\$20.19	\$21.31	\$22.43			
Information Technology	Help Desk/Operations Asst		\$14.82	\$15.65	\$16.47			
Library	Maintenance Lead Worker		\$17.76	\$18.74	\$19.73			
Library	Library Clerk II		\$16.52	\$17.44	\$18.36			
Library	Library Clerk I		\$15.21	\$16.06	\$16.90			
Library	Assistant Library Clerk		\$14.20	\$14.99	\$15.78			
Library	Custodian		\$13.63	\$14.38	\$15.14			
Library	Library Aide		\$12.09	\$12.76	\$13.43			
Library	Circulation Aide		\$10.20	\$10.76	\$11.33			
Parks	Parks Assistant		\$14.96	\$15.79	\$16.62			
Planning and Zoning	Administrative Secretary I		\$14.82	\$15.65	\$16.47			
Purchasing	Procurement Specialist		\$16.90	\$17.84	\$18.78			
Purchasing	Administrative Secretary		\$14.82	\$15.65	\$16.47			
Register of Deeds	Land Description Technician		\$16.90	\$17.84	\$18.78			
Register of Deeds	Register of Deeds/Land Description Assistant		\$13.54	\$14.29	\$15.04			
Sheriff's Office	Lead Communication Technician				\$23.08			
Sheriff's Office	Fleet Technician		\$16.07	\$16.96	\$17.85			
Sheriff's Office	Law Enforcement Records Specialist		\$15.30	\$16.15	\$17.00			
Sheriff's Office	Communication Technician				\$20.76	see wage schedule below		
Treasurer	Bookkeeper		\$15.30	\$16.15	\$17.00			
UW-Extension	Lead Administrative Secretary		\$15.96	\$16.84	\$17.73			
UW-Extension	Program Assistant		\$14.96	\$15.79	\$16.62			
UW-Extension	Administrative Secretary I		\$14.82	\$15.65	\$16.47			
Veteran's Service	Veteran's Service Assistant		\$15.96	\$16.84	\$17.73			
Finance	Clerk of Courts Fiscal Clerk		Hire	6 months	1 year	18 mths	3 years	
			90%	95%	100%	101%	102%	
			\$17.76	\$18.74	\$19.73	\$19.93	\$20.12	
Sheriff's Office	Communication Technician	Hire	1 year	18 mths	3 years			5 years
		85%	90%	95%	100%			105%
		\$17.65	\$18.68	\$19.72	\$20.76			\$21.80
			Start	3 Months	6 Months	9 Months	1 Year	
			90%	93%	95%	98%	100%	
Health Care Center	Medical Records Secretary II		\$15.30	\$15.73	\$16.15	\$16.58	\$17.00	
Health Care Center	Cook II		\$15.30	\$15.73	\$16.15	\$16.58	\$17.00	
Health Care Center	Unit Clerk		\$14.82	\$15.23	\$15.65	\$16.06	\$16.47	
Health Care Center	Administrative Secretary I		\$14.82		\$15.65		\$16.47	
Health Care Center	Cook I		\$14.11	\$14.50	\$14.90	\$15.29	\$15.68	
Health Care Center	Activity Assistant		\$13.63	\$14.00	\$14.38	\$14.76	\$15.14	
Health Care Center	Certified Nursing Assistant		\$13.54	\$13.91	\$14.29	\$14.66	\$15.04	
Health Care Center	Food Service Worker		\$13.08	\$13.44	\$13.80	\$14.17	\$14.53	
Administrative Notes								
1) Wages shall be administered per HR Policy 3.11.8.3								
2) Employees selected as Lead Workers in the division of Child and Family Services in the HHS department shall be paid an additional \$0.70 per hour above the regular or grandfathered rate for the original classification in the Workforce Development section, Economic Support and Elderly Services section.								
4) Kathy Garske will receive the wage rate of Maintenance Worker I as long as she remains in the Custodian position								
5) Lori Yenter will receive the wage rate of Emergency Services Worker as long as she remains in the Economic Support Caseworker position								