

Gadsden State Community College
SALARY SCHEDULE "E"

April 2025

CLASSIFICATION SYSTEM AND CRITERIA FOR ADVANCEMENT

JOB #	JOB TITLE	LEVEL	GRADE	EXPERIENCE	EDUCATION		ADDITIONAL REQUIREMENTS
					YEARS	SEMESTER HOURS IN FIELD	
101	Assistant Accountant I	E-4	05	2 years	1	15 in related field	Typing – 30 nwpm Assistant Accountant Level I
102	Assistant Accountant II	E-3	04	5 years ²	2	15 in related field	Typing – 30 nwpm Assistant Accountant Level II
103	Assistant Accountant III	E-3	03	8 years ²	2	15 in related field	Typing – 40 nwpm Computer Level I
104	Assistant Accountant I- Payroll	E-4	05	2 years	1	15 in related field	Typing – 30 nwpm Assistant Accountant Level I
105	Assistant Accountant II- Payroll	E-3	04	5 years ²	2	15 in related field	Typing – 30 nwpm Assistant Accountant Level II
106	Assistant Accountant III- Payroll	E-3	03	8 years ²	2	15 in related field	Typing – 40 nwpm Computer Level I
110	Accountant I	E-2	03	1 year	3	21 in related field	Typing – 40 nwpm Accountant Level I
111	Accountant II	E-2	02	4 years ²	4	B.S. in Accounting or related field	Typing – 40 nwpm Accountant Level II
199	Instructional Designer I	E-1	02	1 year	3	B.S Degree	Knowledge of instructional design, curriculum development, or related field
200	Instructional Designer II	E-1	01	4 years ²	4	B.S Degree	Appropriate License/Certification 10 hours PD Activities ³
201	Library Specialist I	E-5	06	1 year (desirable)	2	15 in related field	Knowledge of library and office procedures
202	Library Specialist II	E-5	05	3 years ²	2	15 in related field	Computer Level I
203	International Programs Specialist I	E-5	06	1 year (desirable)	2	A.S. Degree	Valid Driver's License
204	International Programs Specialist II	E-5	05	3 years ²	2	A.S. Degree	Valid Driver's License Computer Level I

210	Media Technician I	E-4	05	1 year (desirable)	1 or equivalent	15 in related field	Knowledge of audiovisual equipment and digital media
211	Media Technician II	E-3	04	3 years ²	2 or equivalent	15 in related field	Computer Level I
301	Custodial Employee	E-5	06	1 year (desirable)	HS/GED (desirable)	N/A	Knowledge of materials, methods, equipment used in janitorial work
303	Maintenance Employee	E-5	06	1 year	HS/GED (desirable)	N/A	Knowledge of materials, methods, equipment used in building maintenance
310	HVAC Technician I	E-4	05	3 years	1	15 in HVAC or related field	Universal EPA Certification in Proper Refrigerant Usage
311	HVAC Technician II	E-3	04	6 years ²	2	30 in HVAC or related field	Universal EPA Certification in Proper Refrigerant Usage 10 hours PD Activities ³
312	HVAC Technician III	E-3	03	9 years ²	2	30 in HVAC or related field	Universal EPA Certification in Proper Refrigerant Usage 10 hours PD Activities ³
313	Electrical Technician I	E-4	05	3 years	HS/GED	N/A	City of Gadsden Journeyman Certification or State Masters Certification
314	Electrical Technician II	E-3	04	6 years ²	HS/GED	15 in electricity or related field	City of Gadsden Journeyman Certification or State Masters Certification 10 hours PD Activities ³
315	Electrical Technician III	E-3	03	9 years ²	HS/GED	15 in electricity or related field	City of Gadsden Journeyman Certification or State Masters Certification 10 hours PD Activities ³
316	Maintenance Technician I- Electrical	E-4	05	3 years	HS/GED	N/A	Knowledge of general carpentry, building, electrical, mechanical trades Appropriate License/Certification
317	Maintenance Technician II- Electrical	E-3	04	6 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
318	Maintenance Technician III- Electrical	E-3	03	9 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
320	Maintenance Technician I	E-4	05	3 years	HS/GED	N/A	Knowledge of general carpentry, building, electrical, mechanical trades Appropriate License/Certification
321	Maintenance Technician II	E-3	04	6 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³

322	Maintenance Technician III	E-3	03	9 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
323	Maintenance Technician I- Painter	E-4	05	3 years	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
324	Maintenance Technician III- Painter	E-3	04	6 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
325	Maintenance Technician III- Painter	E-3	03	9 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
326	Maintenance Technician I- Construction	E-4	05	3 years	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
327	Maintenance Technician III- Construction	E-3	04	6 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
328	Maintenance Technician III- Construction	E-3	03	9 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
329	Maintenance Technician I- Mower	E-4	05	3 years	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
330	Maintenance Technician III- Mower	E-3	04	6 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
331	Maintenance Technician III- Mower	E-3	03	9 years ²	HS/GED	15 in electricity/carpentry/cabinet-making, etc	Appropriate License/Certification 10 hours PD Activities ³
332	Supervisor – Building Maintenance I	E-2	03	3 years	2	15 in industrial maintenance or related field	Knowledge of materials, methods, practices used in building maintenance Appropriate License/Certification
333	Supervisor – Building Maintenance II	E-2	02	6 years ²	3	21 in industrial maintenance or related field	Appropriate License/Certification 10 hours PD Activities ³
334	Supervisor – Facility Maintenance I	E-1	02	3 years	2	15 in industrial maintenance or related field	Knowledge of materials, methods, practices used in maintenance and custodial services Appropriate License/Certification

335	Supervisor – Facility Maintenance II	E-1	01	6 years ²	3	21 in industrial maintenance or related field	Appropriate License/Certification – 10 hours PD Activities ³
340	Security Employee I	E-5	06	1 year	HS/GED	N/A	Knowledge of traffic regulations, rules of personal conduct. APOST Qualified in 6 months CDL in 1 year
341	Security Employee II	E-5	05	4 years ²	1* OR Police Academy OR 10-yr. Officer	*15 in criminal justice or related field	Current APOST Qualified with Firearm – Current CDL
342	Police Officer I	E-3	04	1 year	HS/GED	N/A	Current APOST Certification Valid Alabama Driver's License
343	Police Officer II	E-3	03	3 years ²	2	*21 in criminal justice or related	Current APOST Certification Valid Alabama Driver's License Current NCIC Certification /10 Hours PD
370	Mail Clerk I	E-5	06	1 year (desirable)	HS/GED	N/A	Valid Alabama Driver's License
371	Mail Clerk II	E-5	05	3 years ²	HS/GED	N/A	Valid Alabama Driver's License 10 Hours PD Activities ³
401	Clerk I	E-5	06	1 year (desirable)	HS/GED	15 in related field	Typing 30 nwpm Basic Office Procedures
402	Clerk II	E-5	05	3 years ²	1	15 in related field	Typing 40 nwpm Computer Level I Office Procedures I
410	Transcript Evaluator I	E-4	05	2 years	1	15 in related field	Typing 40 nwpm Computer Level I Office Procedures I
411	Transcript Evaluator II	E-3	04	5 years ²	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II
412	Transcript Evaluator III	E-3	03	8 years ²	2	15 in related field	Typing 50 nwpm Computer Level III Office Procedures III
413	Skills Training Division Specialist I	E-4	05	2 years	1	15 in related field	Typing 40 nwpm Computer Level I Office Procedures I
414	Skills Training Division Specialist II	E-3	04	5 years ²	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II

415	Skills Training Division Specialist III	E-3	03	8 years ²	2	15 in related field	Typing 50 nwpm Computer Level III Office Procedures III
416	Con. Ed. Corporate Training Manager I	E-3	04	3 years	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II
417	Con. Ed. Corporate Training Manager II	E-3	03	6 years ²	2	15 in related field	Typing 50 nwpm Computer Level III Office Procedures III
418	Career Tech Success Coach I	E-3	04	1 year (desirable)	2	A. S. Degree	Knowledge of in recruiting, instruction, curriculum, dual enrollment, counseling or career coaching
419	Career Tech Success Coach II	E-3	03	3 years ²	2	15 in related field	Appropriate License/Certification 10 hours PD Activities ³
420	Admissions & Records Specialist I	E-3	04	2 years	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II
421	Admissions & Records Specialist II	E-3	03	5 years ²	2	15 in related field	Typing 50 nwpm Computer Level III Office Procedures III
422	Enrollment Specialist I	E-3	04	2 years	2	64 semester hours	Typing 40 nwpm Computer Level II Office Procedures II
423	Enrollment Specialist II	E-3	03	5 years ²	2	A. S. Degree	Typing 50 nwpm Computer Level III Office Procedures III
424	ADA Coordinator I	E-1	02	2 years	4	B. S. Degree	Computer Level III Office Procedures III
425	ADA Coordinator II	E-1	01	5 years ²	4	B. S. Degree	Appropriate License/Certification 10 hours PD Activities ³
426	CRM Coordinator I	E-1	02	2 years	4	B.S. Degree	Computer Level III Office Procedures III

427	CRM Coordinator II	E-1	01	5 years ²	4	B.S. Degree	Appropriate License/Certification 10 hours PD Activities ³
430	Human Resources Assistant I	E-3	04	2 years	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II
431	Human Resources Assistant II	E-3	03	5 years ²	2	15 in related field	Typing 50 nwpm Computer Level III Office Procedures III
432	Human Resources Coordinator I	E-1	02	5 years	4	B.S. Degree	Computer Level III Office Procedures III
433	Human Resources Coordinator II	E-1	01	8 years ²	4	B.S. Degree	Appropriate License/Certification 10 hours PD Activities ³
501	Administrative Assistant I	E-4	05	2 years	1	15 in related field	Typing 40 nwpm Computer Level I Office Procedures I
502	Administrative Assistant II	E-3	04	5 years ²	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II
503	Administrative Assistant III	E-3	03	8 years ²	2	15 in related field	Typing 50 nwpm Computer Level III Office Procedures III
510	Administrative Assistant III	E-2	03	5 years	2	15 in related field	Typing 50 nwpm Computer Level III Office Procedures III
511	Administrative Assistant IV	E-2	02	8 years ²	3	21 in related field	Typing 50 nwpm Computer Level III Office Procedures IV
520	Administrative Assistant IV	E-1	02	7 years	3	21 in related field	Typing 50 nwpm Computer Level III Office Procedures IV
521	Administrative Assistant V	E-1	01	10 years ²	4	B. S. Degree OR 128 with 30 in related field	Typing 60 nwpm Computer Level III Office Procedures IV
606	VUB Academic Recruiter I	E-4	05	1 year (desirable)	4	B. S. Degree	Knowledge of VA Educational Programs

605	VUB Academic Recruiter II	E-4	04	3 years ²	4	B. S. Degree	Appropriate License/Certification 10 hours PD Activities ³
606	Grants Budget Manager I	E-3	04	2 years	2	A.S. Degree	Knowledge of budgets, policies and procedures for federal, state and local programs
607	Grants Budget Manager II	E-3	03	5 years ²	4	B.S. Degree	Appropriate License/Certification 10 hours PD Activities ³
608	Health Sciences Apprenticeship Case Manager I	E-3	04	2 years	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II
609	Health Sciences Apprenticeship Case Manager II	E-3	03	5 years ²	2	A.S. Degree	Typing 50 nwpm Computer Level III Office Procedures III
610	Manager I	E-4	05	3 years	2	15 in related field	Typing 40 nwpm Computer Level I Office Procedures I
611	Manager II	E-3	04	6 years ²	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II
612	Manager III	E-3	03	9 years ²	3	21 in related field	Typing 50 nwpm Computer Level III Office Procedures III
613	Facility Support Manager I	E-4	05	3 years	2	15 in related field	Typing 40 nwpm Computer Level I Office Procedures I
614	Facility Support Manager II	E-3	04	6 years ²	2	15 in related field	Typing 40 nwpm Computer Level II Office Procedures II
615	Facility Support Manager III	E-3	03	9 years ²	3	21 in related field	Typing 50 nwpm Computer Level III Office Procedures III
616	Theater/Facility Manager I	E-3	04	2 years	2	A.S. Degree	Knowledge of theater house, standard box office and theatrical equipment.
617	Theater/Facility Manager II	E-3	03	5 years ²	3	21 in related field	10 Hours PD Activities ³

620	Purchasing Agent I	E-2	03	2 years	2	15 in related field	Typing 40 nwpm Computer Level II
621	Purchasing Agent II	E-2	02	5 years ²	4	B.S. Degree preferably in accounting or business	Typing 40 nwpm Computer Level III
630	Work Based Learning Specialist I	E-2	03	3 years	2	15 in related field	Knowledge of career tech ed programs and co-op/apprenticeship curriculum
631	Work Based Learning Specialist II	E-2	02	6 years ²	3	21 in related field	10 Hours PD Activities ³
640	Court Reporting Technician I	E-3	04	2 years	2	15 in court reporting	Computer Level I
641	Court Reporting Technician II	E-3	03	5 years ²	2	15 in court reporting	Computer Level II
650	Adult Education Instructional Specialist I	E-2	03	5 years	4	B.S. in Education or related field	Knowledge of Adult Education and AAESAP Program
651	Adult Education Instructional Specialist II	E-2	02	8 years ²	4	B.S. in Education or related field	Teaching Certificate, MSSC and CPT Certification
680	Biology Lab Supervisor I	E-2	03	1 year	4	B.S. in Biology	Knowledge of Biology Lab Practicals
681	Biology Lab Supervisor II	E-2	02	4 years ²	4	B.S. in Biology	10 Hours PD Activities ³
690	Financial Aid Supervisor I	E-2	03	5 years	2	15 in related field	Knowledge of Financial Aid Programs and Regulations
691	Financial Aid Supervisor II	E-2	02	8 years ²	3	21 in related field	10 Hours PD Activities ³
695	Digital Content Specialist I	E-4	05	3 years* OR 5 years **	2* OR 2**	*15 in graphic design	Knowledge of MS Office Suite/Adobe Suite/HTML Language
696	Digital Content Specialist II	E-4	04	6 years ²	2* OR 2**	*15 in graphic design	10 Hours PD Activities ³
722	Help Desk/Support Technician I	E-2	03	2 years (desirable)	2	A.S. in computer science, business, OAD, or related	Knowledge of MS Office Suite, Banner, Blackboard LMS
723	Help Desk/Support Technician II	E-2	02	3 years ²	2	A.S. in computer science, business, OAD or related	10 Hours PD Activities ³ OR Appropriate CompTIA A+ OR ITIL certifications OR equivalent help desk related certification
730	Computer Systems Technician I	E-3	04	1 year	2 or equivalent	15 in computer science, electronics or related	Knowledge of MS Office Suite, Windows Software, etc.

731	Computer Systems Technician II	E-3	03	4 years ²	2 or equivalent	18 in computer science, electronics or related	10 Hours PD Activities ³ OR Appropriate CompTIA A+ certifications OR equivalent help desk related certification
740	IT Technician/Communications System Assistant I	E-2	03	4 years	2 or equivalent	18 in computer science, electronics or related	Knowledge of appropriate software and systems applications
741	IT Technician/Communications System Assistant II	E-2	02	7 years ²	2 or equivalent	18 in computer science, electronics or related	Appropriate CompTIA A+ Network OR Communications Certification(s)
760	Help Desk/LMS Support Specialist I	E-1	02	6 years	2 or equivalent	18 in computer science, electronics or related	Knowledge of appropriate software and systems applications
761	Help Desk/LMS Support Specialist II	E-1	01	9 years ²	2 or equivalent	18 in computer science, electronics or related	Appropriate CompTIA A+ and ITIL certifications OR equivalent help desk related certification OR B.S. in IT related discipline

¹ 1 year = 32 semester hours
2 years = 64 semester hours
3 years = 96 semester hours
4 years = 128 semester hours or Bachelor's Degree

² Includes 3 years' experience at lower grade

³ 10 Hours Job Related Professional Development (PD) Activities in the last 3 years