

## **New Mexico School for the Blind and Visually Impaired FY22 Classified Salary Pay Scale**

The New Mexico School for the Blind and Visually Impaired upon entry Salary Pay Scale provides for an entry and maximum range of pay for specific job positions within NMSBVI. The following paragraphs provide details and administration of the plan.

1. NMSBVI employees future salary increases are based on several factors, e.g. Higher Education Department and/or State recommended salary increase, and NMSBVI approved budget.
2. NMSBVI typically honors up to 2 years of relevant work experience upon entry. One and one-half (1.5%) percent will be added to the entry/minimum rate for each year of directly related experience allowed.
3. When employees are promoted to a higher-level position, employees will receive a three (3%) percent increase in pay or the entry rate of the position promoted to, whichever is greater. Certifications and/or licenses must be received in the office of Human Resources before September 1<sup>st</sup> in order to receive the increase within the current year. All others will become effective at the beginning of the next fiscal year (July 1).

## FY22 Classified Pay Schedule Non-Exempt

Level	Entry	Maximum
1	9.98	15.61
2	10.56	16.49
3	11.11	17.40
4	11.73	18.37
5	12.37	19.35
6	13.08	20.43
7	13.79	21.57
8	14.56	22.74
9	15.35	24.00
10	16.19	25.34
11	17.09	26.70
12	18.06	28.22
13	19.01	29.71
14	20.07	31.34
15	21.17	33.08
16	22.34	34.92
17	23.56	36.84

**Level 1:**

**Level 2:** Cook Helper (ECP)

**Level 3:** Library Assistant I, Vehicle Washer

**Level 4:** Administrative Assistant I (HS Diploma), Cook Helper, Education Assistant I, Lifeguard, Arts & Recreation Assistant I

**Level 5:** Groundskeeper I, Housekeeper, Life Skills Assistant I, Residential Life Assistant I

**Level 6:**

**Level 7:** Administrative Assistant II (30 credit hours), Building Custodian, Building/Floor Custodian-ECP, Cook, Driver/Caregiver I, Driver/Reader, General Maintenance I, Groundskeeper II - (1 license), Groundskeeper/Maintenance I- ECP, Library Assistant II, Security Guard, Medicaid Billing Clerk

**Level 8:** Education Assistant II, Groundskeeper III - (2 or more licenses), Arts & Recreation Assistant II

**Level 9:** Administrative Assistant III (AA), Cook-Lead, Driver/Caregiver II, Groundskeeper-Lead, Life Skills Assistant II, Residential Life Assistant II

**Level 10:** Accounts Payable (HS Diploma), General Maintenance II (1 license), Groundskeeper/Maintenance II-ECP, Print Production/Web Designer (30 credit hours)

**Level 11:** Accessible Materials Specialist, Braille Transcriber/Inclusion Assistant, Library Assistant III

**Level 12:** Accessible Materials, Lead, Accounts Payable I (30 credit hours), Education Assistant III, Arts & Recreation Assistant III

**Level 13:** Accounting Specialist (AA), Auto Mechanic, General Maintenance III, (2 or more licenses), Groundskeeper/Maintenance III-ECP, Human Resource Specialist, Residential Life Assistant III, Information Systems Technician I (AA degree), Life Skills Assistant III, Multi-media Specialist (AA), Payroll Specialist, Records Management Specialist, Print Production/Web Designer I (AA)

**Level 14:** Accounts Payable II (60 credit hrs. or AA)

**Level 15:** Auto Mechanic II (9 Basic Automotive Certifications), Information Systems II (AA plus 2 certifications), Instructional Materials Specialist, Print Production/Web Designer II (AA+2 certs)

**Level 16:** Accounts Payable III (BA), Fixed Assets Specialist

**Level 17:** Accounting Specialist (BA), Auto Mechanic III (9 Basic Automotive Certifications and 7 School Bus Certifications), Budget/Medicaid Specialist (BA), Graphics Designer Specialist (BA), HR/Budget Specialist (BA), Information System Technician III (BA degree or higher), Multi-Media Specialist (BA), Print Production/Web Designer III (BA or higher)

### Grandfather Pay Schedule (for anyone hired before 3-4-19)

**Level 7:** Administrative Assistant I (HS Diploma)

**Level 10:** Administrative Assistant II (30 credit hours)

**Level 13:** Administrative Assistant III (AA)

**Level 17:** Administrative Assistant IV (BA)

**Note:** **I**, requires high school diploma; **II**, requires 30 college credit hours; **III** requires 60 college credit hours/AA degree; **IV**, requires BA degree, all other as indicated above  
(30 credit hours or 6 Hadley courses) – RL Assistant II and Education Assistant II  
(60 credit hours, Assoc., or 12 Hadley courses, ParaEd Test) – RL Assistant III, Education Assistant III

Degrees for levels must be in a related field