

Administrative Services
 Department 0114
 Cynthia Mares

| Slot # | Title | Bi-Weekly Pay | Hourly Rate | Annual | W/C Code |
|-------------|--|---------------|-------------|---------|----------|
| 0862 | Administrative Services Director | 3,953.79 | | 102,798 | 8810 |
| | Risk Management Division: | | | | |
| 0574 | Employee Benefits Clerk | | 16.04 | 33,369 | 8810 |
| 0873 | Administrative Assistant | | 20.00 | 41,608 | 8810 |
| 0874 | Wellness/Special Projects Coordinator | | 14.66 | 30,485 | 8810 |
| 1381 | Employee Benefits Coordinator | | 16.98 | 35,314 | 8810 |
| 2123 | Liability Claims Coordinator | | 18.19 | 37,827 | 8810 |
| 2146 | Employee Benefits Specialist | | 21.15 | 43,990 | 8810 |
| 2147 | Loss Control/Workers Compensation Specialist | | 19.94 | 41,477 | 8810 |
| | Civil Service Division: | | | | |
| 1526 | Human Resource Assistant II | | 12.02 | 25,000 | 8810 |
| <u>2319</u> | Receptionist/Office Assistant | | 11.26 | 23,426 | 8810 |
| 2426 | Human Resources/Civil Service Coordinator | | 23.65 | 49,191 | 8810 |
| 2427 | Human Resource Assistant I | | 11.28 | 23,470 | 8810 |
| <u>2461</u> | Safety/Loss Control Coordinator | | 10.98 | 22,836 | 8810 |
| 2674 | Human Resources/Civil Service Clerk | | 10.25 | 21,320 | 8810 |

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|------------------------------|-------------------|
| Approved Employee Slots = 14 | Payroll = 532,113 |
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Notes:

Slot 0574 Jail Division Clerk was transferred from dept 2061 Jail Non-Bargaining Unit approved July 9, 2013.

Slot 0574 Jail Division Clerk had a title change to Employee Benefits Clerk approved August 26, 2013.