



Office of Financial Aid & Scholarships  
 Cal Poly Pomona  
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 Pomona, CA 91768-4008  
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 (909) 869-4757 FAX

## FEDERAL WORK STUDY - SALARY SCHEDULE

CHARACTERISTICS	CLASS A	CLASS B	CLASS C
<b>PAY RATES: \$10.50/HR EFFECTIVE 01/01/2017</b>	\$10:50 - \$12:50	\$12.75 - \$14.75	\$15.00 - \$17.78
<i>EXPERIENCE, EDUCATION OR SPECIAL SKILLS</i>	<i>Entry level, limited experience, education or job related skills.</i>	<i>Some job-related experience, education, or special skills required.</i>	<i>Must have specific job-related experience, education and/or skills.</i>
COMPLEXITY OF TASKS	Routine tasks requiring minimum orientation.	Assignments are generally more detailed.	Technical and/or administrative tasks requirement some reasoning or judgment. Work is carried in subject matter.
LEVEL OF RESPONSIBILITY	Limited responsibility for duration of employment.	Moderate amount of assigned responsibility. Incumbent sometimes required to make decisions and display initiative regarding completion of tasks.	Considerable responsibility requiring interpretation, reasoning and some independent judgment.
DEGREE OF SUPERVISION	Under Close Supervision.	Under moderate supervision.	Under minimal Supervision. May assume lead responsibility.
TYPICAL DUTIES	Light typing, filing, general office, clerical, answer phones, wash dishes, wait table, custodial, grounds-work, plant care, stocking note-taking for general education courses.	Maintain computers, general documents and spreadsheets, moderate typing and clerical work, wash and sterilize equipment, set up labs, grade tests, customer service, and other lab assistant.	Assist professors on research projects, assist in classroom instruction, counseling and advising peers, technical problems solving.
SAMPLE POSITION TYPES	Clerk, receptionist, food-service, custodial, general labor, stocking.	Clerical, lab assistant, grader, note taker for core classes, internships, custodial.	Peer counselor, research assistant, working with or mixing hazardous chemicals.

INSTRUCTIONAL STUDENT ASSISTANTS  
 Effective July 1, 2017 \$13.00 minimum wage

STUDENTS ARE ELIGIBLE FOR STEP INCREASES AFTER 325 HOURS OF SATISFACTORY ON-THE-JOB PERFORMANCE.

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