

Date: 01/27/2026

To: Dorothea Hantz, Chair

From: Steven Johnson
Director of Human Resources

Re: Pay Recommendation for revised Clerical Unit positions

Bjorklund Compensation Consulting has recently completed job evaluations for the revised Clerical Unit positions: Exec Asst 52 WK Fed Programs, Exec Asst 52 WK Finance, Exec Asst 52 WK Human Resources, Exec Asst 52 WK Spec Svcs, Exec Asst 52 WK Enroll & Train, OSSS 43 WK Residential, OSSS 45 WK Elementary School, OSSS 48 WK Indian Ed, OSSS ALC, OSSS Community Ed, OSSS 2 WK High School, OSSS 52 WK Middle School, OSSS 2 WK Technology, OSSS 52 WK Transportation, OSSS Facilities, OSSS 38WK, OSSS 42 WK Residentials, OSSS 43 WK Head Start, OSSS 44 WK High School, OSSS 45 WK Adult Basic Ed, OSSS 46 WK Middle School, OSSS 50 WK High School, OSSS 52 WK DSC, OSSS 38 WK ECSE, OSSS 43 WK Elementary School, OSSS 44 WK High School which is a result of the job classification review process.

The District and the Clerical Union have agreed to remove language in job title descriptions that states if the position is Office Support Specialist, Office Support Specialist Intermediate, Office Support Specialist Senior and Executive Assistant and have the Appendix in the contract denote which position are under which pay scale. It was agreed that several positions will be elevated to the level of Senior Executive Assistant which will be a new level to the Clerical contract. All following job titles will be the agreed upon titles without the denotation of OSS, OSSS, OSSS or EA.

Old Job Title	New Job Title	Appendix Level
Exec Asst 52 WK Fed Programs	Federal Programs Clerical	Senior Executive Assistant
Exec Asst 52 WK Finance	Finance Clerical	Senior Executive Assistant
Exec Asst 52 WK Human Resources	Payroll Clerical	Senior Executive Assistant
Exec Asst 52 WK Spec Svcs	Special Services Clerical	Senior Executive Assistant
Exec Asst 52 WK Enroll & Train	Enrollment and Student Data Specialist	Senior Executive Assistant
Exec Asst 52 WK TLE	Secondary Curriculum Clerical	Senior Executive Assistant
Exec Asst 52 WK TLE	Elementary Curriculum Clerical	Senior Executive Assistant
OSSS 52 WK ALC	ALC/AEO Clerical	Executive Assistant
OSSS 45 WK Elementary School	Elementary School Clerical	Executive Assistant
N/A	Purchasing Clerical	Executive Assistant
OSSI 44 WK High School	Activities Clerical	Executive Assistant
OSSS 52 WK Transportation	Transportation Clerical	Executive Assistant
OSSS 43 WK Residentials	Residential Clerical	Office Support Specialist Senior
OSSS 48 WK Indian Ed	American Indian Education Clerical	Office Support Specialist Senior
OSSS 52 WK Community Ed	Community Education Clerical	Office Support Specialist Senior
OSSS 52 WK High School	High School Clerical	Office Support Specialist Senior
OSSS 52 WK Middle School	Middle School Clerical	Office Support Specialist Senior
OSSS 52 WK Technology	Technology Clerical	Office Support Specialist Senior
OSSI 42 WK Residentials	Residential Clerical	Office Support Specialist Senior
OSSI Facilities	Facilities Clerical	Office Support Specialist Senior
OSSI 50 WK High School	High School Registrar	Office Support Specialist Senior
OSSI 38 WK	Career Center Clerical	Office Support Specialist Intermediate
OSSI 43 WK Head Start	Early Childhood Programs Clerical	Office Support Specialist Intermediate
OSSI 44 WK High School	High School Attendance Clerical	Office Support Specialist Intermediate
OSSI 45 WK Adult Basic Ed	Duluth Adult Education Clerical	Office Support Specialist Intermediate
OSSI 46 WK Middle School	Middle School Attendance Clerical	Office Support Specialist Intermediate
OSSI 52 WK DSC	District Support Center Clerical	Office Support Specialist Intermediate
OSS 38 WK ECSE	Early Childhood Screening Clerical	Office Support Specialist Intermediate
OSS	Elementary School Attendance Clerical	Office Support Specialist Intermediate

Below is a summary of the results:

All current positions titled currently under **Executive Assistant** title will be elevated to the **Senior Executive Assistant** level. These Executive Assistants include Federal Programs, Finance, Payroll, Special Services, Enrollment and Student Data Specialist, Elementary Curriculum, and Secondary Curriculum. These Executive Assistants are critical cornerstones pivotal to the efficiency and effectiveness of their departments. These highly strategic, proactive, and exceptionally proficient professionals collectively navigate and orchestrate an extensive, multi-faceted portfolio of responsibilities. Each specialist is assigned specific areas within this comprehensive scope, which collectively encompasses advanced-level administrative and operational leadership, meticulous management of complex financial life cycles, expert administration of critical specialized information and technology systems, and ensuring rigorous adherence to federal and state regulatory compliance.

The comparable worth evaluation resulted in no change in the rating of Executive Assistant Level. Given the same rating, the District proposes to continue to compensate the classification under the Senior Executive Assistant Pay Group, based on points, duties, and level of responsibility. The District and the Clerical Union agree to a 4% increase in pay to the newly created Senior Executive Assistant pay group.

The District and the Clerical Union agree to elevate the positions of ALC/AEO Clerical, Elementary School Clerical, Transportation Clerical, and Activities Clerical from **Office Support Specialist Senior** to the level of **Executive Assistant**.

The District and the Clerical Union agree to categorize the position of Purchasing Clerical as an **Executive Assistant**.

The District and the Clerical Union agree to keep the following positions where they are at on the pay scale at **Office Support Specialist Senior**: American Indian Education Clerical, Community Education Clerical, High School Clerical, Middle School Clerical, Technology Clerical.

The District and the Clerical Union agree to the combination of OSS Senior Residential Clerical and OSS Residential Clerical to become the following position **Residential Clerical** with no change in weeks worked, only title change. The District and Clerical Union also agree to move the position of Residential Clerical from the level of **Office Support Specialist Intermediate** to the level of **Office Support Specialist Senior**.

The District and the Clerical Union agree to elevate the positions of Facilities Clerical and High School Registrar from **Office Support Specialist Intermediate** to the level of **Office Support Specialist Senior**.

The comparable worth evaluation resulted in no change in the rating of Office Support Specialist Senior. Given the same rating, the District proposes to continue to compensate the classification under the Office Support Specialist Senior based on points, duties, and level of responsibility.

The District and the Clerical Union agree to keep the following positions where they are at on the pay scale at **Office Support Specialist Intermediate**: Career Center Clerical, Early Childhood Programs Clerical, High School Attendance Clerical, Duluth Adult Education Clerical, Middle School Attendance Clerical, District Support Center Clerical.

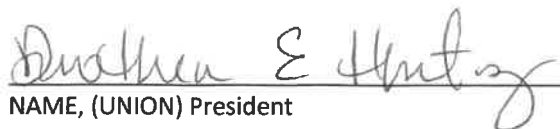
The District and the Clerical Union agree to elevate the positions of Early Childhood Screening Clerical and Elementary Attendance Clerical from **Office Support Specialist** to the level of **Office Support Specialist Intermediate**.

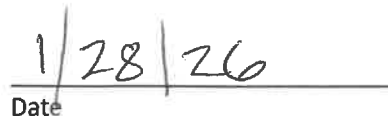
The comparable worth evaluation resulted in no change in the rating of Office Support Specialist Intermediate. Given the same rating, the District proposes to continue to compensate the classification under the Office Support Specialist Intermediate based on points, duties, and level of responsibility.


In this agreement, the District and Clerical Union agree to keep the level of **Office Support Specialist** but currently have no positions in that category.

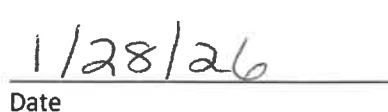
Please let me know if you are in agreement with this proposal as soon as possible, by signing below and returning to me.

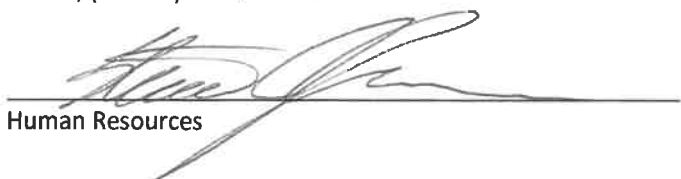
**We agree to the above listed pay groups for the classifications of all revised Clerical job descriptions and titles.
Retroactive payments for any changes will be backdated to begin January 01, 2025.**

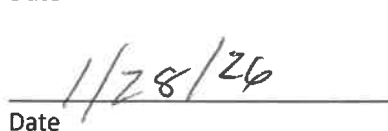

NAME, (UNION) President


Date


NAME, (UNION) Vice President


Date


Human Resources


Date

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Office Support Specialist	18.38	19.02	19.69	20.38	21.09	21.83	22.59
Office Support Speciaist Intermediate	19.85	20.54	21.26	22.01	22.78	23.57	24.40
Career Center Clerical							
District Support Center Clerical							
Duluth Adult Education Clerical							
Early Childhood Programs Clerical							
Early Childhood Screening Clerical							
Elementary School Attendance Clerical							
High School Attendance Clerical							
Middle School Attendance Clerical							
Office Support Speciaist Senior	21.44	22.19	22.96	23.77	24.60	25.46	26.35
American Indian Education Clerical							
Community Education Clerical							
Facilities Clerical							
High School Clerical							
High School Registrar							
Middle School Clerical							
Technology Clerical							
Residential Clerical							
Executive Assistant	23.15	23.96	24.80	25.67	26.57	27.50	28.46
ALC/AEO Clerical							
Elementary School Clerical							
Purchasing Clerical							
Activities Clerical							
Transportation Clerical							
Executive Assistant Senior	24.08	24.92	25.79	26.70	27.63	28.60	29.60
Enrollment and Student Data Specialist							
Federal Programs Clerical							
Finance Clerical							
Payroll Clerical							
Special Services Clerical							
Elementary Curriculum							
Secondary Curriculum							

