INFORMATION TECHNOLOGY STARTING PAY MATRIX  (Revision 6)
Effective Date:  July 1, 1999

COMPETENCY LEVEL 1

Section I
Reason pay matrix completed:

Check all that apply:
- New employee in position
- Permanent change in competency level with no change to employee or position
- Other (specify)

Section II
Employee/ Applicant Name
Social Security Number
Position Number
Complete all data fields in Section II.
IT Classification
Date Completed
Matrix Completed By
Current Salary $

Section III
Throughout Section III, consideration should be given to "RELEVANT" Education, Experience, and Licensures/certifications ONLY.

A. EDUCATION
Assign points based on the applicant/employee's highest relevant educational level obtained.

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>1</td>
</tr>
<tr>
<td>Associate/2 yrs. college</td>
<td>2</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Degree</td>
<td>5</td>
</tr>
</tbody>
</table>

B. YEARS OF RELEVANT EXPERIENCE
State the applicant's/employee's years & months of relevant experience. Then determine the corresponding number of points.

<table>
<thead>
<tr>
<th>Years/months</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 8 mos</td>
<td>0</td>
</tr>
<tr>
<td>9-16 mos</td>
<td>1</td>
</tr>
<tr>
<td>17-24 mos</td>
<td>2</td>
</tr>
</tbody>
</table>

Applicant / employee's experience

<table>
<thead>
<tr>
<th>Years</th>
<th>Months</th>
<th>Points assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. QUALITATIVE ASSESSMENT OF RELEVANT EXPERIENCE

Assign points based on the applicant’s/employee’s relevant experience in terms of functional diversity, complexity and the overall relevancy of the experience.

Specify/explain relevant experience. Use additional sheets if necessary:

Basic relevant experience:

D. VALUE ADDED COMPENSABLE FACTORS

Assign points based on relevant licensures/certifications (CNE, DPME, etc.) possessed by the applicant/employee. Relevant coursework, other than educational degrees listed in section III A also may be considered.

Specify:

TOTAL POSSIBLE POINTS FOR COMPETENCY LEVEL 1

Total of all points assigned to applicant/employee in Section III.

NOTE: The next page of the Starting Pay Matrix, page 3, is the point conversion worksheet which converts total points to a range of pay. The point conversion worksheet is a required part of the Starting Pay Matrix and should be inserted here.
SECTION V

Recommended salary

$________________________

Starting Hire Date

________________________

Competency Level Review  1

SIGNATURES and COMMENTS

Supervisor
Date
Comments:

Director or Executive Director
Date
Comments:

If applicable:

Associate Director, UCIS Service Coordination
Date
Comments:

Human Resource Division
Date
Comments:

Attachments: Supporting documentation (application, resume, or memo)
Distribution: Original to Human Resources to initiate employment offer.
In UCIS, copy to UCIS Associate Director, Service Coordination.