

Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 16-004

TO: Monterey County District Superintendents and CBOs
FROM: Garry Bousum, Associate Superintendent of Finance and Business Services
DATE: October 29, 2015
RE: Monterey County Salary Database

We are pleased to present Phase I of the Monterey County Salary Database. This database is comprised of all Salary Schedules for each Monterey County District that currently uses the Escape Financial System Position Control Module. It will be a great tool for Districts to use when establishing salaries for new positions or to use as comparisons for negotiating purposes. This new database has been demonstrated at both the Superintendent's Council and at Business Advisory Committee and has been well received by all.

The database is searchable and can be filtered for your specific criteria using the drop-down options available. Please refer to the attached instructions for Searching, Filtering, Grid Functionality, and Reports capabilities.

Because the database is pulling information directly from the Escape Financial System we will be able to update it on a nightly basis so that the information will always be up to date in the case of Salary Schedules changes, i.e. for changes to the Collective Bargaining Agreements.

The Monterey County Salary Database is provided to you through the LaunchPad interface, which is located at the following URL: <https://launchpad.classlink.com/mcoe>. Please refer to the attached LaunchPad access instructions for additional access support. In the future access to this database will be through a secured link directly from the MCOE website. We will send out notification when this change occurs.

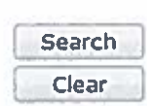
Phase II will include the addition of various other compensation components such as stipends, cell phone and car allowances, and benefits information to the database. A data collection instrument will be sent to you to collect information that is not available through the Escape financial system. We welcome any and all feedback from you so that we can make this product the useful tool we anticipate it to be.

If you have any questions, please contact Colleen Stanley at (831) 755-0308.

Monterey County Salary and Benefits Database

Searching

Clicking the search button initiates the search routine to provide you with your requested results.



Search
Clear

Filtering

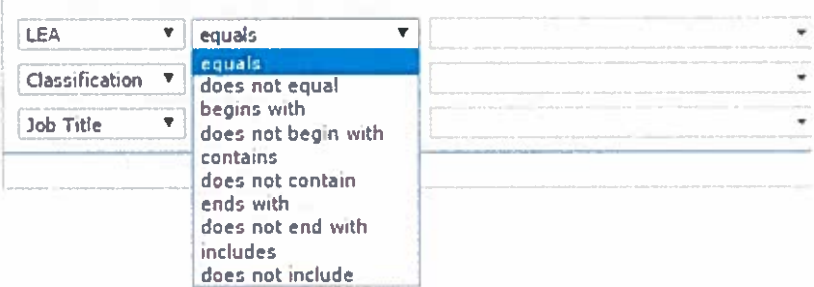
The filter list allows you to limit the search results to your specific criteria.



LEA	equals	
Classification	equals	
Job Title	equals	

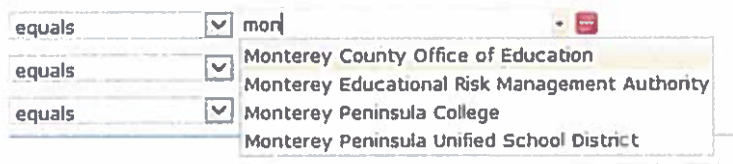
The filter list defaults to an equals criteria for all fields, however you can alter the criteria by click the dropdown arrow on the appropriate cell to change the search results.

For example if you wanted a list of Principals you would change the criteria for Job Title to contains and type principal in the field to the right, then click the search button to return your results.



LEA	equals	
Classification	equals	
Job Title	contains	

As you begin typing in the search fields, the system will auto filter the results based on any existing matches that it finds.

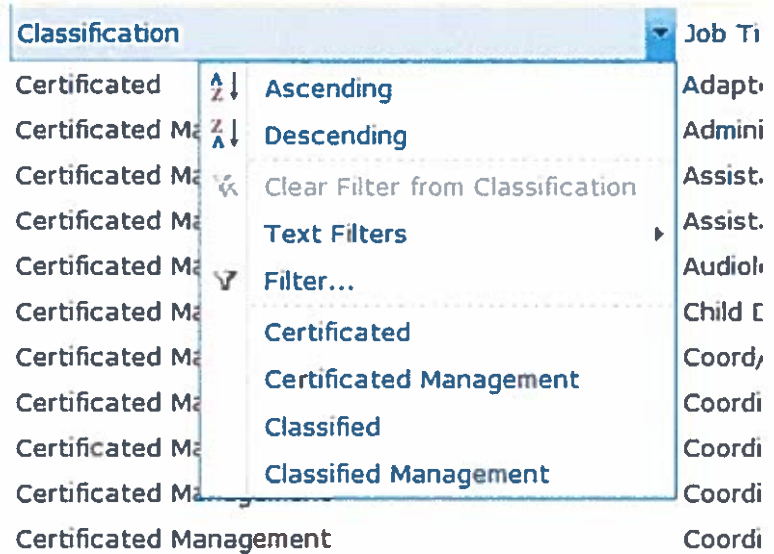


equals	mon
equals	Monterey County Office of Education
equals	Monterey Educational Risk Management Authority
equals	Monterey Peninsula College
equals	Monterey Peninsula Unified School District

Result Grid Functionality

When you have found your desired results the data grid will provide you with additional sorting and filtering capabilities as needed.

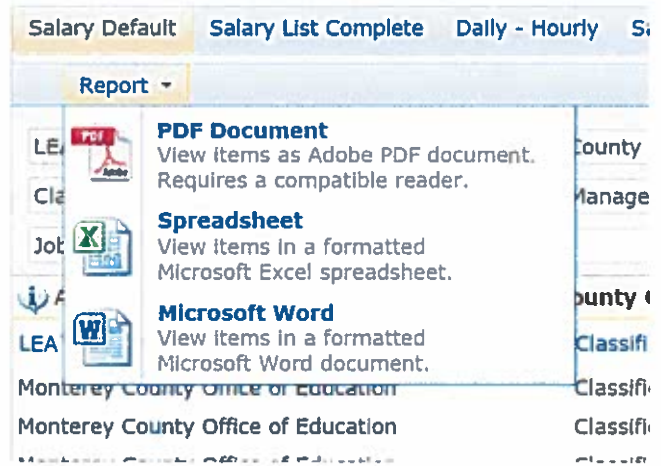
To access these features simply hover your cursor over the appropriate column until the column header displays a dropdown arrow. Then right click with the mouse to display the additional menu.



Reports

The filtered results can be exported and saved in 3 formats (PDF, Excel and Word).

After doing the appropriate filtering and sorting click on the Report option and select the format that you would prefer.



LaunchPad Access Instructions

LaunchPad is the latest MCOE offering to provide access to secured resources. The Monterey County Salary and Benefits Database application is provided through the LaunchPad interface.

If you do not already have a LaunchPad account one can be setup by contacting the MCOE Technology and Information Services Help Desk at 831.755.0322 or by email at help@monterey.k12.ca.us

LaunchPad is located at the following URL
<https://launchpad.classlink.com/mcoe>



Once authenticated into the LaunchPad system you will be presented with a dashboard listing the applications that you have access to. Clicking on an individual icon will start the selected application.

