

**RESOLUTION NO. 3031-13**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR  
RATIFYING THE UPDATED LIST OF AUTHORIZED POSITIONS AND SALARY  
SCHEDULE, AND ABOLISHING PREVIOUSLY ADOPTED SALARY SCHEDULES**

**WHEREAS**, on June 5, 2013, the Town Council adopted the fiscal year 2013-14 budget containing appropriations for authorized positions by department; and

**WHEREAS**, on July 17, 2013, the Council adopted a resolution ratifying the listing of authorized positions and salary schedule, and authorizing the Town Manager to draft, finalize and implement the job descriptions for the Water Quality Analyst and Economic Development Manager/Senior Planner positions; and

**WHEREAS**, while drafting the job description for the Water Quality Analyst, inconsistencies with the ratified listing of authorized positions and salary schedule were found requiring correction including a change to the FSLA classification and the monthly salary range; and

**WHEREAS**, the Koff study, adopted by Council in 2011, inadvertently titled the Recreation Division Manager as the Recreation Program Manager.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Windsor does hereby:


1. Ratify the revised listing of authorized positions as depicted in the attached Exhibit A.
2. Ratify the revised Salary Schedule as depicted in the attached Exhibit B.
3. Authorize the Town Manager to finalize and implement the job description for the Water Quality Analyst position.
4. Abolish all previously adopted employee salary schedules upon this resolution's effective date.

**PASSED, APPROVED AND ADOPTED** this 18th day of September 2013, by the following vote:

**AYES: COUNCILMEMBERS ALLEN, FUDGE, OKREPKE, SALMON AND  
MAYOR GOBLE**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

  
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**ROBIN GOBLE, MAYOR**

**ATTEST:**

  
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**MARIA DE LA O, TOWN CLERK**

**Attachments:**

1. Exhibit A - Listing of Authorized Positions
2. Exhibit B - Salary Schedule

Exhibit "A"

Department/Classification	Number Authorized	Group	Monthly Salary Range
<b>Town Manager's Office</b>			
Town Manager	1	Contract	\$ 14,388
Town Clerk	1	Executive Management	\$ 6,271 - \$ 7,832
Communications Specialist	1	Windsor Employees Association	\$ 4,456 - \$ 5,566
Senior Administrative Assistant	1	Windsor Employees Association	\$ 4,245 - \$ 5,300
<b>Administrative Services</b>			
Administrative Services Director	1	Executive Management	\$ 9,496 - \$ 11,860
Special Projects Manager	1	Confidential	\$ 9,044 - \$ 11,294
Finance Manager	1	Management Employees Group	\$ 7,086 - \$ 8,850
Human Resources Manager	1	Confidential	\$ 7,086 - \$ 8,850
Accounting Supervisor	1	Management Employees Group	\$ 5,830 - \$ 7,281
Human Resources Analyst	1	Confidential	\$ 5,688 - \$ 7,103
Water Conservation Program Coordinator	1	Management Employees Group	\$ 5,688 - \$ 7,103
Human Resource Specialist	2	Confidential	\$ 4,351 - \$ 5,434
Accounting Specialist	1	Windsor Employees Association	\$ 4,042 - \$ 5,047
Senior Utility Billing Representative	2	Windsor Employees Association	\$ 4,042 - \$ 5,047
Accounting Assistant	1	Windsor Employees Association	\$ 3,666 - \$ 4,579
Meter Reader	1	Windsor Employees Association	\$ 3,666 - \$ 4,579
Utility Billing Representative	2	Windsor Employees Association	\$ 3,666 - \$ 4,579
<b>Community Development</b>			
Community Development Director	1	Executive Management	\$ 9,496 - \$ 11,860
Building Official	1	Management Employees Group	\$ 7,086 - \$ 8,850
Economic Development Manager/Senior Planner	1	Management Employees Group	\$ 6,427 - \$ 8,027
Senior Planner	1	Management Employees Group	\$ 5,972 - \$ 7,458
Senior Building Inspector	1	Windsor Employees Association	\$ 5,688 - \$ 7,103
Senior Administrative Assistant	1	Windsor Employees Association	\$ 4,245 - \$ 5,300
<b>Parks &amp; Recreation</b>			
Parks & Recreation Director	1	Executive Management	\$ 9,496 - \$ 11,860
Parks & Facilities Division Manager	1	Management Employees Group	\$ 7,086 - \$ 8,850
Recreation Division Manager	1	Management Employees Group	\$ 6,748 - \$ 8,428
Recreation Program Supervisor	2	Management Employees Group	\$ 5,552 - \$ 6,934
Facilities Maintenance Supervisor	1	Supervisor Employees Group	\$ 5,288 - \$ 6,604
Parks Maintenance Supervisor	1	Supervisor Employees Group	\$ 5,288 - \$ 6,604
Communications Specialist	1	Windsor Employees Association	\$ 4,456 - \$ 5,566
Senior Maintenance Worker	2	Windsor Employees Association	\$ 4,351 - \$ 5,434
Recreation Program Coordinator	2	Windsor Employees Association	\$ 4,245 - \$ 5,300
Maintenance Worker II	6	Windsor Employees Association	\$ 3,947 - \$ 4,928
Administrative Assistant	2	Windsor Employees Association	\$ 3,850 - \$ 4,806
Maintenance Worker I	1	Windsor Employees Association	\$ 3,579 - \$ 4,470
<b>Public Works</b>			
Public Works Director	1	Executive Management	\$ 9,728 - \$ 12,148
Principal Civil Engineer	2	Management Employees Group	\$ 7,812 - \$ 9,756
Public Works Manager	1	Management Employees Group	\$ 7,259 - \$ 9,066
Senior Civil Engineer	2	Management Employees Group	\$ 7,086 - \$ 8,850
Wastewater System Supervisor	1	Supervisor Employees Group	\$ 6,748 - \$ 8,428
Associate Civil Engineer	2	Management Employees Group	\$ 6,427 - \$ 8,027
Water Systems Supervisor	1	Supervisor Employees Group	\$ 6,427 - \$ 8,027

Department/Classification	Number Authorized	Group	Monthly Salary Range
Assistant Engineer	1	Management Employees Group	\$ 5,830 - \$ 7,281
Management Analyst	2	Management Employees Group	\$ 5,830 - \$ 7,281
Public Works Inspector	1	Windsor Employees Association	\$ 5,288 - \$ 6,604
Senior Wastewater System Operator	2	Windsor Employees Association	\$ 5,288 - \$ 6,604
Streets Maintenance Supervisor	1	Supervisor Employees Group	\$ 5,288 - \$ 6,604
Water Quality Analyst	1	Windsor Employees Association	\$ 5,288 - \$ 6,604
Senior Water System Operator	2	Windsor Employees Association	\$ 4,796 - \$ 5,990
Wastewater System Operator II	4	Windsor Employees Association	\$ 4,796 - \$ 5,990
Engineering Technician	2	Windsor Employees Association	\$ 4,569 - \$ 5,706
Senior Maintenance Worker	1	Windsor Employees Association	\$ 4,351 - \$ 5,434
Water Systems Operator II	5	Windsor Employees Association	\$ 4,351 - \$ 5,434
Senior Administrative Assistant	1	Windsor Employees Association	\$ 4,245 - \$ 5,300
Utility Maintenance Worker II	4	Windsor Employees Association	\$ 4,144 - \$ 5,176
Maintenance Worker II	3	Windsor Employees Association	\$ 3,947 - \$ 4,928
Water System Operator I	1	Windsor Employees Association	\$ 3,947 - \$ 4,928
Administrative Assistant	2	Windsor Employees Association	\$ 3,850 - \$ 4,806
Utility Maintenance Worker I	1	Windsor Employees Association	\$ 3,758 - \$ 4,694
Total Full-Time	91		

**Exhibit "B"**  
**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/13 to 6/30/14 (revised 9/18/13)**

**CLASSIFICATIONS**  
(Within salary range to the right)

		<b>Range 9</b>		
		<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>
<b>Maintenance Worker I</b>		1	3,579.26	20.65
		2	3,669.40	21.17
		3	3,761.26	21.70
		4	3,854.86	22.24
		5	3,950.19	22.79
		6	4,048.99	23.36
		7	4,151.25	23.95
		8	4,253.52	24.54
		9	4,359.25	25.15
		10	4,470.18	25.79
		<b>Range 10</b>		
		<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>
<b>Accounting Assistant Meter Reader Utility Billing Representative</b>		1	3,665.93	21.15
		2	3,757.79	21.68
		3	3,853.13	22.23
		4	3,948.46	22.78
		5	4,047.26	23.35
		6	4,147.79	23.93
		7	4,251.78	24.53
		8	4,357.52	25.14
		9	4,466.71	25.77
		10	4,579.38	26.42
		<b>Range 11</b>		
		<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>
<b>Utility Maintenance Worker I</b>		1	3,757.79	21.68
		2	3,853.13	22.23
		3	3,948.46	22.78
		4	4,047.26	23.35
		5	4,147.79	23.93
		6	4,251.78	24.53
		7	4,357.52	25.14
		8	4,466.71	25.77
		9	4,579.38	26.42
		10	4,693.78	27.08
		<b>Range 12</b>		
		<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>
<b>Administrative Assistant</b>		1	3,849.66	22.21
		2	3,946.72	22.77
		3	4,045.52	23.34
		4	4,146.05	23.92
		5	4,250.05	24.52
		6	4,355.78	25.13
		7	4,464.98	25.76
		8	4,575.91	26.40
		9	4,690.31	27.06
		10	4,806.44	27.73
		<b>Range 13</b>		
		<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>
<b>Maintenance Worker II Water System Operator I</b>		1	3,946.72	22.77
		2	4,045.52	23.34
		3	4,146.05	23.92
		4	4,250.05	24.52
		5	4,355.78	25.13
		6	4,464.98	25.76
		7	4,575.91	26.40
		8	4,690.31	27.06
		9	4,806.44	27.73
		10	4,927.77	28.43

**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/13 to 6/30/14 (revised 9/18/13)**

		<b>Range 14</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Accounting Specialist Senior Utility Billing Representative	1	4,042.06	23.32	
	2	4,144.32	23.91	
	3	4,246.59	24.50	
	4	4,352.32	25.11	
	5	4,463.25	25.75	
	6	4,574.18	26.39	
	7	4,688.58	27.05	
	8	4,804.71	27.72	
	9	4,924.31	28.41	
	10	5,047.37	29.12	

		<b>Range 15</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Utility Maintenance Worker II	1	4,144.32	23.91	
	2	4,246.59	24.50	
	3	4,352.32	25.11	
	4	4,463.25	25.75	
	5	4,574.18	26.39	
	6	4,688.58	27.05	
	7	4,804.71	27.72	
	8	4,924.31	28.41	
	9	5,047.37	29.12	
	10	5,175.63	29.86	

		<b>Range 16</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Recreation Program Coordinator Records Management Specialist Senior Administrative Assistant	1	4,244.85	24.49	
	2	4,350.58	25.10	
	3	4,458.05	25.72	
	4	4,570.71	26.37	
	5	4,685.11	27.03	
	6	4,801.24	27.70	
	7	4,922.57	28.40	
	8	5,045.64	29.11	
	9	5,172.17	29.84	
	10	5,300.43	30.58	

		<b>Range 17</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Human Resources Specialist Safety Specialist Senior Maintenance Worker Water System Operator II	1	4,350.58	25.10	
	2	4,458.05	25.72	
	3	4,570.71	26.37	
	4	4,685.11	27.03	
	5	4,801.24	27.70	
	6	4,922.57	28.40	
	7	5,045.64	29.11	
	8	5,172.17	29.84	
	9	5,300.43	30.58	
	10	5,433.90	31.35	

		<b>Range 18</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Communications Specialist	1	4,456.31	25.71	
	2	4,568.98	26.36	
	3	4,681.64	27.01	
	4	4,797.77	27.68	
	5	4,920.84	28.39	
	6	5,042.17	29.09	
	7	5,168.70	29.82	
	8	5,296.96	30.56	
	9	5,428.70	31.32	
	10	5,565.63	32.11	

**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/13 to 6/30/14 (revised 9/18/13)**

		<b>Range 19</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Engineering Technician</b>	1	4,568.98	26.36	
	2	4,681.64	27.01	
<b>Senior Utility Maintenance Worker</b>	3	4,797.77	27.68	
	4	4,920.84	28.39	
	5	5,042.17	29.09	
	6	5,168.70	29.82	
	7	5,296.96	30.56	
	8	5,428.70	31.32	
	9	5,565.63	32.11	
	10	5,706.02	32.92	

		<b>Range 21</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Senior Water System Operator</b>	1	4,796.04	27.67	
	2	4,917.37	28.37	
<b>Wastewater System Operator II</b>	3	5,038.70	29.07	
	4	5,165.23	29.80	
	5	5,293.50	30.54	
	6	5,425.23	31.30	
	7	5,562.16	32.09	
	8	5,700.82	32.89	
	9	5,842.95	33.71	
	10	5,990.28	34.56	

		<b>Range 25</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Facilities Maintenance Supervisor</b>	1	5,288.30	30.51	
	2	5,420.03	31.27	
<b>Parks Maintenance Supervisor</b>	3	5,556.96	32.06	
	4	5,693.89	32.85	
<b>Senior Wastewater System Operator</b>	5	5,836.02	33.67	
	6	5,983.35	34.52	
<b>Streets Maintenance Supervisor</b>	7	6,132.42	35.38	
	8	6,284.95	36.26	
<b>Utility Maintenance Supervisor</b>	9	6,442.68	37.17	
	10	6,603.87	38.10	

		<b>Range 26</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Associate Planner</b>	1	5,417.22		
	2	5,551.86		
	3	5,690.58		
	4	5,833.38		
	5	5,979.24		
	6	6,128.16		
	7	6,282.18		
	8	6,439.26		
	9	6,599.40		
	10	6,764.64		

		<b>Range 27</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Recreation Program Supervisor</b>	1	5,551.86		
	2	5,690.58		
	3	5,833.38		
	4	5,979.24		
	5	6,128.16		
	6	6,282.18		
	7	6,439.26		
	8	6,599.40		
	9	6,764.64		
	10	6,933.96		

**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/13 to 6/30/14 (revised 9/18/13)**

<b>Range 28</b>			
<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Human Resources Analyst	1	5,687.52	32.81
Senior Building Inspector	2	5,830.32	33.64
Water Conservation Program Coordinator	3	5,975.16	34.48
	4	6,125.10	35.33
	5	6,278.10	36.22
	6	6,435.18	37.13
	7	6,596.34	38.06
	8	6,760.56	39.01
	9	6,929.88	39.98
	10	7,103.28	40.98

<b>Range 29</b>			
<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Accounting Supervisor	1	5,830.32	33.64
Assistant Engineer	2	5,975.16	34.48
Management Analyst	3	6,125.10	35.33
	4	6,278.10	36.22
	5	6,435.18	37.13
	6	6,596.34	38.06
	7	6,760.56	39.01
	8	6,929.88	39.98
	9	7,103.28	40.98
	10	7,280.76	42.00

<b>Range 30</b>			
<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Senior Planner	1	5,972.10	
	2	6,121.02	
	3	6,274.02	
	4	6,431.10	
	5	6,592.26	
	6	6,756.48	
	7	6,925.80	
	8	7,099.20	
	9	7,276.68	
	10	7,458.24	

<b>Range 32</b>			
<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Town Clerk	1	6,270.96	36.18
	2	6,427.02	37.08
	3	6,588.18	38.01
	4	6,752.40	38.95
	5	6,921.72	39.93
	6	7,095.12	40.93
	7	7,271.58	41.95
	8	7,454.16	43.00
	9	7,639.80	44.07
	10	7,831.56	45.19

<b>Range 33</b>			
<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
Associate Civil Engineer	1	6,427.02	37.08
Economic Development Manager/Senior Planner	2	6,588.18	38.01
Senior Management Analyst	3	6,752.40	38.95
Water System Supervisor	4	6,921.72	39.93
	5	7,095.12	40.93
	6	7,271.58	41.95
	7	7,454.16	43.00
	8	7,639.80	44.07
	9	7,831.56	45.19
	10	8,027.40	46.31

**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/13 to 6/30/14 (revised 9/18/13)**

		<b>Range 35</b>	
		<b>Step</b>	<b>Monthly</b>
Recreation Division Manager Wastewater System Supervisor		1	6,748.32
		2	6,917.64
		3	7,090.02
		4	7,267.50
		5	7,449.06
		6	7,635.72
		7	7,826.46
		8	8,022.30
		9	8,222.22
		10	8,428.26

		<b>Range 37</b>	
		<b>Step</b>	<b>Monthly</b>
Building Official Finance Manager Human Resources Manager Parks & Facilities Division Manager Senior Civil Engineer		1	7,085.94
		2	7,263.42
		3	7,444.98
		4	7,630.62
		5	7,821.36
		6	8,017.20
		7	8,218.14
		8	8,423.16
		9	8,634.30
		10	8,849.52

		<b>Range 38</b>	
		<b>Step</b>	<b>Monthly</b>
Public Works Manager		1	7,259.34
		2	7,440.90
		3	7,626.54
		4	7,817.28
		5	8,013.12
		6	8,213.04
		7	8,418.06
		8	8,629.20
		9	8,844.42
		10	9,065.76

		<b>Range 41</b>	
		<b>Step</b>	<b>Monthly</b>
Principal Civil Engineer		1	7,812.18
		2	8,008.02
		3	8,207.94
		4	8,412.96
		5	8,623.08
		6	8,839.32
		7	9,060.66
		8	9,287.10
		9	9,518.64
		10	9,756.30

		<b>Range 42</b>	
		<b>Step</b>	<b>Monthly</b>
Assistant Public Works Director		1	8,002.92
		2	8,202.84
		3	8,407.86
		4	8,617.98
		5	8,834.22
		6	9,054.54
		7	9,280.98
		8	9,513.54
		9	9,751.20
		10	9,994.98



**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/13 to 6/30/14 (revised 9/18/13)**

	<b>Range 47</b>	
	<b>Step</b>	<b>Monthly</b>
<b>Special Projects Manager</b>	1	9,044.34
	2	9,269.76
	3	9,502.32
	4	9,738.96
	5	9,982.74
	6	10,232.64
	7	10,488.66
	8	10,750.80
	9	11,019.06
	10	11,294.46
	<b>Range 49</b>	
	<b>Step</b>	<b>Monthly</b>
<b>Administrative Services Director Community Development Director Parks &amp; Recreation Director</b>	1	9,496.20
	2	9,733.86
	3	9,976.62
	4	10,226.52
	5	10,481.52
	6	10,743.66
	7	11,012.94
	8	11,288.34
	9	11,569.86
	10	11,859.54
	<b>Range 50</b>	
	<b>Step</b>	<b>Monthly</b>
<b>Public Works Director</b>	1	9,727.74
	2	9,970.50
	3	10,220.40
	4	10,475.40
	5	10,737.54
	6	11,005.80
	7	11,281.20
	8	11,563.74
	9	11,852.40
	10	12,148.20
	<b>Range 51</b>	
	<b>Step</b>	<b>Monthly</b>
<b>Assistant Town Manager</b>	1	9,970.50
	2	10,220.40
	3	10,475.40
	4	10,737.54
	5	11,005.80
	6	11,281.20
	7	11,563.74
	8	11,852.40
	9	12,148.20
	10	12,452.16