

RESOLUTION NO. 3069-14

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

WHEREAS, on July 17, 2013, the Town Council last adopted a revised listing of authorized positions and salary schedule; and

WHEREAS, recent changes in staffing in the Community Development Department has provided staff the opportunity to review the department staffing needs; and

WHEREAS, staff has proposed changes.

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

1. Ratify the listing of authorized positions as depicted in the attached Exhibit A.
2. Ratify the Salary Schedule as depicted in the attached Exhibit B.
3. Authorize the Town Manager to draft, finalize and implement the job descriptions for the Community Development Technician and Economic Development Manager.
4. Authorize the Town Manager to revise the job description for the Senior Planner.
5. Abolish all previously adopted employee salary schedules upon this resolution's effective date.


PASSED, APPROVED AND ADOPTED this 19th day of March 2014, by the following vote:

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



BRUCE OKREPKIE, MAYOR

ATTEST:



**IRENE CAMACHO-WERBY,
DEPUTY TOWN CLERK**

Attachments:

1. Exhibit A
2. Exhibit B

EXHIBIT A

Department/Classification	Number Authorized	Group	Monthly Salary Range
Town Manager's Office			
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
Administrative Services			
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
Community Development			
Community Development Director	1	Executive Management	\$ 9,496 - \$ 11,860
Building Official	1	Management Employees Group	\$ 7,086 - \$ 8,850
Economic Development Manager	1	Management Employees Group	\$ 6,427 - \$ 8,027
Senior Planner	1	Management Employees Group	\$ 6,427 - \$ 8,027
Senior Building Inspector	1	Windsor Employees Association	\$ 5,688 - \$ 7,103
Community Development Technician	1	Windsor Employees Association	\$ 4,569 - \$ 5,706
Senior Administrative Assistant	1	Windsor Employees Association	\$ 4,245 - \$ 5,300
Parks & Recreation			
Parks & Recreation Director	1	Executive Management	\$ 9,496 - \$ 11,860
Parks & Facilities Division Manager	1	Management Employees Group	\$ 7,086 - \$ 8,850
Recreation Program 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
Public Works			
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
Assistant Engineer	1	Management Employees Group	\$ 5,830 - \$ 7,281

Department/Classification	Number Authorized	Group	Monthly Salary Range
Management Analyst	2	Management Employees Group	\$ 5,830 - \$ 7,281
Water Quality Analyst	1	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
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	92		

TOWN OF WINDSOR
Full Time Employee Salary Schedule Effective 7/1/13 to 6/30/14 (revised 03/19/14)

CLASSIFICATIONS
 (Within salary range to the right)

		Range 9		
		Step	Monthly	Hourly
Maintenance Worker I		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
		Range 10		
		Step	Monthly	Hourly
Accounting Assistant Meter Reader Utility Billing Representative		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
		Range 11		
		Step	Monthly	Hourly
Utility Maintenance Worker I		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
		Range 12		
		Step	Monthly	Hourly
Administrative Assistant		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
		Range 13		
		Step	Monthly	Hourly
Maintenance Worker II Water System Operator I		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 03/19/14)

		Range 14		
	Step	Monthly	Hourly	
Accounting Specialist	1	4,042.06	23.32	
	2	4,144.32	23.91	
Senior Utility Billing Representative	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	

		Range 15		
	Step	Monthly	Hourly	
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	

		Range 16		
	Step	Monthly	Hourly	
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	

		Range 17		
	Step	Monthly	Hourly	
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	

		Range 18		
	Step	Monthly	Hourly	
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 03/19/14)

Range 19			
Step	Monthly	Hourly	
Engineering Technician	1	4,568.98	26.36
Senior Utility Maintenance Worker	2	4,681.64	27.01
Community Development Technician	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

Range 21			
Step	Monthly	Hourly	
Senior Water System Operator	1	4,796.04	27.67
Wastewater System Operator II	2	4,917.37	28.37
	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

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

Range 26			
Step	Monthly	Hourly	
Associate Planner	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	

Range 27			
Step	Monthly	Hourly	
Recreation Program Supervisor	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 03/19/14)

		Range 28	
	Step	Monthly	Hourly
Human Resources Analyst Senior Building Inspector Water Conservation Program Coordinator	1	5,687.52	32.81
	2	5,830.32	33.64
	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

		Range 29	
	Step	Monthly	Hourly
Accounting Supervisor Assistant Engineer Management Analyst	1	5,830.32	33.64
	2	5,975.16	34.48
	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

		Range 32	
	Step	Monthly	Hourly
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

		Range 33	
	Step	Monthly	Hourly
Associate Civil Engineer Economic Development Manager Senior Management Analyst Water System Supervisor Senior Planner	1	6,427.02	37.08
	2	6,588.18	38.01
	3	6,752.40	38.95
	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 03/19/14)

		<u>Range 35</u>	
		Step	Monthly
Recreation Program Manager		1	6,748.32
	Wastewater System Supervisor	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
		<u>Range 37</u>	
		Step	Monthly
Building Official		1	7,085.94
	Finance Manager	2	7,263.42
Human Resources Manager		3	7,444.98
Parks & Facilities Division Manager		4	7,630.62
Senior Civil Engineer		5	7,821.36
		6	8,017.20
		7	8,218.14
		8	8,423.16
		9	8,634.30
		10	8,849.52
		<u>Range 38</u>	
		Step	Monthly
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
		<u>Range 41</u>	
		Step	Monthly
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
		<u>Range 42</u>	
		Step	Monthly
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 03/19/14)

	<u>Range 47</u>	
	Step	Monthly
Special Projects Manager	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

	<u>Range 49</u>	
	Step	Monthly
Administrative Services Director Community Development Director Parks & Recreation Director	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

	<u>Range 50</u>	
	Step	Monthly
Public Works Director	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

	<u>Range 51</u>	
	Step	Monthly
Assistant Town Manager	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