

RESOLUTION NO. 3112-14

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

WHEREAS, on June 18, 2014, the Town Council last adopted a revised listing of authorized positions and salary schedule; and

WHEREAS, a review of the current staffing needs of the Community Development Department, Parks and Recreation Department, Public Works and the Town Manager's Office was recently conducted; and

WHEREAS, staff has proposed changes to accommodate Town staffing needs; and

WHEREAS, a list of authorized positions and a Salary Schedule are attached hereto as Exhibit A and Exhibit B, respectively, and are incorporated herein by reference.

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

1. Ratify the listing of authorized positions in Exhibit A.
2. Ratify the Salary Schedule in Exhibit B.
3. Authorize the Town Manager to draft, finalize and implement the job descriptions, as needed.
4. Abolish all previously adopted employee salary schedules upon this Resolution's effective date.
5. Declare that this Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 6th day of August 2014, by the following vote:

**AYES: COUNCILMEMBERS ALLEN, FUDGE, GOBLE, SALMON AND
MAYOR OKREPKIE**

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE


BRUCE OKREPKIE, MAYOR

ATTEST:


MARIA DE LA O, 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	\$ 15,312
Town Clerk	1	Executive Management	\$ 6,396 - \$ 7,988
Senior Administrative Assistant	1	Windsor Employees Association	\$ 4,330 - \$ 5,406
Records Management Specialist	1	Windsor Employees Association	\$ 4,330 - \$ 5,406
Administrative Services			
Administrative Services Director	1	Executive Management	\$ 9,686 - \$ 12,097
Special Projects Manager	1	Confidential	\$ 9,225 - \$ 11,520
Finance Manager	1	Management Employees Group	\$ 7,228 - \$ 9,027
Human Resources Manager	1	Confidential	\$ 7,228 - \$ 9,027
Accounting Supervisor	1	Management Employees Group	\$ 5,947 - \$ 7,426
Human Resources Analyst	1	Confidential	\$ 5,801 - \$ 7,245
Water Conservation Program Coordinator	1	Management Employees Group	\$ 5,801 - \$ 7,245
Human Resource Specialist	2	Confidential	\$ 4,437 - \$ 5,543
Accounting Specialist	1	Windsor Employees Association	\$ 4,124 - \$ 5,148
Senior Utility Billing Representative	2	Windsor Employees Association	\$ 4,124 - \$ 5,148
Accounting Assistant	1	Windsor Employees Association	\$ 3,739 - \$ 4,671
Meter Reader	1	Windsor Employees Association	\$ 3,739 - \$ 4,671
Utility Billing Representative	2	Windsor Employees Association	\$ 3,739 - \$ 4,671
Community Development			
Community Development Director	1	Executive Management	\$ 9,686 - \$ 12,097
Building Official	1	Management Employees Group	\$ 7,228 - \$ 9,027
Economic Development Manager	1	Management Employees Group	\$ 6,556 - \$ 8,188
Senior Planner	1	Management Employees Group	\$ 6,556 - \$ 8,188
Senior Building Inspector	1	Windsor Employees Association	\$ 5,801 - \$ 7,245
Associate Planner	1	Windsor Employees Association	\$ 5,525 - \$ 6,900
Community Development Technician	1	Windsor Employees Association	\$ 4,661 - \$ 5,820
Senior Administrative Assistant	1	Windsor Employees Association	\$ 4,330 - \$ 5,406
Parks & Recreation			
Parks & Recreation Director	1	Executive Management	\$ 9,686 - \$ 12,097
Recreation Division Manager	1	Management Employees Group	\$ 6,883 - \$ 8,597
Parks & Facilities Superintendent	1	Management Employees Group	\$ 6,240 - \$ 7,795
Management Analyst	1	Management Employees Group	\$ 5,947 - \$ 7,426
Recreation Program Supervisor	2	Management Employees Group	\$ 5,663 - \$ 7,073
Parks Maintenance Supervisor	1	Supervisor Employees Group	\$ 5,394 - \$ 6,736
Communications Specialist	1	Windsor Employees Association	\$ 4,545 - \$ 5,677
Senior Maintenance Worker	2	Windsor Employees Association	\$ 4,437 - \$ 5,543
Recreation Program Coordinator	2	Windsor Employees Association	\$ 4,330 - \$ 5,406
Maintenance Worker II	5	Windsor Employees Association	\$ 4,026 - \$ 5,027
Administrative Assistant	2	Windsor Employees Association	\$ 3,926 - \$ 4,904
Maintenance Worker I	1	Windsor Employees Association	\$ 3,650 - \$ 4,560
Public Works			
Public Works Director	1	Executive Management	\$ 9,922 - \$ 12,391
Principal Civil Engineer	2	Management Employees Group	\$ 7,968 - \$ 9,951
Public Works Manager	1	Management Employees Group	\$ 7,405 - \$ 9,247
Senior Civil Engineer	2	Management Employees Group	\$ 7,228 - \$ 9,027
Wastewater System Supervisor	1	Supervisor Employees Group	\$ 6,883 - \$ 8,597
Associate Civil Engineer	2	Management Employees Group	\$ 6,556 - \$ 8,188
Project Manager	1	Management Employees Group	\$ 6,556 - \$ 8,188

Department/Classification	Number Authorized	Group	Monthly Salary Range
Water Systems Supervisor	1	Supervisor Employees Group	\$ 6,556 - \$ 8,188
Assistant Engineer	1	Management Employees Group	\$ 5,947 - \$ 7,426
Management Analyst	2	Management Employees Group	\$ 5,947 - \$ 7,426
Water Quality Analyst	1	Windsor Employees Association	\$ 5,394 - \$ 6,736
Public Works Inspector	1	Windsor Employees Association	\$ 5,394 - \$ 6,736
Senior Wastewater System Operator	2	Windsor Employees Association	\$ 5,394 - \$ 6,736
Streets Maintenance Supervisor	1	Supervisor Employees Group	\$ 5,394 - \$ 6,736
Senior Water System Operator	2	Windsor Employees Association	\$ 4,891 - \$ 6,110
Wastewater System Operator I/II	4	Windsor Employees Association	\$ 4,329 - \$ 5,406
		Windsor Employees Association	\$ 4,891 - \$ 6,110
Engineering Technician	2	Windsor Employees Association	\$ 4,661 - \$ 5,820
Senior Maintenance Worker	1	Windsor Employees Association	\$ 4,437 - \$ 5,543
Water Systems Operator II	5	Windsor Employees Association	\$ 4,437 - \$ 5,543
Senior Administrative Assistant	1	Windsor Employees Association	\$ 4,330 - \$ 5,406
Utility Maintenance Worker II	4	Windsor Employees Association	\$ 4,228 - \$ 5,280
Maintenance Worker II	5	Windsor Employees Association	\$ 4,026 - \$ 5,027
Water System Operator I	1	Windsor Employees Association	\$ 4,026 - \$ 5,027
Administrative Assistant	2	Windsor Employees Association	\$ 3,926 - \$ 4,904
Utility Maintenance Worker I	1	Windsor Employees Association	\$ 3,832 - \$ 4,787
Total Full-Time	95		

TOWN OF WINDSOR
Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 8/6/14)

CLASSIFICATIONS
 (Within salary range to the right)

		Range 9		
	Maintenance Worker I	Step	Monthly	Hourly
		1	3,650.33	21.06
		2	3,742.19	21.59
		3	3,835.79	22.13
		4	3,932.86	22.69
		5	4,029.92	23.25
		6	4,130.45	23.83
		7	4,234.45	24.43
		8	4,338.45	25.03
		9	4,445.91	25.65
		10	4,560.31	26.31
		Range 10		
	Accounting Assistant Meter Reader Utility Billing Representative	Step	Monthly	Hourly
		1	3,738.73	21.57
		2	3,832.33	22.11
		3	3,931.12	22.68
		4	4,028.19	23.24
		5	4,128.72	23.82
		6	4,230.99	24.41
		7	4,336.72	25.02
		8	4,444.18	25.64
		9	4,556.85	26.29
		10	4,671.24	26.95
		Range 11		
	Utility Maintenance Worker I	Step	Monthly	Hourly
		1	3,832.33	22.11
		2	3,931.12	22.68
		3	4,028.19	23.24
		4	4,128.72	23.82
		5	4,230.99	24.41
		6	4,336.72	25.02
		7	4,444.18	25.64
		8	4,556.85	26.29
		9	4,671.24	26.95
		10	4,787.37	27.62
		Range 12		
	Administrative Assistant	Step	Monthly	Hourly
		1	3,925.92	22.65
		2	4,026.46	23.23
		3	4,126.99	23.81
		4	4,229.25	24.40
		5	4,334.98	25.01
		6	4,442.45	25.63
		7	4,555.11	26.28
		8	4,667.78	26.93
		9	4,783.91	27.60
		10	4,903.51	28.29
		Range 13		
	Maintenance Worker II Water System Operator I	Step	Monthly	Hourly
		1	4,026.46	23.23
		2	4,126.99	23.81
		3	4,229.25	24.40
		4	4,334.98	25.01
		5	4,442.45	25.63
		6	4,555.11	26.28
		7	4,667.78	26.93
		8	4,783.91	27.60
		9	4,903.51	28.29
		10	5,026.57	29.00

TOWN OF WINDSOR

Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 8/6/14)

		Range 14		
	Step	Monthly	Hourly	
Accounting Specialist	1	4,123.52	23.79	
	2	4,227.52	24.39	
Senior Utility Billing Representative	3	4,331.52	24.99	
	4	4,438.98	25.61	
	5	4,553.38	26.27	
	6	4,666.04	26.92	
	7	4,782.17	27.59	
	8	4,900.04	28.27	
	9	5,023.10	28.98	
	10	5,147.90	29.70	
		Range 15		
	Step	Monthly	Hourly	
Utility Maintenance Worker II	1	4,227.52	24.39	
	2	4,331.52	24.99	
	3	4,438.98	25.61	
	4	4,553.38	26.27	
	5	4,666.04	26.92	
	6	4,782.17	27.59	
	7	4,900.04	28.27	
	8	5,023.10	28.98	
	9	5,147.90	29.70	
	10	5,279.63	30.46	
		Range 16		
	Step	Monthly	Hourly	
Recreation Program Coordinator Records Management Specialist Senior Administrative Assistant Wastewater System Operator I	1	4,329.78	24.98	
	2	4,437.25	25.60	
	3	4,546.45	26.23	
	4	4,662.58	26.90	
	5	4,778.71	27.57	
	6	4,896.57	28.25	
	7	5,021.37	28.97	
	8	5,146.17	29.69	
	9	5,276.17	30.44	
	10	5,406.16	31.19	
		Range 17		
	Step	Monthly	Hourly	
Human Resources Specialist Safety Specialist Senior Maintenance Worker Water System Operator II	1	4,437.25	25.60	
	2	4,546.45	26.23	
	3	4,662.58	26.90	
	4	4,778.71	27.57	
	5	4,896.57	28.25	
	6	5,021.37	28.97	
	7	5,146.17	29.69	
	8	5,276.17	30.44	
	9	5,406.16	31.19	
	10	5,543.09	31.98	
		Range 18		
	Step	Monthly	Hourly	
Communications Specialist	1	4,544.71	26.22	
	2	4,660.84	26.89	
	3	4,775.24	27.55	
	4	4,893.11	28.23	
	5	5,019.64	28.96	
	6	5,142.70	29.67	
	7	5,272.70	30.42	
	8	5,402.70	31.17	
	9	5,537.89	31.95	
	10	5,676.56	32.75	

TOWN OF WINDSOR

Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 8/6/14)

		Range 19		
	Step	Monthly	Hourly	
Engineering Technician	1	4,660.84	26.89	
Senior Utility Maintenance Worker	2	4,775.24	27.55	
Community Development Technician	3	4,893.11	28.23	
	4	5,019.64	28.96	
	5	5,142.70	29.67	
	6	5,272.70	30.42	
	7	5,402.70	31.17	
	8	5,537.89	31.95	
	9	5,676.56	32.75	
	10	5,820.42	33.58	

		Range 21		
	Step	Monthly	Hourly	
Senior Water System Operator	1	4,891.37	28.22	
Wastewater System Operator II	2	5,016.17	28.94	
	3	5,139.23	29.65	
	4	5,269.23	30.40	
	5	5,399.23	31.15	
	6	5,534.43	31.93	
	7	5,673.09	32.73	
	8	5,815.22	33.55	
	9	5,959.09	34.38	
	10	6,109.88	35.25	

		Range 25		
	Step	Monthly	Hourly	
Facilities Maintenance Supervisor	1	5,394.03	31.12	
Parks Maintenance Supervisor	2	5,529.23	31.90	
Public Works Inspector	3	5,667.89	32.70	
Senior Wastewater System Operator	4	5,808.29	33.51	
Streets Maintenance Supervisor	5	5,952.15	34.34	
Utility Maintenance Supervisor	6	6,102.95	35.21	
Water Quality Analyst	7	6,255.48	36.09	
	8	6,411.48	36.99	
	9	6,570.94	37.91	
	10	6,735.60	38.86	

		Range 26		
	Step	Monthly	Hourly	
Associate Planner	1	5,525.56	31.88	
	2	5,662.90	32.67	
	3	5,804.39	33.49	
	4	5,950.05	34.33	
	5	6,098.83	35.19	
	6	6,250.72	36.06	
	7	6,407.82	36.97	
	8	6,568.05	37.89	
	9	6,731.39	38.83	
	10	6,899.93	39.81	

		Range 27		
	Step	Monthly	Hourly	
Recreation Program Supervisor	1	5,662.90	32.67	
	2	5,804.39	33.49	
	3	5,950.05	34.33	
	4	6,098.83	35.19	
	5	6,250.72	36.06	
	6	6,407.82	36.97	
	7	6,568.05	37.89	
	8	6,731.39	38.83	
	9	6,899.93	39.81	
	10	7,072.64	40.75	

TOWN OF WINDSOR

Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 8/6/14)

		Range 28	
	Step	Monthly	Hourly
Human Resources Analyst	1	5,801.27	33.47
Senior Building Inspector	2	5,946.93	34.31
Water Conservation Program Coordinator	3	6,094.66	35.17
	4	6,247.60	36.04
	5	6,403.66	36.94
	6	6,563.88	37.87
	7	6,728.27	38.82
	8	6,895.77	39.79
	9	7,068.48	40.78
	10	7,245.35	41.80

		Range 29	
	Step	Monthly	Hourly
Accounting Supervisor	1	5,946.93	34.31
Assistant Engineer	2	6,094.66	35.17
Management Analyst	3	6,247.60	36.04
	4	6,403.66	36.94
	5	6,563.88	37.87
	6	6,728.27	38.82
	7	6,895.77	39.79
	8	7,068.48	40.78
	9	7,245.35	41.80
	10	7,426.38	42.84

		Range 31	
	Step	Monthly	Hourly
Parks and Facilities Superintendent	1	6,240.00	36.00
	2	6,396.00	36.90
	3	6,555.47	37.82
	4	6,718.40	38.76
	5	6,888.27	39.74
	6	7,059.87	40.73
	7	7,236.67	41.75
	8	7,416.93	42.79
	9	7,600.67	43.85
	10	7,794.80	44.97

		Range 32	
	Step	Monthly	Hourly
Town Clerk	1	6,396.38	36.90
	2	6,555.56	37.82
	3	6,719.94	38.77
	4	6,887.45	39.73
	5	7,060.15	40.73
	6	7,237.02	41.75
	7	7,417.01	42.79
	8	7,603.24	43.86
	9	7,792.60	44.95
	10	7,988.19	46.09

		Range 33	
	Step	Monthly	Hourly
Associate Civil Engineer	1	6,555.56	37.82
Economic Development Manager	2	6,719.94	38.77
Senior Management Analyst	3	6,887.45	39.73
Water System Supervisor	4	7,060.15	40.73
Senior Planner	5	7,237.02	41.75
Project Manager	6	7,417.01	42.79
	7	7,603.24	43.86
	8	7,792.60	44.95
	9	7,988.19	46.09
	10	8,187.95	47.24

TOWN OF WINDSOR

Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 8/6/14)

		Range 35	
	Step	Monthly	
Recreation Division Manager	1	6,883.29	39.71
	2	7,055.99	40.71
Wastewater System Supervisor	3	7,231.82	41.73
	4	7,412.85	42.77
	5	7,598.04	43.83
	6	7,788.43	44.93
	7	7,982.99	46.06
	8	8,182.75	47.22
	9	8,386.66	48.39
	10	8,596.83	49.59

		Range 37	
	Step	Monthly	
Building Official	1	7,227.66	
Finance Manager	2	7,408.69	
Human Resources Manager	3	7,593.88	
Parks & Facilities Division Manager	4	7,783.23	
Senior Civil Engineer	5	7,977.79	
	6	8,177.54	
	7	8,382.50	
	8	8,591.62	
	9	8,806.99	
	10	9,026.51	

		Range 38	
	Step	Monthly	
Public Works Manager	1	7,404.53	
	2	7,589.72	
	3	7,779.07	
	4	7,973.63	
	5	8,173.38	
	6	8,377.30	
	7	8,586.42	
	8	8,801.78	
	9	9,021.31	
	10	9,247.08	

		Range 41	
	Step	Monthly	
Principal Civil Engineer	1	7,968.42	
	2	8,168.18	
	3	8,372.10	
	4	8,581.22	
	5	8,795.54	
	6	9,016.11	
	7	9,241.87	
	8	9,472.84	
	9	9,709.01	
	10	9,951.43	

		Range 42	
	Step	Monthly	
Assistant Public Works Director	1	8,162.98	
	2	8,366.90	
	3	8,576.02	
	4	8,790.34	
	5	9,010.90	
	6	9,235.63	
	7	9,466.60	
	8	9,703.81	
	9	9,946.22	
	10	10,194.88	

TOWN OF WINDSOR

Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 8/6/14)

		<u>Range 47</u>	
	Step	Monthly	
Special Projects Manager	1	9,225.23	
	2	9,455.16	
	3	9,692.37	
	4	9,933.74	
	5	10,182.40	
	6	10,437.29	
	7	10,698.43	
	8	10,965.82	
	9	11,239.44	
	10	11,520.35	
		<u>Range 49</u>	
	Step	Monthly	
Administrative Services Director Community Development Director Parks & Recreation Director	1	9,686.12	
	2	9,928.54	
	3	10,176.15	
	4	10,431.05	
	5	10,691.15	
	6	10,958.53	
	7	11,233.20	
	8	11,514.11	
	9	11,801.26	
	10	12,096.73	
		<u>Range 50</u>	
	Step	Monthly	
Public Works Director	1	9,922.30	
	2	10,169.91	
	3	10,424.81	
	4	10,684.91	
	5	10,952.29	
	6	11,225.92	
	7	11,506.82	
	8	11,795.02	
	9	12,089.45	
	10	12,391.16	
		<u>Range 51</u>	
	Step	Monthly	
Assistant Town Manager	1	10,169.91	
	2	10,424.81	
	3	10,684.91	
	4	10,952.29	
	5	11,225.92	
	6	11,506.82	
	7	11,795.02	
	8	12,089.45	
	9	12,391.16	
	10	12,701.20	