

**RESOLUTION NO. 3139-14**

**A 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 August 6, 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 Public Works Department 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 1<sup>st</sup> day of October 2014, by the following vote:

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

  
\_\_\_\_\_  
**BRUCE OKREPKE, MAYOR**

**ATTEST:**

  
\_\_\_\_\_  
**MARIA DE LA O, TOWN CLERK**

Attachments:

1. Exhibit A
2. Exhibit B

Department/Classification	Number Authorized	Group	Monthly Salary Range
<b>Town Manager's Office</b>			
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
<b>Administrative Services</b>			
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
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
<b>Community Development</b>			
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
<b>Parks &amp; Recreation</b>			
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 I/II	7	Windsor Employees Association	\$ 4,026 - \$ 5,027
Administrative Assistant	2	Windsor Employees Association	\$ 3,650 - \$ 4,560
Administrative Assistant	2	Windsor Employees Association	\$ 3,926 - \$ 4,904
<b>Public Works</b>			
Public Works Director	1	Executive Management	\$ 9,922 - \$ 12,391
Deputy Director of Engineering	1	Management Employees Group	\$ 8,163 - \$ 10,195
Deputy Director of Operations	1	Management Employees Group	\$ 7,775 - \$ 9,709
Senior Civil Engineer	3	Management Employees Group	\$ 7,228 - \$ 9,027
Utility Systems Superintendent	1	Management Employees Group	\$ 7,052 - \$ 8,807
Wastewater System Supervisor	1	Supervisor Employees Group	\$ 6,883 - \$ 8,597
Associate Civil Engineer	2	Management Employees Group	\$ 6,556 - \$ 8,188



**EXHIBIT B**

**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 10/1/14)**

**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	3,650.33	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	
		<b>Range 10</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Accounting Assistant Meter Reader Utility Billing Representative</b>	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	
		<b>Range 11</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Utility Maintenance Worker I</b>	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	
		<b>Range 12</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Administrative Assistant</b>	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	
		<b>Range 13</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Maintenance Worker II Water System Operator I</b>	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 10/1/14)**

		<b>Range 14</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Accounting Specialist</b>	1	4,123.52	23.79	
	2	4,227.52	24.39	
<b>Senior Utility Billing Representative</b>	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	

		<b>Range 15</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Utility Maintenance Worker II</b>	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	

		<b>Range 16</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Recreation Program Coordinator</b>	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	

		<b>Range 17</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Human Resources Specialist</b>	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	

		<b>Range 18</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Communications Specialist</b>	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 10/1/14)**

		<b>Range 19</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Engineering Technician</b>	1	4,660.84	26.89	
<b>Senior Utility Maintenance Worker</b>	2	4,775.24	27.55	
<b>Community Development Technician</b>	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	

		<b>Range 21</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Senior Water System Operator</b>	1	4,891.37	28.22	
<b>Wastewater System Operator II</b>	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	

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

		<b>Range 26</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Associate Planner</b>	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	

		<b>Range 27</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
<b>Recreation Program Supervisor</b>	1	5,662.90		
	2	5,804.39		
	3	5,950.05		
	4	6,098.83		
	5	6,250.72		
	6	6,407.82		
	7	6,568.05		
	8	6,731.39		
	9	6,899.93		
	10	7,072.64		

**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 10/1/14)**

		<b>Range 28</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
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	

		<b>Range 29</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
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	

		<b>Range 31</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
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	

		<b>Range 32</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
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	

		<b>Range 33</b>		
	<b>Step</b>	<b>Monthly</b>	<b>Hourly</b>	
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	
Senior Planner	4	7,060.15	40.73	
Project Manager	5	7,237.02	41.75	
	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 10/1/14)**

		<b>Range 35</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Recreation Division Manager</b>		1	6,883.29
	<b>Wastewater System Supervisor</b>	2	7,055.99
		3	7,231.82
		4	7,412.85
		5	7,598.04
		6	7,788.43
		7	7,982.99
		8	8,182.75
		9	8,386.66
		10	8,596.83
		<b>Range 36</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Utility Systems Superintendent</b>		1	7,052.00
		2	7,228.30
		3	7,409.01
		4	7,594.23
		5	7,784.09
		6	7,978.69
		7	8,178.16
		8	8,382.61
		9	8,592.18
		10	8,806.98
		<b>Range 37</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Building Official</b>		1	7,227.66
	<b>Finance Manager</b>	2	7,408.69
	<b>Human Resources Manager</b>	3	7,593.88
	<b>Parks &amp; Facilities Division Manager*</b>	4	7,783.23
	<b>Senior Civil Engineer</b>	5	7,977.79
		6	8,177.54
		7	8,382.50
		8	8,591.62
		9	8,806.99
		10	9,026.51
		<b>Range 38</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Public Works Manager*</b>		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
		<b>Range 40</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Principal Civil Engineer*</b>		1	7,774.51
	<b>Deputy Director of Operations</b>	2	7,968.87
		3	8,168.09
		4	8,372.30
		5	8,581.60
		6	8,796.14
		7	9,016.05
		8	9,241.45
		9	9,472.49
		10	9,709.30



**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 10/1/14)**

		<b>Range 41</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Principal Civil Engineer*</b>		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

		<b>Range 42</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Assistant Public Works Director* Deputy Director of Engineering</b>		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

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

		<b>Range 49</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Administrative Services Director Community Development Director Parks &amp; Recreation Director</b>		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

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

**TOWN OF WINDSOR**

**Full Time Employee Salary Schedule Effective 7/1/14 to 6/30/15 (revised 10/1/14)**

	<b>Range 51</b>	
	<b>Step</b>	<b>Monthly</b>
<b>Assistant Town Manager*</b>	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

\* unfunded position

