

**RESOLUTION NO. 3225-15**

**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**, in accordance with the Memoranda of Understanding for fiscal years 2013-15, the Town hired Regional Government Services (RGS) to conduct a town-wide salary survey; and

**WHEREAS**, RGS completed the survey by reviewing each of the Town's job specifications and pay ranges and using the Town's past practice determined eleven positions were under market; and

**WHEREAS**, in addition to the salary survey, ten reclassification requests were submitted by Town staff and a determination was made that the Town had five employees working out of class; and

**WHEREAS**, RGS and staff also recommend a reclassification for the Communication Specialist position upon the position becoming vacant on October 1, 2015; and

**WHEREAS**, bringing the eleven positions within 95% of the market median and reclassifying five staff working out of class has a fiscal impact on wages; and

**WHEREAS**, the proposed resolution updates the list of authorized positions and revises the salary schedule to take into consideration the salary adjustments, reclassifications, and the reclassification of the Communication Specialist position.

**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 Non-Exempt Salary Schedule as depicted in the attached Exhibit B.
3. Ratify the Exempt Salary Schedule as depicted in the attached Exhibit C.
4. Authorize the Town Manager to draft, finalize and implement the job descriptions for the Meter Specialist, Administrative Systems Technician, Deputy Town Clerk and Principal Planner positions.
5. Abolish all previously adopted employee salary schedules upon this resolution's effective date.

**PASSED, APPROVED AND ADOPTED** this 19th day of August 2015, by the following vote:

**AYES:** COUNCILMEMBERS FOPPOLI, FUDGE, VICE MAYOR MILLAN, AND  
MAYOR OKREPKE  
**NOES:** COUNCILMEMBER SALMON  
**ABSTAIN:** NONE  
**ABSENT:** NONE



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

**ATTEST:**



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

**Attachments:**

1. Exhibit A – Position Authorization FY2015-16
2. Exhibit B – Non-Exempt Salary Schedule FY2015-16
3. Exhibit C – Exempt Salary Schedule FY2015-16

Department/Classification	Number Authorized	Group	Monthly Salary Range
<b>Town Manager's Office</b>			
Town Manager	1	Contract	\$ 16,009
Economic Development Manager	1	Executive Management	\$ 8,207 - \$ 10,250
Human Resources Manager	1	Confidential	\$ 7,627 - \$ 9,524
Town Clerk	1	Executive Management	\$ 7,444 - \$ 9,297
Human Resources Analyst	1	Confidential	\$ 5,975 - \$ 7,463
Human Resource Specialist	2	Confidential	\$ 4,570 - \$ 5,710
Deputy Town Clerk	1	Teamsters Local No. 856	\$ 4,570 - \$ 5,710
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 4,460 - \$ 5,569
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,044 - \$ 5,051
<b>Administrative Services</b>			
Administrative Services Director	1	Executive Management	\$ 9,977 - \$ 12,460
Special Projects Manager	1	Confidential	\$ 9,502 - \$ 11,866
Finance Manager	1	Management Employees Group	\$ 7,444 - \$ 9,297
Accounting Supervisor	1	Management Employees Group	\$ 6,125 - \$ 7,649
Administrative Systems Technician	1	Teamsters Local No. 856	\$ 4,801 - \$ 5,996
Accounting Specialist	1	Teamsters Local No. 856	\$ 4,247 - \$ 5,302
Senior Utility Billing Representative	1	Teamsters Local No. 856	\$ 4,247 - \$ 5,302
Meter Specialist	1	Teamsters Local No. 856	\$ 4,044 - \$ 5,051
Accounting Assistant	1	Teamsters Local No. 856	\$ 3,851 - \$ 4,812
Utility Billing Representative	2	Teamsters Local No. 856	\$ 3,851 - \$ 4,812
<b>Community Development</b>			
Community Development Director	1	Executive Management	\$ 10,220 - \$ 12,763
Building Official	1	Management Employees Group	\$ 7,627 - \$ 9,524
Principal Planner	1	Management Employees Group	\$ 6,752 - \$ 8,434
Senior Building Inspector	1	Teamsters Local No. 856	\$ 5,975 - \$ 7,462
Building Inspector	1	Teamsters Local No. 856	\$ 5,692 - \$ 7,107
Associate Planner	1	Teamsters Local No. 856	\$ 5,692 - \$ 7,107
Community Development Technician	1	Teamsters Local No. 856	\$ 4,801 - \$ 5,996
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 4,460 - \$ 5,569
<b>Parks &amp; Recreation</b>			
Parks & Recreation Director	1	Executive Management	\$ 10,220 - \$ 12,763
Recreation Division Manager	1	Management Employees Group	\$ 7,090 - \$ 8,855
Parks & Facilities Superintendent	1	Management Employees Group	\$ 6,752 - \$ 8,434
Management Analyst	1	Management Employees Group	\$ 6,125 - \$ 7,649
Recreation Program Supervisor	2	Management Employees Group	\$ 5,833 - \$ 7,285
Parks Maintenance Supervisor	1	Supervisor Employees Group	\$ 5,555 - \$ 6,939
Communications Specialist	1	Teamsters Local No. 856	\$ 4,681 - \$ 5,847
Senior Maintenance Worker	2	Teamsters Local No. 856	\$ 4,571 - \$ 5,710
Recreation Program Coordinator	3	Teamsters Local No. 856	\$ 4,460 - \$ 5,569
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 4,460 - \$ 5,569
Maintenance Worker I/II	7	Teamsters Local No. 856	\$ 4,148 - \$ 5,177
		Teamsters Local No. 856	\$ 3,760 - \$ 4,697
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,044 - \$ 5,051
<b>Public Works</b>			
Public Works Director	1	Executive Management	\$ 10,220 - \$ 12,763
Deputy Director of Engineering	1	Management Employees Group	\$ 8,828 - \$ 11,026
Deputy Director of Operations	1	Management Employees Group	\$ 8,618 - \$ 10,763
Senior Civil Engineer	3	Management Employees Group	\$ 7,444 - \$ 9,297
Utility Systems Superintendent	1	Management Employees Group	\$ 7,264 - \$ 9,071



**TOWN OF WINDSOR**

Full Time Non-Exempt Salary Schedule Effective 7/1/15 to 6/30/16

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

		<b>Range 9</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Maintenance Worker I</b>	1	21.69	
	2	22.24	
	3	22.80	
	4	23.37	
	5	23.95	
	6	24.54	
	7	25.16	
	8	25.78	
	9	26.42	
	10	27.10	
		<b>Range 10</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Accounting Assistant Utility Billing Representative</b>	1	22.22	
	2	22.77	
	3	23.36	
	4	23.94	
	5	24.53	
	6	25.14	
	7	25.77	
	8	26.41	
	9	27.08	
	10	27.76	
		<b>Range 11</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Utility Maintenance Worker I</b>	1	22.77	
	2	23.36	
	3	23.94	
	4	24.53	
	5	25.14	
	6	25.77	
	7	26.41	
	8	27.08	
	9	27.76	
	10	28.45	
		<b>Range 12</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Administrative Assistant Meter Specialist</b>	1	23.33	
	2	23.93	
	3	24.52	
	4	25.13	
	5	25.76	
	6	26.40	
	7	27.07	
	8	27.74	
	9	28.43	
	10	29.14	

## TOWN OF WINDSOR

Full Time Non-Exempt Salary Schedule Effective 7/1/15 to 6/30/16

		<b>Range 13</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Maintenance Worker II</b> <b>Water System Operator I</b>	1	23.93	
	2	24.52	
	3	25.13	
	4	25.76	
	5	26.40	
	6	27.07	
	7	27.74	
	8	28.43	
	9	29.14	
	10	29.87	
		<b>Range 14</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Accounting Specialist</b> <b>Senior Utility Billing Representative</b>	1	24.50	
	2	25.12	
	3	25.74	
	4	26.38	
	5	27.06	
	6	27.73	
	7	28.42	
	8	29.12	
	9	29.85	
	10	30.59	
		<b>Range 15</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Utility Maintenance Worker II</b>	1	25.12	
	2	25.74	
	3	26.38	
	4	27.06	
	5	27.73	
	6	28.42	
	7	29.12	
	8	29.85	
	9	30.59	
	10	31.37	
		<b>Range 16</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Recreation Program Coordinator</b> <b>Senior Administrative Assistant</b> <b>Wastewater System Operator I</b>	1	25.73	
	2	26.37	
	3	27.02	
	4	27.71	
	5	28.40	
	6	29.10	
	7	29.84	
	8	30.58	
	9	31.35	
	10	32.13	

**TOWN OF WINDSOR**

**Full Time Non-Exempt Salary Schedule Effective 7/1/15 to 6/30/16**

<b>Range 17</b>	
<b>Step</b>	<b>Hourly</b>
Human Resources Specialist	1 26.37
Senior Maintenance Worker	2 27.02
Water System Operator II	3 27.71
Deputy Town Clerk	4 28.40
	5 29.10
	6 29.84
	7 30.58
	8 31.35
	9 32.13
	10 32.94

<b>Range 18</b>	
<b>Step</b>	<b>Hourly</b>
Communications Specialist	1 27.01
	2 27.70
	3 28.38
	4 29.08
	5 29.83
	6 30.56
	7 31.33
	8 32.11
	9 32.91
	10 33.73

<b>Range 19</b>	
<b>Step</b>	<b>Hourly</b>
Engineering Technician	1 27.70
Senior Utility Maintenance Worker	2 28.38
Community Development Technician	3 29.08
Administrative Systems Technician	4 29.83
	5 30.56
	6 31.33
	7 32.11
	8 32.91
	9 33.73
	10 34.59

<b>Range 21</b>	
<b>Step</b>	<b>Hourly</b>
Senior Water System Operator	1 29.07
Wastewater System Operator II	2 29.81
	3 30.54
	4 31.31
	5 32.08
	6 32.89
	7 33.71
	8 34.56
	9 35.41
	10 36.31

## TOWN OF WINDSOR

Full Time Non-Exempt Salary Schedule Effective 7/1/15 to 6/30/16

<b>Range 25</b>	
<b>Step</b>	<b>Hourly</b>
Parks Maintenance Supervisor	1 32.05
Public Works Inspector	2 32.86
Senior Wastewater System Operator	3 33.68
Streets Maintenance Supervisor	4 34.52
Water Quality Analyst	5 35.37
Water Systems Supervisor	6 36.27
	7 37.17
	8 38.10
	9 39.05
	10 40.03
<b>Range 26</b>	
<b>Step</b>	<b>Hourly</b>
Associate Planner	1 32.84
Collection & Reclamation Systems Supervisor	2 33.65
	3 34.49
	4 35.36
	5 36.25
	6 37.14
	7 38.08
	8 39.03
	9 39.99
	10 41.00
<b>Range 28</b>	
<b>Step</b>	<b>Hourly</b>
Senior Building Inspector	1 34.47
	2 35.34
	3 36.23
	4 37.12
	5 38.05
	6 39.01
	7 39.98
	8 40.98
	9 42.00
	10 43.05
<b>Range 35</b>	
<b>Step</b>	<b>Hourly</b>
Wastewater System Supervisor	1 40.90
	2 41.93
	3 42.98
	4 44.05
	5 45.15
	6 46.28
	7 47.44
	8 48.64
	9 49.84
	10 51.08

\* Unfunded positions do not appear on the salary schedule.



**TOWN OF WINDSOR**  
Full Time Exempt Salary Schedule Effective 7/1/15 to 6/30/16

**CLASSIFICATIONS\***  
(within salary range to the right)

		<u>Range 27</u>	
	<u>Step</u>	<u>Monthly</u>	
<b>Recreation Program Supervisor</b>	1	5,832.79	
	2	5,978.52	
	3	6,128.55	
	4	6,281.79	
	5	6,438.24	
	6	6,600.05	
	7	6,765.09	
	8	6,933.33	
	9	7,106.93	
	10	7,284.82	
		<u>Range 28</u>	
	<u>Step</u>	<u>Monthly</u>	
<b>Human Resources Analyst</b>	1	5,975.31	
	2	6,125.34	
	3	6,277.50	
	4	6,435.03	
	5	6,595.77	
	6	6,760.80	
	7	6,930.12	
	8	7,102.64	
	9	7,280.53	
	10	7,462.71	
		<u>Range 29</u>	
	<u>Step</u>	<u>Monthly</u>	
<b>Accounting Supervisor Assistant Engineer Management Analyst</b>	1	6,125.34	
	2	6,277.50	
	3	6,435.03	
	4	6,595.77	
	5	6,760.80	
	6	6,930.12	
	7	7,102.64	
	8	7,280.53	
	9	7,462.71	
	10	7,649.17	
		<u>Range 33</u>	
	<u>Step</u>	<u>Monthly</u>	
<b>Associate Civil Engineer Principal Planner Project Manager Parks and Facilities Superintendent</b>	1	6,752.23	
	2	6,921.54	
	3	7,094.07	
	4	7,271.95	
	5	7,454.13	
	6	7,639.52	
	7	7,831.34	
	8	8,026.38	
	9	8,227.84	
	10	8,433.59	

**TOWN OF WINDSOR**  
**Full Time Exempt Salary Schedule Effective 7/1/15 to 6/30/16**

**CLASSIFICATIONS\***

		<b>Range 35</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Recreation Division Manager</b>		1	7,089.79
		2	7,267.67
		3	7,448.77
		4	7,635.24
		5	7,825.98
		6	8,022.08
		7	8,222.48
		8	8,428.23
		9	8,638.26
		10	8,854.73
		<b>Range 36</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Utility Systems Superintendent</b>		1	7,263.56
		2	7,445.15
		3	7,631.28
		4	7,822.06
		5	8,017.61
		6	8,218.05
		7	8,423.50
		8	8,634.09
		9	8,849.95
		10	9,071.19
		<b>Range 37</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Finance Manager Senior Civil Engineer Town Clerk</b>		1	7,444.49
		2	7,630.95
		3	7,821.70
		4	8,016.73
		5	8,217.12
		6	8,422.87
		7	8,633.98
		8	8,849.37
		9	9,071.20
		10	9,297.31
		<b>Range 38</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Building Official Human Resources Manager</b>		1	7,626.66
		2	7,817.41
		3	8,012.44
		4	8,212.83
		5	8,418.58
		6	8,628.62
		7	8,844.01
		8	9,065.84
		9	9,291.95
		10	9,524.49

**TOWN OF WINDSOR**  
**Full Time Exempt Salary Schedule Effective 7/1/15 to 6/30/16**

**CLASSIFICATIONS\***

		<b>Range 41</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Economic Development Manager</b>	1	8,207.48	
	2	8,413.23	
	3	8,623.26	
	4	8,838.66	
	5	9,059.41	
	6	9,286.59	
	7	9,519.13	
	8	9,757.03	
	9	10,000.28	
	10	10,249.97	
		<b>Range 43</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Deputy Director of Operations</b>	1	8,617.90	
	2	8,833.30	
	3	9,054.05	
	4	9,281.23	
	5	9,512.70	
	6	9,750.60	
	7	9,994.93	
	8	10,244.61	
	9	10,500.73	
	10	10,763.27	
		<b>Range 44</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Deputy Director of Engineering</b>	1	8,827.94	
	2	9,048.69	
	3	9,275.87	
	4	9,507.34	
	5	9,745.24	
	6	9,988.50	
	7	10,238.18	
	8	10,494.30	
	9	10,756.84	
	10	11,025.82	
		<b>Range 47</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Special Projects Manager</b>	1	9,501.99	
	2	9,738.81	
	3	9,983.14	
	4	10,231.75	
	5	10,487.87	
	6	10,750.41	
	7	11,019.38	
	8	11,294.79	
	9	11,576.62	
	10	11,865.96	

**TOWN OF WINDSOR**  
**Full Time Exempt Salary Schedule Effective 7/1/15 to 6/30/16**

**CLASSIFICATIONS\***

		<u>Range 49</u>	
	<b>Step</b>	<b>Monthly</b>	
<b>Administrative Services Director</b>	1	9,976.70	
	2	10,226.40	
	3	10,481.43	
	4	10,743.98	
	5	11,011.88	
	6	11,287.29	
	7	11,570.20	
	8	11,859.53	
	9	12,155.30	
	10	12,459.63	
		<u>Range 50</u>	
	<b>Step</b>	<b>Monthly</b>	
<b>Public Works Director</b>	1	10,219.97	
	2	10,475.01	
	3	10,737.55	
	4	11,005.46	
	5	11,280.86	
	6	11,562.70	
	7	11,852.02	
	8	12,148.87	
	9	12,452.13	
	10	12,762.89	

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