

RESOLUTION NO. 3331-17

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR
RATIFYING THE LIST OF AUTHORIZED POSITIONS AND SALARY
SCHEDULES, ESTABLISHING NEW POSITIONS, ABOLISHING
PREVIOUSLY ADOPTED SALARY SCHEDULES, AND AUTHORIZING
THE TOWN MANAGER TO DRAFT AND IMPLEMENT NEW AND
REVISED JOB DESCRIPTIONS, AS APPLICABLE**

WHEREAS, on August 3, 2016, the Town Council last adopted a revised listing of authorized positions and salary schedule; and

WHEREAS, a review of the current staffing needs was recently conducted; and

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

WHEREAS, a list of authorized positions and Salary Schedules are attached hereto as Exhibit A, Exhibit B and Exhibit C, 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 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, as needed.
5. Abolish all previously adopted employee salary schedules upon this Resolution's effective date.

PASSED, APPROVED AND ADOPTED this 1st day of February 2017, by the following vote:

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



DEBORA FUDGE, MAYOR

ATTEST:



MARIA DE LA O, TOWN CLERK

Attachments:

1. Exhibit A
2. Exhibit B
3. Exhibit C

Department/Classification	Number Authorized	Group	Monthly Salary Range
Town Manager's Office			
Town Manager	1	Contract	\$ 16,569
Assistant Town Manager/Administrative Services Director	1	Executive Management	\$ 11,953 - \$ 14,928
Human Resources Director	1	Executive Management	\$ 10,325 - \$ 12,895
Economic Development Manager	1	Executive Management	\$ 8,494 - \$ 10,608
Town Clerk	1	Executive Management	\$ 7,705 - \$ 9,622
Principal Human Resources Analyst	1	Confidential	\$ 6,988 - \$ 8,728
Senior Management Analyst	1	Management Employees Group	\$ 6,988 - \$ 8,728
Human Resources Systems/Programs Analyst	1	Confidential	\$ 6,036 - \$ 7,539
Human Resource Specialist	2	Confidential	\$ 4,732 - \$ 5,907
Deputy Town Clerk	1	Teamsters Local No. 856	\$ 4,732 - \$ 5,907
Senior Administrative Assistant	2	Teamsters Local No. 856	\$ 4,615 - \$ 5,763
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,186 - \$ 5,227
Administrative Services			
Deputy Finance Director	1	Management Employees Group	\$ 8,919 - \$ 11,139
Information Systems Manager	1	Management Employees Group	\$ 7,337 - \$ 9,164
Administrative Operations Manager	1	Management Employees Group	\$ 7,337 - \$ 9,164
Accounting & Audit Manager	1	Management Employees Group	\$ 6,988 - \$ 8,728
Management Analyst	1	Management Employees Group	\$ 6,339 - \$ 7,916
Accounting Specialist	1	Teamsters Local No. 856	\$ 4,394 - \$ 5,489
Administrative Operations Supervisor	1	Supervisory Employees Group	\$ 5,749 - \$ 7,181
Accounting Technician	1	Teamsters Local No. 856	\$ 4,966 - \$ 6,203
Meter Specialist	1	Teamsters Local No. 856	\$ 4,186 - \$ 5,227
Administrative Operations Assistant I/II	2	Teamsters Local No. 856	\$ 3,984 - \$ 4,979
		Teamsters Local No. 856	\$ 4,085 - \$ 5,102
Community Development			
Community Development Director	1	Executive Management	\$ 10,577 - \$ 13,209
Building Official	1	Management Employees Group	\$ 7,893 - \$ 9,857
Principal Planner	1	Management Employees Group	\$ 6,988 - \$ 8,728
Senior Building Inspector	1	Teamsters Local No. 856	\$ 6,184 - \$ 7,723
Associate Planner	1	Teamsters Local No. 856	\$ 5,889 - \$ 7,354
Community Development Technician	2	Teamsters Local No. 856	\$ 4,966 - \$ 6,203
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 4,615 - \$ 5,763
Parks & Recreation			
Parks & Recreation Director	1	Executive Management	\$ 10,577 - \$ 13,209
Recreation Division Manager	1	Management Employees Group	\$ 7,337 - \$ 9,164
Parks & Facilities Superintendent	1	Management Employees Group	\$ 6,988 - \$ 8,728
Management Analyst	1	Management Employees Group	\$ 6,339 - \$ 7,916
Recreation Program Supervisor	2	Management Employees Group	\$ 6,036 - \$ 7,539
Parks Maintenance Supervisor	1	Supervisory Employees Group	\$ 5,749 - \$ 7,181
Senior Maintenance Worker	2	Teamsters Local No. 856	\$ 4,732 - \$ 5,907
Recreation Program Coordinator	3	Teamsters Local No. 856	\$ 4,615 - \$ 5,763
Senior Administrative Assistant	2	Teamsters Local No. 856	\$ 4,615 - \$ 5,763
Maintenance Worker I/II	7	Teamsters Local No. 856	\$ 4,291 - \$ 5,357
		Teamsters Local No. 856	\$ 3,891 - \$ 4,860
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,186 - \$ 5,227

Department/Classification	Number Authorized	Group	Monthly Salary Range
Public Works			
Public Works Director	1	Executive Management	\$ 10,577 - \$ 13,209
Deputy Director of Engineering	1	Management Employees Group	\$ 9,136 - \$ 11,411
Deputy Director of Operations	1	Management Employees Group	\$ 8,919 - \$ 11,139
Senior Civil Engineer	3	Management Employees Group	\$ 7,705 - \$ 9,622
Utility Systems Superintendent	1	Management Employees Group	\$ 7,517 - \$ 9,388
Wastewater System Supervisor	1	Supervisory Employees Group	\$ 7,338 - \$ 9,164
Associate Civil Engineer	1	Management Employees Group	\$ 6,988 - \$ 8,728
Project Manager	1	Management Employees Group	\$ 6,988 - \$ 8,728
Environmental Program Manager	3	Management Employees Group	\$ 6,655 - \$ 8,312
Assistant Engineer	1	Management Employees Group	\$ 6,339 - \$ 7,916
Management Analyst	1	Management Employees Group	\$ 6,339 - \$ 7,916
Collection and Reclamation Systems Supervisor	1	Supervisory Employees Group	\$ 5,889 - \$ 7,354
Public Works Inspector	1	Teamsters Local No. 856	\$ 5,749 - \$ 7,181
Senior Wastewater System Operator	2	Teamsters Local No. 856	\$ 5,749 - \$ 7,181
Streets Maintenance Supervisor	1	Supervisory Employees Group	\$ 5,749 - \$ 7,181
Water Systems Supervisor	1	Supervisory Employees Group	\$ 5,749 - \$ 7,181
Senior Water System Operator	2	Teamsters Local No. 856	\$ 5,215 - \$ 6,513
Wastewater System Operator I/II	4	Teamsters Local No. 856	\$ 5,215 - \$ 6,513
		Teamsters Local No. 856	\$ 4,615 - \$ 5,763
		Teamsters Local No. 856	\$ 5,215 - \$ 6,513
Engineer I/II/III	1	Teamsters Local No. 856	\$ 5,749 - \$ 7,181
		Teamsters Local No. 856	\$ 6,340 - \$ 7,917
Engineering Technician	2	Teamsters Local No. 856	\$ 4,966 - \$ 6,203
Senior Maintenance Worker	1	Teamsters Local No. 856	\$ 4,732 - \$ 5,907
Water Systems Operator II	5	Teamsters Local No. 856	\$ 4,732 - \$ 5,907
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 4,615 - \$ 5,763
Senior Utility Maintenance Worker	1	Teamsters Local No. 856	\$ 4,966 - \$ 6,203
Utility Maintenance Worker I/II	4	Teamsters Local No. 856	\$ 4,085 - \$ 5,102
		Teamsters Local No. 856	\$ 4,504 - \$ 5,626
Maintenance Worker I/II	4	Teamsters Local No. 856	\$ 3,891 - \$ 4,860
		Teamsters Local No. 856	\$ 4,291 - \$ 5,357
Administrative Assistant	2	Teamsters Local No. 856	\$ 4,186 - \$ 5,227
Total Full-Time		103	

TOWN OF WINDSOR

Full Time Non-Exempt Salary Schedule Effective 7/1/16 to 6/30/17

CLASSIFICATIONS*

(Within salary range to the right)

		Range 9	
	Step	Hourly	
Maintenance Worker I	1	22.45	
	2	23.01	
	3	23.59	
	4	24.18	
	5	24.78	
	6	25.40	
	7	26.04	
	8	26.69	
	9	27.35	
	10	28.04	
		Range 10	
	Step	Hourly	
Administrative Operations Assistant I	1	22.99	
	2	23.57	
	3	24.16	
	4	24.77	
	5	25.39	
	6	26.02	
	7	26.67	
	8	27.34	
	9	28.02	
	10	28.73	
		Range 11	
	Step	Hourly	
Utility Maintenance Worker I Administrative Operations Assistant II	1	23.57	
	2	24.16	
	3	24.77	
	4	25.39	
	5	26.02	
	6	26.67	
	7	27.34	
	8	28.02	
	9	28.73	
	10	29.44	
		Range 12	
	Step	Hourly	
Administrative Assistant Meter Specialist	1	24.15	
	2	24.76	
	3	25.38	
	4	26.01	
	5	26.65	
	6	27.32	
	7	28.01	
	8	28.70	
	9	29.42	
	10	30.16	

TOWN OF WINDSOR

Full Time Non-Exempt Salary Schedule Effective 7/1/16 to 6/30/17

		Range 13	
	Step	Hourly	
Maintenance Worker II Water System Operator I	1	24.76	
	2	25.38	
	3	26.01	
	4	26.65	
	5	27.32	
	6	28.01	
	7	28.70	
	8	29.42	
	9	30.16	
	10	30.91	
		Range 14	
	Step	Hourly	
Accounting Specialist	1	25.35	
	2	25.99	
	3	26.64	
	4	27.31	
	5	27.98	
	6	28.69	
	7	29.41	
	8	30.15	
	9	30.89	
	10	31.67	
		Range 15	
	Step	Hourly	
Utility Maintenance Worker II	1	25.99	
	2	26.64	
	3	27.31	
	4	27.98	
	5	28.69	
	6	29.41	
	7	30.15	
	8	30.89	
	9	31.67	
	10	32.46	
		Range 16	
	Step	Hourly	
Recreation Program Coordinator Senior Administrative Assistant Wastewater System Operator I	1	26.63	
	2	27.30	
	3	27.97	
	4	28.67	
	5	29.39	
	6	30.12	
	7	30.88	
	8	31.64	
	9	32.44	
	10	33.25	

TOWN OF WINDSOR

Full Time Non-Exempt Salary Schedule Effective 7/1/16 to 6/30/17

Range 17	
Step	Hourly
Human Resources Specialist	1 27.30
Senior Maintenance Worker	2 27.97
Water System Operator II	3 28.67
Deputy Town Clerk	4 29.39
	5 30.12
	6 30.88
	7 31.64
	8 32.44
	9 33.25
	10 34.08

Range 19	
Step	Hourly
Engineering Technician	1 28.65
Senior Utility Maintenance Worker	2 29.37
Community Development Technician	3 30.10
Accounting Technician	4 30.87
	5 31.63
	6 32.42
	7 33.23
	8 34.06
	9 34.92
	10 35.79

Range 21	
Step	Hourly
Senior Water System Operator	1 30.09
Wastewater System Operator II	2 30.84
Engineer I	3 31.61
	4 32.41
	5 33.21
	6 34.04
	7 34.89
	8 35.76
	9 36.66
	10 37.58

Range 25	
Step	Hourly
Parks Maintenance Supervisor	1 33.17
Public Works Inspector	2 34.01
Senior Wastewater System Operator	3 34.86
Streets Maintenance Supervisor	4 35.72
Water Systems Supervisor	5 36.61
Engineer II	6 37.53
Administrative Operations Supervisor	7 38.46
	8 39.43
	9 40.42
	10 41.43

TOWN OF WINDSOR

Full Time Non-Exempt Salary Schedule Effective 7/1/16 to 6/30/17

		Range 26	
		Step	Hourly
Associate Planner Collection & Reclamation Systems Supervisor		1	33.98
		2	34.83
		3	35.70
		4	36.59
		5	37.51
		6	38.44
		7	39.41
		8	40.39
		9	41.40
		10	42.43
		Range 28	
		Step	Hourly
Senior Building Inspector		1	35.68
		2	36.58
		3	37.49
		4	38.42
		5	39.38
		6	40.37
		7	41.38
		8	42.41
		9	43.48
		10	44.56
		Range 29	
		Step	Hourly
Engineer III		1	36.58
		2	37.49
		3	38.42
		4	39.38
		5	40.37
		6	41.38
		7	42.41
		8	43.48
		9	44.56
		10	45.67
		Range 35	
		Step	Hourly
Wastewater System Supervisor		1	42.34
		2	43.40
		3	44.48
		4	45.60
		5	46.73
		6	47.90
		7	49.10
		8	50.33
		9	51.59
		10	52.87

* Unfunded positions do not appear on the salary schedule.

Full Time Exempt Salary Schedule Effective 7/1/16 to 6/30/17

CLASSIFICATIONS*
 (within salary range to the right)

		Range 27	
		Step	Monthly
Recreation Program Supervisor		1	6,036.93
	Human Resources Systems / Programs Analyst	2	6,187.77
		3	6,343.05
		4	6,501.65
		5	6,663.58
		6	6,831.06
		7	7,001.86
		8	7,176.00
		9	7,355.67
		10	7,539.79
		Range 29	
		Step	Monthly
Assistant Engineer		1	6,339.72
	Management Analyst	2	6,497.22
		3	6,660.26
		4	6,826.62
		5	6,997.43
		6	7,172.67
		7	7,351.24
		8	7,535.35
		9	7,723.90
		10	7,916.89
		Range 31	
		Step	Monthly
Environmental Program Manager		1	6,655.82
		2	6,822.19
		3	6,992.99
		4	7,168.23
		5	7,346.80
		6	7,530.91
		7	7,719.46
		8	7,912.45
		9	8,109.87
		10	8,312.84
		Range 33	
		Step	Monthly
Associate Civil Engineer		1	6,988.56
Principal Planner		2	7,163.80
Project Manager		3	7,342.36
Parks and Facilities Superintendent		4	7,526.48
Principal Human Resources Analyst		5	7,715.03
Senior Management Analyst		6	7,906.91
Accounting & Audit Manager		7	8,105.44
		8	8,307.30
		9	8,515.81
		10	8,728.76

Full Time Exempt Salary Schedule Effective 7/1/16 to 6/30/17

CLASSIFICATIONS*

		Range 35	
		Step	Monthly
Recreation Division Manager		1	7,337.93
	Information Systems Manager	2	7,522.04
		3	7,709.48
		4	7,902.47
		5	8,099.89
		6	8,302.86
		7	8,510.27
		8	8,723.22
		9	8,940.60
		10	9,164.65
		Range 36	
		Step	Monthly
Utility Systems Superintendent		1	7,517.60
		2	7,705.05
		3	7,898.03
		4	8,095.46
		5	8,297.31
		6	8,504.72
		7	8,717.67
		8	8,936.17
		9	9,159.10
		10	9,388.69
		Range 37	
		Step	Monthly
Senior Civil Engineer		1	7,705.05
	Town Clerk	2	7,898.03
		3	8,095.46
		4	8,297.31
		5	8,504.72
		6	8,717.67
		7	8,936.17
		8	9,159.10
		9	9,388.69
		10	9,622.71
		Range 38	
		Step	Monthly
Building Official		1	7,893.60
		2	8,091.02
		3	8,292.88
		4	8,500.28
		5	8,713.23
		6	8,930.62
		7	9,153.55
		8	9,383.14
		9	9,617.17
		10	9,857.84

Full Time Exempt Salary Schedule Effective 7/1/16 to 6/30/17

CLASSIFICATIONS*

		Range 41	
		Step	Monthly
Economic Development Manager		1	8,494.74
		2	8,707.69
		3	8,925.08
		4	9,148.01
		5	9,376.49
		6	9,611.62
		7	9,852.30
		8	10,098.52
		9	10,350.29
		10	10,608.72
		Range 43	
		Step	Monthly
Deputy Director of Operations Deputy Finance Director		1	8,919.53
		2	9,142.46
		3	9,370.94
		4	9,606.07
		5	9,845.64
		6	10,091.87
		7	10,344.75
		8	10,603.17
		9	10,868.25
		10	11,139.99
		Range 44	
		Step	Monthly
Deputy Director of Engineering		1	9,136.92
		2	9,365.40
		3	9,600.53
		4	9,840.10
		5	10,086.32
		6	10,338.09
		7	10,596.52
		8	10,861.60
		9	11,133.33
		10	11,411.72
		Range 49	
		Step	Monthly
Human Resources Director		1	10,325.89
		2	10,584.32
		3	10,848.29
		4	11,120.02
		5	11,397.30
		6	11,682.34
		7	11,975.15
		8	12,274.61
		9	12,580.73
		10	12,895.72

Full Time Exempt Salary Schedule Effective 7/1/16 to 6/30/17

CLASSIFICATIONS*

	Range 50	
	Step	Monthly
Public Works Director	1	10,577.66
Community Development Director	2	10,841.63
Parks & Recreation Director	3	11,113.37
	4	11,390.65
	5	11,675.69
	6	11,967.39
	7	12,266.85
	8	12,574.08
	9	12,887.96
	10	13,209.60
	Range 55	
	Step	Monthly
Assistant Town Manager/Administrative Services Director	1	11,953.19
	2	12,252.48
	3	12,558.77
	4	12,872.04
	5	13,194.63
	6	13,524.20
	7	13,861.93
	8	14,208.97
	9	14,564.16
	10	14,928.68

* Unfunded positions do not appear on the salary schedule.