

**RESOLUTION NO. 3357-17**

**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 February 1, 2017, 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 and Public Works Departments was recently conducted; and

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

**WHEREAS**, a list of authorized positions and Salary Schedules are attached hereto as Exhibits A, B and 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, including the establishment of new positions.
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 adoption.

**PASSED, APPROVED AND ADOPTED this 19th day of April 2017, by the following vote:**

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

  
\_\_\_\_\_  
**DEBORA FUDGE, MAYOR**

**ATTEST:**

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

**Attachments:**

- Exhibit A
- Exhibit B
- Exhibit C

Department/Classification	Number Authorized	Group	Monthly Salary Range
<b>Town Manager's Office</b>			
Town Manager	1	Contract	\$ 16,569
Assistant Town Manager/Administrative Services Director	1	Executive Management	\$ 11,953 - \$ 14,929
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
<b>Administrative Services</b>			
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
<b>Community Development</b>			
Community Development Director	1	Executive Management	\$ 10,577 - \$ 13,209
Building Official	1	Management Employees Group	\$ 7,893 - \$ 9,857
Planning Manager	1	Management Employees Group	\$ 7,894 - \$ 9,858
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
<b>Parks &amp; Recreation</b>			
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
<b>Public Works</b>			
Public Works Director	1	Executive Management	\$ 11,107 - \$ 13,871
Deputy Director of Engineering	1	Management Employees Group	\$ 9,136 - \$ 11,411
Deputy Director of Operations	1	Management Employees Group	\$ 8,919 - \$ 11,139
Deputy Director of Water and Environmental Management	1	Management Employees Group	\$ 8,495 - \$ 10,609
Senior Civil Engineer	2	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
		Teamsters Local No. 856	\$ 4,085 - \$ 5,102
Utility Maintenance Worker I/II	4	Teamsters Local No. 856	\$ 4,504 - \$ 5,626
		Teamsters Local No. 856	\$ 3,891 - \$ 4,860
Maintenance Worker I/II	4	Teamsters Local No. 856	\$ 4,291 - \$ 5,357
		Teamsters Local No. 856	\$ 4,186 - \$ 5,227
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)

		<b>Range 9</b>	
		<b>Step</b>	<b>Hourly</b>
<b>Maintenance Worker I</b>		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
		<b>Range 10</b>	
		<b>Step</b>	<b>Hourly</b>
<b>Administrative Operations Assistant I</b>		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
		<b>Range 11</b>	
		<b>Step</b>	<b>Hourly</b>
<b>Utility Maintenance Worker I Administrative Operations Assistant II</b>		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
		<b>Range 12</b>	
		<b>Step</b>	<b>Hourly</b>
<b>Administrative Assistant Meter Specialist</b>		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

		<b>Range 13</b>	
		<b>Step</b>	<b>Hourly</b>
<b>Maintenance Worker II</b>		1	24.76
	<b>Water System Operator I</b>	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
		<b>Range 14</b>	
		<b>Step</b>	<b>Hourly</b>
<b>Accounting Specialist</b>		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
		<b>Range 15</b>	
		<b>Step</b>	<b>Hourly</b>
<b>Utility Maintenance Worker II</b>		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
		<b>Range 16</b>	
		<b>Step</b>	<b>Hourly</b>
<b>Recreation Program Coordinator</b>		1	26.63
	<b>Senior Administrative Assistant</b>	2	27.30
	<b>Wastewater System Operator I</b>	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

<b>Range 17</b>	
<b>Step</b>	<b>Hourly</b>
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
<b>Range 19</b>	
<b>Step</b>	<b>Hourly</b>
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
<b>Range 21</b>	
<b>Step</b>	<b>Hourly</b>
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
<b>Range 25</b>	
<b>Step</b>	<b>Hourly</b>
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

		<b>Range 26</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Associate Planner Collection &amp; Reclamation Systems Supervisor</b>	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	
		<b>Range 28</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Senior Building Inspector</b>	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	
		<b>Range 29</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Engineer III</b>	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	
		<b>Range 35</b>	
	<b>Step</b>	<b>Hourly</b>	
<b>Wastewater System Supervisor</b>	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)

		<b>Range 27</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Recreation Program Supervisor Human Resources Systems / Programs Analyst</b>		1	6,036.93
		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
		<b>Range 29</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Assistant Engineer Management Analyst</b>		1	6,339.72
		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
		<b>Range 31</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Environmental Program Manager</b>		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
		<b>Range 33</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Associate Civil Engineer Project Manager Parks and Facilities Superintendent Principal Human Resources Analyst Senior Management Analyst Accounting &amp; Audit Manager</b>		1	6,988.56
		2	7,163.80
		3	7,342.36
		4	7,526.48
		5	7,715.03
		6	7,906.91
		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\*

		<b>Range 35</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Recreation Division Manager</b> <b>Information Systems Manager</b> <b>Administrative Operations Manager</b>	1	7,337.93	
	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	
		<b>Range 36</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Utility Systems Superintendent</b>	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	
		<b>Range 37</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Senior Civil Engineer</b> <b>Town Clerk</b>	1	7,705.05	
	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	
		<b>Range 38</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Building Official</b> <b>Planning Manager</b>	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\*

		<b>Range 41</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Economic Development Manager Deputy Director of Water and Environmental Management</b>	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	
		<b>Range 43</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Deputy Director of Operations Deputy Finance Director</b>	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	
		<b>Range 44</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Deputy Director of Engineering</b>	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	
		<b>Range 49</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Human Resources Director</b>	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\*

		<b>Range 50</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Community Development Director</b>	<b>Parks &amp; Recreation Director</b>	1	10,577.66
		2	10,841.63
		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
		<b>Range 52</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Public Works Director</b>		1	11,106.71
		2	11,383.99
		3	11,669.03
		4	11,960.73
		5	12,259.09
		6	12,566.31
		7	12,880.19
		8	13,201.84
		9	13,532.35
		10	13,870.63
		<b>Range 55</b>	
		<b>Step</b>	<b>Monthly</b>
<b>Assistant Town Manager/Administrative Services Director</b>		1	11,952.97
		2	12,252.43
		3	12,558.55
		4	12,872.43
		5	13,194.07
		6	13,524.59
		7	13,862.87
		8	14,208.92
		9	14,563.83
		10	14,928.73

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