

**RESOLUTION NO. 3501-19**

**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 December 5, 2018, the Town Council last adopted a revised listing of authorized positions and salary schedule; and

**WHEREAS**, a review of current staffing needs in the Human Resources Department, Parks and Recreation Department, and Administrative Services Department was recently conducted; and

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

**WHEREAS**, a list of authorized positions, a Non-Exempt Salary Schedule, and an Exempt Salary Schedule 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.
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 20th day of February 2019, by the following vote:**

**AYES: COUNCILMEMBERS LEMUS, OKREPKIE, SALMON,  
VICE MAYOR FUDGE AND MAYOR FOPPOLI**

**NOES: NONE**

**ABSTAIN: NONE**

**ABSENT: NONE**

  
**DOMINIC FOPPOLI, MAYOR**

**ATTEST:**

  
**MARIA DE LA O, TOWN CLERK**

**Attachments:**

- **Exhibit A** – Position Authorization FY2018-19
- **Exhibit B** – Non-Exempt Salary Schedule FY2018-19
- **Exhibit C** – Exempt Salary Schedule FY2018-19

Department/Classification	Number Authorized	Group	Monthly Salary Range	
<b>Town Manager's Office</b>				
Town Manager	1	Contract		\$ 16,269
Assistant Town Manager	1	Executive Management	\$ 12,712	\$ 15,876
Economic Development Manager	1	Executive Management	\$ 9,034	\$ 11,282
Town Clerk	1	Executive Management	\$ 8,194	\$ 10,233
Senior Management Analyst	1	Management Employees Group	\$ 7,432	\$ 9,283
Deputy Town Clerk	1	Teamsters Local No. 856	\$ 5,031	\$ 6,283
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 4,908	\$ 6,130
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,451	\$ 5,558
<b>Administrative Services</b>				
Administrative Services Director	1	Executive Management	\$ 10,981	\$ 13,714
Deputy Director of Finance	1	Management Employees Group	\$ 9,486	\$ 11,847
Information Systems Manager	1	Management Employees Group	\$ 7,804	\$ 9,746
Administrative Operations Manager	1	Management Employees Group	\$ 7,804	\$ 9,746
Accounting & Audit Manager	1	Management Employees Group	\$ 7,432	\$ 9,283
Management Analyst	1	Management Employees Group	\$ 6,742	\$ 8,419
Administrative Operations Supervisor	1	Supervisory Employees Group	\$ 6,114	\$ 7,637
Accounting Technician	1	Teamsters Local No. 856	\$ 5,281	\$ 6,597
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 4,908	\$ 6,130
Accounting Specialist	1	Teamsters Local No. 856	\$ 4,673	\$ 5,836
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,451	\$ 5,558
<b>Community Development</b>				
Community Development Director	1	Executive Management	\$ 11,249	\$ 14,048
Building Official	1	Management Employees Group	\$ 8,395	\$ 10,483
Planning Manager	1	Management Employees Group	\$ 8,395	\$ 10,483
Senior Building Inspector	1	Teamsters Local No. 856	\$ 6,577	\$ 8,214
Planner I/II/III	3	Management Employees Group	\$ 7,252	\$ 9,056
		Teamsters Local No. 856	\$ 6,264	\$ 7,822
		Teamsters Local No. 856	\$ 5,410	\$ 6,757
Community Development Technician	1	Teamsters Local No. 856	\$ 5,281	\$ 6,597
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 4,908	\$ 6,130
<b>Human Resources</b>				
Human Resources Director	1	Executive Management	\$ 10,981	\$ 13,714
Principal Human Resources Analyst	1	Confidential	\$ 7,432	\$ 9,283
Human Resource Specialist	3	Confidential	\$ 5,031	\$ 6,283
<b>Parks &amp; Recreation</b>				
Parks & Recreation Director	1	Executive Management	\$ 11,249	\$ 14,048
Recreation Division Manager	1	Management Employees Group	\$ 7,804	\$ 9,746
Parks & Facilities Superintendent	1	Management Employees Group	\$ 7,432	\$ 9,283
Management Analyst	1	Management Employees Group	\$ 6,742	\$ 8,419
Recreation Program Supervisor	2	Management Employees Group	\$ 6,420	\$ 8,018
Parks & Facilities Maintenance Supervisor	1	Supervisory Employees Group	\$ 6,420	\$ 8,018
Senior Maintenance Worker	2	Teamsters Local No. 856	\$ 5,031	\$ 6,283
Recreation Program Coordinator	3	Teamsters Local No. 856	\$ 4,908	\$ 6,130
Senior Administrative Assistant	2	Teamsters Local No. 856	\$ 4,908	\$ 6,130
Maintenance Worker I/II	7	Teamsters Local No. 856	\$ 4,563	\$ 5,697
		Teamsters Local No. 856	\$ 4,137	\$ 5,168
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,451	\$ 5,558

<b>Public Works</b>					
Public Works Director	1	Executive Management	\$ 11,812	\$ 14,751	
Deputy Director of Engineering	1	Management Employees Group	\$ 9,717	\$ 12,136	
Deputy Director of Operations	1	Management Employees Group	\$ 9,486	\$ 11,847	
Deputy Director of Water and Environmental Management	1	Management Employees Group	\$ 9,034	\$ 11,282	
Senior Civil Engineer	2	Management Employees Group	\$ 8,194	\$ 10,233	
Wastewater Treatment Superintendent	1	Management Employees Group	\$ 7,995	\$ 9,985	
Associate Civil Engineer	1	Management Employees Group	\$ 7,432	\$ 9,283	
Project Manager	1	Management Employees Group	\$ 7,432	\$ 9,283	
Environmental Program Manager	3	Management Employees Group	\$ 7,078	\$ 8,840	
Assistant Engineer	1	Management Employees Group	\$ 6,742	\$ 8,419	
Management Analyst	1	Management Employees Group	\$ 6,742	\$ 8,419	
Engineer I/II/III	2	Teamsters Local No. 856	\$ 6,743	\$ 8,419	
		Teamsters Local No. 856	\$ 6,114	\$ 7,637	
		Teamsters Local No. 856	\$ 5,546	\$ 6,926	
Collection and Reclamation Systems Supervisor	1	Supervisory Employees Group	\$ 6,743	\$ 8,419	
Water Systems Supervisor	1	Supervisory Employees Group	\$ 6,743	\$ 8,419	
Public Works Inspector	1	Teamsters Local No. 856	\$ 6,114	\$ 7,637	
Streets Maintenance Supervisor	1	Supervisory Employees Group	\$ 6,114	\$ 7,637	
Wastewater System Operator I/II/III	6	Teamsters Local No. 856	\$ 6,114	\$ 7,637	
		Teamsters Local No. 856	\$ 5,546	\$ 6,926	
		Teamsters Local No. 856	\$ 4,908	\$ 6,130	
Senior Water System Operator	2	Teamsters Local No. 856	\$ 5,546	\$ 6,926	
Laboratory Analyst I/II	1	Teamsters Local No. 856	\$ 5,546	\$ 6,926	
Utility Maintenance Mechanic	1	Teamsters Local No. 856	\$ 4,908	\$ 6,130	
Engineering Technician	2	Teamsters Local No. 856	\$ 5,546	\$ 6,926	
Senior Utility Maintenance Worker	1	Teamsters Local No. 856	\$ 5,281	\$ 6,597	
Senior Maintenance Worker	1	Teamsters Local No. 856	\$ 5,281	\$ 6,597	
Water Systems Operator I/II	5	Teamsters Local No. 856	\$ 5,031	\$ 6,283	
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 5,031	\$ 6,283	
Utility Maintenance Worker I/II	4	Teamsters Local No. 856	\$ 4,563	\$ 5,697	
		Teamsters Local No. 856	\$ 4,908	\$ 6,130	
		Teamsters Local No. 856	\$ 4,791	\$ 5,984	
		Teamsters Local No. 856	\$ 4,344	\$ 5,427	
Maintenance Worker I/II	5	Teamsters Local No. 856	\$ 4,563	\$ 5,697	
Administrative Assistant	2	Teamsters Local No. 856	\$ 4,137	\$ 5,168	
		Teamsters Local No. 856	\$ 4,451	\$ 5,558	

Total Full-Time 106

**TOWN OF WINDSOR**  
 Full Time Non-Exempt Salary Schedule Effective to 6/30/19

CLASSIFICATIONS\* (within salary range to the right)

		Range 9	
	Step	Hourly	
Maintenance Worker I	1	23.87	
	2	24.48	
	3	25.09	
	4	25.72	
	5	26.35	
	6	27.01	
	7	27.69	
	8	28.38	
	9	29.09	
	10	29.82	

		Range 11	
	Step	Hourly	
Utility Maintenance Worker I	1	25.06	
	2	25.69	
	3	26.33	
	4	27.00	
	5	27.67	
	6	28.37	
	7	29.08	
	8	29.80	
	9	30.55	
	10	31.31	

		Range 12	
	Step	Hourly	
Administrative Assistant	1	25.68	
	2	26.32	
	3	26.98	
	4	27.66	
	5	28.34	
	6	29.05	
	7	29.79	
	8	30.53	
	9	31.29	
	10	32.07	

		Range 13	
	Step	Hourly	
Maintenance Worker II	1	26.32	
	2	26.98	
Water System Operator I	3	27.66	
	4	28.34	
	5	29.05	
	6	29.79	
	7	30.53	
	8	31.29	
	9	32.07	
	10	32.87	

Range 14		
Step	Hourly	
Accounting Specialist	1	26.96
	2	27.64
	3	28.33
	4	29.04
	5	29.76
	6	30.52
	7	31.28
	8	32.06
	9	32.85
	10	33.67

Range 15		
Step	Hourly	
Utility Maintenance Worker II	1	27.64
	2	28.33
	3	29.04
	4	29.76
	5	30.52
	6	31.28
	7	32.06
	8	32.85
	9	33.67
	10	34.52

Range 16		
Step	Hourly	
Recreation Program Coordinator	1	28.32
Senior Administrative Assistant	2	29.03
Wastewater System Operator I	3	29.75
Laboratory Analyst I	4	30.49
	5	31.26
	6	32.04
	7	32.84
	8	33.65
	9	34.50
	10	35.37

Range 17		
Step	Hourly	
Human Resources Specialist	1	29.03
Senior Maintenance Worker	2	29.75
Water System Operator II	3	30.49
Deputy Town Clerk	4	31.26
	5	32.04
	6	32.84
	7	33.65
	8	34.50
	9	35.37
	10	36.25

<b>Range 19</b>		
<b>Step</b>	<b>Hourly</b>	
Engineering Technician	1	30.47
Senior Utility Maintenance Worker	2	31.24
Community Development Technician	3	32.02
Accounting Technician	4	32.83
	5	33.64
	6	34.47
	7	35.34
	8	36.22
	9	37.13
	10	38.06

<b>Range 20</b>		
<b>Step</b>	<b>Hourly</b>	
Planner I	1	31.21
	2	32.00
	3	32.80
	4	33.62
	5	34.47
	6	35.31
	7	36.20
	8	37.11
	9	38.03
	10	38.98

<b>Range 21</b>		
<b>Step</b>	<b>Hourly</b>	
Senior Water System Operator	1	32.00
Wastewater System Operator II	2	32.80
Engineer I	3	33.62
Laboratory Analyst II	4	34.46
Utility Maintenance Mechanic	5	35.32
	6	36.20
	7	37.10
	8	38.03
	9	38.98
	10	39.96

<b>Range 25</b>		
<b>Step</b>	<b>Hourly</b>	
Public Works Inspector	1	35.27
Wastewater System Operator III	2	36.17
Streets Maintenance Supervisor	3	37.07
Engineer II	4	38.00
Administrative Operations Supervisor	5	38.93
	6	39.92
	7	40.90
	8	41.93
	9	42.98
	10	44.06

Range 26		
Step	Hourly	
Planner II	1	36.14
	2	37.04
	3	37.97
	4	38.91
	5	39.89
	6	40.88
	7	41.91
	8	42.96
	9	44.03
	10	45.13

Range 27		
Step	Hourly	
Parks & Facilities Maintenance Supervisor	1	37.04
	2	37.97
	3	38.91
	4	39.89
	5	40.88
	6	41.91
	7	42.96
	8	44.03
	9	45.13
	10	46.26

Range 28		
Step	Hourly	
Senior Building Inspector	1	37.95
	2	38.90
	3	39.87
	4	40.85
	5	41.88
	6	42.93
	7	44.01
	8	45.11
	9	46.24
	10	47.39

Range 29		
Step	Hourly	
Engineer III	1	38.90
Collection & Reclamation Systems Supervisor	2	39.87
Water Systems Supervisor	3	40.85
	4	41.88
	5	42.93
	6	44.01
	7	45.11
	8	46.24
	9	47.39
	10	48.57

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



## TOWN OF WINDSOR

Full Time Exempt Salary Schedule Effective to 6/30/19

CLASSIFICATIONS\* (within salary range to the right)

		<u>Range 27</u>	
	<u>Step</u>	<u>Monthly</u>	
Recreation Program Supervisor	1	6,420.05	
	2	6,580.46	
	3	6,745.59	
	4	6,914.26	
	5	7,086.47	
	6	7,264.58	
	7	7,446.22	
	8	7,631.41	
	9	7,822.48	
	10	8,018.28	
		<u>Range 29</u>	
	<u>Step</u>	<u>Monthly</u>	
Assistant Engineer Management Analyst	1	6,742.05	
	2	6,909.55	
	3	7,082.94	
	4	7,259.86	
	5	7,441.50	
	6	7,627.86	
	7	7,817.76	
	8	8,013.56	
	9	8,214.08	
	10	8,419.31	
		<u>Range 31</u>	
	<u>Step</u>	<u>Monthly</u>	
Environmental Program Manager	1	7,078.21	
	2	7,255.14	
	3	7,436.79	
	4	7,623.15	
	5	7,813.05	
	6	8,008.85	
	7	8,209.37	
	8	8,414.60	
	9	8,624.55	
	10	8,840.39	
		<u>Range 32</u>	
	<u>Step</u>	<u>Monthly</u>	
Planner III	1	7,251.60	
	2	7,432.07	
	3	7,618.43	
	4	7,808.33	
	5	8,004.13	
	6	8,204.64	
	7	8,408.70	
	8	8,619.83	
	9	8,834.50	
	10	9,056.25	

<b>Range 33</b>	
<b>Step</b>	<b>Monthly</b>
Associate Civil Engineer	1 7,432.06
Project Manager	2 7,618.43
Parks and Facilities Superintendent	3 7,808.33
Principal Human Resources Analyst	4 8,004.12
Senior Management Analyst	5 8,204.64
Accounting & Audit Manager	6 8,408.70
	7 8,619.83
	8 8,834.50
	9 9,056.24
	10 9,282.71

<b>Range 35</b>	
<b>Step</b>	<b>Monthly</b>
Recreation Division Manager	1 7,803.61
Information Systems Manager	2 7,999.41
Administrative Operations Manager	3 8,198.74
	4 8,403.98
	5 8,613.93
	6 8,829.78
	7 9,050.34
	8 9,276.81
	9 9,507.99
	10 9,746.26

<b>Range 36</b>	
<b>Step</b>	<b>Monthly</b>
Wastewater Treatment Superintendent	1 7,994.69
	2 8,194.02
	3 8,399.26
	4 8,609.22
	5 8,823.88
	6 9,044.46
	7 9,270.92
	8 9,503.28
	9 9,740.36
	10 9,984.52

<b>Range 37</b>	
<b>Step</b>	<b>Monthly</b>
Senior Civil Engineer	1 8,194.02
Town Clerk	2 8,399.26
	3 8,609.22
	4 8,823.88
	5 9,044.46
	6 9,270.92
	7 9,503.28
	8 9,740.36
	9 9,984.52
	10 10,233.40

Building Official  
 Planning Manager

Range 38	
Step	Monthly
1	8,394.54
2	8,604.49
3	8,819.17
4	9,039.73
5	9,266.20
6	9,497.38
7	9,734.46
8	9,978.62
9	10,227.50
10	10,483.45

Economic Development Manager  
 Deputy Director of Water and Environmental Management

Range 41	
Step	Monthly
1	9,033.83
2	9,260.30
3	9,491.48
4	9,728.57
5	9,971.54
6	10,221.60
7	10,477.55
8	10,739.40
9	11,007.15
10	11,281.97

Deputy Director of Operations  
 Deputy Director of Finance

Range 43	
Step	Monthly
1	9,485.58
2	9,722.67
3	9,965.64
4	10,215.70
5	10,470.47
6	10,732.32
7	11,001.25
8	11,276.07
9	11,557.98
10	11,846.95

Deputy Director of Engineering

Range 44	
Step	Monthly
1	9,716.77
2	9,959.74
3	10,209.81
4	10,464.57
5	10,726.42
6	10,994.18
7	11,269.00
8	11,550.90
9	11,839.88
10	12,135.94

<b>Range 49</b>	
<b>Step</b>	<b>Monthly</b>
Administrative Services Director	1 10,981.20
Human Resources Director	2 11,256.03
	3 11,536.75
	4 11,825.72
	5 12,120.61
	6 12,423.74
	7 12,735.12
	8 13,053.60
	9 13,379.14
	10 13,714.11

<b>Range 50</b>	
<b>Step</b>	<b>Monthly</b>
Community Development Director	1 11,248.95
Parks & Recreation Director	2 11,529.67
	3 11,818.64
	4 12,113.53
	5 12,416.66
	6 12,726.87
	7 13,045.34
	8 13,372.06
	9 13,705.85
	10 14,047.92

<b>Range 52</b>	
<b>Step</b>	<b>Monthly</b>
Public Works Director	1 11,811.57
	2 12,106.45
	3 12,409.58
	4 12,719.79
	5 13,037.07
	6 13,363.80
	7 13,697.60
	8 14,039.66
	9 14,391.15
	10 14,750.90

<b>Range 55</b>	
<b>Step</b>	<b>Monthly</b>
Assistant Town Manager	1 12,711.53
	2 13,030.00
	3 13,355.55
	4 13,689.34
	5 14,031.41
	6 14,382.89
	7 14,742.64
	8 15,110.65
	9 15,488.09
	10 15,876.15

<b>TMG</b>	
<b>Step</b>	<b>Monthly</b>
Interim Town Manager	1 15,076.44

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