

**RESOLUTION NO. 3625-20**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR  
RATIFYING THE LIST OF AUTHORIZED POSITIONS, SALARY SCHEDULES,  
ESTABLISHING NEW POSITIONS, AND ABOLISHING PREVIOUSLY ADOPTED  
SALARY SCHEDULES**

**WHEREAS**, on January 15, 2020, 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 Administrative Services Department was recently conducted; and

**WHEREAS**, staff has proposed amendments 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. Abolish all previously adopted employee salary schedules upon this resolution's effective date.

**PASSED, APPROVED AND ADOPTED this 7th day of October 2020, by the following vote:**

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

  
**DOMINIC FOPPOLI, MAYOR**

**ATTEST:**

  
**MARIA DE LA O, TOWN CLERK**

**Attachments:**

- **Exhibit A** – Position Authorization FY 2020-21
- **Exhibit B** – Non-Exempt Salary Schedule FY 2020-21
- **Exhibit C** – Exempt Salary Schedule FY 2020-21

Department/Classification	Number Authorized	Group	Monthly Salary Range	
<b>Town Manager's Office</b>				
Town Manager	1	Contract		\$ 16,740
Assistant Town Manager	1	Executive Management	\$ 13,061	\$ 16,313
Economic Development Manager	1	Management Employees Group	\$ 9,282	\$ 11,592
Town Clerk	1	Executive Management	\$ 8,419	\$ 10,515
Senior Management Analyst	1	Management Employees Group	\$ 7,636	\$ 9,538
Deputy Town Clerk	1	Teamsters Local No. 856	\$ 5,170	\$ 6,456
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,573	\$ 5,711
<b>Administrative Services</b>				
Administrative Services Director	1	Executive Management	\$ 11,283	\$ 14,091
Information Systems Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Administrative Operations Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Finance Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Risk Manager	1	Management Employees Group	\$ 7,636	\$ 9,538
Accounting & Audit Manager	1	Management Employees Group	\$ 7,636	\$ 9,538
Management Analyst	1	Management Employees Group	\$ 6,927	\$ 8,651
Administrative Operations Supervisor	1	Professionals & Supervisory	\$ 6,282	\$ 7,847
Accountant	1	Professionals & Supervisory	\$ 6,282	\$ 7,847
Accounting Technician	1	Teamsters Local No. 856	\$ 5,426	\$ 6,778
Senior Administrative Assistant	2	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Administrative Assistant	1	Teamsters Local No. 856	\$ 4,573	\$ 5,711
<b>Community Development</b>				
Community Development Director	1	Executive Management	\$ 11,558	\$ 14,434
Building Official	1	Management Employees Group	\$ 8,625	\$ 10,772
Planning Manager	1	Management Employees Group	\$ 8,625	\$ 10,772
Senior Building Inspector	1	Teamsters Local No. 856	\$ 6,758	\$ 8,441
Planner I/II/III	3	Management Employees Group	\$ 7,451	\$ 9,305
		Teamsters Local No. 856	\$ 6,436	\$ 8,037
		Teamsters Local No. 856	\$ 5,559	\$ 6,943
Community Development Technician	1	Teamsters Local No. 856	\$ 5,426	\$ 6,778
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 5,043	\$ 6,299
<b>Human Resources</b>				
Human Resources Director	1	Executive Management	\$ 11,283	\$ 14,091
Principal Human Resources Analyst	1	Confidential	\$ 7,636	\$ 9,538
Human Resource Specialist	3	Confidential	\$ 5,170	\$ 6,456
<b>Parks &amp; Recreation</b>				
Parks & Recreation Director	1	Executive Management	\$ 11,558	\$ 14,434
Recreation Division Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Parks & Facilities Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Recreation Program Supervisor	2	Management Employees Group	\$ 6,597	\$ 8,239
Parks & Facilities Maintenance Supervisor	1	Professionals & Supervisory	\$ 6,597	\$ 8,239
Parks & Recreation Analyst	2	Teamsters Local No. 856	\$ 5,699	\$ 7,117
Senior Maintenance Worker	2	Teamsters Local No. 856	\$ 5,170	\$ 6,456
Recreation Program Coordinator	3	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Senior Administrative Assistant	2	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Maintenance Worker I/II	8	Teamsters Local No. 856	\$ 4,688	\$ 5,854
		Teamsters Local No. 856	\$ 4,251	\$ 5,311



**TOWN OF WINDSOR**  
 Full Time Non-Exempt Salary Schedule Effective to 6/30/21

CLASSIFICATIONS\* (within salary range to the right)

		<u>Range 9</u>	
	<u>Step</u>	<u>Hourly</u>	
Maintenance Worker I	1	24.53	
	2	25.15	
	3	25.78	
	4	26.42	
	5	27.07	
	6	27.75	
	7	28.46	
	8	29.16	
	9	29.89	
	10	30.64	
		<u>Range 11</u>	
	<u>Step</u>	<u>Hourly</u>	
Utility Maintenance Worker I	1	25.75	
	2	26.40	
	3	27.06	
	4	27.74	
	5	28.43	
	6	29.15	
	7	29.87	
	8	30.61	
	9	31.39	
	10	32.16	
		<u>Range 12</u>	
	<u>Step</u>	<u>Hourly</u>	
Administrative Assistant	1	26.38	
	2	27.05	
	3	27.73	
	4	28.42	
	5	29.12	
	6	29.85	
	7	30.60	
	8	31.37	
	9	32.15	
	10	32.95	
		<u>Range 13</u>	
	<u>Step</u>	<u>Hourly</u>	
Maintenance Worker II Water System Operator I	1	27.05	
	2	27.73	
	3	28.42	
	4	29.12	
	5	29.85	
	6	30.60	
	7	31.37	
	8	32.15	
	9	32.95	
	10	33.78	

Range 15		
Step	Hourly	
Utility Maintenance Worker II	1	28.40
	2	29.11
	3	29.84
	4	30.58
	5	31.35
	6	32.14
	7	32.94
	8	33.75
	9	34.60
	10	35.47

Range 16		
Step	Hourly	
Recreation Program Coordinator	1	29.10
Senior Administrative Assistant	2	29.83
Wastewater System Operator I	3	30.57
Laboratory Analyst I	4	31.33
	5	32.12
	6	32.92
	7	33.74
	8	34.58
	9	35.45
	10	36.33

Range 17		
Step	Hourly	
Human Resources Specialist	1	29.83
Senior Maintenance Worker	2	30.57
Water System Operator II	3	31.33
Deputy Town Clerk	4	32.12
	5	32.92
	6	33.74
	7	34.58
	8	35.45
	9	36.33
	10	37.24

Range 19		
Step	Hourly	
Engineering Technician	1	31.30
Senior Utility Maintenance Worker	2	32.09
Community Development Technician	3	32.89
Accounting Technician	4	33.73
	5	34.56
	6	35.43
	7	36.31
	8	37.22
	9	38.15
	10	39.11

Range 20		
Step	Hourly	
Planner I	1	32.07
Environmental Analyst I	2	32.88
	3	33.70
	4	34.54
	5	35.41
	6	36.29
	7	37.19
	8	38.13
	9	39.07
	10	40.05

Range 21		
Step	Hourly	
Senior Water System Operator	1	32.88
Wastewater System Operator II	2	33.70
Engineer I	3	34.54
Laboratory Analyst II	4	35.41
Utility Maintenance Mechanic	5	36.29
Parks & Recreation Analyst	6	37.19
	7	38.13
	8	39.07
	9	40.05
	10	41.06

Range 25		
Step	Hourly	
Public Works Inspector	1	36.25
Wastewater System Operator III	2	37.16
Streets Maintenance Supervisor	3	38.09
Engineer II	4	39.04
Administrative Operations Supervisor	5	40.01
Environmental Analyst II	6	41.01
Accountant	7	42.03
	8	43.08
	9	44.16
	10	45.27

Range 26		
Step	Hourly	
Planner II	1	37.13
	2	38.05
	3	39.01
	4	39.98
	5	40.99
	6	42.01
	7	43.06
	8	44.14
	9	45.24
	10	46.37

Range 27		
Step	Hourly	
Parks & Facilities Maintenance Supervisor	1	38.05
	2	39.01
	3	39.98
	4	40.99
	5	42.01
	6	43.06
	7	44.14
	8	45.24
	9	46.37
	10	47.53

Range 28		
Step	Hourly	
Senior Building Inspector	1	38.99
Senior Public Works Inspector	2	39.97
	3	40.96
	4	41.98
	5	43.04
	6	44.11
	7	45.22
	8	46.34
	9	47.51
	10	48.70

Range 29		
Step	Hourly	
Engineer III	1	39.97
Collection & Reclamation Systems Supervisor	2	40.96
Water Systems Supervisor	3	41.98
	4	43.04
	5	44.11
	6	45.22
	7	46.34
	8	47.51
	9	48.70
	10	49.91

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



**TOWN OF WINDSOR**

Full Time Exempt Salary Schedule Effective to 6/30/20

CLASSIFICATIONS\* (within salary range to the right)

		<u>Range 27</u>	
	<u>Step</u>	<u>Monthly</u>	
Recreation Program Supervisor	1	6,596.60	
	2	6,761.43	
	3	6,931.10	
	4	7,104.41	
	5	7,281.35	
	6	7,464.35	
	7	7,650.99	
	8	7,841.27	
	9	8,037.60	
	10	8,238.78	

		<u>Range 29</u>	
	<u>Step</u>	<u>Monthly</u>	
Assistant Engineer Management Analyst	1	6,927.46	
	2	7,099.56	
	3	7,277.71	
	4	7,459.50	
	5	7,646.14	
	6	7,837.63	
	7	8,032.75	
	8	8,233.94	
	9	8,439.97	
	10	8,650.84	

		<u>Range 31</u>	
	<u>Step</u>	<u>Monthly</u>	
Environmental Program Manager	1	7,272.87	
	2	7,454.66	
	3	7,641.30	
	4	7,832.78	
	5	8,027.91	
	6	8,229.09	
	7	8,435.12	
	8	8,646.00	
	9	8,861.72	
	10	9,083.51	

		<u>Range 32</u>	
	<u>Step</u>	<u>Monthly</u>	
Planner III	1	7,451.02	
	2	7,636.45	
	3	7,827.94	
	4	8,023.06	
	5	8,224.24	
	6	8,430.27	
	7	8,639.94	
	8	8,856.87	
	9	9,077.45	
	10	9,305.29	

<b>Range 33</b>	
<b>Step</b>	<b>Monthly</b>
Associate Civil Engineer	1 7,636.45
Project Manager	2 7,827.94
Principal Human Resources Analyst	3 8,023.06
Senior Management Analyst	4 8,224.24
Accounting & Audit Manager	5 8,430.27
Risk Manager	6 8,639.94
	7 8,856.87
	8 9,077.45
	9 9,305.29
	10 9,537.99

<b>Range 35</b>	
<b>Step</b>	<b>Monthly</b>
Recreation Division Manager	1 8,018.21
Information Systems Manager	2 8,219.39
Administrative Operations Manager	3 8,424.21
Parks & Facilities Manager	4 8,635.09
Finance Manager	5 8,850.81
	6 9,072.60
	7 9,299.23
	8 9,531.93
	9 9,769.47
	10 10,014.28

<b>Range 36</b>	
<b>Step</b>	<b>Monthly</b>
Wastewater Treatment Superintendent	1 8,214.54
	2 8,419.36
	3 8,630.24
	4 8,845.97
	5 9,066.54
	6 9,293.17
	7 9,525.87
	8 9,764.62
	9 10,008.22
	10 10,259.09

<b>Range 37</b>	
<b>Step</b>	<b>Monthly</b>
Senior Civil Engineer	1 8,419.36
Town Clerk	2 8,630.24
	3 8,845.97
	4 9,066.54
	5 9,293.17
	6 9,525.87
	7 9,764.62
	8 10,008.22
	9 10,259.09
	10 10,514.81

		<b>Range 38</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Building Official</b>	1	8,625.39	
	2	8,841.12	
	3	9,061.69	
	4	9,288.33	
	5	9,521.02	
	6	9,758.56	
	7	10,002.16	
	8	10,253.03	
	9	10,508.75	
	10	10,771.74	

		<b>Range 41</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Economic Development Manager Deputy Director of Water and Environmental Management</b>	1	9,282.27	
	2	9,514.96	
	3	9,752.50	
	4	9,996.10	
	5	10,245.76	
	6	10,502.69	
	7	10,765.68	
	8	11,034.73	
	9	11,309.85	
	10	11,592.23	

		<b>Range 43</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Deputy Director of Operations</b>	1	9,746.44	
	2	9,990.04	
	3	10,239.70	
	4	10,496.63	
	5	10,758.41	
	6	11,027.46	
	7	11,303.79	
	8	11,586.17	
	9	11,875.82	
	10	12,172.75	

		<b>Range 44</b>	
	<b>Step</b>	<b>Monthly</b>	
<b>Deputy Director of Engineering</b>	1	9,983.98	
	2	10,233.64	
	3	10,490.57	
	4	10,752.35	
	5	11,021.40	
	6	11,296.51	
	7	11,578.90	
	8	11,868.55	
	9	12,165.48	
	10	12,469.67	

		<b>Range 49</b>	
		<b>Step</b>	<b>Monthly</b>
Administrative Services Director	Human Resources Director	1	11,283.18
		2	11,565.56
		3	11,854.01
		4	12,150.93
		5	12,453.92
		6	12,765.39
		7	13,085.34
		8	13,412.56
		9	13,747.06
		10	14,091.25

		<b>Range 50</b>	
		<b>Step</b>	<b>Monthly</b>
Community Development Director	Parks & Recreation Director	1	11,558.29
		2	11,846.74
		3	12,143.66
		4	12,446.65
		5	12,758.12
		6	13,076.86
		7	13,404.08
		8	13,739.79
		9	14,082.77
		10	14,434.23

		<b>Range 52</b>	
		<b>Step</b>	<b>Monthly</b>
Public Works Director		1	12,136.39
		2	12,439.38
		3	12,750.84
		4	13,069.59
		5	13,395.60
		6	13,731.31
		7	14,074.29
		8	14,425.75
		9	14,786.91
		10	15,156.55

		<b>TMG</b>	
		<b>Step</b>	<b>Monthly</b>
Town Manager		1	16,740.00

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