

RESOLUTION NO. 3670-21

**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 October 7, 2020, the Town Council last adopted a revised listing of authorized positions and salary schedule; and

WHEREAS, a review of current staffing needs in the Community Development Department, Parks and Recreation Department, and 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.
5. Allow for the changes to be retroactively effective to April 11, 2021.

PASSED, APPROVED AND ADOPTED this 5th day of May 2021, by the following vote:

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



SAM SALMON, VICE MAYOR

ATTEST:



MARIA DE LA O, TOWN CLERK

Attachments:

- **Exhibit A** – Position Authorization FY2020-21
- **Exhibit B** – Non-Exempt Salary Schedule FY2020-21
- **Exhibit C** – Exempt Salary Schedule FY2020-21

Department/Classification	Number Authorized	Group	Monthly Salary Range	
Town Manager's Office				
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 Services				
Administrative Services Director	1	Executive Management	\$ 11,283	\$ 14,091
Administrative Operations Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Finance Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Revenue Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Senior Management Analyst	1	Management Employees Group	\$ 7,636	\$ 9,538
Accounting & Audit Supervisor	1	Professionals & Supervisory	\$ 6,282	\$ 7,847
Accountant	1	Professionals & Supervisory	\$ 6,282	\$ 7,847
Accounting Technician	2	Teamsters Local No. 856	\$ 5,426	\$ 6,778
Senior Administrative Assistant	2	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Administrative Assistant	2	Teamsters Local No. 856	\$ 4,573	\$ 5,711
Community Development				
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	4	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
Human Resources				
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
Parks & Recreation				
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	10	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
Environmental Analyst II	5	40.01
Accountant	6	41.01
	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
Accounting & Audit Supervisor	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>	
		Step	Monthly
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>	
		Step	Monthly
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>	
		Step	Monthly
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>	
		Step	Monthly
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

Range 33

	Step	Monthly
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
	5	8,430.27
	6	8,639.94
	7	8,856.87
	8	9,077.45
	9	9,305.29
	10	9,537.99

Range 35

	Step	Monthly
Recreation Division Manager	1	8,018.21
Administrative Operations Manager	2	8,219.39
Parks & Facilities Manager	3	8,424.21
Finance Manager	4	8,635.09
Revenue 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

Range 36

	Step	Monthly
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

Range 37

	Step	Monthly
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

Building Official

Range 38	
Step	Monthly
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

**Economic Development Manager
Deputy Director of Water and Environmental Management**

Range 41	
Step	Monthly
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

Deputy Director of Operations

Range 43	
Step	Monthly
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

Deputy Director of Engineering

Range 44	
Step	Monthly
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

Range 49	
Step	Monthly
Administrative Services Director	1 11,283.18
Human Resources Director	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

Range 50	
Step	Monthly
Community Development Director	1 11,558.29
Parks & Recreation Director	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

Range 52	
Step	Monthly
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

TMG	
Step	Monthly
Town Manager	1 16,740.00

* Unfunded positions do not appear on the salary schedule.