

RESOLUTION NO. 2788-11

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR
RECEIVING AND ENDORSING A STUDY REGARDING NEW EMPLOYEE JOB
CLASSIFICATION TITLES, A NEW SALARY SCHEDULE FOR EMPLOYEE JOB
CLASSIFICATIONS, AND ABOLISHING EXISTING EMPLOYEE JOB
CLASSIFICATIONS**

WHEREAS, the Town of Windsor (“the Town”) desires to update employee job classifications and the employee salary schedule for the Town; and

WHEREAS, the Town of Windsor (“the Town”) hired Koff & Associates, a classification and compensation consultant, to study the Town’s existing job classifications and salary schedule, and the study recommended several comprehensive changes to the Town’s employee classification structure and salary schedule; and

WHEREAS, the Town is in the process of meeting and conferring with Town employee organization units to discuss the Koff & Associates study in efforts to establish and implement new and revised job classifications and a new salary schedule for the Town; and

WHEREAS, the Town Manager recommends the job classifications and salaries in accordance with the recommendations of the Koff & Associates study.

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Windsor, does resolve, determine and order as follows:

Section 1. The Town Council hereby receives and endorses the recommendations of the Koff & Associates study regarding establishing the following retitling of employee job classifications, which are described by the attached report, Exhibit “A”, entitled Volume I: Classification:

Current Class Title	Proposed Class Title
Accounting Specialist	Human Resources Specialist
Accounting Technician	Accounting Assistant
Accounting Technician	Utility Billing Representative
Accounting Specialist	Senior Utility Billing Representative
Administrative Specialist	Senior Administrative Assistant
Administrative Specialist	Communications Specialist
Administrative Specialist	Safety Specialist
Administrative Specialist	Human Resources Specialist
Administrative Technician	Administrative Assistant
Administrative Technician	Records Management Specialist
Associate Engineer	Associate Civil Engineer
Building Inspector III	Senior Building Inspector
Department Director	Administrative Services Director
Department Director	Building and Planning Director
Department Director	Parks and Recreation Director
Department Director	Public Works Director/Town Engineer
Lead Wastewater System Operator	Senior Wastewater System Operator

Lead Water System Operator	Senior Water System Operator
Maintenance Specialist	Senior Maintenance Worker
Maintenance Supervisor	Facilities Maintenance Supervisor
Maintenance Supervisor	Parks Maintenance Supervisor
Maintenance Supervisor	Streets Maintenance Supervisor
Maintenance Supervisor	Utility Maintenance Supervisor
Maintenance Superintendent	Parks and Facilities Division Manager
Maintenance Technician	Maintenance Worker II
Maintenance Technician	Meter Reader
Maintenance Technician	Utility Maintenance Worker II
Maintenance Worker	Maintenance Worker I
Maintenance Worker	Utility Maintenance Worker II
Management Analyst	Human Resources Analyst
Recreation Program Specialist	Recreation Program Coordinator
Senior Engineer	Senior Civil Engineer
Senior Management Analyst	Human Resources Manager

Section 2. The Town Council hereby receives and endorses the recommendations of the Koff & Associates study regarding reclassifications for six job classes to address changes in level and scope of work and/or job function as recommended in Exhibit "A", Volume I: Classification and the newly created classifications of Principal Civil Engineer and Water Conservation Specialist.

Section 3. The Town Council hereby receives and endorses the recommendations of the Koff & Associates study regarding the attached Salary Schedule, Exhibit "B", and recommendations in Exhibit "A", Volume II: Compensation, which establishes the salary steps and ranges of the regular, full-time employee job classifications, effective July 1, 2011.

Section 4. The Town Council hereby receives and endorses the recommendations of the Koff & Associates study that all previously adopted employee job classifications shall be abolished upon implementation of the Koff & Associates study.

PASSED, APPROVED AND ADOPTED this 18th day of May 2011, by the following vote:

AYES: COUNCILMEMBERS FUDGE, GOBLE, SALMON AND MAYOR ALLEN
NOES: NONE
ABSTAIN: NONE
ABSENT: COUNCILMEMBER SCHOLAR

STEVE ALLEN, MAYOR

ATTEST:

MARIA DE LA O, TOWN CLERK

Attachments:

1. Exhibit A: Final Report of the Classification and Total Compensation Study for the Town of Windsor
2. Exhibit B: Final Proposed Salary Schedule for the Town of Windsor