RESOLUTION NO. 3470-18

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 June 20, 2018, 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.

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 15th day of August 2018, by the following vote:

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

BRUCE OKREPKIE, 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	
Town Manager's Office				
Town Manager	1	Contract		$ 16,269
Assistant Town Manager/Administrative Services Director	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
Administrative Services				
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 Specialist	1	Teamsters Local No. 856	$ 4,673	$ 5,836
Accounting Technician	1	Teamsters Local No. 856	$ 5,281	$ 6,597
Administrative Operations Assistant I/II	2	Teamsters Local No. 856	$ 4,344	$ 5,427
		Teamsters Local No. 856	$ 4,239	$ 5,295
Community Development				
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
Human Resources				
Human Resources Director	1	Executive Management	$ 10,981	$ 13,714
Principal Human Resources Analyst	1	Confidential	$ 7,432	$ 9,283
Human Resources Systems/Programs Analyst	1	Confidential	$ 6,420	$ 8,018
Human Resource Specialist	2	Confidential	$ 5,031	$ 6,283
Parks & Recreation				
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 Maintenance Supervisor	1	Supervisory Employees Group	$ 6,114	$ 7,637
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
Public Works				
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

		Teamsters Local No. 856	$ 6,743	$ 8,419
Engineer I/II/III	2	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	$ 6,420	$ 8,018
Water Systems Supervisor	1	Supervisory Employees Group	$ 6,420	$ 8,018
Public Works Inspector	1	Teamsters Local No. 856	$ 6,114	$ 7,637
Streets Maintenance Supervisor	1	Supervisory Employees Group	$ 6,114	$ 7,637
		Teamsters Local No. 856	$ 6,114	$ 7,637
Wastewater System Operator I/II/III	6	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
		Teamsters Local No. 856	$ 4,908	$ 6,130
Utility Maintenance Mechanic	1	Teamsters Local No. 857	$ 5,546	$ 6,926
Engineering Technician	2	Teamsters Local No. 856	$ 5,281	$ 6,597
Senior Utility Maintenance Worker	1	Teamsters Local No. 856	$ 5,281	$ 6,597
Senior Maintenance Worker	1	Teamsters Local No. 856	$ 5,031	$ 6,283
Water Systems Operator I/II	5	Teamsters Local No. 856	$ 5,031	$ 6,283
		Teamsters Local No. 857	$ 4,563	$ 5,697
Senior Administrative Assistant	1	Teamsters Local No. 856	$ 4,908	$ 6,130
Utility Maintenance Worker I/II	4	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
		Teamsters Local No. 856	$ 4,137	$ 5,168
Administrative Assistant	2	Teamsters Local No. 856	$ 4,451	$ 5,558

Total Full-Time 105

EXHIBIT B

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 10	
	Step	Hourly
Administrative Operations Assistant I	1	24.45
	2	25.06
	3	25.69
	4	26.33
	5	27.00
	6	27.67
	7	28.37
	8	29.08
	9	29.80
	10	30.55

	Range 11	
	Step	Hourly
Utility Maintenance Worker I	1	25.06
Administrative Operations Assistant II	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
Water System Operator I	2	26.98
	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

	Range 19	
	Step	Hourly
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

	Range 20	
	Step	Hourly
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

	Range 21	
	Step	Hourly
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

	Range 25	
	Step	Hourly
Parks Maintenance Supervisor	1	35.27
Public Works Inspector	2	36.17
Wastewater System Operator III	3	37.07
Streets Maintenance Supervisor	4	38.00
Engineer II	5	38.93
Administrative Operations Supervisor	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
Collection & Reclamation Systems Supervisor	1	37.04
Water Systems Supervisor	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
	2	39.87
	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.

EXHIBIT C

TOWN OF WINDSOR

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

CLASSIFICATIONS* (within salary range to the right)

	Range 27	
	Step	Monthly
Recreation Program Supervisor	1	6,420.05
Human Resources Systems / Programs Analyst	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

	Range 29	
	Step	Monthly
Assistant Engineer	1	6,742.05
Management Analyst	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

	Range 31	
	Step	Monthly
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

	Range 32	
	Step	Monthly
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

	Range 33	
	Step	Monthly
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

	Range 35	
	Step	Monthly
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

	Range 36	
	Step	Monthly
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

	Range 37	
	Step	Monthly
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

	Range 38	
	Step	Monthly
Building Official	1	8,394.54
Planning Manager	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

	Range 41	
	Step	Monthly
Economic Development Manager	1	9,033.83
Deputy Director of Water and Environmental Management	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

	Range 43	
	Step	Monthly
Deputy Director of Operations	1	9,485.58
Deputy Director of Finance	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

	Range 44	
	Step	Monthly
Deputy Director of Engineering	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

	Range 49	
	Step	Monthly
Human Resources Director	1	10,981.20
	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

	Range 50	
	Step	Monthly
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

	Range 52	
	Step	Monthly
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

	Range 55	
	Step	Monthly
Assistant Town Manager/Administrative Services Director	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

	TMG	
	Step	Monthly
Town Manager	1	16,268.75

* Unfunded positions do not appear on the salary schedule.