

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** July 19, 2023

**To:** Mayor and Town Council  
**From:** James Leon, Human Resources Director  
**Subject:** Authorized Positions and Salary Schedule Update

### **Recommendation to Council:**

Adopt a resolution approving the list of authorized positions, salary schedule, establishing a new position and abolishing previously adopted salary schedules.

### **Strategic Plan Element:**

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

### **Background:**

The last authorized positions listing, and full-time employee salary schedules were adopted by Council on June 21, 2023, with the adoption of the 2023-24 & 2024-25 biennial budget.

With the adoption of the budget, Council approved a new full-time Sustainability Coordinator position, converting a previous part-time position to full-time. The new position was placed in the salary range consistent with the hourly wage of the position in the part-time capacity. However, after finalizing the job description, and completing a salary survey of comparative agencies based on the job specifications, it has been determined that the salary range is under the market pay rate. Based on the compensation data collected, it is being recommended that the position be placed at range 31 of the exempt salary schedule; consistent with the market rate, as well as other positions internally performing work at a similar level.

In addition, with the adoption of the budget, a Senior Administrative Assistant (Public Works) position was reorganized to a Public Works Analyst. This new title was previously omitted from the last adopted authorized positions report, as well as the non-exempt salary schedule, and will be added as appropriate. There is no salary change from the adopted budget for this correction.

### **Fiscal Impact:**

The annual fiscal impact for the proposed changes will result in a gross increase of approximately \$32,792.17, of which \$16,396.08 is an annual cost for the General Fund.

### **Environmental Review:**

The recommended action is not subject to review under the California Environmental Quality Act (CEQA).

### **Attachment(s):**

[1. Resolution - Authorized Positions](#)

Exhibit A - Position Authorization FY2023-24  
Exhibit B - Non-Exempt Salary Schedule FY2023-24  
Exhibit C - Exempt Salary Schedule FY2023-24

**Prepared by:**

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**Reviewed by:**

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**Recommended by:**

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Town Manager