

MANAGEMENT SERVICES MEMORANDUM

#13-03

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: David Willett, Acting City Manager
Paula Jensen, Director of Management Services
Jason Loveland, Director of Finance

DATE: February 25, 2013

SUBJECT: 2013 Pay Plan & Budget Personnel Summary Amendment, CR-19

Staff requests the following Pay Plan Amendment:

- Title Change – Treasury Manager to Sales Tax Manager to better reflect position description and responsibilities. The grade and salary range will decrease by 1% based on current market data.

The purpose for the classification and name change to the position is to more accurately align the position with the duties he/she will be asked to perform. The former position included Treasury functions such as cash, investment and debt management. Those duties will be distributed to other staff within Finance, namely the Controller and Finance Director. Said reassigned duties are appropriate to each position description/classification.

Attached to this memorandum are the current salary survey data, amended 2013 pay plan and amended 2013 budget personnel summary.

STAFF REFERENCE:

If Council members have any comments or questions they may contact Paula Jensen at 303.450.8877 or piensen@northglenn.org.

Sales Tax Manager
February 2013

JOB TITLE-	JURISDICTION	MINIMUM	MAXIMUM
No match	Brighton		
Sales Tax Administrator	Broomfield	\$ 58,032.00	\$ 79,664.00
Tax Manager	Commerce City	\$ 75,132.00	\$ 112,698.00
No match	Englewood		
Tax & Investment Manager	Thornton	\$ 74,163.00	\$ 102,345.00
Sales Tax Manager	Westminster	\$ 80,870.00	\$ 101,088.00
Sales Tax Supervisor	Wheat Ridge	\$ 55,531.00	\$ 73,124.00
	Average	\$ 68,745.60	\$ 93,783.80
	Midpoint	\$ 81,264.70	
Grade 208	Northglenn	\$ 69,401.00	\$ 92,616.00
	NG Midpoint	\$ 81,008.50	
	Difference		0%

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-19
Series of 2013

Series of 2013

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2013 PAY PLAN, AS AMENDED, AND AMENDING THE CITY OF NORTHGLENN 2013 PERSONNEL SUMMARY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City of Northglenn 2013 Pay Plan, attached hereto as **Exhibit 1**, is hereby adopted as amended, effective February 25, 2013, with the following modification: Title change of Treasury Manager to Sales Tax Manager.

Section 2. The 2013 Pay Plan, as amended, supersedes and replaces all pay plans that have previously been adopted.

Section 3. The City of Northglenn 2013 Personnel Summary is hereby amended, as more particularly described in the attachment hereto marked as **Exhibit 2**, effective February 25, 2013.

Section 4. The previous 2013 Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2013.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

2013 Pay Plan



Administrative Support	Grade	Steps	2013 Market Adj	Minimum	Maximum
Administrative Assistant (II)	H143	30	0	36,348.00	48,509.00
Administrative Clerk	H118	30	0	28,343.00	37,822.00
Administrative Specialist (I)	H128	30	0	31,308.00	41,782.00
Administrative Technician (III)	S158	30	0	42,199.00	56,317.00
Central Rec Spec	H130	30	0	31,938.00	42,623.00
Clerical Asst	H98	30	0	23,228.00	30,999.00
Court Clerk	H137	30	2	34,241.00	45,696.00
Deputy City Clerk/Lic Spec	S161	30	2	43,477.00	58,023.00
Executive Asst. To CM	S162	30	2	43,912.00	58,603.00
Management Services/Administration	Grade	Steps	2013 Market Adj	Minimum	Maximum
Communications Manager	S192	30	2	59,187.00	78,986.00
Community Outreach Coord	S168	30	2	46,614.00	62,209.00
Community Services Coordinator	S146	30	1	37,449.00	49,979.00
Deputy City Manager	S244	22	2	99,296.00	122,373.00
Dir. of Management Service	S244	22	2	99,296.00	122,373.00
Human Resources Analyst	S176	30	0	50,476.00	67,362.00
Human Resources Technician	S159	30	0	42,621.00	56,880.00
Intern I	H077	30	0	18,848.00	25,150.00
Intern II	H122	30	0	29,494.00	39,359.00
Municipal Court Supervisor	S203	30	2	66,033.00	88,121.00
Neigh Prg Spec	S179	30	2	52,005.00	69,402.00
Probation Officer	S151	30	1	39,360.00	52,531.00
Public Comm Specialist	S158	30	2	42,199.00	56,317.00
Sr. Human Resources Analyst	S185	30	2	55,205.00	73,671.00
Risk Manager	S202	30	0	65,379.00	87,249.00
Technology	Grade	Steps	2013 Market Adj	Minimum	Maximum
CIS Coordinator	S180	30	2	52,526.00	70,097.00
Director of Technology	S244	22	2	99,296.00	122,373.00
IT Resource Coordinator	S177	30	0	50,981.00	68,036.00
Software Engineer	S203	30	2	66,033.00	88,121.00
Sr. Network Admin	S202	30	2	65,379.00	87,249.00
Tech Support Spec II	H161	30	0	43,477.00	58,023.00
Tech Support Specialist	H151	30	0	39,360.00	52,531.00
Web Administrator	S195	30	2	60,981.00	81,380.00

Finance	Grade	Steps	2013 Market Adj	Minimum	Maximum
Accountant I	S160	30	0	43,047.00	57,449.00
Accountant II	S170	30	0	47,551.00	63,459.00
Accounting Manager	S209	30	2	70,095.00	93,542.00
Accounting Specialist	H140	30	2	35,279.00	47,082.00
Director of Finance	S244	22	2	99,296.00	122,373.00
Finance Cust Ser Rep	H125	30	2	30,388.00	40,553.00
Financial Analyst	S171	30	2	48,026.00	64,093.00
Revenue Supervisor	S181	30	2	53,051.00	70,798.00
Sales Tax Auditor I	S164	30	2	44,795.00	59,781.00
Sales Tax Auditor II	S174	30	2	49,481.00	66,035.00
Sales Tax Spec	H133	30	2	32,905.00	43,913.00
Sales Tax Manager	S208	30	2	69,401.00	92,616.00

Parks & Recreation	Grade	Steps	2013 Market Adj	Minimum	Maximum
Aqua Inst cert	H130	30	0	15.36	20.49
Aqua Inst non	H110	30	0	12.58	16.79
Cashier	H056	30	1	7.35	9.81
Childcare Provider	H067	30	2	8.20	10.94
Custodian	H111	30	0	26,436.00	35,278.00
Customer Solutions Spec	S148	30	2	38,202.00	50,986.00
Day Camp Aide	H069	30	0	8.37	11.17
Day Camp Asst Director	H091	30	2	10.41	13.90
Day Camp Director	H101	30	2	11.51	15.35
Director of Parks & Rec	S244	22	2	99,296.00	122,373.00
Drop In Sports Sup	H092	30	2	10.52	14.04
Fitness Ins cer	H130	30	0	15.36	20.49
Fitness Inst non	H110	30	0	12.58	16.79
Guest Relations Spec	H096	30	2	10.95	14.61
Head Lifeguard	H092	30	1	10.52	14.04
Lifeguard	H072	30	1	8.62	11.50
Lifeguard/Ins	H087	30	1	10.01	13.36
MS Foreman/Parks	H181	30	2	53,051.00	70,798.00
Pedal Boat Att	H062	30	1	7.81	10.41
Pedal Boat Op	H072	30	1	8.62	11.50
PMW I	H122	30	2	29,494.00	39,359.00
PMW II	H137	30	2	34,241.00	45,696.00
PMW III	H154	30	2	40,552.00	54,120.00
Rec Program Sup	S183	30	2	54,117.00	72,220.00
Recreation Spec	S148	30	2	38,202.00	50,986.00
Seasonal Laborer	H090	30	0	10.31	13.76
Seasonal Spec	H105	30	0	11.97	15.98
Seasonal Trainee	H080	30	0	9.34	12.46
Spec Fitness Instructor	H188	30	0	27.35	36.49
Sports Scorekeeper	H058	30	2	7.50	10.01
Recreation Asst	H113	30	2	12.96	17.30

Parks & Recreation		Grade	Steps	2013 Market Adj	Minimum	Maximum
Theatre Inst	H109	30	0	12.46	16.63	
Theatre Tech	H148	30	2	18.37	24.51	
Tiny/Teeny Tot Aide	H082	30	0	9.52	12.71	
Tiny/Teeny Tot Ins	H087	30	0	10.01	13.36	
Weight Train Inst cert	H130	30	0	15.36	20.49	
Weight Train Inst non	H110	30	0	12.58	16.79	
Youth Sports Inst	H084	30	2	9.72	12.97	
Planning & Development		Grade	Steps	2013 Market Adj	Minimum	Maximum
Abatement Coordinator	H179	30	0	52,005.00	69,402.00	
Bldg Inspector	S172	30	0	48,506.00	64,734.00	
Chief Build Off	S212	30	2	72,219.00	96,376.00	
City/Urban Planner	S197	30	0	62,206.00	83,015.00	
Director of P&D	S244	22	2	99,296.00	122,373.00	
ED Coordinator	S164	30	2	44,795.00	59,781.00	
ED Manager	S214	30	2	73,670.00	98,313.00	
Neigh Serv Officer	H156	30	1	41,367.00	55,207.00	
Neigh Serv Sup	S176	30	1	50,476.00	67,362.00	
Planner	S179	30	2	52,005.00	69,402.00	
Zoning Admin	S197	30	0	62,206.00	83,015.00	
Public Works		Grade	Steps	2013 Market Adj	Minimum	Maximum
Chief Plant Operator	S189	30	0	57,446.00	76,662.00	
Civil Eng I	S184	30	2	54,658.00	72,942.00	
Civil Eng II	S207	30	1	68,714.00	91,699.00	
Director PW	S244	22	2	99,296.00	122,373.00	
Ditch Rider	H122	30	2	29,494.00	39,359.00	
E&M Foreman	H191	30	2	58,601.00	78,204.00	
E&M Tech I	H171	30	2	48,026.00	64,093.00	
E&M Tech II	H176	30	2	50,476.00	67,362.00	
Eng Tech I	H144	30	2	36,711.00	48,994.00	
Eng Tech II	H164	30	2	44,795.00	59,781.00	
Fac Maint Foreman	H189	30	0	57,446.00	76,662.00	
Fac Maint Tech	H151	30	0	39,360.00	52,531.00	
Fleet Services Foreman	H181	30	2	53,051.00	70,798.00	
Fleet Services Tech	H156	30	0	41,367.00	55,207.00	
GIS Specialist	S178	30	1	51,491.00	68,716.00	
IP/BF Prev Spec	S171	30	2	48,026.00	64,093.00	
Lab Aide	H117	30	2	13.49	18.00	
Lab Analyst	S171	30	2	48,026.00	64,093.00	
Lab Helper	H091	30	2	10.42	13.90	
Lab Technician	S151	30	2	39,360.00	52,531.00	
Lead Lab Anaylst	S181	30	2	53,051.00	70,798.00	
Meter Reader I	H129	30	2	31,621.00	42,200.00	
Meter Reader II	H139	30	2	34,930.00	46,616.00	
Mgr of Ditch Maintenance	S174	30	2	49,481.00	66,035.00	

Public Works	Grade	Steps	2013 Market Adj	Minimum	Maximum
MS Foreman Sant	H181	30	2	53,051.00	70,798.00
MS Foreman Streets	H181	30	2	53,051.00	70,798.00
MS Foreman Utilities	H181	30	2	53,051.00	70,798.00
MSW I Sant	H122	30	2	29,494.00	39,359.00
MSW I Streets	H122	30	2	29,494.00	39,359.00
MSW I Water Fac Ops	H122	30	2	29,494.00	39,359.00
MSW I WTF	H122	30	2	29,494.00	39,359.00
MSW I WWTF	H122	30	2	29,494.00	39,359.00
MSW II Sant	H137	30	2	34,241.00	45,696.00
MSW II Streets	H137	30	2	34,241.00	45,696.00
MSW II WTF	H137	30	2	34,241.00	45,696.00
MSW II WWTF	H137	30	2	34,241.00	45,696.00
MSW III Sant	H152	30	0	39,753.00	53,054.00
MSW III Streets	H152	30	0	39,753.00	53,054.00
MSW III WTF	H152	30	0	39,753.00	53,054.00
MSW III WWTF	H152	30	0	39,753.00	53,054.00
PW Superintendent	S218	30	2	76,662.00	102,305.00
Stormwater Coord	S169	30	1	47,080.00	62,831.00
UPO A	H170	30	2	47,551.00	63,459.00
UPO B	H158	30	2	42,199.00	56,317.00
UPO C	H148	30	2	38,202.00	50,986.00
UPO Trainee	H143	30	2	36,348.00	48,509.00
Utility Tech	H151	30	0	39,360.00	52,531.00
Utl Locate & Maint Worker	H152	30	0	39,753.00	53,054.00
Water Conservationist	S170	30	2	47,551.00	63,459.00
Water Quality Coordinator	S181	30	2	53,051.00	70,798.00
Water Resources Administrator	S208	30	2	69,401.00	92,616.00
Water Res Tech	S162	30	2	43,912.00	58,603.00
Public Safety	Grade	Steps	2013 Market Adj	Minimum	Maximum
Animal Control Officer	H153	30	0	40,151.00	53,585.00
Chief of Police	S244	22	2	99,296.00	122,373.00
Crime Analyst	S177	30	0	50,981.00	68,036.00
Criminalist	S178	30	2	51,491.00	68,716.00
Customer Service Rep	H118	30	0	28,343.00	37,822.00
Division Commander	S567	25	2	83,976.00	106,628.00
Lt Commander	S555	23	0	74,089.00	92,218.00
Police Officer	H521	37	6	49,407.00	70,689.00
Police Records Specialist	H138	30	2	34,584.00	46,154.00
Police Trainee	H520	10	6	43,993.00	48,114.00
Property/Evd Custodian	H148	30	2	38,202.00	50,986.00
Records Unit Sup	S172	30	0	48,506.00	64,734.00
Sergeant	H550	25	2	68,741.00	87,280.00

EXHIBIT 2

Department/Position	2011 Audited Amounts	2012 Adopted Budget	2012 Year-End Estimate	2013 Proposed Budget
<i>City Manager</i>				
City Manager	1.00	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
Economic Development Coordinator	-	-	-	1.00
Executive Asst. To City Manager	1.00	1.00	1.00	1.00
Public Communications Spec.	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	6.00
<i>City Clerk</i>				
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk/Licensing Spec	1.00	1.00	1.00	1.00
Central Records Specialist	1.00	1.00	1.00	1.00
Admin (I,II,III)	0.50	0.50	0.50	0.50
Total	3.50	3.50	3.50	3.50
<i>Management Services</i>				
Director Of Management Services	1.00	1.00	1.00	1.00
Municipal Court Supv	1.00	1.00	1.00	1.00
Probation Officer	0.40	0.40	0.40	0.40
Community Services Coordinator	0.15	0.15	0.15	0.15
Court Clerk	4.00	4.00	4.00	3.00
Clerical Asst	0.30	0.30	0.30	0.30
Sr. Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Risk Manager	-	-	-	1.00
Neighborhood Programs Specialist	1.00	1.00	1.00	1.00
Community Outreach Coord	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	1.00
Custodian	1.80	1.80	1.80	1.80
Total	13.65	13.65	13.65	13.65
<i>Technology</i>				
Director Of Technology	1.00	1.00	1.00	1.00
Software Engineer	1.00	1.00	1.00	1.00
Sr. Network Administrator	1.00	1.00	1.00	1.00
Criminal Information Sys Coord	1.00	1.00	1.00	1.00
IT Resource Coordinator	1.00	1.00	1.00	1.00
Technical Support Specialist II	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00
<i>Finance</i>				
Director Of Finance	1.00	1.00	1.00	1.00
Controller/Acct Manager	1.00	1.00	1.00	1.00
Treasury Manager	1.00	1.00	1.00	-
Risk Manager	1.00	1.00	1.00	-
Revenue Supervisor	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00
Sales Tax Auditor II	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	-
Accounting Specialist	2.00	2.00	2.00	3.00
Meter Reader II	1.00	-	-	-
Sales Tax Specialist	1.00	1.00	1.00	1.00
Fiss Customer Service Representative	1.60	1.60	1.60	1.60
Sales Tax Manager				1.00
Total	13.60	12.60	12.60	11.60

Department/Position	2011 Audited Amounts	2012 Adopted Budget	2012 Year-End Estimate	2013 Proposed Budget
<i>Planning & Development</i>				
Director Of Planning & Development	1.00	1.00	1.00	1.00
City/Urban Planner	1.00	1.00	1.00	1.00
Planner	1.00	1.00	1.00	1.00
Abatement Coordinator	1.00	1.00	1.00	-
Neighborhood Services Supervisor	1.00	1.00	1.00	1.00
Neighborhood Services Officer	4.00	4.00	4.00	5.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Hearing Officer	0.01	-	-	-
Total	10.01	10.00	10.00	10.00
<i>Parks, Recreation, & Culture</i>				
Director Of Parks And Recreation	1.00	1.00	1.00	1.00
Specialized Fitness Instructor	0.10	0.10	0.10	0.10
Foreman - Parks	1.00	1.00	1.00	1.00
Recreation Programs Supv.	3.00	3.00	3.00	3.00
Parks Maint Worker (I,II,III)	6.00	14.00	14.00	14.00
Customer Solutions Specialist	0.80	0.80	0.80	0.80
Recreation Specialist	5.85	5.85	5.85	5.85
Theatre Tech	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Parks Maint Worker II	6.00	-	-	-
Aquasize Instructor	0.51	0.51	0.51	0.51
Fitness Instructor	0.92	0.92	0.92	0.92
Parks Maint Worker I	2.00	-	-	-
Weight Training Instructor	0.30	0.30	0.30	0.30
Custodian	2.50	2.50	2.50	2.50
Guest Relations Specialist	3.95	3.95	3.45	3.73
Head Lifeguard	0.50	0.50	0.50	-
Day Camp Asst Director	0.20	0.20	0.20	0.20
Drop-In Sports Supervisor	1.60	1.60	1.60	1.60
Lifeguard (LGI, WSI)	3.39	6.39	6.39	6.39
Tiny/Teeny Tot Instructor	0.50	0.50	0.50	1.00
Tiny/Teeny Tot Aide	0.50	0.89	0.89	0.39
Lifeguard	3.00	-	-	-
Recreation Assistant	-	-	0.50	0.68
Day Camp Aide	0.10	0.10	0.10	0.10
Total	45.72	46.11	46.11	46.07
<i>Police</i>				
Chief Of Police	1.00	1.00	1.00	1.00
Division Commander	2.00	3.00	3.00	3.00
Lt. Commander	2.00	-	-	-
Sergeant	9.00	10.00	10.00	10.00
K-9 Police Officer	1.00	1.00	1.00	-
Police Officer	52.00	51.00	51.00	52.00
Crime Analyst	1.00	1.00	1.00	1.00
Criminalist	1.00	1.00	1.00	1.00
Records Unit Supervisor	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	2.00	2.00
Property/Evidence Custodian	0.50	1.00	1.00	1.00
Police Services Representative	7.00	7.00	7.00	7.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Administrative Clerk	1.50	1.50	1.50	1.50
Customer Service Rep	-	1.00	1.00	1.00
Total	82.00	82.50	82.50	82.50

Department/Position	2011 Audited Amounts	2012 Adopted Budget	2012 Year-End Estimate	2013 Proposed Budget
<i>Public Works</i>				
Director Of Public Works/Utilities	1.00	1.00	1.00	1.00
Public Works Superintendent	2.00	2.00	2.00	2.00
Mun Svs Foreman - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	2.00	4.00	3.00	4.00
Electrical/Mechanical Foreman	1.00	1.00	1.00	1.00
Facilities Maintenance Foreman	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00	1.00
Civil Engineer I	2.00	-	-	-
Fleet Services Foreman	1.00	1.00	1.00	1.00
Lead Lab Analyst	1.00	1.00	1.00	1.00
Mun Svs Foreman / Sanitation	1.00	1.00	1.00	1.00
Mun Svs Foreman/Utilities	1.00	1.00	1.00	1.00
Water Quality Coordinator	1.00	1.00	1.00	1.00
GIS Specialist	1.00	1.00	1.00	1.00
Bldg/Elec/Construct Inspector	1.00	-	-	-
Manager Of Ditch Maintenance	1.00	1.00	1.00	1.00
Electrical/Mechanical Tech I	3.00	3.00	3.00	3.00
Indust. Pretreat/Backflow Prev. Spec.	1.00	1.00	1.00	1.00
Lab Analyst	1.00	1.00	1.00	1.00
Stormwater Coordinator	1.00	1.00	1.00	1.00
Utility Plant Operator (A, B, C, D)	2.00	9.00	9.00	9.00
Admin (I,II,III)	3.00	4.00	4.00	4.00
Water Resources Technician	1.00	1.00	1.00	1.00
Water Resources Administrator	-	-	1.00	1.00
Fleet Services Technician	2.00	2.00	2.00	2.00
Utility Plant Operator B	2.00	-	-	-
Facilities Maintenance Technician I	3.00	2.00	2.00	2.00
MSW/Sanitation (I, II, III)	6.00	7.00	7.00	7.00
MSW/Streets (I, II, III)	1.00	7.00	7.00	7.00
MSW/Collec & Distrib (I, II, III)	2.00	6.00	6.00	6.00
MSW III / WWTF	1.00	-	-	-
Utility Locate & Maint Worker	1.00	1.00	1.00	1.00
Utility Technician	1.00	1.00	1.00	1.00
Lab Technician	0.80	0.80	0.80	1.00
Utility Plant Operator C	3.00	-	-	-
Administrative Assistant	1.00	-	-	-
Engineering Technician I	1.00	1.00	1.00	-
Utility Plant Operator Trainee	1.00	-	-	-
MSW II / Sanitation	1.00	-	-	-
MSW II /Collection & Distribution	2.00	-	-	-
Ditch Rider	1.00	1.00	1.00	1.00
MSW I / Sanitation	-	-	-	-
MSW I / Streets	6.00	-	-	-
MSW I / Collection & Distribution	1.00	-	-	-
Meter Reader II	-	1.00	1.00	1.00
Total	67.80	67.80	67.80	68.00
City-Wide Total	247.28	247.16	247.16	247.32