

## MANAGEMENT SERVICES MEMORANDUM

#12-04

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** William Simmons, City Manager   
Paula Jensen, Director of Management Services 

**DATE:** July 23, 2012

**SUBJECT:** 2012 Pay Plan Amendment, CR-80

---

Staff requests the following Pay Plan Amendments:

- Title Change - Theatre Assistant to Recreation Assistant to better reflect position description. The grade and salary range will not change.
- Add I, II, III following Administrative Specialist, Administrative Assistant, and Administrative Technician, respectively, to better reflect the level of duties and responsibilities.

### STAFF REFERENCE:

If Council members have any comments or questions they may contact Paula Jensen at 303.450.8877 or [pjensen@northglenn.org](mailto:pjensen@northglenn.org).

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-80  
Series of 2012

\_\_\_\_\_  
Series of 2012

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2012 PAY PLAN, AS AMENDED

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

Section 1. The City of Northglenn 2012 Pay Plan, attached hereto, is hereby adopted as amended, effective July 23, 2012, with the following modifications: title change of Theatre Assistant to Recreation Assistant; and addition of I, II, III following Administrative Specialist, Administrative Assistant, and Administrative Technician, respectively.

Section 2. The 2012 Pay Plan, as amended, supersedes and replaces all previous pay plans that have previously been adopted.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

# 2012 Pay Plan



<b>Administrative Support</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Administrative Assistant (II)	S143	30	0	36,348.00	48,509.00
Administrative Clerk	S118	30	0	28,343.00	37,822.00
Administrative Specialist (I)	S128	30	0	31,308.00	41,782.00
Administrative Technician (III)	S158	30	0	42,199.00	56,317.00
Central Rec Spec	S130	30	0	31,938.00	42,623.00
City Clerk	S211	30	2	71,504.00	95,422.00
Clerical Asst	S98	30	0	23,228.00	30,999.00
Court Clerk	S135	30	2	33,567.00	44,797.00
Deputy City Clerk/Lic Spec	S159	30	2	42,621.00	56,880.00
Executive Asst. To CM	S160	30	2	43,047.00	57,449.00

<b>Management Services/Administration</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Communications Manager	S190	30	2	58,021.00	77,430.00
Community Eng Manager	S190	30	2	58,021.00	77,430.00
Community Outreach Coord	S166	30	2	45,695.00	60,983.00
Community Services Coordinator	S145	30	2	37,079.00	49,487.00
Deputy City Manager	S242	22	2	97,340.00	119,961.00
Dir. of Management Service	S242	22	2	97,340.00	119,961.00
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	S077	30	0	18,848.00	25,150.00
Intern II	S122	30	0	29,494.00	39,359.00
Municipal Court Supervisor	S201	30	2	64,732.00	86,385.00
Neigh Prg Spec	S177	30	2	50,981.00	68,036.00
Probation Officer	S150	30	2	38,970.00	52,011.00
Public Comm Specialist	S156	30	2	41,367.00	55,207.00
Sr. Human Resources Analyst	S183	30	2	54,117.00	72,220.00

<b>Technology</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
CIS Coordinator	S178	30	1	51,491.00	68,716.00
Director of Technology	S242	22	2	97,340.00	119,961.00
IT Resource Coordinator	S177	30	0	50,981.00	68,036.00
Software Engineer	S201	30	1	64,732.00	86,385.00
Sr. Network Admin	S200	30	1	64,091.00	85,530.00
Tech Support Spec II	S161	30	0	43,477.00	58,023.00
Tech Support Specialist	S151	30	0	39,360.00	52,531.00
Web Administrator	S193	30	2	59,799.00	79,776.00

<b>Finance</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Accountant I	S160	30	0	43,047.00	57,449.00
Accountant II	S170	30	0	47,551.00	63,459.00
Accounting Manager	S207	30	2	68,714.00	91,699.00
Accounting Specialist	S138	30	2	34,584.00	46,154.00
Director of Finance	S242	22	2	97,340.00	119,961.00
Finance Cust Ser Rep	S123	30	2	29,789.00	39,753.00
Financial Analyst	S169	30	2	47,080.00	62,831.00
Meter Reader I	S127	30	2	30,998.00	41,368.00
Meter Reader II	S137	30	2	34,241.00	45,696.00
Revenue Supervisor	S179	30	1	52,005.00	69,402.00
Risk Manager	S202	30	0	65,379.00	87,249.00
Sales Tax Auditor I	S162	30	2	43,912.00	58,603.00
Sales Tax Auditor II	S172	30	2	48,506.00	64,734.00
Sales Tax Spec	S131	30	2	32,257.00	43,049.00
Treasury Manager	S207	30	2	68,714.00	91,699.00

<b>Parks &amp; Recreation</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Aqua Inst cert	H130	30	0	15.36	20.49
Aqua Inst non	H110	30	0	12.58	16.79
Cashier	H055	30	0	7.25	9.72
Childcare Provider	H065	30	0	8.04	10.73
Custodian	S111	30	2	26,436.00	35,278.00
Customer Solutions Spec	S146	30	2	37,449.00	49,979.00
Day Camp Aide	H069	30	2	8.37	11.17
Day Camp Asst Director	H089	30	0	10.21	13.63
Day Camp Director	H099	30	0	11.28	15.05
Director of Parks & Rec	S242	22	2	97,340.00	119,961.00
Drop In Sports Sup	H090	30	1	10.31	13.76
Fitness Ins cer	H130	30	0	15.36	20.49
Fitness Inst non	H110	30	0	12.58	16.79
Guest Relations Spec	H094	30	0	10.73	14.32
Head Lifeguard	H091	30	0	10.42	13.90
Lifeguard	H071	30	0	8.54	11.39
Lifeguard/Ins	H086	30	0	9.91	13.23
MS Foreman/Parks	S179	30	2	52,005.00	69,402.00
Pedal Boat Att	H061	30	0	7.73	10.31
Pedal Boat Op	H071	30	0	8.54	11.39
PMW I	S120	30	2	28,913.00	38,583.00
PMW II	S135	30	2	33,567.00	44,797.00
PMW III	S152	30	2	39,753.00	53,054.00
Rec Program Sup	S181	30	2	53,051.00	70,798.00
Recreation Spec	S146	30	2	37,449.00	49,979.00
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



<b>Parks &amp; Recreation</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Spec Fitness Instructor	H188	30	0	27.35	36.49
Sports Scorekeeper	H056	30	1	7.35	9.81
Recreation Asst	H111	30	2	12.71	16.96
Theatre Inst	H109	30	0	12.46	16.63
Theatre Tech	H146	30	2	18.00	24.03
Tiny/Teeny Tot Aide	H082	30	2	9.52	12.71
Tiny/Teeny Tot Ins	H087	30	2	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	H082	30	1	9.52	12.71
<b>Planning &amp; Development</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Abatement Coord	S179	30	2	52,005.00	69,402.00
Bldg Inspector	S172	30	0	48,506.00	64,734.00
Chief Build Off	S210	30	0	70,796.00	94,477.00
City/Urban Planner	S197	30	0	62,206.00	83,015.00
Director of P&D	S240	22	2	97,340.00	119,961.00
ED Coordinator	S162	30	2	43,912.00	58,603.00
ED Manager	S212	30	2	72,219.00	96,376.00
Neigh Serv Officer	S155	30	2	40,958.00	54,661.00
Neigh Serv Sup	S175	30	2	49,976.00	66,695.00
Planner	S177	30	2	50,981.00	68,036.00
Zoning Admin	S197	30	0	62,206.00	83,015.00
<b>Public Works</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Chief Plant Operator	S189	30	2	57,446.00	76,662.00
Civil Eng I	S182	30	2	53,581.00	71,505.00
Civil Eng II	S206	30	2	68,034.00	90,791.00
Director PW	S242	22	2	97,340.00	119,961.00
Ditch Rider	S120	30	2	28,913.00	38,583.00
E&M Foreman	S189	30	0	57,446.00	76,662.00
E&M Tech I	S169	30	0	47,080.00	62,831.00
E&M Tech II	S174	30	0	49,481.00	66,035.00
Eng Tech I	S142	30	2	35,988.00	48,029.00
Eng Tech II	S162	30	2	43,912.00	58,604.00
Fac Maint Foreman	S189	30	0	57,446.00	76,662.00
Fac Maint Tech	S151	30	0	39,360.00	52,531.00
Fleet Services Foreman	S179	30	2	52,005.00	69,402.00
Fleet Services Tech	S156	30	0	41,367.00	55,207.00
GIS Specialist	S177	30	1	50,981.00	68,036.00
IP/BF Prev Spec	S169	30	2	47,080.00	62,831.00
Lab Aide	H115	30	2	13.23	17.65
Lab Analyst	S169	30	2	47,080.00	62,831.00
Lab Helper	H089	30	2	10.21	13.63
Lab Technician	S149	30	2	38,584.00	51,496.00
Lead Lab Anaylst	S179	30	2	52,005.00	69,402.00

<b>Public Works</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Mgr of Ditch Maintenance	S172	30	2	48,506.00	64,734.00
MS Foreman Sant	S179	30	2	52,005.00	69,402.00
MS Foreman Streets	S179	30	2	52,005.00	69,402.00
MS Foreman Utilities	S179	30	2	52,005.00	69,402.00
MSW I Sant	S120	30	2	28,913.00	69,402.00
MSW I Streets	S120	30	2	28,913.00	38,583.00
MSW I Water Fac Ops	S120	30	2	28,913.00	38,583.00
MSW I WTF	S120	30	2	28,913.00	38,583.00
MSW I WWTF	S120	30	2	28,913.00	38,583.00
MSW II Sant	S135	30	2	33,567.00	44,797.00
MSW II Streets	S135	30	2	33,567.00	44,797.00
MSW II WTF	S135	30	2	33,567.00	44,797.00
MSW II WWTF	S135	30	2	33,567.00	44,797.00
MSW III Sant	S152	30	2	39,753.00	53,054.00
MSW III Streets	S152	30	2	39,753.00	53,045.00
MSW III WTF	S152	30	2	39,573.00	53,054.00
MSW III WWTF	S152	30	2	39,573.00	53,054.00
PW Superintendent	S216	30	2	75,151.00	100,289.00
Stormwater Coord	S168	30	2	46,614.00	62,209.00
UPO A	S168	30	2	46,614.00	62,209.00
UPO B	S156	30	2	41,637.00	55,207.00
UPO C	S146	30	2	37,449.00	49,979.00
UPO Trainee	S141	30	2	35,632.00	47,553.00
Utility Tech	S151	30	2	39,360.00	52,531.00
Utl Locate & Maint Worker	S152	30	2	39,753.00	53,054.00
Water Conservationist	S168	30	2	46,614.00	62,209.00
Water Quality Coordinator	S179	30	2	52,005.00	69,402.00
Water Resources Administrator	S206	30	2	68,034.00	90,791.00
Water Res Tech	S160	30	2	43,047.00	57,449.00
<b>Public Safety</b>	<b>Grade</b>	<b>Steps</b>	<b>2012 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Animal Control Officer	S153	30	0	40,151.00	53,585.00
Chief of Police	S242	22	2	97,340.00	119,961.00
Crime Analyst	S177	30	0	50,981.00	68,036.00
Criminalist	S176	30	2	50,476.00	67,362.00
Customer Service Rep	S118	30	0	28,343.00	37,822.00
Division Commander	S567	25	2	82,322.00	104,527.00
K9 Police Officer	S526	37	2	48,918.00	69,989.00
Lt Commander	S555	23	2	74,089.00	92,218.00
Police Officer	S521	37	2	46,544.00	66,592.00
Police Recruit	S519	10	2	36,343.00	39,747.00
Police Records Specialist	S136	30	2	33,902.00	45,244.00
Police Trainee	S520	10	2	41,444.00	45,326.00
Property/Evd Custodian	S146	30	2	37,449.00	49,979.00
Records Unit Sup	S172	30	2	48,506.00	64,734.00
Sergeant	S550	25	2	67,386.00	85,560.00