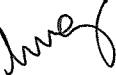
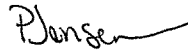




MANAGEMENT SERVICES MEMORANDUM
#3-2019

DATE: February 25, 2019

TO: Honorable Mayor Carol Dodge and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Paula Jensen, Director of Management Services 
Johanna Small, City Clerk 
Kent Kisselman, Director of Public Works 

SUBJECT: CR-10 – 2019 Pay Plan and Personnel Summary Amendments

PURPOSE

Staff is seeking approval of CR-10, regarding Pay Plan and Personnel Summary Amendments. The proposed changes do not increase the total FTE count. The changes are to existing positions and are a result of organizational need.

BACKGROUND

2019 Pay Plan Amendment

City Clerk's Office

Staff is requesting to amend the adopted 2019 Pay Plan by changing the position of Central Records Specialist to Central Records Coordinator with a new salary range of \$46,614 - \$62,209. This position is currently vacant. The need for this change is due to the type and level of work needed and the skills required. This position no longer performs general clerical work and needs to be more specialized to develop and coordinate a citywide records program. The position needs to function at a higher level and have the skills to plan and implement records projects which will be more complex/comprehensive than the current function of processing city documents.

Public Works Department

Staff is requesting to amend the adopted 2019 Pay Plan by adding the position of Senior Engineer with a salary range of \$84,683 - \$113,009. Over the last 5 years, the Public Works Department, Engineering Division has taken on additional responsibilities and duties. The City has embarked on a number of major capital improvement projects, consultant contract administration, deferred capital maintenance and development review of new or existing development throughout the City. This additional work load is being managed by more experienced engineering staff members. Human Resources with the help of the Engineering Division reviewed and determined that the additional responsibilities and duties match with that of similar Senior Engineer positions at a number of our survey cities. The new Senior Engineer position recognizes the need to maintain experienced engineers as part of the Engineering Division.

2019 Personnel Summary Amendment

City Clerk's Office

Staff is requesting to reclassify Central Records Specialist to Central Records Coordinator. This change does not add any additional staff to the City Clerk's office.

Public Works Department

Staff is requesting to reclassify one Utility Plant Operator to Utility Technician. The Wastewater Treatment Plant (WWTP) is staffed by six full-time positions, organized with one chief plant operator and five utility plant operators. Thanks to the recent improvement in operations and automation at the WWTP, the work load can be managed effectively with a reduced amount of man power. The Electrical & Mechanical (E&M) division is staffed by four full-time positions, organized with one supervisor, one master electrician and two technicians. The E&M division has been deficient for the last few years and it is the interest of the Public Works Department to improve the E&M division to better handle the maintenance and repair of the City's infrastructure. Staff believes reclassifying one Utility Plant Operator to Utility Technician will not adversely affect the WWTP and will greatly benefit the operation of the E&M division.

STAFF RECOMMENDATION

Attached to this memorandum is a proposed resolution which, if approved, would amend the adopted 2019 Pay Plan and the 2019 Personnel Summary. Staff recommends approval of this proposed resolution.

BUDGET/TIME IMPLICATIONS

City Clerk's Office

Reclassification of Central Records Specialist to Central Records Coordinator

The salary range for Central Records Specialist is \$37,079 - \$49,487. The proposed salary range for Central Records Coordinator is \$46,614 - \$62,209. The budget impact will be approximately \$9500 depending on the individual hired for this position.

Public Works Department

Addition of Senior Engineer position to Pay Plan

The budget impact to promote two Civil Engineer II incumbents to Senior Engineer has an approximate cost of \$8,800 annually. This cost can be absorbed by first quarter salary savings within the Public Works Department.

Reclassification of Utility Plant Operator to Utility Technician

The entry level salary range for a Utility Plant Operator is \$43,047 - \$57,449. The salary range for Utility Technician is \$42,621 - \$56,880. This reclassification will not impact the adopted budget. If approved, staff will begin the recruitment process for Utility Technician immediately.

STAFF REFERENCE

If Council members have any comments or questions they may contact Paula Jensen, Director of Management Services at pjensen@northglenn.org or 303.450.8877; Johanna Small, City Clerk at jsmall@northglenn.org or 303.450.8757; or Kent Kisselman, Director of Public Works at kkisselman@northglenn.org or 303.450.4005

ATTACHMENTS

1. Pay Plan
2. Budget Personnel Summary
3. Central Records Coordinator Job Description
4. Senior Engineer Job Description

CR-10 – 2019 Pay Plan and Personnel Summary Amendment

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-10
Series of 2019

Series of 2019

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2019 PAY PLAN, AS AMENDED, AND AMENDING THE CITY OF NORTHGLENN 2019 PERSONNEL SUMMARY

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

Section 1. The City of Northglenn 2019 Pay Plan, attached hereto as **Exhibit 1**, is hereby adopted as amended, effective February 25, 2019, with the following modifications:

- A. City Clerk's Office: Reclassification of Central Records Specialist to Central Records Coordinator; and
- B. Public Works: Addition of Senior Engineer position.

Section 2. The 2019 Pay Plan, as amended, supersedes and replaces all pay plans that have previously been adopted.

Section 3. The City of Northglenn 2019 Personnel Summary is hereby amended, as more particularly described in the attachment hereto marked as **Exhibit 2**, effective February 25, 2019.

Section 4. The previous 2019 Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2019.

CAROL A. DODGE
Mayor

ATTEST:

APPROVED AS TO FORM:

JOHANNA SMALL, CMC
City Clerk

COREY Y. HOFFMANN
City Attorney

2019 Pay Plan



Administrative Support	Grade	Steps	2019 Market Adj	Minimum	Maximum
Administrative Assistant (II) (NE)	H153	30	1	40,151.00	53,585.00
Administrative Clerk (NE)	H123	30	2	29,789.00	39,753.00
Administrative Specialist (I) (NE)	H143	30	2	36,348.00	48,509.00
Administrative Technician (III) (E)	S168	30	1	46,614.00	62,209.00
Central Records Coordinator (E)	S168	30		46,614.00	62,209.00
Clerical Asst (NE)	H103	30	2	24,413.00	32,580.00
Court Clerk (NE)	H153	30	2	40,151.00	53,585.00
Deputy City Clerk/Lic Spec (E)	S178	30	6	51,491.00	68,716.00
Executive Asst. To CM (E)	S187	30	1	56,315.00	75,152.00
Management Services/Administration	Grade	Steps	2019 Market Adj	Minimum	Maximum
Communications Manager (E)	S222	30	0	79,775.00	106,459.00
Community Outreach Coord (E)	S185	30	4	55,205.00	73,671.00
Community Services Coordinator (NE)	H153	30	2	40,151.00	53,585.00
Human Resources Analyst (E)	S182	30	2	53,581.00	71,505.00
Human Resources Technician (E)	S161	30	2	43,477.00	58,023.00
Municipal Court Supervisor (E)	S219	30	4	77,429.00	103,328.00
Special Events Coordinator (E)	S172	30	4	48,506.00	64,734.00
Probation Officer (NE)	H158	30	2	42,199.00	56,317.00
Public Comm Specialist (E)	S182	30	2	53,581.00	71,505.00
Special Events Supervisor (E)	S200	30	4	64,091.00	85,530.00
Sr. Human Resources Analyst (E)	S203	30	2	66,033.00	88,121.00
Risk Analyst (E)	S193	30	2	59,779.00	79,776.00
Technology	Grade	Steps	2019 Market Adj	Minimum	Maximum
CIS Coordinator (E)	S197	30	2	62,206.00	83,015.00
IT Resource Coordinator (E)	S193	30	0	59,779.00	79,776.00
Software Engineer (E)	S220	30	2	78,203.00	104,361.00
Sr. Network Admin (E)	S219	30	2	77,429.00	103,328.00
Tech Support Spec II (E)	S177	30	0	50,981.00	68,036.00
Tech Support Specialist (NE)	H167	30	0	46,152.00	61,593.00
Finance	Grade	Steps	2019 Market Adj	Minimum	Maximum
Accountant I (E)	S168	30	2	46,614.00	62,209.00
Accountant II (E)	S178	30	2	51,491.00	68,716.00
Accounting Manager (E)	S225	30	4	82,193.00	109,685.00
Accounting Specialist (NE)	H149	30	2	38,584.00	51,496.00
Finance Cust Ser Rep (NE)	H148	30	2	38,202.00	50,986.00

Finance	Grade	Steps	2019 Market Adj	Minimum	Maximum
Financial Analyst (E)	S187	30	4	56,315.00	75,152.00
Revenue Supervisor (E)	S192	30	0	59,187.00	78,986.00
Sales Tax Auditor I (E)	S179	30	2	52,005.00	69,402.00
Sales Tax Auditor II (E)	S189	30	2	57,446.00	76,662.00
Sales Tax Spec (NE)	H142	30	2	35,988.00	48,029.00
Sales Tax Manager (E)	S222	30	4	79,775.00	106,459.00

Parks & Recreation	Grade	Steps	2019 Market Adj	Minimum	Maximum
Aquatics Inst cert (NE)	H138	30	4	16.63	22.19
Aquatics Inst non (NE)	H118	30	4	13.63	18.18
Cashier (NE) Minimum Wage Adj.	H098	30	0	11.17	14.90
Custodian (NE)	H113	30	1	26,967.00	35,987.00
Day Camp Aide (NE) Minimum Wage Adj.	H100	30	2	11.39	15.20
Day Camp Leader (NE)	H105	30	2	11.97	15.98
Day Camp Director (NE)	H115	30	2	13.23	17.65
Drop In Sports Sup (NE)	H101	30	0	11.51	15.35
Fitness Ins cer (NE)	H138	30	4	16.63	22.19
Fitness Inst non (NE)	H118	30	4	13.63	18.18
Guest Relations Spec (NE)	H104	30	2	11.85	15.82
Head Lifeguard (NE) Minimum Wage Adj.	H113	30	0	12.96	17.30
Lifeguard (NE) Minimum Wage Adj.	H103	30	0	11.74	15.66
Lifeguard/Ins (NE) Minimum Wage Adj.	H108	30	0	12.34	16.46
MS Supervisor/Parks (NE)	H189	30	2	57,446.00	76,662.00
Project Manager - Parks & Recreation (E)	S199	30	4	63,457.00	84,684.00
Pedal Boat Att (NE) Minimum Wage Adj.	H098	30	0	11.17	14.90
PMW I (NE)	H136	30	2	33,902.00	45,244.00
PMW II (NE)	H151	30	2	39,360.00	52,531.00
PMW III (NE)	H168	30	2	46,614.00	62,209.00
Rec Program Sup (E)	S200	30	4	64,091.00	85,530.00
Recreation Coordinator (E)	S172	30	4	48,506.00	64,734.00
Seasonal Laborer (NE)	H101	30	2	11.51	15.35
Seasonal Spec (NE)	H107	30	2	12.21	16.30
Seasonal Trainee (NE) Minimum Wage Adj.	H098	30	2	11.17	14.90
Seasonal Park Ranger (NE)	H101	30	2	11.51	15.35
Seasonal Youth Sports Inst (NE) Min. Wage Adj.	H098	30	0	11.17	14.90
Spec Fitness Instructor (NE)	H196	30	4	29.61	39.52
Sports Scorekeeper (NE) Minimum Wage Adj.	H098	30	0	11.17	14.90
Recreation Asst (NE)	H137	30	4	16.46	21.97
Theatre Inst (NE)	H117	30	4	13.49	18.00
Theatre Tech (NE)	H172	30	4	48,506.00	64,734.00
Preschool Aide (NE) Minimum Wage Adj.	H104	30	2	11.85	15.82
Preschool Ins (NE)	H112	30	4	12.84	17.13
Weight Train Inst cert (NE)	H138	30	4	16.63	22.19
Weight Train Inst non (NE)	H118	30	4	13.63	18.18

Planning & Development	Grade	Steps	2019 Market Adj	Minimum	Maximum
Bldg Inspector (NE)	H172	30	0	48,506.00	64,734.00
Chief Build Off (E)	S228	30	1	84,683.00	113,009.00
Planning Manager (E)	S238	30	2	93,542.00	124,833.00
ED Specialist (E)	S197	30	2	62,206.00	83,015.00
ED Manager (E)	S247	30	2	102,305.00	136,526.00
Neigh Serv Officer (NE)	H165	30	2	45,243.00	60,379.00
Neigh Serv Sup (E)	S192	30	4	59,187.00	78,986.00
Senior Planner	S204	30	2	66,693.00	89,002.00
Planner I (E)	S176	30	2	50,476.00	67,362.00
Planner II (E)	S186	30	2	55,757.00	74,408.00
Planning Technician (NE)	H164	30	2	44,795.00	59,781.00

Public Works	Grade	Steps	2019 Market Adj	Minimum	Maximum
Chief Plant Operator (E)	S211	30	0	71,504.00	95,422.00
Civil Eng I (E)	S196	30	2	61,590.00	82,193.00
Civil Eng II (E)	S213	30	4	72,941.00	97,340.00
Senior Engineer (E)	S228	30		84,683.00	113,009.00
Construction Inspector (NE)	H177	30	2	50,981.00	68,036.00
Ditch Rider (NE)	H133	30	0	32,905.00	43,913.00
E&M Supervisor (NE)	H207	30	2	68,714.00	91,699.00
E&M Tech I (NE)	H187	30	2	56,315.00	75,152.00
Eng Tech I (NE)	H156	30	2	41,367.00	55,207.00
Eng Tech II (NE)	H176	30	2	50,476.00	67,362.00
Fac Maint Supervisor (NE)	H192	30	1	59,187.00	78,986.00
Fac Maint Tech (NE)	H153	30	2	40,151.00	53,585.00
Fleet Services Supervisor (NE)	H188	30	2	56,878.00	75,904.00
Fleet Services Tech (NE)	H166	30	4	45,695.00	60,983.00
GIS Specialist (E)	S188	30	2	56,878.00	75,904.00
IP/BF Prev Spec (NE)	H182	30	4	53,581.00	71,505.00
Lab Analyst (E)	S192	30	2	59,187.00	78,986.00
Lab Technician (NE)	H168	30	2	46,614.00	62,209.00
Lab Supervisor (E)	S212	30	1	72,219.00	96,376.00
Master Electrician (NE)	H195	30	2	60,981.00	81,380.00
Meter Reader I (NE)	H148	30	6	38,202.00	50,986.00
Meter Reader II (NE)	H158	30	6	42,199.00	56,317.00
Mgr of Ditch Maintenance (NE)	H182	30	2	53,581.00	71,505.00
MS Supervisor Sant (NE)	H189	30	2	57,446.00	76,662.00
MS Supervisor Streets (NE)	H189	30	2	57,446.00	76,662.00
MS Supervisor Utilities (NE)	H189	30	2	57,446.00	76,662.00
MSW I Sant (NE)	H133	30	0	32,905.00	43,913.00
MSW I Streets (NE)	H133	30	0	32,905.00	43,913.00
MSW I Water Fac Ops (NE)	H133	30	0	32,905.00	43,913.00
MSW I WTF (NE)	H133	30	0	32,905.00	43,913.00
MSW I WWTF (NE)	H133	30	0	32,905.00	43,913.00
MSW II Sant (NE)	H154	30	6	40,552.00	54,120.00

Public Works	Grade	Steps	2019 Market Adj	Minimum	Maximum
MSW II Streets (NE)	H154	30	6	40,552.00	54,120.00
MSW II WTF (NE)	H154	30	6	40,552.00	54,120.00
MSW II WWTF (NE)	H154	30	6	40,552.00	54,120.00
MSW III Sant (NE)	H160	30	4	43,047.00	57,449.00
MSW III Streets (NE)	H160	30	4	43,047.00	57,449.00
MSW III WTF (NE)	H160	30	4	43,047.00	57,449.00
MSW III WWTF (NE)	H160	30	4	43,047.00	57,449.00
Operations Manager (E)	S229	30	2	85,530.00	114,139.00
Engineering Manager (E)	S246	30	2	101,292.00	135,175.00
Stormwater Coord (E)	S179	30	4	52,005.00	69,402.00
UPO A (NE)	H179	30	2	52,005.00	69,402.00
UPO B (NE)	H168	30	2	46,614.00	62,209.00
UPO C (NE)	H160	30	2	43,047.00	57,449.00
UPO Trainee (NE)	H152	30	2	39,753.00	53,054.00
Utility Tech (NE)	H159	30	4	42,621.00	56,880.00
Utl Locate & Maint Worker (NE)	H160	30	4	43,047.00	57,449.00
Water Conservationist (E)	S181	30	4	53,051.00	70,798.00
Water Quality Coordinator (E)	S192	30	4	59,187.00	78,986.00
Water Resources Administrator (E)	S219	30	4	77,429.00	103,328.00
Water Resources Analyst	S192	30	4	59,187.00	78,986.00
Water Res Tech (E)	S173	30	4	48,992.00	65,382.00

Public Safety	Grade	Steps	2019 Market Adj	Minimum	Maximum
Animal Control Officer (NE)	H162	30	2	43,912.00	58,603.00
Crime Analyst/PIO (E)	S194	30	2	60,377.00	80,574.00
Criminalist (NE)	H191	30	6	58,601.00	78,204.00
Customer Service Rep (NE)	H127	30	2	30,998.00	41,368.00
Commander (E)	S567	30	2	99,453.00	132,720.00
Police Officer (NE)	H521	7		57,500.00	86,217.00
Police Records Specialist (NE)	H149	30	2	38,584.00	51,496.00
Lead Police Records Specialist (NE)	H154	30	2	40,552.00	54,120.00
Property/Evd Custodian (NE)	H161	30	2	43,477.00	58,023.00
Records Unit Sup (NE)	H187	30	4	56,315.00	75,152.00
Sergeant (NE)	H550	30	4	80,601.00	107,563.00

EXHIBIT 2
2019 Budget Personnel Summary

Department/Position	2017 Audited Amounts	2018 Adopted Budget	2018 Year End Estimate	2019 Proposed Budget
<i><u>City Manager</u></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	1.00	1.00	1.00
Executive Asst. To City Manager	1.00	1.00	1.00	1.00
Public Communications Spec.	1.00	1.00	2.00	2.00
Admin (I,II,III)			-	-
Total	6.00	6.00	7.00	7.00
<i><u>City Clerk</u></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	
Central Records Coordinator				1.00
Admin (I,II,III)	0.50	0.50	0.50	0.50
Total	3.50	3.50	3.50	3.50
<i><u>Management Services</u></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	0.30	0.30	0.30
Court Clerk	4.00	4.00	4.00	4.00
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 Analyst	1.00	1.00	1.00	1.00
Special Events Coordinator	1.00	1.00	1.00	1.00
Special Events Supervisor	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	0.80
Total	15.65	15.80	15.80	14.80
<i><u>Technology</u></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><u>Finance</u></i>				
Director Of Finance	1.00	1.00	1.00	1.00
Controller/Acct Manager	1.00	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
Accounting Specialist	3.00	3.00	3.00	3.00
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	1.00	1.00	1.00
Total	11.60	11.60	11.60	11.60

2019 Budget Personnel Summary

Department/Position	2017 Audited Amounts	2018 Adopted Budget	2018 Year End Estimate	2019 Proposed Budget
<u>Planning & Development</u>				
Director Of Planning & Development	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00
Planner (Tech, I, II)	1.00	1.00	1.00	1.00
Neighborhood Services Supervisor	1.00	1.00	1.00	1.00
Neighborhood Services Officer	5.00	5.00	5.00	5.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Total	12.00	12.00	12.00	12.00
<u>Parks, Recreation, & Culture</u>				
Director Of Parks And Recreation	1.00	1.00	1.00	1.00
Foreman - Parks	1.00	1.00	1.00	1.00
Parks Project Coordinator	1.00	1.00	1.00	-
Project Manager - Parks & Recreation				1.00
Recreation Programs Supv.	3.00	3.00	3.00	3.00
Parks Maint Worker (I,II,III)	15.00	15.00	15.00	15.00
Customer Solutions Specialist	0.80	0.80	0.80	-
Recreation Coordinator	6.05	6.05	6.05	7.25
Theatre Tech	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Aquasize Instructor	0.51	0.51	0.51	-
AquaFit Instructor				0.51
Fitness (certified/special) Instructor	1.02	1.02	1.02	1.02
Weight Training Instructor	0.30	0.30	0.30	0.30
Custodian	2.80	2.80	2.80	2.80
Guest Relations Specialist	4.03	4.03	4.03	4.03
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)	6.39	6.39	6.39	6.39
Preschool Instructor	1.50	1.50	1.50	1.50
Preschool Aide	0.39	0.39	0.39	0.39
Recreation Assistant	1.00	1.00	1.00	1.00
Day Camp Aide	0.10	0.10	0.10	0.10
Total	49.69	49.69	49.69	50.09
<u>Police</u>				
Chief Of Police	1.00	1.00	1.00	1.00
Division Commander	4.00	4.00	4.00	4.00
Sergeant	9.00	9.00	9.00	9.00
Police Officer	54.00	54.00	54.00	56.00
Crime Analyst/PIO	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	1.50	1.50	1.50	1.50
Lead Police Records Specialist			1.00	1.00
Police Records Specialist	10.00	10.00	9.00	9.00
Admin (I,II,III)	2.00	2.00	2.00	2.00
Administrative Clerk	1.00	1.00	1.00	1.00
Customer Service Rep	-	-	-	-
Custodian			1.00	2.00
Total	87.50	87.50	88.50	91.50

2019 Budget Personnel Summary

Department/Position	2017 Audited Amounts	2018 Adopted Budget	2018 Year End Estimate	2019 Proposed Budget
<i>Public Works</i>				
Director Of Public Works/Utilities	1.00	1.00	1.00	1.00
Operations Manager	2.00	2.00	2.00	2.00
Mun Svs Supervisor - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE, Senior)	5.00	5.00	5.00	5.00
Electrical/MechanicalSupervisor	1.00	1.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Chief Plant Operator	2.00	2.00	2.00	2.00
Fleet Services Supervisor	1.00	1.00	1.00	1.00
Lab Supervisor	1.00	1.00	1.00	1.00
Mun Svs Supervisor / Sanitation	1.00	1.00	1.00	1.00
Mun Svs Supervisor/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
Electrical/Mechanical Tech I	3.00	2.00	2.00	2.00
Indust. Pretreat/Backflow Prev. Spec.	1.00	1.00	1.00	1.00
Lab Analyst	2.00	2.00	2.00	2.00
Stormwater Coordinator	1.00	1.00	1.00	1.00
Utility Plant Operator (A, B, C, D)	10.00	12.00	12.00	11.00
Utility Technician				1.00
Admin (I,II,III)	4.00	4.00	4.00	4.00
Water Resources Technician	1.00	-	-	-
Water Resources Analyst		1.00	1.00	1.00
Water Resources Administrator	1.00	1.00	1.00	1.00
Fleet Services Technician	2.00	2.00	2.00	2.00
Facilities Maintenance Technician I	3.00	3.00	3.00	3.00
MSW/Sanitation (I, II, III)	7.00	7.00	7.00	7.00
MSW/Streets (I, II, III)	7.00	7.00	7.00	7.00
MSW/Collec & Distrib (I, II, III)	6.00	7.00	7.00	7.00
Construction Inspector	1.00	1.00	1.00	1.00
Lab Technician	1.00	1.00	1.00	1.00
Master Electrician		1.00	1.00	1.00
Meter Reader II	1.00	1.00	1.00	1.00
Total	71.00	74.00	74.00	74.00
City-Wide Total	262.94	266.09	268.09	270.49

Position Title: CENTRAL RECORDS COORDINATOR

NATURE OF WORK:

An employee in this position performs specialized administrative work and a wide variety of complex tasks in support of the City Clerk. This position requires acute attention to detail, the ability to multi-task in a busy environment with frequent interruptions, and a strong desire to serve both internal and external customers while exhibiting a high degree of integrity, courtesy, tact, and sensitivity. While the City Clerk's Office operates as a team, the incumbent in this position should be self-driven and able to manage and prioritize tasks independently.

ESSENTIAL FUNCTIONS OF POSITION:

Coordinates the continued development and maintenance of the city-wide central records program. Works with each city department to identify and categorize records. Oversees physical and electronic document indexing, storage, retention, retrieval and disposal of records in accordance with the adopted Colorado Model Records Retention Schedule (CMRRS).

Coordinates dissemination of records in accordance with the Colorado Open Records Act (CORA).

Maintains central records storage facilities.

Develops and maintains a central records disaster prevention and recovery plan.

Analyzes information and records management needs of the organization and develops process plans to meet business needs. Recommends and implements records storage and indexing solutions.

Provides guidance to departments for records managements policies and procedures.

Prepares documents for City Council packets.

Catalogues and maintains City Council ordinances, resolutions, and proclamations.

Prepares, publishes, and posts various legal notices, agendas, meeting information packets and minutes.

Assists with codification and distribution of updates to the Northglenn Municipal Code.

Maintains membership information for city boards and commissions. Tracks term expirations, receives applications for appointment and coordinates the filling of vacancies.

Coordinates the receipt, verification, retention, and maintenance of original documents such as contracts, agreements, bonds, and certificates.

Records nuisance and utility liens with County Clerk and Recorder.

Utilizes financial system to input payment requests and ensures that purchasing policies are being followed for all purchases made.

Position Title: CENTRAL RECORDS COORDINATOR

Assists City Clerk with municipal elections; assists the public with voter registration and general election questions.

Assists with training of administrative personnel.

Serves as the clerk to the Citizens' Affairs Board (CAB) and back-up clerk to City Council and the Liquor Licensing Authority (LLA).

May function as Acting City Clerk in the absence of the City Clerk and performs other tasks as assigned by the City Clerk.

U.S. Department of State Passport Application Acceptance Agent.

State of Colorado Notary Public.

EDUCATION AND EXPERIENCE:

Any combination of education and training equivalent to graduation from high school plus a minimum of five years of progressively responsible administrative experience in positions where the following knowledge, skills, and abilities are routinely demonstrated:

Desire to provide a high level of customer service in an environment where diversity is valued and respected; ability to make customers the first priority and adapt behavior and communication style to the needs of the customer.

Ability to bring high energy, prioritize assignments, and work efficiently despite frequent interruptions.

Ability to read, interpret, and adhere to various federal, state, and city codes, statutes, rules and regulations; ability to effectively and accurately communicate the same to members of staff and the general public on a regular basis.

Ability to maintain strict confidentiality.

Excellent communication skills, both oral and written.

Excellent working knowledge of business English and ability to compose well-organized reports, forms, and correspondence.

Ability to maintain large amounts of data in an efficient and orderly manner.

Ability to establish and maintain effective working relationships with City Council, leadership staff, legal counsel, co-workers and the public.

Proficiency in the operation of essential equipment needed to perform all functions of the position.

Position Title: CENTRAL RECORDS COORDINATOR

NECESSARY SPECIAL REQUIREMENTS:

Certified Municipal Clerk (CMC) and Certified Records Manager (CRM) designations are highly desired. Ability to obtain certification as a U.S. Department of State Passport Application Acceptance Agent and State of Colorado Notary Public within 3 months of hire.

MATERIAL/ EQUIPMENT USED:

Computer
Microsoft Office software and Adobe Acrobat
Scanner/copier/printer
Digital audio recording equipment
Digital camera and photo printer

ADDITIONAL POSITION INFORMATION:

This is a non-exempt position (eligible for overtime compensation)

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.

Performs work using recommended and required personal protective equipment (PPE) as described in the Job Safety Analysis (JSA) for each task.

Attendance is an essential function of the job.

Position Title: SENIOR ENGINEER

NATURE OF WORK

The Senior Engineer is an advanced, professional engineering responsible for the design and construction of municipal facilities and the review of engineering plans for public improvements. The position requires the application of professional engineering knowledge and skills to a wide variety of public works planning, design and construction problems. Employees of this class receive assignments that are broad in nature, usually requiring appreciable originality and ingenuity, and are expected to use judgment and initiative in developing work methods and insuring completion of the assignment. This position operates with considerable latitude and work is checked by the Engineering Manager to varying degrees prior to finalization. Responsibilities may include supervision of one or more staff members.

ESSENTIAL DUTIES & RESPONSIBILITIES

Supervises and participates in a variety of professional engineering work, including the preparation of plans and project specifications.

Supervises and participates in plan reviews. Evaluates compliance with laws, ordinances and acceptable engineering standards and recommends corrections or improvements.

Prepares contracts and negotiates revisions, changes and additions to contractual agreements.

Directs the preparation of project cost estimates for competitive bidding purposes. Develops and implements quality control programs.

Provides technical expertise in roadway design, utility design, traffic engineering, drainage, contract management, construction management, water resource management and right-of-way management.

Reviews and checks complex engineering designs, calculations, computations, plans and studies.

Reviews the work of other professional staff for technical accuracy and completeness.

Administers surveying, engineering and construction contracts for conformance with applicable laws.

Prepares and evaluates requests for proposals relating to projects requiring contract engineering

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Position Title: Senior Engineer**Page 2**

and construction work.

Exercises the use of sound and independent judgment.

Address difficult or contentious issues in a constructive manner

Support/promote change; demonstrate flexibility, and take calculated risks when appropriate

Participates in the preparation of the department's annual budget.

Participate in personal growth opportunities, and attend trainings designed to enhance capacity to bring new skills and ideas to the job and the organization

Work to continuously improve the efficiency and effectiveness of the service or product being delivered

Demonstrate support for team efforts by accepting new roles and responsibilities, and helping others achieve objectives

Prepare narrative reports and documents which accurately summarize complex technical issues clearly, concisely and in a manner which can be understood by the general public

Performs related work as required

QUALIFICATIONS**Knowledge of:**

Modern and complex principles and practices of engineering design involving a variety of materials.

Engineering standards and specifications.

City policies and procedures.

Recent developments, current literature, and sources of information in the civil engineering field.

Principles and practices of civil engineering.

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Position Title: Senior Engineer**Page 3**

Terminology, methods, practices, and techniques used in engineering report preparation.

Office equipment including computers and supporting word processing and spreadsheet applications.

Pertinent Federal, State, and local laws, codes and regulations.
Organization and time management.

Computers and applicable software.

Contract negotiation, Problem solving, Critical thinking.

Familiarity with A.W.W.A., A.P.W.A., and C.D.O.T. standards.

General building and engineering practices as they relate to Public Works Infrastructure.

Ability to:

Communicate clearly and effectively, both orally and in writing.

Handle high impact and complex Engineering and/or Construction projects within the assigned area of responsibility.

Direct and coordinate various City Engineering and Infrastructure Maintenance programs and projects.

Prepare, review and evaluate construction bids, cost estimates, change orders and related financial impact analysis.

Perform professional civil engineering work including the design, inspection and contract administration of public works projects and related capital improvements.

Interpret and apply pertinent Federal, state, and local laws, codes, rules, and regulations.

Ensure project compliance with appropriate Federal, state, and local laws, codes and regulations.

Perform research and solve multi-disciplinary engineering problems.

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Position Title: Senior Engineer**Page 4**

Develop, review and modify engineering plans, designs, and specifications.

Interpret and explain City policies and procedures.

Prepare clear and concise reports.

Establish and maintain effective working relationships.

Resolve problems, mediate or facilitate cooperation among internal and external parties.

Establish and maintain effective working relationships with constituents, supervisors, employees, contractors, state and federal officials, and other people contacted in the course of work

Evaluates work in progress and provides training and technical assistance

Act as project engineer/manager for the design and construction of capital improvement projects

Review PUD plans, use permits, subdivisions, and site plans to assure compliance with City standards and specifications

Answer inquiries regarding projects and other engineering matters

Provide information to the public

Respond to and resolves citizen inquiries and complaints

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering. Five years progressively responsible experience in the management of Public Works Infrastructure including but not limited to; design, construction and maintenance of roadways, right-of-way improvements, traffic operations, transportation system planning, construction management. Registration with the Colorado State Board of Professional Engineers and Land Surveyors as a professional engineer (P.E.).

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Position Title: Senior Engineer

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NECESSARY SPECIAL REQUIREMENTS

Must possess at the time of appointment and maintain a valid Colorado motor vehicle operator's license and good driving record.

Successful candidates will be required to complete a pre-employment substance screen prior to employment.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

Position involves both sedentary office work and trips to construction areas for meetings, inspections, etc. Exposure to weather conditions, noise level, and a variety of construction activity. Must be able to retrieve information from various locations in the office when needed; lift and transport items weighing up to 20 pounds; clearly articulate information in presentations and on the phone. Work may include field inspection work requiring the ability to traverse through various terrains. May be required to use a personal or City vehicle to travel to and from meetings at other locations throughout the City and metro area.

ADDITIONAL POSITION INFORMATION

This position is exempt (not eligible for over-time compensation).

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.

Attendance is an essential function of the job.