



MANAGEMENT SERVICES MEMORANDUM
#12-2019

DATE: October 28, 2019

TO: Honorable Mayor Antonio B. Esquibel and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Paula Jensen, Director of Management Services 

SUBJECT: CR-118 – 2020 Pay Plan

PURPOSE

To adopt the 2020 Pay Plan, effective December 21, 2019, the beginning of the first pay period for 2020.

BACKGROUND

City Council adopts the Pay Plan annually, which establishes salary ranges for each position that are competitive with similar positions in the labor market. The 2020 Pay Plan is a result of the compensation plan study and proposal completed by Candy Johnson, Principal of Compensation Studio LLC., presented to City Council on August 19, 2019.

While the plan had been consistently developed and maintained, it was determined that the practice of considering only ten organizations was not truly representative of the comparative labor market. In addition, it was decided to move away from the use of prescribed step movements in the civilian pay ranges as it is no longer a common practice in public sector plans. The 2020 Pay Plan represents salary survey data from Denver/Boulder employers that reflect the labor markets the City competes within and comprises pay rates from employers in both the public and private sectors. The Police Officer plan, previously updated in September 2018, does include steps within the range, which is a common practice in law enforcement.

Additionally, on October 7, 2019, staff presented three salary structures, each based on different minimum wage options for the City's compensation plan. City Council directed staff to set the City's minimum wage at \$13.65 per hour as step one to a phased in implementation of reaching a minimum wage of \$15 per hour in 2021.

Title Changes:

The following title changes have been made to the proposed 2020 Pay Plan to better represent/describe the City's position in comparison to industry standards. The title change does not affect the job description.

- Meter Reader II to Meter Technician

Other Changes:

The following positions have been added to the 2020 Pay Plan:

- Director of Economic Development (reclassification)
- Assistant to the City Manager (new position)
- Environmental Manager (new position)

- Lead Facility Maintenance Worker (reclassification)
- Lead Municipal Service Worker (reclassification)
- Parks Coordinator (reclassification)
- Traffic Technician (new position)

The following positions have been removed from the 2020 Pay Plan:

- Accountant I
- Building Inspector
- Chief Building Official
- Ditch Rider
- Economic Development Manager
- Engineering Technician I
- Engineering Technician II
- Financial Analyst
- Manager of Ditch of Maintenance
- Meter Reader I
- Sales tax Auditor I
- Technical Support Specialist I
- Water Conservationist
- Weight Training Instructor

STAFF RECOMMENDATION

Attached to this memorandum is a proposed resolution which, if approved, adopts the 2020 Pay Plan, effective December 21, 2019. Staff recommends approval of the proposed resolution.

BUDGET/TIME IMPLICATIONS

The cost to bring pay rates to the salary range minimum is approximately \$185,357, which includes the impact of the minimum wage increase to \$13.65 per hour as of December 21, 2019, the beginning of the first pay period for 2020. Civilian employees (to include Police Sergeants and Commanders) will be eligible for a merit increase of 3 percent on their next review date in 2020. The merit increase in 2019 is 2 percent. Sworn Police Officers are eligible for a step increase on their anniversary date.

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.

SPONSORED BY: MAYOR ESQUIBEL

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-118
Series of 2019

Series of 2019

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2020 PAY PLAN

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

Section 1. The City of Northglenn 2020 Pay Plan, attached hereto, is hereby adopted,
effective December 21, 2019. This 2020 Pay Plan supersedes and replaces all previous pay plans
that have previously been adopted.

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

ANTONIO B. ESQUIBEL
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

**City of Northglenn
2020 Pay Plan**

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
10		\$28,400	\$32,700	\$37,000
		\$13.65	\$15.72	\$17.79
	Cashier			
	Day Camp Aide			
	Drop in Sports Supervisor			
	Lifeguard			
	Pedal Boat Attendant			
	Scorekeeper			
	Seasonal Trainee			
	Seasonal Youth Sports Instructor			
20		\$29,800	\$34,233	\$38,666
		\$14.33	\$16.46	\$18.59
	Clerical Assistant			
	Day Camp Leader			
	Head Lifeguard			
	Lifeguard/Swim Instructor			
	Preschool Aide			
	Seasonal Laborer			
	Seasonal Park Ranger			
30		\$31,300	\$36,000	\$40,700
		\$15.05	\$17.31	\$19.57
	Administrative Clerk			
	Aquatics Instructor - Non Certified			
	Custodian			
	Day Camp Director			
	Fitness Instructor - Non Certified			
	Guest Relations Specialist			
	Intern			
	Seasonal Specialist			
	Theatre Instructor			
40		\$33,200	\$39,830	\$46,460
		\$15.96	\$19.15	\$22.34
	Municipal Services Worker I - Sanitation			
	Municipal Services Worker I - Streets			
	Municipal Services Worker I - Utilities			
	Parks Maintenance Worker I			
	Recreation Assistant			

**City of Northglenn
2020 Pay Plan**

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
50		\$38,100	\$45,700	\$53,300
		\$18.32	\$21.97	\$25.63
	Administrative Specialist			
	Aquatics Instructor - Certified			
	Customer Service Representative			
	Fitness Instructor - Certified			
	Municipal Services Worker II - Sanitation			
	Municipal Services Worker II - Streets			
	Municipal Services Worker II - Utilities			
	Parks Maintenance Worker II			
	Police Records Specialist			
	Preschool Instructor			
	Utility Plant Operator D			
60		\$43,300	\$53,000	\$62,700
		\$20.82	\$25.48	\$30.14
	Accounting Specialist			
	Administrative Assistant			
	Community Services Coordinator			
	Court Clerk			
	Facilities Maintenance Technician			
	Fleet Services Technician			
	HR Technician			
	Lab Technician			
	Lead Police Records Specialist			
	Meter Technician			
	Municipal Services Worker III - Sanitation			
	Municipal Services Worker III - Streets			
	Municipal Services Worker III - Utilities			
	Parks Maintenance Worker III			
	Planning Technician			
	Probation Officer			
	Sales Tax Specialist			
	Traffic Technician (included in proposed 2020 budget)			
	Utility Locate Maintenance Worker			
	Utility Plant Operator C			
	Utility Technician			

**City of Northglenn
2020 Pay Plan**

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
70		\$47,300	\$58,000	\$68,700
		\$22.74	\$27.88	\$33.03
	Administrative Technician			
	Animal Control Officer			
	Central Records Coordinator			
	Construction Inspector			
	Lead Facilities Maintenance Technician			
	Lead Municipal Services Worker			
	Neighborhood Services Officer			
	Parks Coordinator			
	Planner I			
	Property Evidence Custodian			
	Recreation Coordinator			
	Tech Support Specialist II			
	Theatre Technician			
	Utility Plant Operator B			
80		\$55,100	\$67,500	\$79,900
		\$26.49	\$32.45	\$38.41
	Accountant II			
	Community Outreach Coordinator			
	Deputy City Clerk			
	Economic Development Specialist			
	Electrical Mechanical Technician I			
	GIS Specialist			
	HR Analyst			
	Industrial Pretreatment Specialist/BF			
	Planner II			
	Public Communications Specialist			
	Records Unit Supervisor			
	Risk Analyst			
	Sales Tax Auditor II			
	Special Events Coordinator			
	Specialized Fitness Instructor			
	Utility Plant Operator A			

**City of Northglenn
2020 Pay Plan**

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
90		\$61,300	\$75,125	\$88,950
		\$29.47	\$36.12	\$42.76
	Executive Assistant to the City Manager			
	Facility Maintenance Supervisor			
	Fleet Services Supervisor			
	Lab Analyst			
	Master Electrician			
	Municipal Services Supervisor - Sanitation			
	Municipal Services Supervisor - Streets			
	Municipal Services Supervisor - Utilities			
	Neighborhood Services Supervisor			
	Parks Supervisor			
	Project Manager, Parks & Recreation			
	Recreation Programs Supervisor			
	Revenue Supervisor			
	Special Events Supervisor			
	Stormwater Coordinator			
	Water Quality Coordinator			
	Water Resources Analyst			
100		\$66,600	\$81,580	\$96,560
		\$32.02	\$39.22	\$46.42
	Chief Plant Operator			
	CIS Coordinator			
	Civil Engineer I			
	Crime Analyst/PIO			
	Criminalist			
	Electrical/Mechanical Supervisor			
	IT Resource Coordinator			
	Senior HR Analyst			
110		\$71,800	\$89,780	\$107,760
		\$34.52	\$43.16	\$51.81
	Assistant to City Manager			
	Lab Supervisor			
	Senior Planner			
120		\$80,000	\$100,000	\$120,000
		\$38.46	\$48.08	\$57.69
	Civil Engineer II			
	Municipal Court Supervisor			
	Sales Tax Manager			
	Senior Network Administrator			
	Software Engineer			
	Water Resources Administrator			

**City of Northglenn
2020 Pay Plan**

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
130		\$88,900	\$111,100	\$133,300
		\$42.74	\$53.41	\$64.09
	Accounting Manager			
	Environmental Manager			
	Ops Manager - Maintenance & Operations			
	Ops Manager - Utilities			
	Planning Manager			
	Senior Engineer			
140		\$103,800	\$129,750	\$155,700
		\$49.90	\$62.38	\$74.86
	Commander			
	Engineering Manager			
150		\$116,000	\$145,000	\$174,000
		\$55.77	\$69.71	\$83.65
	Director of Communications			
	Director of Economic Development			
	Director of Finance			
	Director of Management Services			
	Director of Parks, Recreation, and Culture			
	Director of Planning and Development			
	Director of Technology			
160		\$129,700	\$162,150	\$194,600
		\$62.36	\$77.96	\$93.56
	Chief of Police			
	Director of Public Works			
Sergeant		\$92,300	\$108,500	\$124,700
		\$44.38	\$52.16	\$59.95
City Clerk		\$90,100	\$112,575	\$135,050
		\$43.32	\$54.12	\$64.93
City Manager		\$167,800	\$209,700	\$251,600
		\$80.67	\$100.82	\$120.96

Police Officer		2020 Step Plan						
		\$58,650	\$61,583	\$64,662	\$71,128	\$76,818	\$82,963	\$87,941
		\$28.20	\$29.61	\$31.09	\$34.20	\$36.93	\$39.89	\$42.28
Step		1	2	3	4	5	6	7
% spread between steps:			5.0%	5.0%	10.0%	8.0%	8.0%	6.0%