

HUMAN RESOURCES MEMORANDUM
#6-2021

DATE: Oct. 25, 2021

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*

FROM: Tamara Dixon, Human Resources Director and Chief Diversity Officer *TD*

SUBJECT: CR-114 – 2022 Pay Plan

PURPOSE

To consider CR-114, a resolution adopting the 2022 Pay Plan.

BACKGROUND

Compensation is one element of the City's Total Compensation package along with general leave, health insurance benefits and others. It is an important component in attracting and retaining top talent. 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 2022 Pay Plan was developed by Human Resources staff and the City compensation consultant, Compensation Studio, LLC.

The 2022 Pay Plan uses salary survey data from Denver/Boulder employers that reflect the labor markets the City competes within. Pay rates in both the public and private sectors are considered.

Additionally, staff worked with Compensation Studio, LLC in 2020 and 2021 to complete review of the City pay plans for compliance with the 2019 Equal Pay for Equal Work Act. The first phase of equity adjustments was completed in 2021 and a second phase of adjustments are budgeted for 2022.

The following position title changes and new position additions are included in the 2022 Pay Plan:

- Economic Development Coordinator (2022 Budget addition)
- Human Resources Business Partner (title change only)
- Senior Deputy City Clerk (title change only)
- Risk Manager (title change only)
- Senior Human Resources Business Partner (title change only)
- Senior Public Communications Specialist (title change only)

Salary Range Adjustments:

The proposed 2022 Pay Plan reflects salary range adjustments as follows:

- Police Officers – ranges for this plan have shifted 1.9% to reflect the market. Officers receive a step upon satisfactory completion of their annual performance evaluation that corresponds with their anniversary date. Police Officers in the step plan receive market adjustments effective January 1, 2022. Staff continue to monitor market movement for sworn pay. If the City becomes in a position where we are not remaining competitive with the market, the City Manager and Chief will bring forward recommendations to address any potential issue. The Police Department continues to offer lateral signing bonuses of \$5,000.

- Civilian staff – a review of market data for all civilian ranges indicates no movement (minimums and maximums) for some of our pay grades. Therefore, all civilian ranges remain unchanged for 2022. The City Manager has requested further analysis and recommendations by Compensation Studio, LLC to identify where civilian employees are within their respective pay ranges relative to the midpoint. We need to better identify how employees are moving through pay ranges in an open range pay plan which is different from the previous 30-step pay plan. While the market shift has been minimal, employee retention and hiring has been challenging. This analysis will take a deeper dive into what additional steps the City can take to remain competitive. Additionally, this analysis ties into the Performance Evaluation System update to occur in 2022. The City will consider if shifting to a pay-for-performance system and offering more than a 3% merit increase impacts our ability to remain competitive. Once this analysis is completed, the City Manager will bring forward recommendations as appropriate to City Council.
- City Manager – this range was added to the new compensation plan in 2020. This range shift is 4.27%. Additionally, City Council completed the required equity review as part of the City Manager’s annual performance evaluation. This new pay range was approved by City Council per the City Manager’s contract amendment in August 2021 to remain competitive with the market.

BUDGET/TIME IMPLICATIONS

The proposed 2022 Pay Plan is included in the 2022 Budget scheduled for adoption on Oct. 25, 2021. The 2022 Pay Plan would be effective the start of the first pay period in 2022, which is Dec. 18, 2021.

STAFF RECOMMENDATION

Staff recommends approval of CR-114.

STAFF REFERENCE

If Council members have any questions, please contact Tamara Dixon, Human Resources Director and Chief Diversity Officer, at tdixon@northglenn.org or 303.450.8877.

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-114
Series of 2021

Series of 2021

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2022 PAY PLAN

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

Section 1. The City of Northglenn 2022 Pay Plan, attached hereto, is hereby adopted, effective December 18, 2021. This 2022 Pay Plan supersedes and replaces all previous pay plans that have previously been adopted.

DATED at Northglenn, Colorado, this ____ day of _____, 2021.

JENNY WILLFORD
Mayor Pro Tem

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

2022 Pay Plan

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
10	Cashier Drop in Sports Supervisor Pedal Boat Attendant Scorekeeper Seasonal Trainee Youth Sports Supervisor	\$31,200 \$15.00	\$35,880 \$17.25	\$40,560 \$19.50
20	Clerical Assistant Day Camp Aide Lifeguard (Lifeguard Instructor, Water Safety Instructor, Slide Attendant) Preschool Aide Seasonal Laborer Seasonal Park Ranger	\$32,600 \$15.67	\$37,500 \$18.03	\$42,400 \$20.38
30	Administrative Clerk Aquatics Instructor - Non Certified Custodian Day Camp Leader Fitness Instructor - Non Certified Guest Relations Specialist Intern Lifeguard/Swim Instructor Seasonal Specialist Theatre Instructor	\$34,300 \$16.49	\$39,500 \$18.99	\$44,700 \$21.49
40	Day Camp Director Head Lifeguard Municipal Services Worker I - Sanitation Municipal Services Worker I - Streets Municipal Services Worker I - Utilities Parks Maintenance Worker I Recreation Assistant	\$35,000 \$16.83	\$42,000 \$20.19	\$49,000 \$23.56
50	Administrative Specialist Aquatics Instructor - Certified FISS 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	\$39,000 \$18.75	\$46,850 \$22.52	\$54,700 \$26.30
60	Accounting Specialist	\$44,600 \$21.44	\$54,600 \$26.25	\$64,600 \$31.06

Administrative Assistant
 Community Services Coordinator
 Court Clerk
 Digital Specialist
 Economic Development Coordinator
 Facilities Maintenance Technician
 Fleet Services Technician
 Heavy Equipment Operator
 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 Operations Technician
 Utility Locate Maintenance Worker
 Utility Plant Operator C
 Utility Technician

70

\$48,600 **\$59,500** **\$70,400**
 \$23.37 \$28.61 \$33.85

Administrative Technician
 Animal Control Officer
 Central Records Coordinator
 Community Resource Navigator
 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 Technical Director
 Utility Plant Operator B

80

\$56,300 **\$69,000** **\$81,700**
 \$27.07 \$33.17 \$39.28

Accountant II
 Community Outreach Coordinator
 Crisis Response Co-Responder
 Deputy City Clerk
 Electrical Mechanical Technician I
 HR Business Partner
 Industrial Pretreatment Specialist
 Planner II
 Public Communications Specialist
 Records Supervisor
 Sales Tax Auditor II
 Special Events Coordinator
 Specialized Fitness Instructor
 Utility Plant Operator A

90

\$63,700 **\$78,000** **\$92,300**
 \$30.63 \$37.50 \$44.38

Economic Development Specialist
 Executive Assistant
 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 Recreation Programs Supervisor Revenue Supervisor Risk Manager Special Events Supervisor Sr. Deputy City Clerk Sr. Public Communications Specialist Stormwater Coordinator Water Quality Coordinator Water Resources Analyst			
100		\$69,000 \$33.17	\$84,500 \$40.63	\$100,000 \$48.08
	Chief Plant Operator Criminal Information Systems Coordinator Crisis Response Program Manager Civil Engineer I Crime Analyst Criminalist Electrical/Mechanical Supervisor GIS Specialist IT Resource Coordinator PIO Senior HR Business Partner			
110		\$73,200 \$35.19	\$91,500 \$43.99	\$109,800 \$52.79
	Lab Supervisor Senior Planner			
120		\$82,800 \$39.81	\$103,500 \$49.76	\$124,200 \$59.71
	Civil Engineer II Municipal Court Supervisor Sales Tax Manager Senior Network Administrator Software Engineer Water Resources Administrator			
130		\$91,200 \$43.85	\$114,000 \$54.81	\$136,800 \$65.77
	Accounting Manager Assistant to City Manager Environmental Manager Ops Manager - Maintenance & Operations Ops Manager - Utilities Planning Manager Recreation Manager Senior Engineer			
140		\$107,200 \$51.54	\$134,000 \$64.42	\$160,800 \$77.31
	Engineering Manager			
150		\$120,000 \$57.69	\$150,000 \$72.12	\$180,000 \$86.54
	Director of Communications Director of Economic Development Director of Finance Director of Human Resources/Chief Diversity Officer Director of Parks, Recreation, and Culture Director of Planning and Development			

Director of Technology			
160	\$132,800	\$166,000	\$199,200
	\$63.85	\$79.81	\$95.77
Director of Public Works			
City Clerk	\$91,800	\$114,800	\$137,800
	\$44.13	\$55.19	\$66.25
City Manager	\$178,200	\$222,800	\$267,400
	\$85.67	\$107.12	\$128.56

2022 Pay Plan - Sworn Officers

Job Title	Range Minimum	Range Midpoint	Range Maximum				
Sergeant	\$94,200 \$45.29	\$110,700 \$53.22	\$127,200 \$61.15				
Lieutenant	\$96,700 \$46.49	\$118,500 \$56.97	\$140,300 \$67.45				
Commander	\$106,100 \$51.01	\$130,000 \$62.50	\$153,900 \$73.99				
Deputy Chief	\$114,700 \$55.14	\$143,385 \$68.94	\$172,070 \$82.73				
Chief	\$129,700 \$62.36	\$162,150 \$77.96	\$194,600 \$93.56				
Police Officer	2022 Step Plan						
	\$61,000	\$64,050	\$67,253	\$73,978	\$79,896	\$86,288	\$91,465
	\$29.33	\$30.79	\$32.33	\$35.57	\$38.41	\$41.48	\$43.97
Step	1	2	3	4	5	6	7
% spread between steps:		5.00%	5.00%	10.00%	8.00%	8.00%	6.00%