





**MANAGEMENT SERVICES  
MEMORANDUM #01-2017**

**DATE:** March 27, 2017  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** James A. Hayes, AICP, City Manager   
Paula Jensen, Director of Management Services   
James May, Chief of Police   
David Willett, Director of Public Works   
**SUBJECT:** CR-30 , 2017 Pay Plan and Budget Personnel Summary Amendment

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**PURPOSE**

Staff is seeking City Council approval of CR-30, regarding a Pay Plan and Budget Personnel Summary Amendment

**BACKGROUND**

Staff is seeking reclassification of 4 currently budgeted positions:

Police Department

- Part-time Administrative Clerk to Part-time Property Evidence Custodian
- Full-time Customer Service Representative to Police Records Specialist

As part of the Police Chief's 5 year staffing plan, these positions are scheduled to be reclassified with the 2018 budget. However, as a result of staff turnover and promotion, said positions are vacant now and staff proposes to reclassify the positions now and move forward with recruiting for the intended long term positions.

Public Works

- Water Resources Technician to Water Resources Analyst

Over the last 2 years, the Water Resources Technician position has taken on additional responsibilities and duties. As a result, supervisory staff requested a classification review and analysis of the position. Human Resources completed said review and has determined that the additional responsibilities and duties do match with that of Water Resources Analyst positions at a number of our survey cities and the proper classification for the City's position should be Water Resources Analyst. Job description attached (A)

- Electrical & Mechanical Technician to Master Electrician

The Electrical and Mechanical Division is staffed by four full-time positions, organized with one supervisor and three technicians. The Division supervisor holds a State of Colorado Master Electrician License and provides oversight on all electrical work performed by his staff, as well as staff from the Facilities Maintenance Division. Due to increased workloads and required coverage during leave periods, it is the opinion of staff that a second license is essential to promote effective and efficient work flow. The Electrical and Mechanical Division currently has a vacancy at the

technician level and it is our opinion that redundancy at the licensed level is paramount to maintain support and guidance of staff on a daily basis under regulatory requirements, as well as a response during emergency situations. Job description attached (B)

## **BUDGET IMPLICATIONS**

### Police Department

- Part-time Administrative Clerk to Part-time Property Evidence Custodian

The proposed change incurs an approximate increased cost of \$7000 annually. This includes salary and benefits. This increase for 2017 can be absorbed by salary savings.

- Full-time Customer Service Representative to Police Records Specialist

The proposed change incurs an approximate increased cost of \$9000 annually. This includes salary and benefits. This increase for 2017 can be absorbed by salary savings.

### Public Works

- Water Resources Technician to Water Resources Analyst

Current Salary Range: \$46152 – 61593

Proposed Salary Range: \$55757 – 74408

The proposed change incurs and approximate increased cost of \$3000 annually. This includes salary and benefits. This increase for 2017 can be absorbed by salary savings.

- Electrical & Mechanical Technician to Master Electrician

Current Salary Range: \$54658 – 72942

Proposed Salary Range: \$59187 - 78986

The proposed change incurs and approximate increased cost of \$5000 annually. This includes salary and benefits. This increase for 2017 can be absorbed by salary savings.

## **TIME IMPLICATIONS**

If approved, Staff will begin the recruitment process immediately for Property Evidence Custodian, Police Records Specialist and Master Electrician and will process the appropriate paperwork for the Water Resources Technician incumbent.

## **NEXT STEPS/CITY COUNCIL OPTIONS**

Council may approve, deny or table the resolution.

## **STAFF RECOMMENDATION**

Staff recommends approval of the proposed resolution.

**STAFF REFERENCE**

Please contact Paula Jensen, Director of Management Services at [pjensen@northglenn.org](mailto:pjensen@northglenn.org), David Willett, Director of Public Works at [dwillett@northglenn.org](mailto:dwillett@northglenn.org), or Jim May, Police Chief at [jmay@northglenn.org](mailto:jmay@northglenn.org) with any further questions.

**ATTACHMENTS**

- A. Water Resources Analyst Job Description
- B. Master Electrician Job Description

**Position Title: Water Resources Analyst**

**NATURE OF WORK:**

This is a technical and analytical position in the area of water resources requiring both office and fieldwork.

An employee in this class provides general, technical, and analytic assistance to engineering professionals and management personnel. Work involves the preparation and maintenance of complicated records associated with the City's water resources and ongoing development and implementation of the City's Water Conservation Program. The employee collects data; provides technical assistance to water engineers; monitors flow readings, diversion, augmentation and stream depletion records; enters data in computer and prepares statistical and analytical reports. Manages water use to comply with decree requirements; develops reports to demonstrate trends in water usage. Produces various reports, spreadsheet projections, monthly and yearly statistical analyses, technical charts, graphs and maps for submittal to the State Engineers Office and other parties as required. This position represents the City of Northglenn on various committees and coordinates public education programs related to water conservation and water supply. Work is reviewed through observation and analysis of results achieved.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

**Water Resources:**

Reviews and prepares analyses and documents and provides analysis on the City's water rights.

Prepares and maintains, on a daily basis, diversion records, augmentation records and stream depletion records; enters data in computer.

Coordinates and maintains detailed records of raw water use, storage and return flow requirements and credits. Assists in the calculation of raw water availability projections.

Obtains flow readings on a daily basis by phone or in field.

Quantifies water diversions available each month. Oversees diversion amounts and initiates necessary flow changes for Berthoud Pass, Church Ditch, Croke Canal, FHL Canal, Fulton Ditch, New Brantner Ditch, Lupton Bottom Ditch and Deep Wells.

Coordinates inflows and outflows at Standley Lake with Thornton, Westminster, and FRICO.

Maintains on a daily basis the City's water rights accounting in accordance with

**Water Resources Analyst**

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the requirements of the City's water decrees and the policies of Colorado Division of water resources.

Cleans out and maintains turn-out and recording structures. Operates and maintain the Deep Wells. Conducts deep well testing.

Reports to supervisor and management on water status daily.

Maintenance of the water conservation database.

Responsible for public education programming related to water conservation and water supply.

Evaluation of conservation programming using customer surveys, savings quantities, attendance at conservation related activities and other methods.

Communicates with and/or works with persons from other agencies who perform similar functions.

Assists in preparing the Department's operation budget.

Performs other job related duties as required

Provides general and technical assistance on water resource planning studies.

Performs related work as required.

**EDUCATION, EXPERIENCE, AND FORMAL TRAINING**

Graduation from an accredited college or university with major course work in watershed science, hydrology, civil engineering, environmental sciences or a related field; or two to four years of related experience in the water or engineering field; or any equivalent combination of education and experience which provides the following knowledge, abilities and skills.

Basic understanding of the principals of Colorado water law.

Proficiency in Microsoft Office software programs with an emphasis on Excel.

Some knowledge of materials, methods, and practices utilized in data collection for a water resources system.

Ability to work outdoors, as needed, under varying weather conditions and to perform related

**Water Resources Analyst**  
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physical tasks such as pulling recorder charts, cleaning, maintaining turn out and recording structures.

Ability to work at 11,000 feet altitude, snow shoe or ski, and shovel snow.

Ability to establish and maintain effective working relationships with co-workers, the public and representatives from other agencies.

Ability to understand and follow moderately complex written and verbal instructions.

Conflict resolution skills, ability to work with the public on potential contentious issues, regulations or policies.

Ability to communicate clearly both verbally and in writing

Skill in analyzing data, making difficult calculations and preparing complex reports and plans.

**NECESSARY SPECIAL REQUIREMENTS:**

This is a medium field and office work position exerting up to 50 pounds of force occasionally, or up to 20 pounds constantly. May be required to work in extreme weather conditions.

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

**ADDITIONAL POSITION INFORMATION:**

Assumes the duties of the Water Resources Administrator in absence.

This is an exempt position (not eligible for overtime).

Some evenings, holidays and weekend work may be required for public education programs.

Attendance is an essential function of the job.

**Position Title: Master Electrician**

**Classification Code:**

### **NATURE OF WORK**

This position is responsible for supervisory and skilled technical work in the installation, maintenance, repair, and testing of equipment. An employee in this class is required to hold a Colorado Master Electrician License.

The Master Electrician performs professional, complex technical work, and oversight in the installation, maintenance, repair, and replacement of various electrical components and equipment located throughout the City facilities. The incumbent works in partnership with other employees, departments/divisions, agencies, and the public delivering effective and innovative services that support the goals, objectives, mission statement, and guiding values of the City.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

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

Must have working knowledge of the current National Electrical Code.

Manages the City's electrical contracts, coordinates and oversees the work performed by electrical contractors according to the scope of the contract, and for compliance to standards and work practices.

Develops electrical specifications and designs for small renovations, tasks, and contracts.

Updates electrical drawings and wiring diagrams, reviews blueprints and construction plans.

The incumbent is responsible for planning, developing, and implementing the programs and projects of the electrical operations and usage throughout city-owned and leased facilities.

Responsible for obtaining all necessary permits and coordinating inspections with the Building Department to ensure compliance.

Performs semi-skilled and skilled electrical maintenance work including planning operations primarily on a daily and weekly basis, with some planning functions for longer-term activities.

**Position Title: Master Electrician**

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Attachment B

Coordinates, monitors, and performs installation of materials, fixtures, and equipment to electrical systems including repairs and preventative maintenance tasks for residential and commercial-type electrical service including low, medium, and high voltage systems in the city-owned or leased facilities.

Maintains all electrical equipment, breakers, and disconnects in a manner that protects the safety of the public and employees.

Monitors and inspects facilities, equipment, and electrical systems to determine compliance with State standards, and need for repair or upgrades.

Assesses municipal needs to determine necessity of capital improvements and equipment acquisitions.

Measures and analyzes electrical use within facilities, evaluates load sharing, develops and implements electrical energy conservation projects.

Responds to electrical service or trouble calls and provides problem resolution.

Analyzes power fluctuations and Motor Control Centers (MCCs). Troubleshoots and diagnoses various types of electrical control systems and performs thermal imaging on MCCs.

Oversees the maintenance and testing of emergency power generators, automatic transfer switches, uninterruptible power supply (UPSs), and elevator equipment.

Assists in maintaining building access and security control systems.

Operates monitoring and testing equipment; reads, repairs and calibrates meters including calibration of 4- to 20-milliamp instruments.

Maintains records of operation, maintenance and repairs, prepares related reports, and maintains inventory of parts and supplies.

Maintains awareness of federal, state, and local laws; rules and regulations pertaining to electrical operations; and applicable electrical codes and standards.

Performs power quality surveys and inspections.

**Position Title: Master Electrician**

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Establish goals and objectives for areas of responsibility.

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#### Attachment B

Provides technical guidance and/or training to maintenance staff, project managers, and other personnel.

Participates in the development and implementation of division policies and procedures.

Coordinates and balances activities of division within those of other divisions and departments.

#### **DESIRABLE EDUCATION AND EXPERIENCE**

Bachelor of Science in Electrical Engineering preferred.

5 years of experience of Electrical Engineering in installation, maintenance, and repair.

Experience working with water and wastewater treatment plant equipment, pipelines, auxiliary electro-mechanical equipment, and water flow meters at a journey man level considered a plus.

Previous management experience preferred.

Previous experience with City, County, or Government employment considered a plus.

Previous experience with managing electrical contracts considered a plus.

#### **NECESSARY SPECIAL REQUIREMENTS**

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

Must possess a current and valid Colorado Master Electrician License.

Must obtain and maintain certification in first aid and CPR within six months of employment.

#### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

This is a medium field and office work environment exerting up to 50 pounds of force occasionally, and up to 20 pounds constantly.

**Position Title: Master Electrician**

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May be required to work in extreme weather conditions.

Subject to confined spaces and tight quarters, such as manholes and vaults.

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**ADDITIONAL POSITION INFORMATION**

This is an exempt position (not 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.

Standby is a condition of employment.

Attendance is an essential function of the job.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-30  
Series of 2017

\_\_\_\_\_  
Series of 2017

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2017 PAY PLAN, AS AMENDED, AND AMENDING THE CITY OF NORTHGLENN 2017 PERSONNEL SUMMARY

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

Section 1. The City of Northglenn 2017 Pay Plan, attached hereto as **Exhibit 1**, is hereby adopted as amended, effective March 27, 2017, with the following modifications:

- A. Police Department: Reclassification of part-time Administrative Clerk to part-time Property Evidence Custodian; and reclassification of full-time Customer Service Representative to Police Records Specialist; and
- B. Public Works: Reclassification of Water Resources Technician to Water Resources Analyst; and reclassification of Electrical and Mechanical Technician to Master Electrician.

Section 2. The 2017 Pay Plan, as amended, supersedes and replaces all pay plans that have previously been adopted.

Section 3. The City of Northglenn 2017 Personnel Summary is hereby amended, as more particularly described in the attachment hereto marked as **Exhibit 2**, effective March 27, 2017.

Section 4. The previous 2017 Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2017.

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

ATTEST:

APPROVED AS TO FORM:

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JOHANNA SMALL, CMC  
City Clerk

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

# 2017 Pay Plan



<b>Administrative Support</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Administrative Assistant (II) (NE)	H152	30	5	39,753.00	53,054.00
Administrative Clerk (NE)	H121	30	0	29,202.00	38,969.00
Administrative Specialist (I) (NE)	H139	30	5	34,930.00	46,616.00
Administrative Technician (III) (E)	S167	30	5	46,152.00	61,593.00
Central Rec Spec (NE)	H141	30	5	35,632.00	47,553.00
Clerical Asst (NE)	H101	30	0	23,932.00	31,938.00
Court Clerk (NE)	H149	30	3	38,584.00	51,496.00
Deputy City Clerk/Lic Spec (E)	S170	30	3	47,551.00	63,459.00
Executive Asst. To CM (E)	S184	30	5	54,658.00	72,942.00
<b>Management Services/Administration</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Communications Manager (E)	S222	30	3	79,775.00	106,459.00
Community Outreach Coord (E)	S179	30	5	52,005.00	69,402.00
Community Services Coordinator (NE)	H149	30	3	38,584.00	51,496.00
Human Resources Analyst (E)	S178	30	2	51,491.00	68,716.00
Human Resources Technician (E)	S159	30	0	42,621.00	56,880.00
Municipal Court Supervisor (E)	S213	30	5	72,941.00	97,340.00
Special Events Coordinator (E)	S167	30	5	46,152.00	61,593.00
Probation Officer (NE)	H154	30	3	40,552.00	54,120.00
Public Comm Specialist (E)	S178	30	3	51,491.00	68,716.00
Special Events Supervisor (E)	S194	30	5	60,377.00	80,574.00
Sr. Human Resources Analyst (E)	S199	30	5	63,457.00	84,684.00
Risk Analyst (E)	S189	30	2	57,446.00	76,662.00
<b>Technology</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
CIS Coordinator (E)	S194	30	4	60,377.00	80,574.00
IT Resource Coordinator (E)	S193	30	0	59,779.00	79,776.00
Software Engineer (E)	S217	30	4	75,903.00	101,292.00
Sr. Network Admin (E)	S216	30	4	75,151.00	100,289.00
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
<b>Finance</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Accountant I (E)	S166	30	1	45,695.00	60,983.00
Accountant II (E)	S176	30	1	50,476.00	67,362.00
Accounting Manager (E)	S219	30	5	77,429.00	103,328.00
Accounting Specialist (NE)	H147	30	5	37,824.00	50,481.00
Finance Cust Ser Rep (NE)	H144	30	4	36,711.00	48,994.00

<b>Finance</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Financial Analyst (E)	S181	30	5	53,051.00	70,798.00
Revenue Supervisor (E)	S190	30	5	58,021.00	77,430.00
Sales Tax Auditor I (E)	S175	30	4	49,976.00	66,695.00
Sales Tax Auditor II (E)	S185	30	4	55,205.00	73,671.00
Sales Tax Spec (NE)	H140	30	5	35,279.00	47,082.00
Sales Tax Manager (E)	S216	30	5	75,151.00	100,289.00

<b>Parks &amp; Recreation</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Aqua Inst cert (NE)	H132	30	2	15.66	20.90
Aqua Inst non (NE)	H112	30	2	12.84	17.13
Cashier (NE) Minimum Wage Adj.	H080	30	0	9.34	12.46
Custodian (NE)	H111	30	0	26,436.00	35,278.00
Customer Solutions Spec (E)	S167	30	5	46,152.00	61,593.00
Day Camp Aide (NE) Minimum Wage Adj.	H080	30	5	9.34	12.46
Day Camp Asst Director (NE)	H101	30	5	11.51	15.35
Day Camp Director (NE)	H111	30	5	12.71	16.96
Drop In Sports Sup (NE)	H101	30	1	11.51	15.35
Fitness Ins cer (NE)	H132	30	2	15.66	20.90
Fitness Inst non (NE)	H112	30	2	12.84	17.13
Guest Relations Spec (NE)	H100	30	1	11.39	15.20
Head Lifeguard (NE)	H095	30	0	10.84	14.46
Lifeguard (NE) Minimum Wage Adj.	H085	30	0	9.81	13.10
Lifeguard/Ins (NE)	H090	30	0	10.31	13.76
MS Supervisor/Parks (NE)	H187	30	2	56,315.00	75,152.00
Parks Project Coordinator (E)	S193	30	5	59,779.00	79,776.00
Pedal Boat Att (NE) Minimum Wage Adj.	H080	30	0	9.34	12.46
Pedal Boat Op (NE) Minimum Wage Adj.	H080	30	0	9.34	12.46
PMW I (NE)	H132	30	4	32,580.00	43,479.00
PMW II (NE)	H147	30	5	37,824.00	50,481.00
PMW III (NE)	H164	30	5	44,795.00	59,781.00
Rec Program Sup (E)	S194	30	5	60,377.00	80,574.00
Recreation Coordinator (E)	S167	30	5	46,152.00	61,593.00
Seasonal Laborer (NE)	H090	30	0	10.31	13.76
Seasonal Spec (NE)	H105	30	0	11.97	15.98
Seasonal Trainee (NE)	H080	30	0	9.34	12.46
Seasonal Park Ranger (NE)	H090	30	0	10.31	13.76
Spec Fitness Instructor (NE)	H190	30	2	27.89	37.23
Sports Scorekeeper (NE) Minimum Wage Adj.	H080	30	1	9.34	12.46
Recreation Asst (NE)	H132	30	5	15.66	20.90
Theatre Inst (NE)	H111	30	2	12.71	16.96
Theatre Tech (NE)	H167	30	5	46,152.00	61,593.00
Preschool Aide (NE)	H091	30	5	10.42	13.90
Preschool Ins (NE)	H106	30	5	12.09	16.14
Weight Train Inst cert (NE)	H132	30	2	15.66	20.90

<b>Parks &amp; Recreation</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Weight Train Inst non (NE)	H112	30	2	12.84	17.13
Youth Sports Inst (NE)	H095	30	1	10.84	14.46
<b>Planning &amp; Development</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Bldg Inspector (NE)	H172	30	0	48,506.00	64,734.00
Chief Build Off (E)	S225	30	3	82,193.00	109,685.00
Planning Manager (E)	S234	30	0	89,892.00	119,961.00
ED Specialist (E)	S193	30	5	59,779.00	79,776.00
ED Manager (E)	S243	30	5	98,313.00	131,199.00
Neigh Serv Officer (NE)	H161	30	3	43,477.00	58,023.00
Neigh Serv Sup (E)	S186	30	2	55,757.00	74,408.00
Senior Planner	S201	30	0	64,732.00	86,385.00
Planner I (E)	S173	30	0	48,992.00	65,832.00
Planner II (E)	S183	30	0	54,117.00	72,220.00
Planning Technician (NE)	H161	30	0	43,477.00	58,023.00
<b>Public Works</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Chief Plant Operator (E)	S209	30	2	70,095.00	93,542.00
Civil Eng I (E)	S192	30	4	59,187.00	78,986.00
Civil Eng II (E)	S207	30	0	68,714.00	91,699.00
Construction Inspector (NE)	H173	30	4	48,992.00	65,382.00
Ditch Rider (NE)	H131	30	5	32,257.00	43,049.00
E&M Supervisor (NE)	H204	30	1	66,693.00	89,002.00
E&M Tech I (NE)	H184	30	1	54,658.00	72,942.00
Eng Tech I (NE)	H152	30	4	39,753.00	53,054.00
Eng Tech II (NE)	H172	30	4	48,506.00	64,734.00
Fac Maint Supervisor (NE)	H189	30	0	57,446.00	76,662.00
Fac Maint Tech (NE)	H151	30	0	39,360.00	52,531.00
Fleet Services Supervisor (NE)	H185	30	0	55,205.00	73,671.00
Fleet Services Tech (NE)	H160	30	2	43,047.00	57,449.00
GIS Specialist (E)	S184	30	1	54,658.00	72,942.00
IP/BF Prev Spec (NE)	H176	30	3	50,476.00	67,362.00
Lab Analyst (E)	S188	30	2	56,878.00	75,904.00
Lab Technician (NE)	H164	30	2	44,795.00	59,781.00
Lab Supervisor (E)	S209	30	0	70,095.00	93,542.00
<b>Master Electrician</b>	<b>H192</b>	<b>30</b>		<b>59,187.00</b>	<b>78,986.00</b>
Meter Reader I (NE)	H140	30	5	35,279.00	47,082.00
Meter Reader II (NE)	H150	30	5	38,970.00	52,011.00
Mgr of Ditch Maintenance (NE)	H180	30	2	52,526.00	70,097.00
MS Supervisor Sant (NE)	H187	30	2	56,315.00	75,152.00
MS Supervisor Streets (NE)	H187	30	2	56,315.00	75,152.00
MS Supervisor Utilities (NE)	H187	30	2	56,315.00	75,152.00
MSW I Sant (NE)	H131	30	5	32,257.00	43,049.00
MSW I Streets (NE)	H131	30	5	32,257.00	43,049.00

<b>Public Works</b>	<b>Grade</b>	<b>Steps</b>		<b>Minimum</b>	<b>Maximum</b>
MSW I Water Fac Ops (NE)	H131	30	5	32,257.00	43,049.00
MSW I WTF (NE)	H131	30	5	32,257.00	43,049.00
MSW I WWTF (NE)	H131	30	5	32,257.00	43,049.00
MSW II Sant (NE)	H146	30	5	37,449.00	49,979.00
MSW II Streets (NE)	H146	30	5	37,449.00	49,979.00
MSW II WTF (NE)	H146	30	5	37,449.00	49,979.00
MSW II WWTF (NE)	H146	30	5	37,449.00	49,979.00
MSW III Sant (NE)	H154	30	0	40,552.00	54,120.00
MSW III Streets (NE)	H154	30	0	40,552.00	54,120.00
MSW III WTF (NE)	H154	30	0	40,552.00	54,120.00
MSW III WWTF (NE)	H154	30	0	40,552.00	54,120.00
Operations Manager (E)	S226	30	0	83,015.00	110,782.00
Engineering Manager (E)	S242	30	5	97,340.00	128,614.00
Stormwater Coord (E)	S173	30	4	48,992.00	65,382.00
UPO A (NE)	H175	30	3	49,976.00	66,695.00
UPO B (NE)	H164	30	4	44,795.00	59,781.00
UPO C (NE)	H156	30	2	41,367.00	55,207.00
UPO Trainee (NE)	H148	30	1	38,202.00	50,986.00
Utility Tech (NE)	H153	30	0	40,151.00	53,585.00
Utl Locate & Maint Worker (NE)	H154	30	0	40,552.00	54,120.00
Water Conservationist (E)	S175	30	3	49,976.00	66,695.00
Water Quality Coordinator (E)	S186	30	3	55,757.00	74,408.00
Water Resources Administrator (E)	S213	30	3	72,941.00	97,340.00
<b>Water Resources Analyst</b>	<b>S186</b>	<b>30</b>		<b>55,757.00</b>	<b>74,408.00</b>
Water Res Tech (E)	S167	30	3	46,152.00	61,593.00

<b>Public Safety</b>	<b>Grade</b>	<b>Steps</b>	<b>2017 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Animal Control Officer (NE)	H158	30	5	42,199.00	56,317.00
Crime Analyst/PIO (E)	S190	30	0	58,021.00	77,430.00
Criminalist (NE)	H183	30	1	54,117.00	72,220.00
Customer Service Rep (NE)	H123	30	3	29,789.00	39,753.00
Commander (E)	S567	30	0	95,572.00	127,546.00
Police Officer (NE)	H521	37	5	54,036.00	77,313.00
Police Records Specialist (NE)	H145	30	3	37,079.00	49,487.00
Police Trainee (NE)	H520	10	5	48,114.00	52,622.00
Property/Evd Custodian (NE)	H157	30	1	41,781.00	55,759.00
Records Unit Sup (NE)	H181	30	3	53,051.00	70,798.00
Sergeant (NE)	H550	30	2	75,930.00	101,329.00
Senior Police Officer (NE)	H522	1	0	81,257.00	

## 2017 Budget Personnel Summary

Amended 3/27/2017

Department/Position	2015 Audited Amounts	2016 Adopted Budget	2016 Year End Estimate	2017 Proposed Budget
<u>City Manager</u>				
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	1.00	1.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<u>City Clerk</u>				
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
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
<u>Management Services</u>				
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	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
Risk Manager	1.00	1.00	-	-
Neighborhood Programs Specialist	1.00	-	-	-
Special Events Coordinator	-	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	1.80
<b>Total</b>	<b>15.65</b>	<b>15.65</b>	<b>15.65</b>	<b>15.65</b>
<u>Technology</u>				
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
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<u>Finance</u>				
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
<b>Total</b>	<b>11.60</b>	<b>11.60</b>	<b>11.60</b>	<b>11.60</b>



## 2017 Budget Personnel Summary

Amended 3/27/2017

Department/Position	2015 Audited Amounts	2016 Adopted Budget	2016 Year End Estimate	2017 Proposed Budget
<u>Planning &amp; Development</u>				
Director Of Planning & Development	1.00	1.00	1.00	1.00
City/Urban Planner	-	-	-	-
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner			2.00	2.00
Planner (Tech, I, II)	2.00	2.00	-	1.00
Planning Technician	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
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
<u>Parks, Recreation, &amp; Culture</u>				
Director Of Parks And Recreation	1.00	1.00	1.00	1.00
Specialized Fitness Instructor	0.10	0.10	-	-
Foreman - Parks	1.00	1.00	1.00	1.00
Parks Project Coordinator	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)	14.00	14.00	14.00	15.00
Customer Solutions Specialist	0.80	0.80	0.80	0.80
Recreation Coordinator	6.05	6.05	6.05	6.05
Recreation Specialist	-	-	-	-
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	0.51
Fitness (certified/special) Instructor	0.92	0.92	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
Preschool Aide			0.39	0.39
Tiny/Teeny Tot Instructor	1.00	1.00	-	-
Tiny/Teeny Tot Aide	0.39	0.39	-	-
Recreation Assistant	0.68	1.00	1.00	1.00
Day Camp Aide	0.10	0.10	0.10	0.10
<b>Total</b>	<b>47.87</b>	<b>48.19</b>	<b>48.69</b>	<b>49.69</b>
<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/Sr. Police Officer	52.00	52.00	52.00	54.00
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	1.00	1.00	1.00	1.50
Police Records Specialist	8.00	8.00	8.00	10.00
Admin (I,II,III)	2.00	2.00	2.00	2.00
Administrative Clerk	1.50	1.50	1.50	1.00
Customer Service Rep	1.00	1.00	1.00	-
<b>Total</b>	<b>84.50</b>	<b>84.50</b>	<b>84.50</b>	<b>87.50</b>

## 2017 Budget Personnel Summary

Amended 3/27/2017

Department/Position	2015 Audited Amounts	2016 Adopted Budget	2016 Year End Estimate	2017 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
Public Works Superintendent	-	-	-	-
Mun Svs Foreman - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	4.00	5.00	5.00	5.00
Electrical/Mechanical Foreman	1.00	1.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Foreman	1.00	1.00	1.00	1.00
Chief Plant Operator	2.00	2.00	2.00	2.00
Fleet Services Foreman	1.00	1.00	1.00	1.00
Lab Supervisor	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
Manager Of Ditch Maintenance	1.00	-	-	-
Electrical/Mechanical Tech I	3.00	3.00	3.00	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)	9.00	9.00	10.00	10.00
Admin (I,II,III)	4.00	4.00	4.00	4.00
Water Resources Technician	1.00	1.00	1.00	-
Water Resources Analyst				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	6.00	6.00	6.00
Construction Inspector		1.00	1.00	1.00
Utility Locate & Maint Worker	1.00	-	-	-
Lab Technician	1.00	1.00	1.00	1.00
Ditch Rider	1.00	1.00	-	-
Master Electrician				1.00
Meter Reader II	1.00	1.00	1.00	1.00
<b>Total</b>	<b>71.00</b>	<b>71.00</b>	<b>71.00</b>	<b>71.00</b>
<b>City-Wide Total</b>	<b>258.12</b>	<b>258.44</b>	<b>258.94</b>	<b>262.94</b>