



MANAGEMENT SERVICES MEMORANDUM
2015-5

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: John R. Pick, City Manager 
Paula Jensen, Director of Management Services 

DATE: May 11, 2015

SUBJECT: Revised 2015 Pay Plan, CR-62 &
Revised 2015 Budget Personnel Summary, CR-63

RECOMMENDATION:

Staff recommends approval of the proposed Resolutions. Passing CR-62 would amend the 2015 Pay Plan (attachment A) by adding Special Events Coordinator and Construction Inspector and by removing Neighborhood Programs Specialist. Passing CR-63 would amend the 2015 Budget Personnel Summary (attachment B) by adding one full-time Special Events Coordinator, Construction Inspector and Civil Engineer and by eliminating one full-time Neighborhood Programs Specialist, Manager of Ditch Maintenance, and MSW III/Utility Locator.

BACKGROUND:

At the May 4, 2015 City Council Study Session, staff recommended the approval of said reclassifications as stated below:

- I. *The Neighborhood Programs Specialist position in the Community Engagement Division, Management Services Department has recently been vacated. This vacancy has created the opportunity to audit the position description to ensure the needs of the division are being met. As a result of said audit, staff believes this position would better serve the needs of the division and the organization if it were more dedicated to assisting with the implementation and coordination of signature community events for the city. The proposed job description reflects these needs and is focused on the skills and education/experience desired from a potential candidate. This position will report to the Special Events Supervisor in Community Engagement.*

- II. *Recently the Utility Locate Maintenance Worker and Manager of Ditch Maintenance* positions have been vacated within the Public Works Department. The former City employees in these positions left voluntarily. In an effort to maximize our workforce and provide for succession planning, staff requests that these two positions be reclassified. Staff proposes to reclassify the Utility Locate Maintenance Worker to Construction Inspector (job description attached) and reclassify the Manager of Ditch Maintenance to Civil Engineer. The two reclassified positions would report to the Engineering Manager.*

Construction Inspector (W/WW Fund): The Construction Inspector would be responsible for ROW and Capital Improvement Inspections. This position would also be responsible for utility locating of the underground utilities within the City. The locating of utilities better fits within the Utility/Engineering Division as that division is responsible for condition assessments, design projects and CIP projects associated with underground utilities. The utilities are tracked through the GIS system which is also under the Utility/Engineering Division.

Civil Engineer I/II (W/WW Fund): The Civil Engineer I/II would be responsible to provide support on the Utility and Water Resources side of the division. We would expect this position to be familiar with water rights, water conservation, industrial pre-treatment, treatment plant processes and utility infrastructure. This position would also work closely with the Construction Inspector in the areas of infrastructure inspection and locates. The Public Works staffing plan that was presented and approved for the 2015 budget year identified the need for this position in the year 2016. Pending Council approval, this reclassification would fulfill the 2016 request for the Civil Engineer I position.

Currently the MS III and Church Ditch Manager are funded from the Water/Wastewater Fund; we would continue to fund the Construction Inspector and the Civil Engineer I/II from this account.

**CDWA Manager of Ditch Maintenance*

In the near future, the Church Ditch Water Authority (CDWA) Board will hire a Ditch Manager and that position will be compensated directly from CDWA. As a result of this action the compensation received by the City from CDWA for this position and associated services will be reduced. The amount of reduction for 2015 is not known at this time as the CDWA board is performing a comprehensive assessment of their budget.

BUDGET IMPLICATIONS:

The Neighborhood Programs Specialist salary range is \$54,117 - \$72,220. The 2015 budget reflects \$73,897 for the annual salary and benefits for this position. The Special Events Coordinator salary range will be set at \$43,912 - \$58,603, with an approximate annual cost of salary and benefits (assumes family coverage) of \$65,700.

The current salary range for Utility Locate & Maintenance Worker is \$40,522 - \$54,120. The proposed salary range for Construction Inspector is \$47,080 - \$63,653. This proposed range is based on a salary survey completed by Human Resources. The current salary range for Manager of Ditch Maintenance is \$51,491 - \$68,716. The salary range set in the 2015 pay plan for Civil Engineer I is \$56,878 - \$75,905. The 2015 budget reflects \$78,390 and \$76,787 for annual salary and benefits for these positions, respectively, for a total of \$155,177. The approximate annual salary costs with benefits (assumes family coverage) for the reclassifications are \$69,433 and \$80,718, respectively, for a total of \$150,151.

STAFF REFERENCE: If Council members have any comments or questions they may contact Paula Jensen at 303.450.8877 or pjensen@northglenn.org.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-62
Series of 2015

Series of 2015

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2015 PAY PLAN, AS AMENDED

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

Section 1. The City of Northglenn 2015 Pay Plan, attached hereto as **Exhibit 1**, is hereby adopted as amended, effective May 11, 2015, with the addition of Special Events Coordinator and Construction Inspector positions and the deletion of the Neighborhood Program Specialist position.

Section 2. The 2015 Pay Plan, as amended, supersedes and replaces all pay plans that have previously been adopted.

DATED at Northglenn, Colorado, this ____ day of _____, 2015.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

2015 Pay Plan

Revised 5/11/15



Administrative Support	Grade	Steps	2015 Market Adj	Minimum	Maximum
Administrative Assistant (II) (NE)	H147	30	4	37,824.00	50,481.00
Administrative Clerk (NE)	H118	30	0	28,343.00	37,822.00
Administrative Specialist (I) (NE)	H134	30	4	33,234.00	44,352.00
Administrative Technician (III) (E)	S162	30	4	43,912.00	58,603.00
Central Rec Spec (NE)	H136	30	4	33,902.00	45,244.00
Clerical Asst (NE)	H98	30	0	23,228.00	30,999.00
Court Clerk (NE)	H144	30	3	36,711.00	48,994.00
Deputy City Clerk/Lic Spec (E)	H164	30	1	44,795.00	59,781.00
Executive Asst. To CM (E)	S179	30	11	52,005.00	69,402.00
Management Services/Administration	Grade	Steps	2015 Market Adj	Minimum	Maximum
Communications Manager (E)	S215	30	17	74,407.00	99,296.00
Community Outreach Coord (E)	S172	30	0	48,506.00	64,734.00
Community Services Coordinator (NE)	H146	30	0	37,449.00	49,979.00
Human Resources Analyst (E)	S176	30	0	50,476.00	67,362.00
Human Resources Technician (E)	S159	30	0	42,621.00	56,880.00
Municipal Court Supervisor (E)	S208	30	3	69,401.00	92,616.00
Special Events Coordinator (E)	S162	30		43,912.00	58,603.00
Probation Officer (NE)	H151	30	0	39,360.00	52,531.00
Public Comm Specialist (E)	S175	30	11	49,976.00	66,695.00
Special Events Supervisor (E)	S187	30		56,315.00	75,152.00
Sr. Human Resources Analyst (E)	S192	30	3	59,187.00	78,986.00
Risk Manager (E)	S202	30	0	65,379.00	87,249.00
Technology	Grade	Steps	2015 Market Adj	Minimum	Maximum
CIS Coordinator (E)	S190	30	9	58,021.00	77,430.00
IT Resource Coordinator (E)	S190	30	12	58,021.00	77,430.00
Software Engineer (E)	S213	30	9	72,941.00	97,340.00
Sr. Network Admin (E)	S212	30	9	72,219.00	96,376.00
Tech Support Spec II (E)	S174	30	12	49,481.00	66,035.00
Tech Support Specialist (NE)	H164	30	12	44,795.00	59,781.00
Finance	Grade	Steps	2015 Market Adj	Minimum	Maximum
Accountant I (E)	S165	30	3	45,243.00	60,379.00
Accountant II (E)	S175	30	3	49,976.00	66,695.00
Accounting Manager (E)	S214	30	3	73,670.00	98,313.00
Accounting Specialist (NE)	H142	30	0	35,988.00	48,029.00
Finance Cust Ser Rep (NE)	H140	30	9	35,279.00	47,082.00

Attachment A

Finance	Grade	Steps	2015 Market Adj	Minimum	Maximum
Financial Analyst (E)	S176	30	3	50,476.00	67,362.00
Revenue Supervisor (E)	S185	30	2	55,205.00	73,671.00
Sales Tax Auditor I (E)	S171	30	5	48,026.00	64,093.00
Sales Tax Auditor II (E)	S181	30	5	53,051.00	70,798.00
Sales Tax Spec (NE)	H135	30	0	33,567.00	44,797.00
Sales Tax Manager (E)	S210	30	1	70,796.00	94,477.00

Parks & Recreation	Grade	Steps	2015 Market Adj	Minimum	Maximum
Aqua Inst cert (NE)	H130	30	0	15.36	20.49
Aqua Inst non (NE)	H110	30	0	12.58	16.79
Cashier (NE)	H059	30	1	7.58	10.11
Childcare Provider (NE)	H067	30	0	8.20	10.94
Custodian (NE)	H111	30	0	26,436.00	35,278.00
Customer Solutions Spec (E)	S162	30	8	43,912.00	58,603.00
Day Camp Aide (NE)	H073	30	2	8.71	11.62
Day Camp Asst Director (NE)	H093	30	0	10.63	14.18
Day Camp Director (NE)	H103	30	0	11.74	15.66
Drop In Sports Sup (NE)	H099	30	5	11.28	15.05
Fitness Ins cer (NE)	H130	30	0	15.36	20.49
Fitness Inst non (NE)	H110	30	0	12.58	16.79
Guest Relations Spec (NE)	H098	30	0	11.17	14.90
Head Lifeguard (NE)	H095	30	1	10.84	14.46
Lifeguard (NE)	H075	30	1	8.88	11.85
Lifeguard/Ins (NE)	H090	30	1	10.31	13.76
MS Supervisor/Parks (NE)	H185	30	0	55,205.00	73,671.00
Parks Project Coordinator (E)	S186	30	0	55,757.00	74,408.00
Pedal Boat Att (NE)	H065	30	1	8.04	10.73
Pedal Boat Op (NE)	H075	30	1	8.88	11.85
PMW I (NE)	H126	30	0	30,691.00	40,958.00
PMW II (NE)	H140	30	1	35,279.00	47,082.00
PMW III (NE)	H157	30	1	41,781.00	55,759.00
Rec Program Sup (E)	S187	30	0	56,315.00	75,152.00
Recreation Coordinator (E)	S162	30	8	43,912.00	58,603.00
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)	H188	30	0	27.35	36.49
Sports Scorekeeper (NE)	H065	30	5	8.04	10.73
Recreation Asst (NE)	H127	30	8	14.90	19.89
Theatre Inst (NE)	H109	30	0	12.46	16.63
Theatre Tech (NE)	H162	30	8	43,912.00	58,603.00
Tiny/Teeny Tot Aide (NE)	H086	30	2	9.91	13.23
Tiny/Teeny Tot Ins (NE)	H089	30	0	10.21	13.63

Attachment A

Parks & Recreation	Grade	Steps	2015 Market Adj	Minimum	Maximum
Weight Train Inst cert (NE)	H130	30	0	15.36	20.49
Weight Train Inst non (NE)	H110	30	0	12.58	16.79
Youth Sports Inst (NE)	H093	30	5	10.63	14.18
Planning & Development	Grade	Steps	2015 Market Adj	Minimum	Maximum
Bldg Inspector (NE)	H172	30	0	48,506.00	64,734.00
Chief Build Off (E)	S222	30	6	79,775.00	106,459.00
Planning Manager (E)	S203	30	6	66,033.00	88,121.00
ED Specialist (E)	S187	30	19	56,315.00	75,152.00
ED Manager (E)	S237	30	19	92,616.00	123,597.00
Neigh Serv Officer (NE)	H158	30	0	42,199.00	56,317.00
Neigh Serv Sup (E)	S184	30	6	54,658.00	72,942.00
Planner (E)	S183	30	3	54,117.00	72,220.00
Planning Technician (NE)	H161	30	3	43,477.00	58,023.00
Public Works	Grade	Steps	2015 Market Adj	Minimum	Maximum
Chief Plant Operator (E)	S207	30	16	68,714.00	91,699.00
Civil Eng I (E)	S188	30	2	56,878.00	75,904.00
Civil Eng II (E)	S207	30	0	68,714.00	91,699.00
Construction Inspector (NE)	H169	30		47,080.00	62,831.00
Ditch Rider (NE)	H126	30	2	30,691.00	40,958.00
E&M Supervisor (NE)	H203	30	10	66,033.00	88,121.00
E&M Tech I (NE)	H183	30	10	54,117.00	72,220.00
Eng Tech I (NE)	H148	30	2	38,202.00	50,986.00
Eng Tech II (NE)	H168	30	2	46,614.00	62,209.00
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)	H158	30	2	42,199.00	56,317.00
GIS Specialist (E)	S182	30	2	53,581.00	71,505.00
IP/BF Prev Spec (NE)	H173	30	0	48,992.00	65,382.00
Lab Analyst (E)	S186	30	9	55,757.00	74,408.00
Lab Technician (NE)	H162	30	9	43,912.00	58,603.00
Lab Supervisor (E)	S209	30	22	70,095.00	93,542.00
Meter Reader I (NE)	H135	30	2	33,567.00	44,797.00
Meter Reader II (NE)	H145	30	2	37,079.00	49,487.00
Mgr of Ditch Maintenance (NE)	H178	30	0	51,491.00	68,716.00
MS Supervisor Sant (NE)	H185	30	0	55,205.00	73,671.00
MS Supervisor Streets (NE)	H185	30	0	55,205.00	73,671.00
MS Supervisor Utilities (NE)	H185	30	0	55,205.00	73,671.00
MSW I Sant (NE)	H126	30	2	30,691.00	40,958.00
MSW I Streets (NE)	H126	30	2	30,691.00	40,958.00
MSW I Water Fac Ops (NE)	H126	30	2	30,691.00	40,958.00
MSW I WTF (NE)	H126	30	2	30,691.00	40,958.00

Attachment A

Public Works	Grade	Steps	2015 Market Adj	Minimum	Maximum
MSW I WWTF (NE)	H126	30	2	30,691.00	40,958.00
MSW II Sant (NE)	H141	30	2	35,632.00	47,553.00
MSW II Streets (NE)	H141	30	2	35,632.00	47,553.00
MSW II WTF (NE)	H141	30	2	35,632.00	47,553.00
MSW II WWTF (NE)	H141	30	2	35,632.00	47,553.00
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	8	83,015.00	110,782.00
Engineering Manager (E)	S235	30		90,791.00	121,161.00
Stormwater Coord (E)	S169	30	0	47,080.00	62,831.00
UPO A (NE)	H172	30	0	48,506.00	64,734.00
UPO B (NE)	H159	30	0	42,621.00	56,880.00
UPO C (NE)	H151	30	1	39,360.00	52,531.00
UPO Trainee (NE)	H145	30	0	37,079.00	49,487.00
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)	S172	30	0	48,506.00	64,734.00
Water Quality Coordinator (E)	S183	30	0	54,117.00	72,220.00
Water Resources Administrator (E)	S210	30	0	70,796.00	94,477.00
Water Res Tech (E)	S164	30	0	44,795.00	59,781.00

Public Safety	Grade	Steps	2015 Market Adj	Minimum	Maximum
Animal Control Officer (NE)	H153	30	0	40,151.00	53,585.00
Crime Analyst (E)	S181	30	4	53,051.00	70,798.00
Criminalist (NE)	H182	30	0	53,581.00	71,505.00
Customer Service Rep (NE)	H120	30	2	28,913.00	38,583.00
Commander (E)	S567	30	11	95,572.00	127,546.00
Police Officer (NE)	H521	37	3	50,904.00	72,831.00
Police Records Specialist (NE)	H142	30	2	35,988.00	48,029.00
Police Trainee (NE)	H520	10	3	45,326.00	49,572.00
Property/Evd Custodian (NE)	H156	30	6	41,367.00	55,207.00
Records Unit Sup (NE)	H178	30	4	51,491.00	68,716.00
Sergeant (NE)	H550	30	6	74,434.00	99,332.00