

MANAGEMENT SERVICES MEMORANDUM
#02-2020

DATE: March 9, 2020
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *hmg*
FROM: Jason Loveland, Director of Finance *12*
SUBJECT: CR-64 – 2020 Pay Plan and Personnel Summary Amendments

PURPOSE

City Council is considering a resolution to add the Director of Human Resources to the Pay Plan and Personnel Summary. The proposed change does not increase the number of full-time equivalent positions as the Director of Management Services position is being removed from both the Pay Plan and Personnel Summary.

BACKGROUND

On February 24, 2020, the City Manager presented a restructuring plan of the Management Services Department to City Council. The restructure includes the creation of the Human Resources Department with CB-1942 and the creation of Director of Human Resources position via this resolution. Management Services Department functions of Municipal Court and Community Engagement have been moved within the City Manager Department, which supports removing the Director of Management Services from the Pay Plan and Personnel Summary.

STAFF RECOMMENDATION

Staff recommends approval of CR-64, amending the Pay Plan and Personnel Summary to add the Director of Human Resources and remove the Director of Management Services.

BUDGET/TIME IMPLICATIONS

None.

STAFF REFERENCE

If Council members have any comments or questions they may contact Jason Loveland, Director of Finance, at jloveland@northglenn.org or 303.450.8817.

CR-64 – 2020 Pay Plan and Personnel Summary Amendments

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-64
Series of 2020

Series of 2020

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2020 PAY PLAN, AS AMENDED, AND AMENDING THE CITY OF NORTHGLENN 2020 PERSONNEL SUMMARY

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 as **Exhibit 1**, is hereby adopted as amended, effective March 9, 2020, by the addition of the Director of Human Resources position and the deletion of the Director of Management Services position in Salary Grade 150.

Section 2. The 2020 Pay Plan, as amended, supersedes and replaces all pay plans that have previously been adopted.

Section 3. The City of Northglenn 2020 Budget Personnel Summary is hereby amended, as more particularly described in the attachment hereto marked as **Exhibit 2**, effective March 9, 2020.

Section 4. The previous 2020 Budget Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2020.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

**City of Northglenn
2020 Pay Plan**

Exhibit 1

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

**City of Northglenn
2020 Pay Plan**

Exhibit 1

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
NE	Administrative Specialist			
NE	Aquatics Instructor - Certified			
NE	Customer Service Representative			
NE	Fitness Instructor - Certified			
NE	Municipal Services Worker II - Sanitation			
NE	Municipal Services Worker II - Streets			
NE	Municipal Services Worker II - Utilities			
NE	Parks Maintenance Worker II			
NE	Police Records Specialist			
NE	Preschool Instructor			
NE	Utility Plant Operator D			
60		\$43,300	\$53,000	\$62,700
		\$20.82	\$25.48	\$30.14
NE	Accounting Specialist			
NE	Administrative Assistant			
NE	Community Services Coordinator			
NE	Court Clerk			
NE	Facilities Maintenance Technician			
NE	Fleet Services Technician			
E	HR Technician			
NE	Lab Technician			
NE	Lead Police Records Specialist			
NE	Meter Technician			
NE	Municipal Services Worker III - Sanitation			
NE	Municipal Services Worker III - Streets			
NE	Municipal Services Worker III - Utilities			
NE	Parks Maintenance Worker III			
NE	Planning Technician			
NE	Probation Officer			
NE	Sales Tax Specialist			
NE	Traffic Technician (included in proposed 2020 budget)			
NE	Utility Locate Maintenance Worker			
NE	Utility Plant Operator C			
NE	Utility Technician			

**City of Northglenn
2020 Pay Plan**

Exhibit 1

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
E	Administrative Technician			
NE	Animal Control Officer			
NE	Central Records Coordinator			
NE	Construction Inspector			
NE	Heavy Equipment Operator			
NE	Lead Facilities Maintenance Technician			
NE	Lead Municipal Services Worker			
NE	Neighborhood Services Officer			
NE	Parks Coordinator			
E	Planner I			
NE	Property Evidence Custodian			
E	Recreation Coordinator			
E	Tech Support Specialist II			
NE	Theatre Technician			
NE	Utility Plant Operator B			
80		\$55,100	\$67,500	\$79,900
		\$26.49	\$32.45	\$38.41
NE	Accountant II			
NE	Community Outreach Coordinator			
NE	Deputy City Clerk			
NE	Economic Development Specialist			
E	Electrical Mechanical Technician I			
NE	GIS Specialist			
E	HR Analyst			
NE	Industrial Pretreatment Specialist/BF			
E	Planner II			
E	Public Communications Specialist			
NE	Records Unit Supervisor			
E	Risk Analyst			
E	Sales Tax Auditor II			
E	Special Events Coordinator			
NE	Specialized Fitness Instructor			
NE	Utility Plant Operator A			

**City of Northglenn
2020 Pay Plan**

Exhibit 1

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

**City of Northglenn
2020 Pay Plan**

Exhibit 1

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			
E	Accounting Manager						
E	Environmental Manager						
E	Ops Manager - Maintenance & Operations						
E	Ops Manager - Utilities						
E	Planning Manager						
E	Senior Engineer						
140		\$103,800	\$129,750	\$155,700			
		\$49.90	\$62.38	\$74.86			
E	Commander						
E	Engineering Manager						
150		\$116,000	\$145,000	\$174,000			
		\$55.77	\$69.71	\$83.65			
E	Director of Communications						
E	Director of Economic Development						
E	Director of Finance						
E	Director of Management Services						
E	DIRECTOR OF HUMAN RESOURCES						
E	Director of Parks, Recreation, and Culture						
E	Director of Planning and Development						
E	Director of Technology						
160		\$129,700	\$162,150	\$194,600			
		\$62.36	\$77.96	\$93.56			
E	Chief of Police						
E	Director of Public Works						
Sergeant NE		\$92,300	\$108,500	\$124,700			
		\$44.38	\$52.16	\$59.95			
City Clerk E		\$90,100	\$112,575	\$135,050			
		\$43.32	\$54.12	\$64.93			
City Manager E		\$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%

2020 Budget Personnel Summary

Exhibit 2

**2020
Adopted
Budget**

Department/Position	
<u>City Manager</u>	
City Manager	1.00
Assistant to the City Manager	1.00
Communications Director	1.00
Communications Manager	-
Economic Development Manager	1.00
Economic Development Coordinator	1.00
Executive Asst. To City Manager	1.00
Public Communications Specialist	2.00
Municipal Court Supervisor	1.00
Probation Officer	0.40
Community Services Coordinator	0.30
Court Clerk	4.00
Clerical Assistant	0.30
Special Events Coordinator	1.00
Special Events Supervisor	1.00
Community Outreach Coordinator	1.00
Admin (I,II,III)	-
Total	17.00
<u>City Clerk</u>	
City Clerk	1.00
Deputy City Clerk/Licensing Specialist	1.00
Central Records Specialist	-
Central Records Coordinator	1.00
Admin (I,II,III)	1.00
Total	4.00
HUMAN RESOURCES	
Director of Management Services-	-
DIRECTOR OF HUMAN RESOURCES	1.00
Sr. Human Resources Analyst	1.00
Human Resources Analyst	1.00
Risk Analyst	1.00
Human Resources Technician	1.00
Total	5.00
<u>Technology</u>	
Director of Technology	1.00
Software Engineer	1.00
Sr. Network Administrator	1.00
Criminal Information Systems Coordinator	1.00
IT Resource Coordinator	1.00
Technical Support Specialist II	1.00
Total	6.00
<u>Finance</u>	
Director of Finance	1.00
Controller/Acct Manager	1.00
Revenue Supervisor	1.00
Accountant II	1.00
Sales Tax Auditor II	1.00
Accounting Specialist	3.00
Sales Tax Specialist	1.00
FISS Customer Service Representative	1.60
Sales Tax Manager	1.00
Total	11.60

2020 Budget Personnel Summary

**2020
Adopted
Budget**

Department/Position	
<u>Planning & Development</u>	
Director of Planning & Development	1.00
Planning Manager	1.00
Senior Planner	2.00
Planner (Tech, I, II)	1.00
Neighborhood Services Supervisor	1.00
Neighborhood Services Officer	5.00
Admin (I,II,III)	1.00
Total	12.00
<u>Parks, Recreation, & Culture</u>	
Director of Parks And Recreation	1.00
Foreman - Parks	1.00
Parks Project Coordinator	-
Project Manager - Parks & Recreation	1.00
Recreation Programs Supervisor	3.00
Parks Maintenance Worker (I,II,III)	14.00
Parks Maintenance Coordinator	2.00
Customer Solutions Specialist	-
Recreation Coordinator	8.05
Theatre Technician	1.00
Admin (I,II,III)	1.00
Aquasize Instructor	-
Aquafit Instructor	0.51
Fitness (certified/special) Instructor	1.02
Weight Training Instructor	0.30
Custodian	2.80
Guest Relations Specialist	4.03
Day Camp Assistant Director	0.20
Drop-In Sports Supervisor	1.60
Lifeguard (LGI, WSI)	6.39
Preschool Instructor	1.50
Preschool Aide	0.39
Recreation Assistant	0.50
Day Camp Aide	0.10
Total	51.39
<u>Police</u>	
Chief of Police	1.00
Division Commander	4.00
Sergeant	9.00
Police Officer	59.00
Crime Analyst/Public Information Officer	1.00
Criminalist	1.00
Records Unit Supervisor	1.00
Animal Control Officer	2.00
Property/Evidence Custodian	1.50
Lead Police Records Specialist	1.00
Police Records Specialist	9.00
Admin (I,II,III)	2.00
Administrative Clerk	1.00
Custodian	1.00
Total	93.50

2020 Budget Personnel Summary

Exhibit 2

**2020
Adopted
Budget**

Department/Position	
<i>Public Works</i>	
Director of Public Works/Utilities	1.00
Operations Manager	2.00
Municipal Services Supervisor - Streets	1.00
Civil Engineer (EIT, PE, Senior)	6.00
Electrical/Mechanical Supervisor	1.00
Engineering Manager	-
Environmental Manager	1.00
Facilities Maintenance Supervisor	1.00
Chief Plant Operator	2.00
Fleet Services Supervisor	1.00
Lab Supervisor	1.00
Municipal Services Supervisor / Sanitation	1.00
Municipal Services Supervisor/Utilities	1.00
Water Quality Coordinator	1.00
GIS Specialist	1.00
Electrical/Mechanical Tech I	3.00
Industrial Pretreatment/Backflow Prevention Specialist	1.00
Lab Analyst	2.00
Stormwater Coordinator	1.00
Utility Plant Operator (A, B, C, D)	11.00
Utility Technician	1.00
Admin (I,II,III)	4.00
Traffic Technician	1.00
Water Resources Analyst	1.00
Water Resources Administrator	1.00
Fleet Services Technician	2.00
Facilities Maintenance Technician (I, Lead)	4.00
Custodian	0.80
Heavy Equipment Operator	1.00
MSW/Sanitation (I, II, III, Lead)	7.00
MSW/Streets (I, II, III, Lead)	7.00
MSW/Collec & Distrib (I, II, III, Lead)	6.00
Construction Inspector	1.00
Lab Technician	1.00
Master Electrician	-
Meter Technician	1.00
Total	77.80
City-Wide Total	278.29