

**PLANNING & DEVELOPMENT MEMORANDUM**  
**16-16**

**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** James A. Hayes, AICP, City Manager *JH*  
Brook Svoboda, Director of Planning & Development *BS*  
Paula Jensen, Director of Management Services *PJ*  
**DATE:** June 27, 2016  
**SUBJECT:** CR-70, 2016 Pay Plan and Budget Personnel Summary Amendment

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**BACKGROUND:**

Staff is requesting reclassification of the two current Planner positions and adjusting the Planning Manager salary range.

Planning Manager Position: The Urban Planner position was retitled to Planning Manager in 2014 as part of the 2014 Pay Plan adoption. The intent, at the time, was to reclassify the position with a corresponding salary range adjustment. The salary adjustment did not occur as it should have. This action would correct that oversight, and properly set the salary range in accordance with the duties and responsibilities of the position.

Reclassify Planner Positions to Senior Planner Positions: The current planner positions reflect a mid-level position of 3-5 years of experience. The complexity and level of responsibility/accountability of the planning projects and entitlement/redevelopment projects exceed this level of experience. The experience and skill sets required to complete these projects requires personnel with an education of a Bachelor's degree, Master's Degree preferred in planning or related field, and a minimum five years of experience - AICP (American Institute of Certified Planners) certification is preferred.

The two positions will share the same job description, however, each position will have two distinctive primary designations: 1) Long Range Planning, and 2) Current Planning.

Long Range: The long range position will be tasked with project administration of programs and projects like the zoning code re-write, healthy eating and living programs, comp plan update and CDBG programs. The position will be responsible for all aspects of the project administration – budgeting and scoping, drafting request for proposals, managing consultants, public engagement and project schedule. The position requires a high level accountability, diplomacy, public engagement, an ability to foster and achieve consensus in a public forum, and possess a political acumen and judgment that can understand/interpret elected and appointed officials expectations and direction(s).

Current Planning: The current planning position will focus on infill redevelopment, implementation of development plans (Master Plans), facilitation between departments (entitlements/DRC), and serve as a designated planning staff liaison to Economic Development and NURA. The person in this position will not only have knowledge in dealing with complex entitlement projects, but possess a depth of knowledge in the role that financing districts, incentives, public private partnerships have in private development realm.

**BUDGET IMPLICATIONS:**

There is a financial implication to the City budget. The vacant Planning Manager position would be recruited at an increased salary range. The two (2) budgeted Planner positions would be reclassified to Senior Planner. One incumbent would receive a salary adjustment and the second (vacant) position would be recruited at an increased salary range.

Currently, the combined 2016 budget for these three (3) positions is \$237,806, \$19,817 per month. This includes salary and benefits. The proposed changes incur an increased cost of approximately \$4,800 per month. However, this increased cost for 2016 can be absorbed by salary savings, as the second Planner position has been vacant all year.

<u>Planning Manager</u>	Current Salary Range	\$66,033 - \$88,121
	Proposed Salary Range	\$89,892 - \$119,961
<u>Planner</u>	Current Salary Range	\$54,117 - \$72,220
<u>Senior Planner</u>	Proposed Salary Range	\$64,732 - \$86,385

**RECOMMENDATION:**

Staff recommends approval of the proposed Resolution. If approved this resolution would amend the 2016 Pay Plan by adjusting the Planning Manager salary range and adding the position Senior Planner with a salary range of \$64,732 - \$86,385 (see attachment A) and amending the Personnel Summary by moving the two (2) budgeted Planner positions to two (2) Senior Planner positions (see attachment B).

**STAFF REFERENCE:** If Council members have any comments or questions they may contact

Paula Jensen	303.450.8877	<a href="mailto:pjensen@northglenn.org">pjensen@northglenn.org</a>
Brook Svoboda	303.450.8937	<a href="mailto:bsvoboda@northglenn.org">bsvoboda@northglenn.org</a>

**ATTACHMENTS**

- Attachment A Amended 2016 Pay Plan
- Attachment B Personnel Summary
- Attachment C Senior Planner Job Description

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-70  
Series of 2016

\_\_\_\_\_  
Series of 2016

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2016 PAY PLAN, AS AMENDED, AND AMENDING THE CITY OF NORTHGLENN 2016 PERSONNEL SUMMARY

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

Section 1. The City of Northglenn 2016 Pay Plan, attached hereto as **Exhibit 1**, is hereby adopted as amended, effective June 27, 2016, with the following modifications: 1) Salary adjustment for the Planning Manager position; and 2) Addition of the Senior Planner position.

Section 2. The 2016 Pay Plan, as amended, supersedes and replaces all pay plans that have previously been adopted.

Section 3. The City of Northglenn 2016 Personnel Summary is hereby amended, as more particularly described in the attachment hereto marked as **Exhibit 2**, effective June 27, 2016, regarding personnel in the Planning and Development Department.

Section 4. The previous 2016 Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney

## 2016 Pay Plan



<b>Administrative Support</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Administrative Assistant (II) (NE)	H147	30	0	37,824.00	50,481.00
Administrative Clerk (NE)	H121	30	3	29,202.00	38,969.00
Administrative Specialist (I) (NE)	H134	30	0	33,234.00	44,352.00
Administrative Technician (III) (E)	S162	30	0	43,912.00	58,603.00
Central Rec Spec (NE)	H136	30	0	33,902.00	45,244.00
Clerical Asst (NE)	H101	30	3	23,932.00	31,938.00
Court Clerk (NE)	H146	30	2	37,449.00	49,979.00
Deputy City Clerk/Lic Spec (E)	S167	30	3	46,152.00	61,593.00
Executive Asst. To CM (E)	S179	30	0	52,005.00	69,402.00
<b>Management Services/Administration</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Communications Manager (E)	S219	30	4	77,429.00	103,328.00
Community Outreach Coord (E)	S174	30	2	49,481.00	66,035.00
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	0	69,401.00	92,616.00
Special Events Coordinator (E)	S162	30	0	43,912.00	58,603.00
Probation Officer (NE)	H151	30	0	39,360.00	52,531.00
Public Comm Specialist (E)	S175	30	0	49,976.00	66,695.00
Special Events Supervisor (E)	S189	30	2	57,446.00	76,662.00
Sr. Human Resources Analyst (E)	S194	30	2	60,377.00	80,574.00
Risk Analyst (E)	S187	30	0	56,315.00	75,152.00
<b>Technology</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
CIS Coordinator (E)	S190	30	0	58,021.00	77,430.00
IT Resource Coordinator (E)	S193	30	3	59,779.00	79,776.00
Software Engineer (E)	S213	30	0	72,941.00	97,340.00
Sr. Network Admin (E)	S212	30	0	72,219.00	96,376.00
Tech Support Spec II (E)	S177	30	3	50,981.00	68,036.00
Tech Support Specialist (NE)	H167	30	3	46,152.00	61,593.00
<b>Finance</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Accountant I (E)	S165	30	0	45,243.00	60,379.00
Accountant II (E)	S175	30	0	49,976.00	66,695.00
Accounting Manager (E)	S214	30	0	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	0	35,279.00	47,082.00

<b>Finance</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Financial Analyst (E)	S176	30	0	50,476.00	67,362.00
Revenue Supervisor (E)	S185	30	0	55,205.00	73,671.00
Sales Tax Auditor I (E)	S171	30	0	48,026.00	64,093.00
Sales Tax Auditor II (E)	S181	30	0	53,051.00	70,798.00
Sales Tax Spec (NE)	H135	30	0	33,567.00	44,797.00
Sales Tax Manager (E)	S211	30	1	71,504.00	95,422.00
<b>Parks &amp; Recreation</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
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	0	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	0	43,912.00	58,603.00
Day Camp Aide (NE)	H073	30	0	8.71	11.62
Day Camp Asst Director (NE)	H096	30	3	10.95	14.61
Day Camp Director (NE)	H106	30	3	12.09	16.14
Drop In Sports Sup (NE)	H100	30	1	11.39	15.20
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)	H099	30	1	11.28	15.05
Head Lifeguard (NE)	H095	30	0	10.84	14.46
Lifeguard (NE)	H075	30	0	8.88	11.85
Lifeguard/Ins (NE)	H090	30	0	10.31	13.76
MS Supervisor/Parks (NE)	H185	30	0	55,205.00	73,671.00
Parks Project Coordinator (E)	S188	30	2	56,878.00	75,904.00
Pedal Boat Att (NE)	H065	30	0	8.04	10.73
Pedal Boat Op (NE)	H075	30	0	8.88	11.85
PMW I (NE)	H128	30	2	31,308.00	41,782.00
PMW II (NE)	H142	30	2	35,988.00	48,029.00
PMW III (NE)	H159	30	2	42,621.00	56,880.00
Rec Program Sup (E)	S189	30	2	57,446.00	76,662.00
Recreation Coordinator (E)	S162	30	0	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)	H066	30	1	8.12	10.84
Recreation Asst (NE)	H127	30	0	14.90	19.89
Theatre Inst (NE)	H109	30	0	12.46	16.63
Theatre Tech (NE)	H162	30	0	43,912.00	58,603.00
Preschool Aide (NE)	H086	30	0	9.91	13.23
Preschool Ins (NE)	H101	30	12	11.51	15.35

<b>Parks &amp; Recreation</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
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)	H094	30	1	10.73	14.32
<b>Planning &amp; Development</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 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)	S222	30	0	79,775.00	106,459.00
Planning Manager (E)	S234	30	0	89,892.00	119,961.00
ED Specialist (E)	S188	30	1	56,878.00	75,904.00
ED Manager (E)	S238	30	1	93,542.00	124,833.00
Neigh Serv Officer (NE)	H158	30	0	42,199.00	56,317.00
Neigh Serv Sup (E)	S184	30	0	54,658.00	72,942.00
Senior Planner	S201	30		64,732.00	86,385.00
Planner (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>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Chief Plant Operator (E)	S207	30	0	68,714.00	91,699.00
Civil Eng I (E)	S188	30	0	56,878.00	75,904.00
Civil Eng II (E)	S207	30	0	68,714.00	91,699.00
Construction Inspector (NE)	H169	30	0	47,080.00	62,831.00
Ditch Rider (NE)	H126	30	0	30,691.00	40,958.00
E&M Supervisor (NE)	H203	30	0	66,033.00	88,121.00
E&M Tech I (NE)	H183	30	0	54,117.00	72,220.00
Eng Tech I (NE)	H148	30	0	38,202.00	50,986.00
Eng Tech II (NE)	H168	30	0	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	0	42,199.00	56,317.00
GIS Specialist (E)	S183	30	1	54,117.00	72,220.00
IP/BF Prev Spec (NE)	H173	30	0	48,992.00	65,382.00
Lab Analyst (E)	S186	30	0	55,757.00	74,408.00
Lab Technician (NE)	H162	30	0	43,912.00	58,603.00
Lab Supervisor (E)	S209	30	0	70,095.00	93,542.00
Meter Reader I (NE)	H135	30	0	33,567.00	44,797.00
Meter Reader II (NE)	H145	30	0	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	0	30,691.00	40,958.00
MSW I Streets (NE)	H126	30	0	30,691.00	40,958.00
MSW I Water Fac Ops (NE)	H126	30	0	30,691.00	40,958.00
MSW I WTF (NE)	H126	30	0	30,691.00	40,958.00

<b>Public Works</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
MSW I WWTF (NE)	H126	30	0	30,691.00	40,958.00
MSW II Sant (NE)	H141	30	0	35,632.00	47,553.00
MSW II Streets (NE)	H141	30	0	35,632.00	47,553.00
MSW II WTF (NE)	H141	30	0	35,632.00	47,553.00
MSW II WWTF (NE)	H141	30	0	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	0	83,015.00	110,782.00
Engineering Manager (E)	S237	30	2	92,616.00	123,597.00
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)	H160	30	1	43,047.00	57,449.00
UPO C (NE)	H154	30	3	40,552.00	54,120.00
UPO Trainee (NE)	H147	30	2	37,824.00	50,481.00
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
<b>Public Safety</b>	<b>Grade</b>	<b>Steps</b>	<b>2016 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Animal Control Officer (NE)	H153	30	0	40,151.00	53,585.00
Crime Analyst (E)	S181	30	0	53,051.00	70,798.00
Criminalist (NE)	H182	30	0	53,581.00	71,505.00
Customer Service Rep (NE)	H120	30	0	28,913.00	38,583.00
Commander (E)	S567	30	0	95,572.00	127,546.00
Police Officer (NE)	H521	37	1	51,413.00	73,560.00
Police Records Specialist (NE)	H142	30	0	35,988.00	48,029.00
Police Trainee (NE)	H520	10	1	45,779.00	50,068.00
Property/Evd Custodian (NE)	H156	30	0	41,367.00	55,207.00
Records Unit Sup (NE)	H178	30	0	51,491.00	68,716.00
Sergeant (NE)	H550	30	0	74,434.00	99,332.00

## 2016 Budget Personnel Summary

Department/Position	2014 Audited Amounts	2015 Adopted Budget	2015 Year End Estimate	2016 Proposed Budget
<i>City Manager</i>				
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>
<i>City Clerk</i>				
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>
<i>Management Services</i>				
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
Risk Manager	1.00	1.00	1.00	-
Neighborhood Programs Specialist	1.00	1.00	-	-
Special Events Coordinator	-	-	1.00	1.00
Special Events Supervisor	-	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>14.65</b>	<b>15.65</b>	<b>15.65</b>	<b>15.65</b>
<i>Technology</i>				
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>
<i>Finance</i>				
Director Of Finance	1.00	1.00	1.00	1.00
Controller/Acct Manager	1.00	1.00	1.00	1.00
Treasury Manager	-	-	-	-
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
Admin (I,II,III)	1.00	-	-	-
Accounting Specialist	2.00	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>



Department/Position	2014 Audited Amounts	2015 Adopted Budget	2015 Year End Estimate	2016 Proposed Budget
<i>Planning &amp; Development</i>				
Director Of Planning & Development	1.00	1.00	1.00	1.00
City/Urban Planner	1.00	-	-	-
Planning Manager	-	1.00	1.00	1.00
Senior Planner				2.00
Planner	1.00	2.00	2.00	-
Planning Technician	1.00	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>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
<i>Parks, Recreation, &amp; Culture</i>				
Director Of Parks And Recreation	1.00	1.00	1.00	1.00
Specialized Fitness Instructor	0.10	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	14.00
Customer Solutions Specialist	0.80	0.80	0.80	0.80
Recreation Coordinator	-	6.05	6.05	6.05
Recreation Specialist	5.85	-	-	-
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	0.92	1.02
Weight Training Instructor	0.30	0.30	0.30	0.30
Custodian	2.50	2.80	2.80	2.80
Guest Relations Specialist	3.73	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
Preschool Aide				0.39
Tiny/Teeny Tot Instructor	1.00	1.00	1.00	-
Tiny/Teeny Tot Aide	0.39	0.39	0.39	-
Recreation Assistant	0.68	0.68	1.00	1.00
Day Camp Aide	0.10	0.10	0.10	0.10
<b>Total</b>	<b>47.07</b>	<b>47.87</b>	<b>48.19</b>	<b>48.69</b>
<i>Police</i>				
Chief Of Police	1.00	1.00	1.00	1.00
Division Commander	3.00	4.00	4.00	4.00
Sergeant	10.00	9.00	9.00	9.00
Police Officer	52.00	52.00	52.00	52.00
Crime Analyst	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	1.00
Police Records Specialist	7.00	8.00	8.00	8.00
Admin (I,II,III)	1.00	2.00	2.00	2.00
Administrative Clerk	1.50	1.50	1.50	1.50
Customer Service Rep	1.00	1.00	1.00	1.00
<b>Total</b>	<b>82.50</b>	<b>84.50</b>	<b>84.50</b>	<b>84.50</b>

Department/Position	2014 Audited Amounts	2015 Adopted Budget	2015 Year End Estimate	2016 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
Public Works Superintendent	2.00	-	-	-
Mun Svs Foreman - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	4.00	4.00	5.00	5.00
Electrical/Mechanical Foreman	1.00	1.00	1.00	1.00
Engineering Manager	-	1.00	1.00	1.00
Facilities Maintenance Foreman	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	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
Lead Lab Analyst	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	1.00	-	-
Electrical/Mechanical Tech I	3.00	3.00	3.00	3.00
Indust. Pretreat/Backflow Prev. Spec.	1.00	1.00	1.00	1.00
Lab Analyst	1.00	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	9.00	10.00
Admin (I,II,III)	4.00	4.00	4.00	4.00
Water Resources Technician	1.00	1.00	1.00	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	2.00	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
Utility Locate & Maint Worker	1.00	1.00	-	-
Utility Technician	1.00	-	-	-
Lab Technician	1.00	1.00	1.00	1.00
Ditch Rider	1.00	1.00	1.00	-
Meter Reader II	1.00	1.00	1.00	1.00
<b>Total</b>	<b>68.00</b>	<b>71.00</b>	<b>71.00</b>	<b>71.00</b>
<b>City-Wide Total</b>	<b>250.32</b>	<b>258.12</b>	<b>258.44</b>	<b>258.94</b>

## ATTACHMENT C

*CITY OF NORTHGLENN*

*POSITION DESCRIPTION*

### **POSITION TITLE: SENIOR PLANNER**

#### **NATURE OF WORK**

This is a professional and technical planning position leading the activities associated with various aspects of the City's current and/or long range planning programs. The Senior Planner reports to the Planning Manager and is a lead/advanced level classification in the professional planning series. The Senior Planner works in a lead or supervisory role and is responsible for specialized professional planning and development activities. The principal function of the position is to focus on project management responsibilities. Incumbents, as assigned, are responsible for development, coordination, and implementation of ongoing projects including report writing and presentation, conducting research; providing citizen service and project management related to City resources and may be responsible for overseeing designated projects, programs and resources.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

##### General

1. Communications, Staff Reports and Presentations: Prepares written and oral reports and presentations with recommendations to the City Council, Planning Commission, as well as other advisory bodies, and makes presentations before public bodies and community groups.
2. Government Liaison: Effectively representing the interests of the City when partnering with other governmental, commercial and non-profit organizations of the community.
3. Regulatory Compliance: Working knowledge of Federal, State, and local regulatory requirements applicable to current and long range planning.
4. GIS: Demonstrated proficiency in the use of the most recent version of Geographic Information Systems (GIS) for the purposes of land use analysis.

##### Current Planning:

1. Project Implementation: Serves as the lead role and is responsible for specialized professional planning and development activities, such as serving as development project manager for complex real estate development projects and/or the implementation of long range planning projects, including but not limited to master plans for public and private sites. Providing project management support for City redevelopment and urban renewal.
2. Infill redevelopment / Economic Development: Familiarity with real estate construction, finance, contracting and project management. Assists Economic Development Staff with location and evaluation of potential project sites and properties. Assists with negotiation of acquisition agreements. Familiarity with market feasibility analyses. Assists with researching and identifying sources of predevelopment, construction and permanent financing from public and private sources. Providing ideas and innovations to existing programs and develop new initiatives that respond to market opportunities and demand. Evaluating and recommending development financing alternatives.
3. Entitlements Development Agreements: Responsible for entitlement case work. The position will serve as a city liaison from initial stages through final completion, and serve as the primary point of contact for a development/project.
4. Negotiations: Strength in areas of communication, consensus building and problem solving.
5. Interdepartmental Coordination: Works with interdepartmental staff to assure timely review and approval of entitlements. Serves as the primary point of contact with interdepartmental staff and serves as a final reviewer of interdepartmental review comments on projects and entitlements. Will manage and set agenda for Development Review Committee meetings.

**Long Range Planning**

1. **Project Administration:** Identifies members of the development team and negotiates contracts with consultants. Prepares and monitors project budgets, cash flow projections and project schedules. Manages contracting activities with internal staff and external stakeholders in order to facilitate project implementation, progress, and completion; observes work in progress to ensure that procedures are followed and processes are used in conformance with applicable specifications; and monitors quality and compliance with approved plans, standards and regulations. Familiarity with contract procurement processes, including but not limited to drafting of scopes of work, establishing estimated project costs for budgeting purposes, writing request for proposal documents, pre-bid meetings, responding to requests for information, managing review committees, preparing and scoring quantitative and qualitative processes, drafting recommendations to elected officials.
2. **Long Range Planning Projects:** Serve as the primary staff person to program and administer all long range planning efforts, including but not limited to comprehensive plan updates, sub-area plans, site specific master plans, neighborhood plans and other long range planning initiatives.
3. **Regional Planning:** Shall serve as Staff liaison to DRCOG (MPO), RTD, Adams County and surrounding municipal jurisdictions regarding regional planning issues and initiatives
4. **CDBG Administration:** Oversee sub-recipient funding allocation from County. Serve as Staff liaison to County. Develop program/project recommendations for utilization of funds on an annual basis. Administer/manage all related contract documents related to the administration of the CDBG funds.
5. **Grant Writing:** Researching and writing of grants from state and federal agencies, and non-profit organizations.
6. **Ongoing programing:** Responsible for administration of existing and future programs, including but not limited Healthy Eating and Living initiatives, Sustainability programs, and Urban Agriculture efforts.

**Supervisory Responsibilities:**

1. The position will not have any employees directly reporting to them. Subordinate planning staff will provide administrative support and smaller less intensive tasks may be assigned to subordinate staff with Planning Manager approval.
2. The position will serve in a lead/supervisory role over the entitlement processes, and will be responsible for the management of consultants, and administration of contracts.
3. As a project lead, the position will be responsible for supervision and administration of projects and consultant staff.

**EDUCATION AND EXPERIENCE**

A Bachelor's degree from an accredited college or university with major coursework in Urban and Regional Planning, Landscape Architecture, Community Development, Public Administration or related field. Master's degree preferred. A combination of experience and training in related areas may be substituted for the education requirement at the discretion of the City. Minimum (5) years progressively responsible experience in community development, development services, planning or public administration.

AICP is preferred and may be substituted for a Master's degree credential.

A combination of education, experience and skills may be considered.

**NECESSARY SPECIAL REQUIREMENTS**

**MATERIALS/EQUIPMENT USED**

Personal computer, printers and plotters, telephone, fax machine, photocopy machine, digital camera, and other office equipment.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

Duties require driving, handling bulky files and prints, and walking/traversing through fields in construction site type environment.

**ADDITIONAL POSITION INFORMATION**

This position is exempt (not eligible for over-time 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.