



MANAGEMENT SERVICES MEMORANDUM
2016-05

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: James A. Hayes, AICP, City Manager 
Paula Jensen, Director of Management Services 

DATE: December 12, 2016

SUBJECT: 2017 Pay Plan, CR - 140

Attached to this memorandum is a resolution to adopt the 2017 pay plan (Attachment A), effective December 24, 2016.

Salary Range Adjustments/Market Increases:

The proposed 2017 pay plan reflects salary range adjustments to the midpoint of the 2016 salary survey with a cap of 5%. Said range adjustments vary from 1% to 5%. If the salary range is adjusted, the incumbent in that position will receive the same adjustment, effective December 24, 2016.

Minimum Wage Adjustments:

The salary ranges of the following positions have been adjusted to comply with the first phase of Colorado Amendment 70, State minimum wage:

- Cashier
- Day Camp Aide
- Lifeguard
- Pedal Boat Attendant
- Pedal Boat Operator
- Sports Scorekeeper

Other Changes:

The following positions have been added to the proposed 2017 pay plan:

- Planner I
- Planner II

The following positions have been removed from the proposed 2017 pay plan:

- Childcare Provider

The following title changes/reclassifications have been made to the proposed 2017 pay plan to better represent/describe the City's positions in comparison to industry standards.

- Crime Analyst to Crime Analyst/PIO

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-140
Series of 2016

Series of 2016

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2017 PAY PLAN

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, is hereby adopted, effective December 24, 2016. This 2017 Pay Plan supersedes and replaces all previous pay plans that have previously been adopted.

DATED at Northglenn, Colorado, this ____ day of _____, 2016.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

2017 Pay Plan



Administrative Support	Grade	Steps	2017 Market Adj	Minimum	Maximum
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
Management Services/Administration	Grade	Steps	2017 Market Adj	Minimum	Maximum
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
Technology	Grade	Steps	2017 Market Adj	Minimum	Maximum
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
Finance	Grade	Steps	2017 Market Adj	Minimum	Maximum
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

Finance	Grade	Steps	2017 Market Adj	Minimum	Maximum
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

Parks & Recreation	Grade	Steps	2017 Market Adj	Minimum	Maximum
Aqua Inst cert (NE)	H132	30	2	15.66	20.90
Aqua Inst non (NE)	H112	30	2	12.84	17.13
Cashier (NE) <i>Minimum Wage Adj.</i>	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) <i>Minimum Wage Adj.</i>	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) <i>Minimum Wage Adj.</i>	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) <i>Minimum Wage Adj.</i>	H080	30	0	9.34	12.46
Pedal Boat Op (NE) <i>Minimum Wage Adj.</i>	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) <i>Minimum Wage Adj.</i>	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

Parks & Recreation	Grade	Steps	2017 Market Adj	Minimum	Maximum
Weight Train Inst non (NE)	H112	30	2	12.84	17.13
Youth Sports Inst (NE)	H095	30	1	10.84	14.46
Planning & Development	Grade	Steps	2017 Market Adj	Minimum	Maximum
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
Public Works	Grade	Steps	2017 Market Adj	Minimum	Maximum
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
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
MSW I Water Fac Ops (NE)	H131	30	5	32,257.00	43,049.00

Public Works	Grade	Steps		Minimum	Maximum
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
Water Res Tech (E)	S167	30	3	46,152.00	61,593.00

Public Safety	Grade	Steps	2017 Market Adj	Minimum	Maximum
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	