

HUMAN RESOURCES MEMORANDUM
#6-2021

DATE: Dec. 6, 2021

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*

FROM: Tamara Dixon, Human Resources Director and Chief Diversity Officer *TD*

SUBJECT: CR-134 – 2022 Pay Plan and Personnel Summary Amendments

PURPOSE

To consider CR-134, a resolution approving changes to the 2022 Pay Plan and Budget Personnel Summary.

BACKGROUND

2022 Pay Plan Amendments

City Clerk's Office

On Nov. 15, 2021, City Council reviewed the City Clerk's compensation through the annual performance evaluation process. Council has requested a salary range adjustment to the City Clerk position by placing it in Grade 150. Additionally, Council has approved a salary adjustment for the incumbent to \$150,000 effective Oct. 23, 2021. Action on this item will be done via CR-133. City Council also approved the addition of 1.0 Full Time Equivalent (FTE) position, an Agenda and Licensing Coordinator, in the City Clerk's Office. Funding for this position will be reflected in the first supplemental budget appropriation brought forward in 2022. Based on the addition of this position and to ensure internal equity, the following pay plan changes to positions in the City Clerk's Office are as follows:

1. Add the Agenda and Licensing Coordinator and place it in salary Grade 80
2. Move the Deputy City Clerk to Grade 90
3. Move the Sr. Deputy City Clerk to Grade 110

Parks, Recreation & Culture Department

On Sept. 20, 2021, Council approved the addition of slide attendant to the City's lifeguard classification. While slide attendant is a part of the lifeguard classification, this specific position should be placed in Grade 10 of the pay plan, not Grade 20. Additionally, Council approved the addition of a Parks Ranger position for 2022. While this position was correctly identified in the 2022 Personnel Summary, it was inadvertently left out of the 2022 Pay Plan and needs to be added in Grade 60.

Public Works Department

As part of the 2022 Market Analysis, Public Works requested the addition of a Lead Operator at the water and wastewater facilities. The Lead Operator is not an additional FTE, rather it is a position that a current operator could grow into to obtain lead responsibilities. The Lead Operator was included in the 2021 Market Analysis. It was inadvertently left out of the 2022 Pay Plan and needs to be added in Grade 90.

Communications & Engagement Department

Council approved a .5 FTE Events Coordinator placed in Grade 80 of the 2022 Pay Plan. To align the compensation level with the needs of the position, it should be moved to Grade 40 and the title changed to 'Special Events Assistant.'

BUDGET/TIME IMPLICATIONS

Funding is available in the General Fund budget for the proposed new FTE in the City Clerk's Office and adjustments for the reclassifications of existing staff in the City Clerk's Office. There are no additional budget implications to adjust the 2022 Pay Plan to include the Parks Ranger, Lead Operator and Special Events Assistant positions.

STAFF RECOMMENDATION

Staff recommends approval of CR-134.

STAFF REFERENCE

If Council members have any questions, please contact Tamara Dixon, Human Resources Director and Chief Diversity Officer, at tdixon@northglenn.org or 303.450.8877.

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-134
Series of 2021

Series of 2021

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2022 PAY PLAN, AS AMENDED, AND AMENDING THE CITY OF NORTHGLENN 2022 PERSONNEL SUMMARY

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

Section 1. The City of Northglenn 2022 Pay Plan, attached hereto as **Exhibit 1**, is hereby adopted as amended, effective December 18, 2022, with the following modifications:

- A. City Clerk's Office: Addition of Agenda and Licensing Coordinator position; Reclassification of Deputy City Clerk from Grade 80 to 90 and Sr. Deputy City Clerk from Grade 90 to Grade 110;
- B. Communications Department: Title change of Special Events Coordinator to Special Events Assistant and reclassification from Grade 80 to Grade 40;
- C. Parks, Recreation and Culture Department: Addition of Parks Ranger position; Reclassification of Lifeguard Slide Attendant from Grade 20 to Grade 10; and
- D. Public Works Department: Addition of Lead Operator position.

Section 2. The 2022 Pay Plan, as amended, supersedes and replaces all pay plans that have previously been adopted.

Section 3. The City of Northglenn 2022 Personnel Summary is hereby amended, as more particularly described in the attachment hereto marked as **Exhibit 2**, effective December 18, 2021.

Section 4. The previous 2022 Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2021.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

2022 Pay Plan

Salary Grade	City of Northglenn Job Title	FLSA Exemption Status	Range Minimum	Range Midpoint	Range Maximum
10	Cashier Drop in Sports Supervisor Pedal Boat Attendant Scorekeeper Seasonal Trainee Slide Attendant Youth Sports Supervisor		\$31,200 \$15.00	\$35,880 \$17.25	\$40,560 \$19.50
20	Clerical Assistant Day Camp Aide Lifeguard Preschool Aide Seasonal Laborer Seasonal Park Ranger		\$32,600 \$15.67	\$37,500 \$18.03	\$42,400 \$20.38
30	Administrative Clerk Aquatics Instructor - Non Certified Custodian Day Camp Leader Fitness Instructor - Non Certified Guest Relations Specialist Intern Lifeguard/Swim Instructor Seasonal Specialist Theatre Instructor		\$34,300 \$16.49	\$39,500 \$18.99	\$44,700 \$21.49
40	Day Camp Director Head Lifeguard Municipal Services Worker I - Sanitation Municipal Services Worker I - Streets Municipal Services Worker I - Utilities Parks Maintenance Worker I Recreation Assistant Special Events Assistant		\$35,000 \$16.83	\$42,000 \$20.19	\$49,000 \$23.56
50	Administrative Specialist Aquatics Instructor - Certified FISS Customer Service Representative Fitness Instructor - Certified Municipal Services Worker II - Sanitation Municipal Services Worker II - Streets Municipal Services Worker II - Utilities Parks Maintenance Worker II Police Records Specialist Preschool Instructor Utility Plant Operator D		\$39,000 \$18.75	\$46,850 \$22.52	\$54,700 \$26.30
60	Accounting Specialist Administrative Assistant Community Services Coordinator Court Clerk Digital Specialist Economic Development Coordinator Facilities Maintenance Technician Fleet Services Technician Heavy Equipment Operator Lab Technician		\$44,600 \$21.44	\$54,600 \$26.25	\$64,600 \$31.06

Lead Police Records Specialist
 Meter Technician
 Municipal Services Worker III - Sanitation
 Municipal Services Worker III - Streets
 Municipal Services Worker III - Utilities
 Parks Maintenance Worker III
 Parks Ranger
 Planning Technician
 Probation Officer
 Sales Tax Specialist
 Traffic Operations Technician
 Utility Locate Maintenance Worker
 Utility Plant Operator C
 Utility Technician

70

\$48,600 **\$59,500** **\$70,400**
 \$23.37 \$28.61 \$33.85

Administrative Technician
 Animal Control Officer
 Central Records Coordinator
 Community Resource Navigator
 Construction Inspector
 Lead Facilities Maintenance Technician
 Lead Municipal Services Worker
 Neighborhood Services Officer
 Parks Coordinator
 Planner I
 Property Evidence Custodian
 Recreation Coordinator
 Tech Support Specialist II
 Theatre Technical Director
 Utility Plant Operator B

80

\$56,300 **\$69,000** **\$81,700**
 \$27.07 \$33.17 \$39.28

Agenda and Licensing Coordinator
 Accountant II
 Community Outreach Coordinator
 Crisis Response Co-Responder
 Electrical Mechanical Technician I
 HR Business Partner
 Industrial Pretreatment Specialist
 Planner II
 Public Communications Specialist
 Records Supervisor
 Sales Tax Auditor II
 Special Events Coordinator
 Specialized Fitness Instructor
 Utility Plant Operator A

90

\$63,700 **\$78,000** **\$92,300**
 \$30.63 \$37.50 \$44.38

Deputy City Clerk
 Economic Development Specialist
 Executive Assistant
 Facility Maintenance Supervisor
 Fleet Services Supervisor
 Lab Analyst
 Lead Operator
 Master Electrician
 Municipal Services Supervisor - Sanitation
 Municipal Services Supervisor - Streets
 Municipal Services Supervisor - Utilities
 Neighborhood Services Supervisor
 Parks Supervisor
 Project Manager
 Recreation Programs Supervisor
 Revenue Supervisor
 Risk Manager
 Special Events Supervisor
 Sr. Public Communications Specialist
 Stormwater Coordinator
 Water Quality Coordinator
 Water Resources Analyst

100

\$69,000 **\$84,500** **\$100,000**
 \$33.17 \$40.63 \$48.08

Chief Plant Operator
 Criminal Information Systems Coordinator
 Crisis Response Program Manager

	Civil Engineer I Crime Analyst Criminalist Electrical/Mechanical Supervisor GIS Specialist IT Resource Coordinator PIO Senior HR Business Partner			
110		\$73,200	\$91,500	\$109,800
		\$35.19	\$43.99	\$52.79
	Lab Supervisor Sr. Deputy City Clerk Senior Planner			
120		\$82,800	\$103,500	\$124,200
		\$39.81	\$49.76	\$59.71
	Civil Engineer II Municipal Court Supervisor Sales Tax Manager Senior Network Administrator Software Engineer Water Resources Administrator			
130		\$91,200	\$114,000	\$136,800
		\$43.85	\$54.81	\$65.77
	Accounting Manager Assistant to City Manager Environmental Manager Ops Manager - Maintenance & Operations Ops Manager - Utilities Planning Manager Recreation Manager Senior Engineer			
140		\$107,200	\$134,000	\$160,800
		\$51.54	\$64.42	\$77.31
	Engineering Manager			
150		\$120,000	\$150,000	\$180,000
		\$57.69	\$72.12	\$86.54
	City Clerk Director of Communications Director of Economic Development Director of Finance Director of Human Resources/Chief Diversity Officer Director of Parks, Recreation, and Culture Director of Planning and Development Director of Technology			
160		\$132,800	\$166,000	\$199,200
		\$63.85	\$79.81	\$95.77
	Director of Public Works			
City Manager		\$178,200	\$222,800	\$267,400
		\$85.67	\$107.12	\$128.56

2022 Personnel Summary

Department/Position	2020 Audited Amount	2021 Adopted Budget	2021 Year End Estimate	2022 Budget
<u>City Manager</u>				
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
Clerical Assistant	0.30	0.30	0.30	0.30
Communications Director	1.00	1.00	1.00	1.00
Community Outreach Coordinator	1.00	1.00	1.00	1.00
Community Resource Navigator	-	0.50	1.00	1.00
Community Services Coordinator	0.30	0.30	0.30	0.30
Court Clerk	4.00	4.00	4.00	4.00
Crisis Response Unit Manager	-	-	1.00	1.00
Crisis Response Unit Co-Responder	-	-	2.50	2.50
Economic Development Coordinator	-	-	-	1.00
Economic Development Director	1.00	1.00	1.00	1.00
Economic Development Specialist	1.00	1.00	1.00	1.00
Executive Assistant to City Manager	1.00	1.00	1.00	1.00
Municipal Court Supervisor	1.00	1.00	1.00	1.00
Probation Officer	0.40	0.40	0.40	0.25
Public Communications Specialist	2.00	2.00	2.00	1.00
Sr. Public Communications Specialist	-	-	-	1.00
Special Events Assistant	-	-	-	0.50
Special Events Coordinator	1.00	1.00	1.00	1.00
Special Events Supervisor	1.00	1.00	1.00	1.00
Total	17.00	17.50	21.50	22.85
<u>City Clerk</u>				
City Clerk	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Central Records Coordinator	1.00	1.00	1.00	1.00
Agenda and Licensing Coordinator	-	-	-	1.00
Sr. Deputy City Clerk/Licensing Specialist	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	5.00
<u>Human Resources</u>				
Director of Human Resources/Chief Diversity Officer	1.00	1.00	1.00	1.00
Human Resources Business Partner	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Sr. Human Resources Business Partner	2.00	2.00	2.00	2.00
Total	5.00	5.00	5.00	5.00
<u>Technology</u>				
Director of Technology	1.00	1.00	1.00	1.00
Criminal Information Systems Coordinator	1.00	1.00	1.00	1.00
Information Technology Resource Coordinator	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
Technical Support Specialist II	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00
<u>Finance</u>				
Director of Finance	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00

2022 Personnel Summary

Department/Position	2020 Audited Amount	2021 Adopted Budget	2021 Year End Estimate	2022 Budget
Accounting Specialist	3.00	3.00	3.00	3.00
Controller/Accounting Manager	1.00	1.00	1.00	1.00

2022 Personnel Summary

Department/Position	2020 Audited Amount	2021 Adopted Budget	2021 Year End Estimate	2022 Budget
Customer Service Representative	1.60	1.60	1.60	1.60
Revenue Supervisor	1.00	1.00	1.00	1.00
Sales Tax Auditor II	1.00	1.00	1.00	1.00
Sales Tax Manager	1.00	1.00	1.00	1.00
Sales Tax Specialist	1.00	1.00	1.00	1.00
Total	11.60	11.60	11.60	11.60
<u>Planning & Development</u>				
Director of Planning & Development	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Neighborhood Services officer	5.00	4.00	4.00	4.00
Neighborhood Services Supervisor	1.00	1.00	1.00	1.00
Planner (Tech, I, II)	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Sr. Planner	2.00	2.00	2.00	2.00
Total	12.00	11.00	11.00	11.00
<u>Parks, Recreation, & Culture</u>				
Director of Parks And Recreation	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Aquafit Instructor	0.51	0.51	0.51	0.51
Custodian	2.80	6.48	6.48	6.48
Day Camp Aide	0.10	0.10	0.10	1.20
Day Camp Assistant Director	0.20	0.20	0.20	0.46
Drop-In Sports Supervisor	1.60	3.10	3.10	3.10
Fitness (Certified/Special) Instructor	1.02	3.65	3.65	3.65
Guest Relations Specialist	4.03	4.03	4.03	7.75
Head Swim Coach	-	-	-	1.00
Lifeguard (LGI, WSI, Slide Attendant)	6.39	12.39	12.39	12.39
Parks Maintenance Coordinator	2.00	2.00	2.00	2.00
Parks Maintenance Worker (I,II,III)	14.00	14.00	14.00	17.00
Parks Ranger	-	-	-	1.00
Parks Supervisor	1.00	1.00	1.00	1.00
Preschool Aide	0.39	0.39	0.39	-
Preschool Instructor	1.50	1.50	1.50	1.50
Project Manager - Parks & Recreation	1.00	1.00	1.00	1.00
Recreation Assistant	0.50	1.00	1.00	2.00
Recreation Coordinator	8.05	10.00	10.00	11.00
Recreation Manager	-	2.00	2.00	2.00
Recreation Programs Supervisor	3.00	3.00	3.00	3.00
Specialized Fitness Instructor	-	-	-	2.00
Technical Assistant	-	1.00	1.00	1.00
Theatre Technician	1.00	1.00	1.00	1.00
Weight Training Instructor	0.30	0.30	0.30	-
Total	51.39	70.65	70.65	84.04
<u>Police</u>				
Chief of Police	1.00	1.00	1.00	1.00
Admin (I,II,III)	2.00	2.00	2.00	2.00
Administrative Clerk	1.00	1.00	1.00	1.00

2022 Personnel Summary

Department/Position	2020 Audited Amount	2021 Adopted Budget	2021 Year End Estimate	2022 Budget
Animal Control Officer	2.00	2.00	2.00	2.00
Crime Analyst	1.00	1.00	1.00	1.00
Criminalist	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	2.00
Deputy Chief	-	1.00	1.00	1.00
Digital Technician	-	1.00	1.00	1.00
Division Commander	4.00	2.00	2.00	2.00
Lead Police Records Specialist	1.00	1.00	1.00	1.00
Lieutenant	-	3.00	3.00	3.00
Police Officer	59.00	59.00	63.00	63.00
Police Records Specialist	9.00	9.00	9.00	9.00
Property/Evidence Custodian	1.50	1.50	1.50	1.50
Public Information Officer	-	-	-	1.00
Records Unit Supervisor	1.00	1.00	1.00	1.00
Sergeant	9.00	7.00	7.00	8.00
Total	93.50	94.50	98.50	101.50
<u>Public Works</u>				
Director of Public Works/Utilities	1.00	1.00	1.00	1.00
Admin (I,II,III)	4.00	4.00	4.00	4.00
Chief Plant Operator	2.00	2.00	2.00	2.00
Civil Engineer (EIT, PE, Sr.)	6.00	6.00	6.00	7.00
Construction Inspector	1.00	1.00	1.00	1.00
Custodian	0.80	0.80	0.80	0.80
Electrical/Mechanical Technician I	3.00	3.00	3.00	3.00
Electrical/Mechanical Supervisor	1.00	1.00	1.00	1.00
Environmental Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Technician (I, Lead)	4.00	4.00	4.00	4.00
Fleet Services Supervisor	1.00	1.00	1.00	1.00
Fleet Services Technician	2.00	2.00	2.00	2.00
Geographic Information Systems Specialist	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00
Industrial Pretreatment/Backflow Prevention Specialist	1.00	1.00	1.00	1.00
Lab Analyst	2.00	2.00	2.00	2.00
Lab Supervisor	1.00	1.00	1.00	1.00
Lab Technician	1.00	1.00	1.00	1.00
Meter Technician	1.00	1.00	1.00	1.00
MSW/Collection & Distribution (I, II, III, Lead)	6.00	6.00	6.00	6.00
MSW/Sanitation (I, II, III, Lead)	7.00	8.00	8.00	9.00
MSW/Streets (I, II, III, Lead)	7.00	7.00	7.00	8.00
Municipal Services Supervisor - Streets	1.00	1.00	1.00	1.00
Municipal Services Supervisor - Sanitation	1.00	1.00	1.00	1.00
Municipal Supervisor - Utilities	1.00	1.00	1.00	1.00
Operations Manager	2.00	2.00	2.00	2.00
Stormwater Coordinator	1.00	1.00	1.00	1.00
Traffic Technician	1.00	1.00	1.00	1.00
Utility Plant Operator (A, B, C, D)	11.00	11.00	11.00	12.00

2022 Personnel Summary

Department/Position	2020 Audited Amount	2021 Adopted Budget	2021 Year End Estimate	2022 Budget
Utility Technician	1.00	1.00	1.00	1.00
Water Quality Coordinator	1.00	1.00	1.00	1.00
Water Resources Administrator	1.00	1.00	1.00	1.00
Water Resources Analyst	1.00	1.00	1.00	1.00
Total	77.80	78.80	78.80	82.80
City-Wide Total	278.29	299.05	307.05	329.79