



**MANAGEMENT SERVICES  
MEMORANDUM #08-2017**

**DATE:** October 23, 2017  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** James A. Hayes, AICP, City Manager   
Paula Jensen, Director of Management Services   
**SUBJECT:** CR-112, 2018 Pay Plan

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**PURPOSE**

Attached to this memorandum is a resolution to adopt the 2018 pay plan (Exhibit 1), effective December 23, 2017, the beginning of the first pay period for 2018.

**BACKGROUND**

N/A

**UPDATES/CHANGES**

*Salary Range Adjustments/Market Increases:*

The 2018 pay plan reflects salary range adjustments capped at 2%, if warranted, based on the 2017 salary survey data. If the salary range is adjusted, the incumbent in that position will receive the same salary adjustment, effective December 23, 2017.

*Minimum Wage Adjustments:*

The salary ranges of the following positions have been adjusted to comply with the second phase of Colorado Amendment 70, State Minimum Wage or address internal pay compression as a result of said amendment:

- Cashier
- Day Camp Aide
- Lifeguard
- Head Lifeguard
- Lifeguard/Instructor
- Pedal Boat Attendant
- Sports Scorekeeper
- Seasonal Trainee
- Seasonal Laborer
- Seasonal Park Ranger

*Other Changes:*

The following position has been added to the 2018 pay plan:

- Lead Police Records Specialist

The following position has been removed from the 2018 pay plan:

- Pedal Boat Operator

**BUDGET IMPLICATIONS**

Incumbents in positions receiving a range adjustment will receive the same salary adjustment, effective December 23, 2017. The adjustment cost is approximately \$280,800.

**TIME IMPLICATIONS**

The 2018 Pay Plan is effective December 23, 2017, the beginning of the first pay period for 2018.

**NEXT STEPS/CITY COUNCIL OPTIONS**

Council may approve, deny or table the 2018 Pay Plan for adoption.

**STAFF RECOMMENDATION**

Staff recommends approval of the 2018 Pay Plan.

**STAFF REFERENCE**

Please contact Paula Jensen, Director of Management Services at [piensen@northglenn.org](mailto:piensen@northglenn.org) with any further questions.

**ATTACHMENTS**

Exhibit 1

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-112  
Series of 2017

\_\_\_\_\_  
Series of 2017

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2018 PAY PLAN

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

Section 1. The City of Northglenn 2018 Pay Plan, attached hereto, is hereby adopted, effective December 23, 2017. This 2018 Pay Plan supersedes and replaces all previous pay plans that have previously been adopted.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2017.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

# 2018 Pay Plan



<b>Administrative Support</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Administrative Assistant (II) (NE)	H152	30	0	39,753.00	53,054.00
Administrative Clerk (NE)	H121	30	0	29,202.00	38,969.00
Administrative Specialist (I) (NE)	H141	30	2	35,632.00	47,553.00
Administrative Technician (III) (E)	S167	30	0	46,152.00	61,593.00
Central Rec Spec (NE)	H143	30	2	36,348.00	48,509.00
Clerical Asst (NE)	H101	30	0	23,932.00	31,938.00
Court Clerk (NE)	H151	30	2	39,360.00	52,531.00
Deputy City Clerk/Lic Spec (E)	S172	30	2	48,506.00	64,734.00
Executive Asst. To CM (E)	S186	30	2	55,757.00	74,408.00
<b>Management Services/Administration</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Communications Manager (E)	S222	30	0	79,775.00	106,459.00
Community Outreach Coord (E)	S181	30	2	53,051.00	70,798.00
Community Services Coordinator (NE)	H151	30	2	39,360.00	52,531.00
Human Resources Analyst (E)	S180	30	2	52,526.00	70,097.00
Human Resources Technician (E)	S159	30	0	42,621.00	56,880.00
Municipal Court Supervisor (E)	S215	30	2	74,407.00	99,296.00
Special Events Coordinator (E)	S168	30	1	46,614.00	62,209.00
Probation Officer (NE)	H156	30	2	41,367.00	55,207.00
Public Comm Specialist (E)	S180	30	2	52,526.00	70,097.00
Special Events Supervisor (E)	S196	30	2	61,590.00	82,193.00
Sr. Human Resources Analyst (E)	S201	30	2	64,732.00	86,385.00
Risk Analyst (E)	S191	30	2	58,601.00	78,204.00
<b>Technology</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
CIS Coordinator (E)	S195	30	1	60,981.00	81,380.00
IT Resource Coordinator (E)	S193	30	0	59,779.00	79,776.00
Software Engineer (E)	S218	30	1	76,662.00	102,305.00
Sr. Network Admin (E)	S217	30	1	75,903.00	101,292.00
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
<b>Finance</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Accountant I (E)	S166	30	0	45,695.00	60,983.00
Accountant II (E)	S176	30	0	50,476.00	67,362.00
Accounting Manager (E)	S221	30	2	78,985.00	105,405.00
Accounting Specialist (NE)	H147	30	0	37,824.00	50,481.00
Finance Cust Ser Rep (NE)	H146	30	2	37,449.00	49,979.00

<b>Finance</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Financial Analyst (E)	S183	30	2	54,117.00	72,220.00
Revenue Supervisor (E)	S192	30	2	59,187.00	78,986.00
Sales Tax Auditor I (E)	S177	30	2	50,981.00	68,036.00
Sales Tax Auditor II (E)	S187	30	2	56,315.00	75,152.00
Sales Tax Spec (NE)	H140	30	0	35,279.00	47,082.00
Sales Tax Manager (E)	S218	30	2	76,662.00	102,305.00

<b>Parks &amp; Recreation</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Aqua Inst cert (NE)	H134	30	2	15.98	21.32
Aqua Inst non (NE)	H114	30	2	13.09	17.47
Cashier (NE) <i>Minimum Wage Adj.</i>	H089	30	0	10.21	13.63
Custodian (NE)	H112	30	1	26,700.00	35,631.00
Customer Solutions Spec (E)	S168	30	1	46,614.00	62,209.00
Day Camp Aide (NE) <i>Minimum Wage Adj.</i>	H089	30	2	10.21	13.63
Day Camp Asst Director (NE)	H103	30	2	11.74	15.66
Day Camp Director (NE)	H113	30	2	12.96	17.30
Drop In Sports Sup (NE)	H101	30	0	11.51	15.35
Fitness Ins cer (NE)	H134	30	2	15.98	21.32
Fitness Inst non (NE)	H114	30	2	13.09	17.47
Guest Relations Spec (NE)	H102	30	2	11.62	15.51
Head Lifeguard (NE) <i>Minimum Wage Adj.</i>	H104	30	0	11.85	15.82
Lifeguard (NE) <i>Minimum Wage Adj.</i>	H94	30	0	10.73	14.32
Lifeguard/Ins (NE) <i>Minimum Wage Adj.</i>	H099	30	0	11.28	15.05
MS Supervisor/Parks (NE)	H187	30	0	56,315.00	75,152.00
Parks Project Coordinator (E)	S195	30	2	60,981.00	81,380.00
Pedal Boat Att (NE) <i>Minimum Wage Adj.</i>	H089	30	0	10.21	13.63
PMW I (NE)	H134	30	2	33,234.00	44,352.00
PMW II (NE)	H149	30	2	38,584.00	51,496.00
PMW III (NE)	H166	30	2	45,695.00	60,983.00
Rec Program Sup (E)	S196	30	2	61,590.00	82,193.00
Recreation Coordinator (E)	S168	30	1	46,614.00	62,209.00
Seasonal Laborer (NE) <i>Minimum Wage Adj.</i>	H099	30	0	11.28	15.05
Seasonal Spec (NE)	H105	30	0	11.97	15.98
Seasonal Trainee (NE) <i>Minimum Wage Adj.</i>	H089	30	0	10.21	13.63
Seasonal Park Ranger (NE) <i>Minimum Wage Adj.</i>	H099	30	0	11.28	15.05
Seasonal Youth Sports Instructor (NE)	H095	30	0	10.84	14.46
Spec Fitness Instructor (NE)	H192	30	2	28.46	37.97
Sports Scorekeeper (NE) <i>Minimum Wage Adj.</i>	H089	30	0	10.21	13.63
Recreation Asst (NE)	H133	30	1	15.82	21.11
Theatre Inst (NE)	H113	30	2	12.96	17.30
Theatre Tech (NE)	H168	30	1	46,614.00	62,209.00
Preschool Aide (NE)	H093	30	2	10.63	14.18
Preschool Ins (NE)	H108	30	2	12.34	16.46
Weight Train Inst cert (NE)	H134	30	2	15.98	21.32

<b>Parks &amp; Recreation</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Weight Train Inst non (NE)	H114	30	2	13.09	17.47
<b>Planning &amp; Development</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 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)	S227	30	2	83,845.00	111,890.00
Planning Manager (E)	S236	30	2	91,699.00	122,373.00
ED Specialist (E)	S195	30	2	60,981.00	81,380.00
ED Manager (E)	S245	30	2	100,289.00	133,836.00
Neigh Serv Officer (NE)	H163	30	2	44,351.00	59,189.00
Neigh Serv Sup (E)	S188	30	2	56,878.00	75,904.00
Senior Planner	S202	30	1	65,379.00	87,249.00
Planner I (E)	S174	30	1	49,481.00	66,035.00
Planner II (E)	S184	30	1	54,658.00	72,942.00
Planning Technician (NE)	H162	30	1	43,912.00	58,603.00
<b>Public Works</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Chief Plant Operator (E)	S211	30	2	71,504.00	95,422.00
Civil Eng I (E)	S194	30	2	60,377.00	80,574.00
Civil Eng II (E)	S209	30	2	70,095.00	93,542.00
Construction Inspector (NE)	H175	30	2	49,976.00	66,695.00
Ditch Rider (NE)	H133	30	2	32,905.00	43,913.00
E&M Supervisor (NE)	H205	30	1	67,360.00	89,892.00
E&M Tech I (NE)	H185	30	1	55,205.00	73,671.00
Eng Tech I (NE)	H154	30	2	40,552.00	54,120.00
Eng Tech II (NE)	H174	30	2	49,481.00	66,035.00
Fac Maint Supervisor (NE)	H191	30	2	58,601.00	78,204.00
Fac Maint Tech (NE)	H151	30	0	39,360.00	52,531.00
Fleet Services Supervisor (NE)	H186	30	1	55,757.00	74,408.00
Fleet Services Tech (NE)	H162	30	2	43,912.00	58,603.00
GIS Specialist (E)	S186	30	2	55,757.00	74,408.00
IP/BF Prev Spec (NE)	H178	30	2	51,491.00	68,716.00
Lab Analyst (E)	S190	30	2	58,021.00	77,430.00
Lab Technician (NE)	H166	30	2	45,695.00	60,983.00
Lab Supervisor (E)	S211	30	2	71,504.00	95,422.00
Master Electrician (NE)	H193	30	1	59,779.00	79,776.00
Meter Reader I (NE)	H142	30	2	35,988.00	48,029.00
Meter Reader II (NE)	H152	30	2	39,753.00	53,054.00
Mgr of Ditch Maintenance (NE)	H180	30	0	52,526.00	70,097.00
MS Supervisor Sant (NE)	H187	30	0	56,315.00	75,152.00
MS Supervisor Streets (NE)	H187	30	0	56,315.00	75,152.00
MS Supervisor Utilities (NE)	H187	30	0	56,315.00	75,152.00
MSW I Sant (NE)	H133	30	2	32,905.00	43,913.00
MSW I Streets (NE)	H133	30	2	32,905.00	43,913.00
MSW I Water Fac Ops (NE)	H133	30	2	32,905.00	43,913.00

<b>Public Works</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
MSW I WTF (NE)	H133	30	2	32,905.00	43,913.00
MSW I WWTF (NE)	H133	30	2	32,905.00	43,913.00
MSW II Sant (NE)	H148	30	2	38,202.00	50,986.00
MSW II Streets (NE)	H148	30	2	38,202.00	50,986.00
MSW II WTF (NE)	H148	30	2	38,202.00	50,986.00
MSW II WWTF (NE)	H148	30	2	38,202.00	50,986.00
MSW III Sant (NE)	H156	30	2	41,367.00	55,207.00
MSW III Streets (NE)	H156	30	2	41,367.00	55,207.00
MSW III WTF (NE)	H156	30	2	41,367.00	55,207.00
MSW III WWTF (NE)	H156	30	2	41,367.00	55,207.00
Operations Manager (E)	S227	30	1	83,845.00	111,890.00
Engineering Manager (E)	S244	30	2	99,296.00	132,511.00
Stormwater Coord (E)	S175	30	2	49,976.00	66,695.00
UPO A (NE)	H177	30	2	50,981.00	68,036.00
UPO B (NE)	H166	30	2	45,695.00	60,983.00
UPO C (NE)	H158	30	2	42,199.00	56,317.00
UPO Trainee (NE)	H150	30	2	38,970.00	52,011.00
Utility Tech (NE)	H155	30	2	40,958.00	54,661.00
Utl Locate & Maint Worker (NE)	H156	30	2	41,367.00	55,207.00
Water Conservationist (E)	S177	30	2	50,981.00	68,036.00
Water Quality Coordinator (E)	S188	30	2	56,878.00	75,904.00
Water Resources Administrator (E)	S215	30	2	74,407.00	99,296.00
Water Resources Analyst	S188	30	2	56,878.00	75,904.00
Water Res Tech (E)	S169	30	2	47,080.00	62,831.00
<b>Public Safety</b>	<b>Grade</b>	<b>Steps</b>	<b>2018 Market Adj</b>	<b>Minimum</b>	<b>Maximum</b>
Animal Control Officer (NE)	H160	30	2	43,047.00	57,449.00
Crime Analyst/PIO (E)	S192	30	2	59,187.00	78,986.00
Criminalist (NE)	H185	30	2	55,205.00	73,671.00
Customer Service Rep (NE)	H125	30	2	30,388.00	40,553.00
Commander (E)	S567	30	2	97,493.00	130,105.00
Police Officer (NE)	H521	37	2	55,122.00	78,867.00
Police Records Specialist (NE)	H147	30	2	37,824.00	50,481.00
Lead Police Records Specialist (NE)	H152	30		39,753.00	53,054.00
Police Trainee (NE)	H520	10	2	49,081.00	53,679.00
Property/Evd Custodian (NE)	H159	30	2	42,621.00	56,880.00
Records Unit Sup (NE)	H183	30	2	54,117.00	72,220.00
Sergeant (NE)	H550	30	2	77,456.00	103,366.00
Senior Police Officer (NE)	H522	1	2	82,890.00	