

**HUMAN RESOURCES MEMORANDUM
#5-2024**

DATE: July 8, 2024
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-124 – 2024 Personnel Summary Amendment

PURPOSE

To consider CR-124, a resolution adopting an amended 2024 Personnel Summary.

BACKGROUND

Parks, Recreation, & Culture Department

The Culture Division continues to grow and develop, expanding programs and services whenever possible. One limitation in continuing to expand is facility supervision and both program and operational support. The department is requesting to reallocate a 0.50 FTE Custodian to a 0.50 FTE Guest Relations Specialist to allow for increased box office hours, room rental expansion, and program support.

BUDGET/TIME IMPLICATIONS

The Guest Relations Specialist position is in pay grade 110 and the Custodian is in grade 120. Downgrading the 0.50 FTE results in a budget decrease.

STAFF RECOMMENDATION

Staff recommends approval of CR-124.

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.

CR-124 – 2024 Personnel Summary Amendment

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-124
Series of 2024

Series of 2024

A RESOLUTION AMENDING THE CITY OF NORTHGLENN 2024 PERSONNEL SUMMARY

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

Section 1. The City of Northglenn 2024 Personnel Summary is hereby amended, as more particularly described in the attachment hereto marked as **Exhibit 1**, effective July 13, 2024, regarding the reclassification of a 0.50 FTE Custodian to a 0.50 FTE Guest Relations Specialist in the Parks, Recreation, and Culture Department.

Section 2. The previous 2024 Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2024.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

EXHIBIT 1

2024 Personnel Summary

Department/Position	2022 Year Audited Amount	2023 Budget	2023 Year Audited Amount	2024 Budget
<u>City Manager</u>				
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	-	-	-
Administrative Clerk	0.30	0.30	0.50	0.50
Communications Director	1.00	1.00	1.00	1.00
Community Outreach Coordinator	1.00	1.00	1.00	1.00
Community Resource Navigator	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	1.00	1.00
Crisis Response Unit Co-Responder	2.50	2.50	4.00	4.00
Deputy City Manager	-	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	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	0.25	1.00	1.00	1.00
Public Communications Specialist	1.00	1.00	1.00	1.00
Sr. Public Communications Specialist	1.00	1.00	1.00	1.00
Special Events Assistant	0.50	0.50	0.50	0.50
Special Events Specialist	1.00	2.00	2.00	2.00
Special Events Supervisor	1.00	-	-	-
Total	22.85	23.60	24.30	24.30
<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
Agenda & Licensing Coordinator	1.00	1.00	1.00	1.00
Central Records Coordinator	1.00	1.00	1.00	1.00
Sr. Deputy City Clerk/Licensing Specialist	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	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. DE&I Human Resources Business Partner	-	1.00	1.00	1.00
Sr. Human Resources Business Partner	2.00	1.00	2.00	2.00
Total	5.00	5.00	6.00	6.00
<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
Deputy Finance Director	-	-	-	1.00
Accountant II	1.00	1.00	1.00	1.00
Accounting Specialist	3.00	3.00	3.00	3.00
Controller/Accounting Manager	1.00	1.00	1.00	1.00
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	12.60
<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	4.00	4.00	4.00	4.00
Neighborhood Services Supervisor	1.00	1.00	1.00	1.00
Planner (Technician, 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
Sustainability Coordinator	-	-	1.00	1.00
Total	11.00	11.00	12.00	12.00
<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
Arborist Technician	-	1.00	1.00	1.00
Arborist Technician Sr.	-	1.00	1.00	1.00
Custodian	6.48	4.48	4.48	3.98
Day Camp Aide	1.20	1.20	1.20	1.20
Day Camp Assistant Director	0.46	0.46	0.46	0.46
Drop-In Sports Supervisor	3.10	3.10	3.10	3.10
Fitness (Certified/Special) Instructor	3.65	3.65	3.65	3.65
Guest Relations Specialist	7.75	7.75	7.75	8.25
Head Swim Coach	1.00	1.00	1.00	1.00
Horticulture Technician Sr.	-	1.00	1.00	1.00
Lifeguard (LGI, WSI, Slide Attendant)	12.39	12.39	12.39	12.39
Parks Operations Manager	-	-	-	1.00
Parks Maintenance Coordinator	2.00	2.00	2.00	2.00
Parks Maintenance Worker (I,II,III)	17.00	14.00	14.00	14.00
Parks Ranger	1.00	1.50	1.50	1.50
Parks Supervisor	1.00	1.00	1.00	1.00
Preschool Aide	-	-	-	-
Preschool Instructor	1.50	2.50	2.50	2.50
Project Manager - Parks & Recreation	1.00	1.00	1.00	1.00
Recreation Assistant	2.00	2.00	2.00	2.00
Recreation Coordinator (I, II)	11.00	11.00	11.00	11.00
Recreation Manager	2.00	2.00	2.00	2.00
Recreation Programs Supervisor	3.00	3.00	3.00	3.00
Seasonal Cashier	0.51	0.51	0.51	0.51
Seasonal Head Lifeguard	0.41	0.41	0.41	0.41
Seasonal Laborer	0.08	0.08	0.08	0.08
Seasonal Lifeguard	1.98	1.98	1.98	1.98
Seasonal Park Ranger	0.58	0.58	0.58	0.58
Seasonal Pedal Boat	1.08	1.08	1.08	1.08
Seasonal Specialist	0.61	0.61	0.61	0.61
Seasonal Trainee	0.31	0.31	0.31	0.31
Seasonal Youth Sports Instructor	0.40	0.40	0.40	0.40
Specialized Fitness Instructor	2.00	2.00	2.00	2.00
Stage Manager	-	-	-	1.00
Technical Assistant	1.00	1.00	1.00	1.00
Theatre Technician	1.00	1.00	1.00	1.00
Weight Training Instructor	-	-	-	-
Total	90.00	90.00	90.00	92.00
<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
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	2.00	2.00	2.00	2.00
Deputy Chief	1.00	1.00	1.00	1.00

Digital Technician	1.00	1.00	1.00	2.00
Division Commander	2.00	3.00	3.00	3.00
Lead Police Records Specialist	1.00	1.00	1.00	1.00
Lieutenant	3.00	2.00	2.00	2.00
Police Officer	63.00	63.00	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	1.00	1.00	1.00
Records Unit Supervisor	1.00	1.00	1.00	1.00
Sergeant	8.00	8.00	8.00	9.00
Total	101.50	101.50	101.50	103.50
<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.)	7.00	6.00	6.00	6.00
Construction Inspector	1.00	1.00	1.00	1.00
Custodian	0.80	0.80	0.80	0.80
Electrical/Mechanical Supervisor	1.00	-	-	-
Engineering Intern	-	-	-	0.23
Environmental Manager	1.00	1.00	1.00	1.00
Environmental Technician	-	1.00	1.00	1.00
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	-	-	-
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
Maintenance Supervisor	1.00	1.00	1.00	1.00
Maintenance Technician (I, II)	4.00	5.00	5.00	5.00
Maintenance Technician III	3.00	4.00	4.00	4.00
Master Electrician	-	-	-	-
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)	9.00	9.00	9.00	9.00
MSW/Streets (I, II, III, Lead)	8.00	9.00	9.00	9.00
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
Optimization Specialist	-	1.00	1.00	1.00
Project Manager - Public Works	-	1.00	1.00	1.00
Seasonal Specialist	-	-	-	0.23
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)	12.00	12.00	12.00	12.00
Utility Technician	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	82.80	83.80	83.80	85.26
City-Wide Total	335.75	339.70	339.70	347.16