



MANAGEMENT SERVICES MEMORANDUM
2015-08

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: David Willett, Acting City Manager 
Paula Jensen, Director of Management Services 

DATE: December 14, 2015

SUBJECT: 2016 Pay Plan, CR -169

Attached to this memorandum is a resolution to adopt the 2016 pay plan (Attachment A), effective December 26, 2015.

Salary Range Adjustments/Market Increases:

The proposed 2016 pay plan reflects salary range adjustments that bring the midpoint of salary ranges within -2 of the combined midpoint of the 2015 market survey cities. Said range adjustments vary from 1% to 12%.

If the salary range is adjusted, the incumbent in that position will receive the same market adjustment, effective December 26, 2015.

Other Changes:

The following title changes/reclassifications have been made to the proposed 2016 pay plan to better represent/describe the City's positions in comparison to industry standards. The title changes do not effect job descriptions.

- Tiny/Teeny Tot Aide to Preschool Aide
- Tiny/Teeny Tot Instructor to Preschool Instructor
- Risk Manager to Risk Analyst

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-169
Series of 2015

Series of 2015

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2016 PAY PLAN

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, is hereby adopted, effective December 26, 2015. This 2016 Pay Plan supersedes and replaces all previous pay plans that have previously been adopted.

DATED at Northglenn, Colorado, this ____ day of _____, 2015.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

2016 Pay Plan



Administrative Support	Grade	Steps	2016 Market Adj	Minimum	Maximum
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
Management Services/Administration	Grade	Steps	2016 Market Adj	Minimum	Maximum
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
Technology	Grade	Steps	2016 Market Adj	Minimum	Maximum
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
Finance	Grade	Steps	2016 Market Adj	Minimum	Maximum
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

ATTACHMENT A

Finance	Grade	Steps	2016 Market Adj	Minimum	Maximum
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

Parks & Recreation	Grade	Steps	2016 Market Adj	Minimum	Maximum
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

Parks & Recreation	Grade	Steps	2016 Market Adj	Minimum	Maximum
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
Planning & Development	Grade	Steps	2016 Market Adj	Minimum	Maximum
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)	S203	30	0	66,033.00	88,121.00
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
Planner (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	2016 Market Adj	Minimum	Maximum
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

Public Works	Grade	Steps	2016 Market Adj	Minimum	Maximum
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

Public Safety	Grade	Steps	2016 Market Adj	Minimum	Maximum
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