

**HUMAN RESOURCES MEMORANDUM**  
**#9-2024**

**DATE:** Nov. 25, 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-182 – 2025 Pay Plan Amendment

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**PURPOSE**

To consider CR-182, a resolution adopting a revised 2025 Pay Plan to include the correct 2025 Police Step Plan.

**BACKGROUND**

On Oct. 28, 2024, the 2025 Pay Plan was brought forward to Council for adoption. After that meeting, the 2025 Police Step Plan was discovered to be inaccurate. The corrected step plan has been included in the revised 2025 Pay Plan.

**BUDGET/TIME IMPLICATIONS**

There are no financial impacts to adopting the corrected step plan as police compensation adjustments were accurately identified in the budget adopted on Oct. 28, 2024.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-182.

**STAFF REFERENCE**

If Council Members have any questions, please contact Tamara Dixon, Human Resources Director and Chief Diversity Officer, at [tdixon@northglenn.org](mailto:tdixon@northglenn.org) or 303.450.8877.

CR-182 – 2025 Pay Plan Amendment

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-182  
Series of 2024

\_\_\_\_\_  
Series of 2024

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2025 PAY PLAN, AS AMENDED

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

Section 1. The City of Northglenn 2025 Pay Plan, attached hereto as **Exhibit 1**, is hereby adopted as amended, effective December 14, 2024.

Section 2. The 2025 Pay Plan, as amended, supersedes, and replaces all pay plans that have previously been adopted.

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

City of Northglenn - Proposed Classification Listing 2025					
Position	Dept	Grade	Min	Mid	Max
Cashier	Parks & Rec	100	\$32,569	\$37,454	\$42,340
Day Camp Aide	Parks & Rec	100	\$32,569	\$37,454	\$42,340
Pedal Boat Attendant	Parks & Rec	100	\$32,569	\$37,454	\$42,340
Scorekeeper	Parks & Rec	100	\$32,569	\$37,454	\$42,340
Slide Attendant	Parks & Rec	100	\$32,569	\$37,454	\$42,340
Aquatics Instructor - Non Certified	Parks & Rec	110	\$35,826	\$41,200	\$46,574
Drop in Sports Supervisor	Parks & Rec	110	\$35,826	\$41,200	\$46,574
Fitness Instructor - Non Certified	Parks & Rec	110	\$35,826	\$41,200	\$46,574
Guest Relations Specialist	Parks & Rec	110	\$35,826	\$41,200	\$46,574
Lifeguard	Parks & Rec	110	\$35,826	\$41,200	\$46,574
Preschool Aide	Parks & Rec	110	\$35,826	\$41,200	\$46,574
Seasonal Trainee	Parks & Rec	110	\$35,826	\$41,200	\$46,574
Youth Sports Supervisor	Parks & Rec	110	\$35,826	\$41,200	\$46,574
Administrative Clerk	Multiple	120	\$38,409	\$45,320	\$51,231
Custodian	Multiple	120	\$38,409	\$45,320	\$51,231
Day Camp Leader	Parks & Rec	120	\$38,409	\$45,320	\$51,231
Lifeguard/Swim Instructor	Parks & Rec	120	\$38,409	\$45,320	\$51,231
Seasonal Laborer	Parks & Rec	120	\$38,409	\$45,320	\$51,231
Administrative Specialist	Multiple	130	\$43,349	\$49,852	\$56,354
Day Camp Director	Parks & Rec	130	\$43,349	\$49,852	\$56,354
Head Lifeguard	Parks & Rec	130	\$43,349	\$49,852	\$56,354
MSW Lead - Sanitation	PW - Sanitation	130	\$43,349	\$49,852	\$56,354
Preschool Instructor	Parks & Rec	130	\$43,349	\$49,852	\$56,354
Production Stage Manager (proposed)	Parks & Rec	130	\$43,349	\$49,852	\$56,354
Recreation Assistant	Parks & Rec	130	\$43,349	\$49,852	\$56,354
Seasonal Park Ranger	Parks & Rec	130	\$43,349	\$49,852	\$56,354
Special Events Assistant	Communications	130	\$43,349	\$49,852	\$56,354
Theatre Instructor	Parks & Rec	130	\$43,349	\$49,852	\$56,354
Aquatics Instructor - Certified	Parks & Rec	140	\$47,684	\$54,837	\$61,990
Environmental Tech	PW - Water	140	\$47,684	\$54,837	\$61,990
FISS Customer Service Representative	Finance	140	\$47,684	\$54,837	\$61,990
Fitness Instructor - Certified	Parks & Rec	140	\$47,684	\$54,837	\$61,990
Head Swim Coach	Parks & Rec	140	\$47,684	\$54,837	\$61,990
Municipal Services Worker I - Sanitation	PW - Sanitation	140	\$47,684	\$54,837	\$61,990
Municipal Services Worker I - Streets	PW - Streets	140	\$47,684	\$54,837	\$61,990
Municipal Services Worker I - Utilities	PW - Utilities	140	\$47,684	\$54,837	\$61,990
Parks Maintenance Worker I	Parks & Rec	140	\$47,684	\$54,837	\$61,990
Parks Ranger I	Parks & Rec	140	\$47,684	\$54,837	\$61,990
Police Records Specialist	Police - Non-Sworn	140	\$47,684	\$54,837	\$61,990
Sales Tax Specialist	Finance	140	\$47,684	\$54,837	\$61,990
Seasonal Specialist	Parks & Rec	140	\$47,684	\$54,837	\$61,990
Utility Plant Operator D	PW - Wastewater	140	\$47,684	\$54,837	\$61,990
Accounting Specialist	Finance	150	\$52,453	\$60,321	\$68,189
Administrative Assistant	Multiple	150	\$52,453	\$60,321	\$68,189
Court Clerk	City Manager - Mun Court	150	\$52,453	\$60,321	\$68,189
Fleet Mechanic I	PW - Fleet	150	\$52,453	\$60,321	\$68,189
Lab Technician	PW - Lab Operations	150	\$52,453	\$60,321	\$68,189
Lead Police Records Specialist	Police - Non-Sworn	150	\$52,453	\$60,321	\$68,189
Maint Tech I	PW - Facilities	150	\$52,453	\$60,321	\$68,189
Meter Technician	PW - Distribution Collection	150	\$52,453	\$60,321	\$68,189
Municipal Services Worker II - Sanitation	PW - Sanitation	150	\$52,453	\$60,321	\$68,189
Municipal Services Worker II - Streets	PW - Streets	150	\$52,453	\$60,321	\$68,189
Municipal Services Worker II - Utilities	PW - Utilities	150	\$52,453	\$60,321	\$68,189
Parks Maintenance Worker II	Parks & Rec	150	\$52,453	\$60,321	\$68,189

Parks Ranger II	Parks & Rec	150	\$52,453	\$60,321	\$68,189
Planning Technician	Planning	150	\$52,453	\$60,321	\$68,189
Signs Coordinator/Designer	PW - Streets	150	\$52,453	\$60,321	\$68,189
Tech Support Specialist I	Information Technology	150	\$52,453	\$60,321	\$68,189
Theatre Ass't Technical Director	Parks & Rec	150	\$52,453	\$60,321	\$68,189
Traffic Tech I	PW - Streets	150	\$52,453	\$60,321	\$68,189
Utility Locate Maintenance Worker	PW - Utilities	150	\$52,453	\$60,321	\$68,189
Utility Plant Operator C	PW - Wastewater	150	\$52,453	\$60,321	\$68,189
Utility Technician	PW - Elec, Mech, Dist, Colletion	150	\$52,453	\$60,321	\$68,189
Administrative Technician	Multiple	160	\$55,294	\$66,353	\$77,412
Animal Control Officer	Police - Non-Sworn	160	\$55,294	\$66,353	\$77,412
Central Records Coordinator	City Clerk	160	\$55,294	\$66,353	\$77,412
Community Resource Navigator	City Manager - Crisis Response	160	\$55,294	\$66,353	\$77,412
Community Services Coordinator	City Manager - Mun Court	160	\$55,294	\$66,353	\$77,412
Development Review Coordinator	Planning	160	\$55,294	\$66,353	\$77,412
Digital Specialist	Police - Non-Sworn	160	\$55,294	\$66,353	\$77,412
Fleet Mechanic II	PW - Fleet	160	\$55,294	\$66,353	\$77,412
Heavy Equipment Operator	PW - Streets	160	\$55,294	\$66,353	\$77,412
Maint Tech II	PW - Facilities	160	\$55,294	\$66,353	\$77,412
Municipal Services Worker III - Sanitation	PW - Sanitation	160	\$55,294	\$66,353	\$77,412
Municipal Services Worker III - Streets	PW - Streets	160	\$55,294	\$66,353	\$77,412
Municipal Services Worker III - Utilities	PW - Utilities	160	\$55,294	\$66,353	\$77,412
Neighborhood Services Officer I	Planning	160	\$55,294	\$66,353	\$77,412
Parks Coordinator	Parks & Rec	160	\$55,294	\$66,353	\$77,412
Parks Maintenance Worker III	Parks & Rec	160	\$55,294	\$66,353	\$77,412
Planner I	Planning	160	\$55,294	\$66,353	\$77,412
Probation Officer	Court	160	\$55,294	\$66,353	\$77,412
Property Evidence Custodian	Police - Non-Sworn	160	\$55,294	\$66,353	\$77,412
Recreation Coordinator I	Parks & Rec	160	\$55,294	\$66,353	\$77,412
Tech Support Specialist II	Information Technology	160	\$55,294	\$66,353	\$77,412
Traffic Tech II	PW - Engineering	160	\$55,294	\$66,353	\$77,412
Utility Plant Operator B	PW - Wastewater	160	\$55,294	\$66,353	\$77,412
Accountant I	Finance	170	\$60,823	\$72,988	\$85,153
Construction Inspector	PW - Engineering	170	\$60,823	\$72,988	\$85,153
Crisis Response Co-Responder	City Manager - Crisis Response	170	\$60,823	\$72,988	\$85,153
Economic Development Coordinator	City Manager - Econ Dev	170	\$60,823	\$72,988	\$85,153
Industrial Pretreatment Specialist	PW - Industrial Pre-Tx	170	\$60,823	\$72,988	\$85,153
Lead Facilities Maintenance Technician	PW - Facilities	170	\$60,823	\$72,988	\$85,153
Lead Municipal Services Worker	PW - Sanitation	170	\$60,823	\$72,988	\$85,153
Maint Tech III	PW - Elec, Mech, Dist, Colletion	170	\$60,823	\$72,988	\$85,153
Municipal Services Worker IV - Utilities	PW - Utilities	170	\$60,823	\$72,988	\$85,153
Neighborhood Services Officer II	Planning	170	\$60,823	\$72,988	\$85,153
Public Communications Specialist	Communications	170	\$60,823	\$72,988	\$85,153
Recreation Coordinator II	Parks & Rec	170	\$60,823	\$72,988	\$85,153
Sales Tax Auditor I	Finance	170	\$60,823	\$72,988	\$85,153
Specialized Fitness Instructor	Parks & Rec	170	\$60,823	\$72,988	\$85,153
Utility Plant Operator A	PW - Wastewater	170	\$60,823	\$72,988	\$85,153
Accountant II	Finance	180	\$66,906	\$80,287	\$93,668
Agenda and Licensing Coordinator	City Clerk	180	\$66,906	\$80,287	\$93,668
Community Outreach Coordinator	Communications	180	\$66,906	\$80,287	\$93,668
HR Business Partner	Human Resources	180	\$66,906	\$80,287	\$93,668
Lead Operator	PW -	180	\$66,906	\$80,287	\$93,668
Planner II	Planning	180	\$66,906	\$80,287	\$93,668
Sales Tax Auditor II	Finance	180	\$66,906	\$80,287	\$93,668
Special Events Specialist	Communications	180	\$66,906	\$80,287	\$93,668
Theatre Technical Director	Parks & Rec	180	\$66,906	\$80,287	\$93,668
Crime Analyst	Police - Non-Sworn	190	\$73,596	\$88,316	\$103,035
Deputy City Clerk	City Clerk	190	\$73,596	\$88,316	\$103,035
Executive Assistant	City Manager	190	\$73,596	\$88,316	\$103,035
Facility Maintenance Supervisor	PW - Facilities	190	\$73,596	\$88,316	\$103,035
Fleet Services Supervisor	PW - Fleet	190	\$73,596	\$88,316	\$103,035
Lab Analyst	PW - Lab Operations	190	\$73,596	\$88,316	\$103,035
MSW Lead - Streets	PW - Streets	190	\$73,596	\$88,316	\$103,035

MSW Lead - Utilities	PW - Utilities	190	\$73,596	\$88,316	\$103,035
Municipal Services Supervisor - Sanitation	PW - Sanitation	190	\$73,596	\$88,316	\$103,035
Municipal Services Supervisor - Streets	PW - Streets	190	\$73,596	\$88,316	\$103,035
Municipal Services Supervisor - Utilities	PW - Distribution Collection	190	\$73,596	\$88,316	\$103,035
Neighborhood Services Supervisor	Planning	190	\$73,596	\$88,316	\$103,035
Optimization Specialist - Lab	PW - Water	190	\$73,596	\$88,316	\$103,035
Parks Supervisor	Parks & Rec	190	\$73,596	\$88,316	\$103,035
Project Manager	Parks & Rec	190	\$73,596	\$88,316	\$103,035
Project Manager Public Works	PW -	190	\$73,596	\$88,316	\$103,035
Records Supervisor	Police - Non-Sworn	190	\$73,596	\$88,316	\$103,035
Recreation Programs Supervisor	Parks & Rec	190	\$73,596	\$88,316	\$103,035
Revenue Supervisor	Finance	190	\$73,596	\$88,316	\$103,035
Sr. Public Communications Specialist	Communications	190	\$73,596	\$88,316	\$103,035
Stormwater Coordinator	PW - Stormwater	190	\$73,596	\$88,316	\$103,035
Sustainability Coordinator	Planning	190	\$73,596	\$88,316	\$103,035
Water Quality Coordinator	PW - Lab Operations	190	\$73,596	\$88,316	\$103,035
Water Resources Analyst	PW - Water	190	\$73,596	\$88,316	\$103,035
Chief Plant Operator	PW - WW and Water	200	\$80,956	\$97,147	\$113,338
Civil Engineer I	PW - Engineering	200	\$80,956	\$97,147	\$113,338
Criminalist	Police - Non-Sworn	200	\$80,956	\$97,147	\$113,338
Crisis Response Program Manager	City Manager - Crisis Response	200	\$80,956	\$97,147	\$113,338
Economic Development Specialist	City Manager - Econ Dev	200	\$80,956	\$97,147	\$113,338
GIS Specialist	PW - Engineering	200	\$80,956	\$97,147	\$113,338
IT Resource Coordinator	Information Technology	200	\$80,956	\$97,147	\$113,338
Lab Supervisor	PW - Lab Operations	200	\$80,956	\$97,147	\$113,338
Maintenance Supervisor	PW - Elec, Mech, Dist, Colletion	200	\$80,956	\$97,147	\$113,338
PIO/Marketing/Social Media Specialist	Police - Non-Sworn	200	\$80,956	\$97,147	\$113,338
Risk Manager	Human Resources	200	\$80,956	\$97,147	\$113,338
Senior Planner	Planning	200	\$80,956	\$97,147	\$113,338
SR HR Business Partner	Human Resources	200	\$80,956	\$97,147	\$113,338
Sr. Deputy City Clerk	City Clerk	200	\$80,956	\$97,147	\$113,338
Civil Engineer II	PW - Engineering	210	\$89,051	\$106,862	\$124,672
Criminal Information Systems Coordinator	Information Technology	210	\$89,051	\$106,862	\$124,672
Municipal Court Supervisor	City Manager - Mun Court	210	\$89,051	\$106,862	\$124,672
Senior DEI/HRBP	Human Resources	210	\$89,051	\$106,862	\$124,672
Assistant to City Manager	City Manager	220	\$97,957	\$117,548	\$137,139
Sales Tax Manager	Finance	220	\$97,957	\$117,548	\$137,139
Water Resources Administrator	PW - Water	220	\$97,957	\$117,548	\$137,139
Accounting Manager	Finance	230	\$103,442	\$129,303	\$155,163
Environmental Manager	PW - Water	230	\$103,442	\$129,303	\$155,163
Ops Manager - Maintenance & Operations	PW - Water	230	\$103,442	\$129,303	\$155,163
Ops Manager - Utilities	PW - Water	230	\$103,442	\$129,303	\$155,163
Parks Manager	Parks & Rec	230	\$103,442	\$129,303	\$155,163
Planning Manager	Planning	230	\$103,442	\$129,303	\$155,163
Recreation Manager	Parks & Rec	230	\$103,442	\$129,303	\$155,163
Senior Engineer	PW - Engineering	230	\$103,442	\$129,303	\$155,163
Senior Network Administrator	Information Technology	230	\$103,442	\$129,303	\$155,163
Software Engineer	Information Technology	230	\$103,442	\$129,303	\$155,163
Deputy Director of Finance	Finance	240	\$113,786	\$142,233	\$170,680
Police Lieutenant	Police - Sworn	240	\$113,786	\$142,233	\$170,680
City Clerk	City Clerk	250	\$125,165	\$156,456	\$187,748
Director of Communications	Communications	250	\$125,165	\$156,456	\$187,748
Director of Economic Development	City Manager - Econ Dev	250	\$125,165	\$156,456	\$187,748
Engineering Manager	PW - Engineering	250	\$125,165	\$156,456	\$187,748
Police Commander	Police - Sworn	250	\$125,165	\$156,456	\$187,748
Deputy Police Chief	Police - Sworn	260	\$137,682	\$172,102	\$206,522
Director of Finance	Finance	260	\$137,682	\$172,102	\$206,522
Director of Human Resources/Chief Diversity Officer	Human Resources	260	\$137,682	\$172,102	\$206,522
Director of Parks, Recreation, and Culture	Parks & Rec	260	\$137,682	\$172,102	\$206,522
Director of Planning and Development	Planning	260	\$137,682	\$172,102	\$206,522
Director of Technology	Information Technology	260	\$137,682	\$172,102	\$206,522
Director of Public Works	PW -	270	\$151,450	\$189,312	\$227,175
Police Chief	Police - Sworn	270	\$151,450	\$189,312	\$227,175

Deputy City Manager	City Manager	280	\$166,595	\$208,243	\$249,892
City Manager	City Manager	300	\$201,850	\$251,974	\$302,369

City of Northglenn 2025 Proposed Step Plan for Sworn Police						
<b>Police Cadet</b>	<b>33.70</b>					
	<u>Entry</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
	<b>77,876</b>	<b>83,328</b>	<b>89,161</b>	<b>95,402</b>	<b>102,080</b>	<b>109,225</b>
<b>Police Officer</b>	<b>37.44</b>	<b>40.06</b>	<b>42.87</b>	<b>45.87</b>	<b>49.08</b>	<b>52.51</b>
		7.00%	7.00%	7.00%	7.00%	7.00%
	<u>Entry</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	
	<b>115,779</b>	<b>122,726</b>	<b>130,089</b>	<b>137,895</b>	<b>146,168</b>	
<b>Police Sergeant</b>	<b>55.66</b>	<b>59.00</b>	<b>62.54</b>	<b>66.30</b>	<b>70.28</b>	
		6.00%	6.00%	6.01%	6.00%	

*\*add Detective differential of 5% to Police Officer range*