

STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: CB31

ORDINANCE NUMBER: 2016-31

**TITLE: AN ORDINANCE ADOPTING THE CITY OF BLACK HAWK 2017  
COMPENSATION PLAN**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK,  
GILPIN COUNTY:

Section 1. The City of Black Hawk 2017 Compensation Plan, attached hereto and incorporated herein by this reference is hereby adopted, to be effective January 1, 2017.

Section 2. Safety Clause. The Board of Aldermen hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Aldermen further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 9<sup>th</sup> day of November, 2016.

  
\_\_\_\_\_  
David D. Spellman, Mayor

ATTEST:

  
\_\_\_\_\_  
Melissa A. Greiner, City Clerk



# City of Black Hawk 2017 Compensation Plan Summary of Changes

The following recommended changes to the City of Black Hawk Compensation Plan are a collaborative work by Management Team to be effective January 1, 2017, if approved by City Council.

## 1. Competitive Set

The Competitive Set is comprised of target municipalities in the Denver metro area in direct competition for employment and with similar job positions as the City of Black Hawk.

**Currently** – 12 Survey Cities

**Proposed** – 13 Survey Cities

## 2. Hiring Range / Salary Range

**Currently** – Hiring Ranges

- Under the current Compensation Plan, the City utilizes a Hiring Range where the minimum range is 10% higher than the average of the competitive set for each position (regardless of the number of comparable positions within the set).
- The Hiring Range maximum is 15% above the minimum.
- The 2016 Hiring Range was approved by City Council in April 2016.

**Proposed** – Salary Ranges

- Effective January 1, 2017, all City of Black Hawk positions will have a Salary Range with a stated minimum and maximum salary for each position.
- The 2017 Salary Range Minimum (starting salary) will be based on established minimums from the approved 2016 Hiring Range, plus the 2017 Salary Adjustment (see Item #3, below).
- The 2017 Salary Range Maximum will be 30% above the Salary Range Minimum.
- For those positions with increasing levels, i.e. Police Officers (including Detective), Communications Officer, Fleet Technician, Utility Operator, Street Maintenance Worker and Fire Personnel, the entry level starting salary is based on the 2017 Salary Range. Each succeeding position's Minimum Salary will be 5% above the Minimum Range of the lower position.
- Each January 1, the Salary Range will increase by the annual Salary Adjustment, if awarded.
- Current employees whose salary is in excess of the Maximum Salary Range, as of January 1, 2017 *will retain their salary*, but their salary will not increase for as long as their salary exceeds the maximum of the range.

### 3. Annual Salary Adjustment

- As in past years, an annual salary survey will be conducted each year. The average starting salaries of the competitive set will be compared to the previous year's Minimum Salary Range to establish movement from the previous year's starting salaries.
- In order for a position to be included in the annual survey, there must be enough comparable positions within the competitive set to establish a true value for the position.
- All employees will receive an Annual Salary Adjustment equal to the overall average percentage increase, if an increase is reflected in the survey and awarded by City Council. In other words, all employees will receive the same Annual Salary Adjustment percentage, if awarded by City Council.
- **The Annual Salary Adjustment for 2017 will be 2.2% based on the analysis of the 2015 – 2016 survey comparison.**
- Employees at or above the maximum salary range will not receive the annual salary adjustment for as long as their salary exceeds the maximum of the range.
- The Annual Salary Adjustment will be effective January 1 of each year.

### 4. Black Hawk Bonus Program

The Black Hawk Bonus will remain under existing program criteria.

### **New for 2017 –**

### 5. Bonus Upon Completion of Introductory Period

Newly hired employees, upon successful completion of their introductory period, will receive a 2.5% increase in their base salary. Police Officer I positions are excluded from this program because they will move to Police Officer II upon successful completion of their introductory period.

### 6. Longevity Adjustment

- Beginning January 1, 2017 –
  - Upon completion of 5 years of full-time service with the City of Black Hawk, employees in good standing will be eligible for a one-time 5% salary increase on their 5 year anniversary, up to the maximum of their salary range.
    - Effective January 1, 2017 – All full-time employees in good standing, with at least 5 years of completed service, will

receive a 5% longevity adjustment, up to the maximum of their salary range. All other employees will be eligible on their 5 year anniversary.

- Starting with an employee's 6 year anniversary and every anniversary thereafter, an employee in good standing will receive a 1% salary increase up to the maximum of their salary range.
  - Employees whose salaries exceed the established Salary Range will receive the Longevity Adjustment in a cash payout.
    - Cash payouts qualify for the employer contribution into the employee's retirement plans.

## 2017 Proposed Salary Ranges

Black Hawk Job Titles	2017 Draft Salary Range		
	Minimum	Mid-Point	Maximum
<b>Administrative Services</b>			
Administrative Services Director	\$124,493	\$143,167	\$161,841
Human Resources Generalist	\$58,372	\$67,127	\$75,883
Executive Administrative Assistant AS	\$53,458	\$61,477	\$69,496
Deputy City Clerk	\$53,306	\$61,302	\$69,298
<b>Community Planning &amp; Development</b>			
CP&D Administrator	\$89,638	\$103,083	\$116,529
Executive Administrative Assistant CP&D	\$53,458	\$61,477	\$69,496
CP&D Permit Technician	\$44,966	\$51,711	\$58,466
<b>Finance Department</b>			
Finance Director	\$124,085	\$142,698	\$161,310
Accountant	\$57,435	\$66,051	\$74,666
IT Manager	\$95,055	\$109,314	\$123,572
IT Support Technician	\$56,760	\$65,274	\$73,788
<b>Fire Department</b>			
Fire Chief	\$130,074	\$149,585	\$169,096
Fire Captain	\$93,135	\$107,105	\$121,075
Fire Lieutenant	\$88,700	\$102,005	\$115,310
Fire Inspector	\$64,910	\$74,646	\$84,383
Firefighter	\$54,258	\$62,397	\$70,536
Senior Firefighter	\$56,971	\$65,517	\$74,063
Fire Engineer	\$59,820	\$68,793	\$77,766
Executive Administrative Assistant FD	\$53,458	\$61,477	\$69,496
<b>Police Department</b>			
<b>PD Admin</b>			
Police Chief	\$126,515	\$145,492	\$164,469
Police Commander	\$104,977	\$120,724	\$136,471
Police Sergeant	\$90,022	\$103,526	\$117,029
Police Officer I	\$61,024	\$70,178	\$79,331
Police Officer II	\$64,075	\$73,686	\$83,298
Police Officer III	\$67,279	\$77,371	\$87,463
Police Officer IV	\$70,643	\$81,239	\$91,836
Police Detective	\$74,175	\$85,301	\$96,428
Executive Administrative Assistant/Training Coordinator PD	\$53,458	\$61,477	\$69,496
Police Property Evidence Technician	\$47,926	\$55,115	\$62,304
Police Records Supervisor	\$58,632	\$67,426	\$76,221
Police Rec Specialist/Mun Ct Clerk	\$40,810	\$46,931	\$53,053
<b>Communications</b>			
Communications Officer I	\$46,879	\$53,911	\$60,943
Communications Officer II	\$49,223	\$56,607	\$63,990
<b>Public Works Department</b>			
<b>PW Admin</b>			
Public Works Director	\$122,339	\$140,689	\$159,040
Senior Civil Engineer/Water Resources	\$85,021	\$97,774	\$110,527
Senior Civil Engineer	\$82,820	\$95,243	\$107,668
GIS Analyst/Eng Assoc	\$62,536	\$71,917	\$81,297
Executive Administrative Assistant PW	\$53,458	\$61,477	\$69,496
<b>Facilities</b>			
Facilities Maint Supervisor	\$68,283	\$78,525	\$88,767
Facilities Maint Worker	\$45,262	\$52,052	\$58,841
<b>Fleet</b>			
Fleet Superintendent	\$85,186	\$97,964	\$110,742
Fleet Pur & Inv Asst	\$53,458	\$61,477	\$69,496
Fleet Technician I	\$46,854	\$53,882	\$60,910
Fleet Technician II	\$49,196	\$56,576	\$63,955
Fleet Technician Aide	\$30,413	\$34,974	\$39,536
<b>Streets</b>			
Street Superintendent	\$88,588	\$101,876	\$115,164
Street Maint Worker I	\$40,874	\$47,006	\$53,137
Street Maint Worker II	\$42,918	\$49,356	\$55,794
<b>Water Ops</b>			
Water Superintendent	\$87,138	\$100,208	\$113,279
Utility Operator I	\$42,895	\$49,330	\$55,764
Utility Operator II	\$45,040	\$51,796	\$58,552
Utility Operator III	\$47,292	\$54,386	\$61,480
Utility Operator IV	\$49,657	\$57,105	\$64,554