

Classification and Compensation Notification Form 9021

Purpose

The *Classification and Compensation Notification Form 9021* is used by the City of Detroit Human Resources Department to summarize the results of a classification and compensation request and the related actions that must be completed by key stakeholders.

Usage

The *Classification and Compensation Notification Form 9021* is completed in response to a key stakeholder submitting Classification and Compensation Request Form 9040A.

Attributes

The *Classification and Compensation Notification Form 9021* is a one (1) page, three (3) section electronic document. Each section is to be completed as instructed. Please use the following link to access the Classification and Compensation Notification Form via DocuSign:

<https://powerforms.docusign.net/a3945cde-673c-4dc8-a4fe-ee850f2fbbf8?env=na3&acct=c399b7fa-d504-4a4c-bc6f-5542ccc84646>

Completion and Filing

The *Classification and Compensation Notification Form 9021* is to be initiated by the appropriate Classification and Compensation Analyst. The completed form is to be submitted to the Chief Classification and Compensation Officer and Human Resources Director via DocuSign.

Section I – To be completed by Classification and Compensation Analyst

- *Department and Division* – Department and division making the request.
- *Requester* – Include the full name of the individual in the department requesting the action.
- *Requester Job Title* – Include the job title of the individual in the department requesting the action.
- *Date of Request*- The date the form was completed by the Requester.
- *Work Order Number (WO#)* - A unique tracking number assigned by Classification and Compensation.
- *Request Type(s) Completed* -Select from the list of below options:
 - Create New Position and Job Specification – A request to create a new job and corresponding job specification based upon business need.
 - Update Job Specification – A request to revise the duties, qualifications, and/or requirements of an existing job.
 - Create New Subclass – A request to create a new job that reflects the general nature of a base position, but is tailored to a specific discipline.
 - Position Evaluation/Survey – A request to analyze a job or series of jobs to determine the internal/external value which may result in a change to pay range, pay scale, and/or specification of the position.
 - Deactivate Class Code – A request to inactivate a class code that will no longer be in use.
 - Reactivate Class Code – A request to activate a class code for a job that was previously inactive.
 - Change Class Title – Update a job title that no longer reflects the general nature of the position.
 - FLSA Position Evaluation – Conduct an analysis to determine whether a job must be classified as exempt or non-exempt according to the Fair Labor Standards Act (FLSA).

- Create New Job Specification – A request to create a job specification for an existing job title in which no job specification currently exists.
- Other Request – A request for Classification and Compensation that is not listed. An explanation of the request is required.

Section II - To be completed by Classification and Compensation Analyst

- Rationale for final decision(s) - This section provides a summary of the final decision(s).

Section III – Upon completion of sections I and II, the Classification and Compensation Notification Form is forwarded to the following individuals for approval:

- *Classification and Compensation Analyst* - The Classification and Compensation Analyst in the Classification and Compensation Division of Human Resources.
- *Chief Classification and Compensation Officer* – The Chief of the Classification and Compensation Division of Human Resources.
- *Human Resources Director* – The Director of Human Resources.

Key Stakeholders

Budget Analyst

Chief Classification and Compensation Officer

Classification and Compensation Analyst

Employee Services Consultant

Human Resources Director

Human Resources Information Systems (HRIS)

Labor Relations Representative

Payroll Audit

Recruiter

Requester

Subject Matter Expert

Test Development

Ownership

The Chief Classification and Compensation Officer is responsible for ensuring that this document is necessary, reflects actual practice, and supports City policy. Questions concerning this form should be directed to the Classification and Compensation Division.

Classification and Compensation Notification Form 9021



City of Detroit Classification and Compensation Notification Form

Section I – To Be Completed by Classification Compensation Analyst	
Department: Non Departmental	Division: Board of Ethics
Requester: Christal Phillips	Requester Job Title: Exec. Dir. BOE
Date of Request: 8/22/2023	Work Order #: 2023-073
Request Type (s) Completed	
Select One Create New Position and Job Specification	
Select One	
Other:	
Section II – To Be Completed by Classification Compensation Analyst - Final Decision	
Adopt new Senior Investigator Board of Ethics classification	
Class Code Classification	Salary Range Step Code B.U.
011727 Senior Investigator Board of Ethics	\$64,962 – \$90,038 K 9130
<p>The above request and recommendation is based on the ability to retain essential personnel in the Board of Ethics Department. From conversations with the Executive Director, it was decided that a new title is to be created to expand upon the Investigator progression and capture some of the additional duties and responsibilities. The department believes that adding this role to the progression will help to retain this talent while accounting for any additional work they may need to complete while compensating them for this type of work.</p>	
Section III- Approval Signatures	
1) Classification and Compensation Analyst	Date:
<u>Paul Bellottie</u>	<u>1/18/2024</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
2) Chief Classification and Compensation Officer	Date:
<u>Kimberly Hall-Wagner</u>	<u>1/19/2024</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	
3) Human Resources Director	Date:
<u>Denise Starr</u>	<u>1/19/2024</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	

Cc:

CITY OF DETROIT
Human Resources Department
Classification and Compensation Division

TO: Denise Starr, Human Resources Director

FROM: Paul Bellottie, Classification & Compensation Analyst II

DATE: January 18, 2024

RE: Adopt new Senior Investigator Board of Ethics classification; W.O. #2023-072

Recommendation:

1. The title and code for the following classification be adopted:

Class Code	Classification
011727	Senior Investigator Board of Ethics

2. The 2023-2024 Official Compensation Schedule be following classification:

Class Code	Classification	Salary Range	Step Code	B.U.
011727	Senior Investigator Board of Ethics	\$64,962 – \$90,038	K	9130

Request:

The above recommendation is occasioned by a request from Christal Phillips, Executive Director Board of Ethics.

Rationale:

The above request and recommendation is based on the ability to retain essential personnel in the Board of Ethics Department.

The Board of Ethics department requested a new classification to be created for the Senior Investigator role. From conversations with the Executive Director, it was decided that a new title is to be created to expand upon the Investigator progression and capture some of the additional duties and responsibilities. Currently there is an employee working beyond the scope of their role to complete these tasks. The department believes that adding this role to the progression will help to retain this talent while accounting for any additional work they may need to complete while compensating them for this type of work.

To determine an appropriate pay range both a compression and market study were conducted using data from external survey sources from comparable positions. This data indicated that the abovementioned salary range is market comparable while providing fluidity between the two roles, from a progression standpoint, to assist in employee growth and movement over time.

The proposed pay range recommendation is subject to City Council approval.

APPROVED: _____

Denise Starr
Human Resources Director



January 18, 2024

Honorable City Council

Subject: **Request to Amend the Official Compensation Schedule**

Recommendation is submitted to amend the 2023 – 2024 Official Compensation Schedule to include the following pay range, subject to City Council approval:

Class Code	Classification	Salary Range	Step Code	B.U.
011727	Senior Investigator Board of Ethics	\$64,962 – \$90,038	K	9130

Request:

The above recommendation is occasioned by a request from Christal Phillips, Executive Director Board of Ethics.

Rationale:

The above request and recommendation is based on the ability to retain essential personnel in the Board of Ethics Department.

The Board of Ethics department requested a new classification to be created for the Senior Investigator role. From conversations with the Executive Director, it was decided that a new title is to be created to expand upon the Investigator progression and capture some of the additional duties and responsibilities. Currently there is an employee working beyond the scope of their role to complete these tasks. The department believes that adding this role to the progression will help to retain this talent while accounting for any additional work they may need to complete while compensating them for this type of work.

To determine an appropriate pay range both a compression and market study were conducted using data from external survey sources from comparable positions. This data indicated that the abovementioned salary range is market comparable while providing fluidity between the two roles, from a progression standpoint, to assist in employee growth and movement over time.

Respectfully submitted,

Denise Starr
Human Resources Director

DS/pb

Attachments

cc: Budget Department
Mayor’s Office

BY COUNCIL MEMBER _____

RESOLVED, That the 2023 - 2024 Official Compensation Schedule is hereby amended to reflect the following pay range, effective upon Council's approval.

Class Code	Classification	Salary Range	Step Code	B.U.
011727	Senior Investigator Board of Ethics	\$64,962 – \$90,038	K	9130

RESOLVED, That the Finance Director is hereby authorized to honor payrolls and vouchers in accordance with this resolution, the above communication, and standard City of Detroit practices.



Job Specification

Job Title: Senior Investigator Board of Ethics	FLSA Type: E	Date Established: 10/19/23
Department: Board of Ethics	EEO Code: 02	Date Revised:
Class Code: 011727	Reports To: Varies	Date Approved:

Job Summary

A person appointed to the position of Senior Investigator is an appointee of the Board of Ethics and serves at the pleasure of the Board. Under the authority of the Executive Director, the Senior Investigator, in daily operations, oversees staff and related matters pending before the Board of Ethics concerning incidents of possible ethics violations by any appointee, employee, individual, contractors, and vendors who provide services to the City within or outside of its offices or facilities.

Essential Duties and Responsibilities

(may perform other duties as assigned)

Supervisory Duties

- Train on investigative procedures, resources, and formats listed below.
- Meet regularly with staff and the Law Department to review case status.
- Review completed reports for accuracy before submission to Executive Director and the Board.
- Complete performance evaluations and address concerns, if needed.
- Develop forms and procedures related to departmental matters.
- Conduct investigations as requested.
- Obtain, implement, and utilize search tools and resources.
- Participate in departmental training to better understand City processes.
- Respond and answer general questions.
- Develop office safety procedures and train staff at the same.
- Act as a liaison for the BOE when the Executive Director is not available.
- Act as backup for Executive Director/Office Coordinator on office and policy and procedures.
- Participate in staff interviews.
- Participate in budget matters affecting the Board and attend budget meetings.
- Complete specialized reports as requested.
- Annual Report participation and review.
- Participate in developing in-person and educational online training.
- Participate in the review of the departmental website.
- Supervise and advise staff on any assigned requests.
- Initiate and maintain with all levels of public servants under the jurisdiction of the Ethics Ordinance.

Fact-Finding/Investigations/Disclosures

- Triage all matters within ten days of receipt.
- Work closely with the Law Dept in pending matters.

- Conduct initial research as needed.
- Contact Requestors, Disclosure filers, and Complainants upon receipt for clarification of the request, as directed.
- Develop questions or points of inquiries.
- Interview via email, phone, video, and/or in person in the office, at a workstation, or home.
- Conduct fieldwork, including surveillance as required.
- Utilize investigative techniques and skills to obtain information.
- Obtain additional information or supporting documentation via requests, interviews, and research.
- Review information obtained by analyzing its application.
- Review Disclosures and make recommendations.
- Complete reports and testify as needed.
- Inform and prepare those who have matters before the Board.
- Add file information to the departmental case management system and G Drive, making hard copies as required.
- Conduct background investigations.
- Obtain, implement, and utilize search tools and resources.

Board Meetings

- Review Board meeting agendas and review folders to ensure all required paperwork is available.
- Assist in preparing for Board meetings as needed.
- Handle board meeting security in person or electronically.
- Participate in Board meetings answering questions as requested.
- Debrief after board meetings to verify votes, etc.
- Review Board meeting minutes.

Training

- Participate in trainings and community presentations as needed.
- Attend departmental training to understand City processes better.

FOIA

- Review and complete FOIA requests received and assigned.
- Meet with Asst. Corp. Counsel on request.

Other Duties

- Review COD meeting agendas and Teeter Reports.
- Monitor city council and other COD meetings notifying ED on relevant matters, attending if needed.
- Review news and media for Ethics related concerns.
- Monitor and update BOE Social Media as needed.
- Monitor post-employment matters.
- Obtain and review LPD paperwork and resolutions as requested.
- Handle customers that are irate, confused, or present as challenging.
- Work with interns and GDTY staff.
- Participate in weekly staff meetings or other required meetings.
- Assist in general office duties as requested.

Minimum Qualifications (required):

Bachelor's Degree in legal studies, criminal justice, government or public or business administration plus four (4) years of professional experience in law enforcement, investigatory work, related field, or managerial experience. Demonstrated knowledge, skill, and knowledge of current investigative techniques, practices, and concepts.

Excellent analytical and problem-solving skills. Ability to exercise independent judgment and make sound business decisions effectively. Outstanding verbal and written communication skills. Ability to deal with ambiguous situations and issues. Strong organizational skills and the flexibility to work independently and in a team environment. Demonstrated knowledge of Google Systems, Microsoft Office Suite, and other computer-based applications. U.S. Citizen or permanent resident alien who is eligible for and has applied for citizenship.

Must pass a background investigation, including a drug screen and criminal history check. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Special Requirement: Must be able to work flexible hours, including evenings, weekends, and/or holidays, while conducting investigations. Must have your own reliable transportation. Must be able to work from home occasionally.

Equivalent combinations of education and experience may be substituted to meet this position's education and experience requirements.

Qualifications (preferred):

Master's Degree in legal studies, criminal justice, government or public or business administration plus two (2) years of professional experience in law enforcement, investigatory work, or related field.

Knowledge, Skills, and Abilities

- Knowledge of departmental organization, work functions, practices, procedures, rules, regulations, and municipal organizations.
- Knowledge of computerized software other law enforcement agencies use for investigative and management or supervisory purposes is highly desirable. Knowledge of the substantive and procedural criminal laws for the State of Michigan. Knowledge of the techniques of interviewing.
- Knowledge of subpoena powers, rules of evidence, admissibility of confessions, witnesses' statements, and other related legal matters.
- Knowledge of employment contract administration, union rules and procedures, case and database management.
- Knowledge of professional English construction and language usage.
- Skill in presenting, speaking, and writing well with correct grammatical usage.
- Skill in operating a personal computer and using standard office word processing, spreadsheet, and database software.
- Skill in coordinating and expediting activities involving multiple organizational levels and contacts.
- Ability to prioritize, compile, organize, evaluate, and summarize data.
- Ability to exercise independent judgment and handle sensitive and confidential information.
- Ability to demonstrate computer literacy/proficiency in working with computer programs and with other word processing and database programs.
- Ability to gather, analyze, correlate, and evaluate observed facts and evidence, interview or interrogate witnesses and accused person effectively.
- Ability to accurately prepare investigative reports.

- Ability to read and comprehend legal material.
- Ability to communicate effectively orally and in writing.
- Ability to work effectively with a variety of individuals and with various levels of government, law enforcement, and judicial agencies.
- Ability to work flexible and extended hours, including evenings, weekends, and/or holidays.
- Ability to use computer as an investigative resource.
- Ability to learn, interpret, and apply substantive and procedural criminal laws, rules, regulations, policies, and procedures to current investigations.
- Ability to work independently.
- Ability to work well under pressure and meet deadlines.
- Ability to effectively interact with hostile persons and in adversarial environments.
- Must provide a writing sample.

Licenses, Certifications, and Other Special Requirements:

Investigative certificates from recognized training organizations.

Professional certifications or the ability to obtain certifications from recognized organizations applicable to this position.

Applicants holding active or current professional certifications or licenses (e.g., lawyer, accountant, etc.) must produce evidence of good standing with the licensing authority. Applicants with professional certifications or licenses that are inactive, expired or lapsed must demonstrate that they were in good standing with the licensing authority when their credential lapsed and were not subject to disciplinary action or under investigation for misconduct.

Physical Demands

The work is characterized as sedentary. Typically, individuals sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, carrying papers and books, and extended periods requiring the use of computer terminals to accomplish work objectives

Work Environment

Work is performed in a professional office environment. The employee routinely uses standard office equipment such as laptop computers, smartphones, photocopiers, and filing cabinets.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes:

Certificate Of Completion

Envelope Id: 722AE7D01645445083C1A1B5B1094EAF	Status: Completed
Subject: Please DocuSign: Class & Comp Notification Form.doc	
Source Envelope:	
Document Pages: 11	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	City of Detroit Human Resources Department
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	2 Woodward Ave
	Detroit, MI 48226
	FlexibleWorkAdmin@detroitmi.gov
	IP Address: 68.42.219.186


Record Tracking

Status: Original 1/18/2024 3:31:16 PM	Holder: City of Detroit Human Resources Department FlexibleWorkAdmin@detroitmi.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Detroit - Human Resources	Location: DocuSign

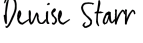
Signer Events

Signer Events	Signature	Timestamp
Paul Bellottie Paul.Bellottie@detroitmi.gov Security Level: DocuSign.email ID: 1 1/18/2024 3:31:17 PM	 Signature Adoption: Pre-selected Style Using IP Address: 68.42.219.186	Sent: 1/18/2024 3:31:16 PM Viewed: 1/18/2024 3:35:43 PM Signed: 1/18/2024 3:50:08 PM

Electronic Record and Signature Disclosure:
Accepted: 2/3/2023 11:02:39 AM
ID: 7da9f870-97ae-44f1-a176-c0c74d1133e1

Kimberly Hall-Wagner hall-wagner@detroitmi.gov Chief Policy Offic Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 174.240.149.49 Signed using mobile	Sent: 1/18/2024 3:50:10 PM Viewed: 1/19/2024 12:44:48 AM Signed: 1/19/2024 12:45:16 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Denise Starr starrd@detroitmi.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 73.145.100.152 Signed using mobile	Sent: 1/19/2024 12:45:18 AM Viewed: 1/19/2024 6:22:13 AM Signed: 1/19/2024 6:22:38 AM
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Electronic Record and Signature Disclosure:
Accepted: 1/19/2024 6:22:13 AM
ID: c52afe3b-8b3a-4485-80db-9dc03610832e

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Paul Bellottie Paul.Bellottie@detroitmi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 1/19/2024 6:22:39 AM Viewed: 1/19/2024 11:54:58 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/18/2024 3:31:16 PM
Certified Delivered	Security Checked	1/19/2024 6:22:13 AM
Signing Complete	Security Checked	1/19/2024 6:22:38 AM
Completed	Security Checked	1/19/2024 6:22:39 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Detroit (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Detroit:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: beardenannie@detroitmi.gov

To advise City of Detroit of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at beardenannie@detroitmi.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Detroit

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to beardenannie@detroitmi.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Detroit

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to beardenannie@detroitmi.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Detroit as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Detroit during the course of your relationship with City of Detroit.