



January 19, 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
931400	Civilian Oversight Analyst – Board of Police Commissioners	\$60,553 – \$84,836	K

Request:

The above recommendation is occasioned by a request from Victoria Shah, Secretary to Board of Police Commissioners; Jerome Warfield Sr., Chief Investigator Police Commission; and Drew Fries, Executive Manager Police.

Rationale:

The above request and recommendation is based on the ability to attract and retain essential personnel in the Board of Police Commissioners.

A request was submitted to create a new title for the Board of Police Commissioners (BOPC) that resembled the duties and responsibilities of a Data Analyst. Aligning the newly created job specification to that of a Data Analyst (222040), we were able to find a large number of similarities between the two roles. Unable to create a subclass, we extracted the information within the job specification that was applicable to what this role will be responsible for within the Board of Police Commissioners and created the new job specification.

With this information in mind, we established the new range for this role aligning it to the Data Analyst title. It is the recommendation of the Classification & Compensation Department that the new title, Civilian Oversight Analyst – Board of Police Commissioners, utilize the salary range of \$60,553 – \$84,836. The proposed salary recommendation is subject to City Council approval.

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
931400	Civilian Oversight Analyst – Board of Police Commissioners	\$60,553 – \$84,836	K

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.