

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: General Services	Division: Security
Requester: Lynn Sanders	Requester Job Title: Security Administrator
Date of Request: 2/26/2024	Work Order #: 2023-064
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	
The 2023-2024 Official Compensation Schedule be amended to include the pay range for the following classification:	
Class Code	Classification
8632020	Security Analysis Dispatcher
Salary Range	\$36,000 - \$48,600
The General Services Department (GSD) requested a new classification to be created for the Security Analysis Dispatcher role. From conversations with the Security Administrator, it was described that with the addition of the Joe Louis Greenway Project, GSD is required to monitor the security surveillance camera and attend to the emergency call boxes 24 hours 7 days a week. The department will initially add 4 dispatcher positions to cover this task. Dispatchers will monitor all municipal buildings, recreation centers and other GSD locations with cameras and dispatch.	
Section III- Approval Signatures	
1) Classification and Compensation Analyst _____ <i>Paul Bellottie</i> _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/5/2024
2) Chief Classification and Compensation Officer _____ <i>K. H. H.</i> _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/5/2024
3) Human Resources Director _____ <i>Denise Starr</i> _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/6/2024

Cc:



Job Specification

Job Title: Security Analysis Dispatcher	FLSA Type: Non-Exempt	Date Established:
Department: General Services	EEO Code: 04	Date Revised:
Class Code: TBD (8632020)	Reports To: Varies	Date Approved:

Job Summary

Under general supervision, monitor camera system, receives and processes emergency call box/phone calls, engage patrons through interactive, artificial intelligence (AI) and audible systems for public safety emergency services; and have charge of the GSD/Joe Louis Greenway Security team and communications operations.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Receives emergency call box calls from the patrons to prioritizes and processes them into a pre-established computer format for a concise event at a precise location.
- Instructs callers in the performance of urgent procedures prior to arrival of emergency services, as required.
- Assist and refer citizens' non-emergency calls to the appropriate agencies.
- Relays information and contacts appropriate agencies or personnel to resolve routine problems.
- Executes accurate and expedient public safety communications work in response to a high volume of emergency and non-emergency calls.
- Handles routine contacts with local Police/Fire/E.M.S. departments
- Operates the Telecommunications Device for the Deaf (TDD).
- Receives emergency service telephone calls from police officers and/or other authorized personnel.
- Transmits requests for immediate information received from public safety communicators, authorized personnel and radio field security units on incidents, medical emergencies, criminal/civil disputes, and routing inquiries.
- Receives computer print-out and routes to appropriate location.
- Operates dispatch, genetic CCTV monitoring, activity consoles and equipment.
- Dispatches GSD/JLG security field personnel.
- Performs related clerical work.
- Work in conjunction with Detroit Police Department/Highland Park/Hamtramck
- Assists new operators with on-the-job training.
- Brief shifts of activities and incidents occurring throughout the JLG/City of Detroit

Qualifications (required):

- High school graduation or G.E.D.; preferably completion of two years of college with courses in criminal justice, public administration and/or computer science.
- Six months to one (1) year of experience in the use of, and familiarity with computer-aided dispatch and communication equipment.
- Two (2) years of customer service experience.

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

Qualifications (preferred):

- Prior dispatch and CCTV monitoring experience.

Knowledge, Skills, and Abilities

- Knowledge of office work, terms, and equipment.
- Knowledge of standard English grammar and spelling usage.
- Skill in typing, keyboarding, and performing clerical tasks with speed and accuracy.
- Skill in observation.
- Skill in communicating effectively, both orally and in writing.
- Skill in keenness to detail.
- Skill in operating a personal computer and using common office software.
- Ability to categorize crime and produce reports based on knowledge.
- Ability to act independently.
- Ability to type brief and concise verbal statements.
- Ability to concurrently perform multiple duties with accuracy.
- Ability to demonstrate visual and auditory acuity, and good speech and voice modulation.
- Ability to perform duties in stressful situations.
- Ability to demonstrate willingness to assume responsibility, and initiative and resourcefulness in performance of duties.
- Ability to demonstrate mental alertness and emotional stability.
- Ability to interact effectively with subordinates and the general public with tact and diplomacy.
- Ability to take direction from supervision.
- Ability to participate in and attain on-going training to remain current in work methods and procedures.

Licenses, Certifications, and Other Special Requirements:

Valid government issued identification.

Physical Demands

The work is characterized as sedentary. Typically, sit comfortably to do their work, conditions include operation and monitoring systems and camera integration. This position is in a 24/7 operation.

Work Environment

Work is performed in an open office setting with multiple workstations and involves continuous exposure to computer monitors and the use of hands free telephone computer technology. Work involves a high volume of telephone calls and extensive interaction with the general public. This position is in a 24/7 operation; must be willing and able to work any assigned shift.

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:

CITY OF DETROIT
Human Resources Department
Classification and Compensation Division

TO: Denise Starr, Human Resources Director

FROM: Paul Bellottie, Classification & Compensation Analyst II

DATE: March 5, 2024

RE: Adopt new Security Analysis Dispatcher classification; W.O. #2023-064

Recommendation:

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

Class Code	Classification
8632020	Security Analysis Dispatcher

2. The 2023-2024 Official Compensation Schedule be amended to include the pay range for the following classification:

Class Code	Classification	Salary Range
8632020	Security Analysis Dispatcher	\$36,000 - \$48,600

Request:

The above recommendation is occasioned by a request from Lynn Sanders, Security Administrator for the General Services Department.

Rationale:

The above request and recommendation is based on the ability to attract and retain essential personnel in the General Services Department.

The General Services Department (GSD) requested a new classification to be created for the Security Analysis Dispatcher role. From conversations with the Security Administrator, it was described that with the addition of the Joe Louis Greenway Project, GSD is required to monitor the security surveillance camera and attend to the emergency call boxes 24 hours 7 days a week. The department will initially add 4 dispatcher positions to cover this task. Dispatchers will monitor all municipal buildings, recreation centers and other GSD locations with cameras and dispatch security personnel to various sites throughout the city landscape.

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 and believed to attract the necessary talent to fill this role.

The proposed salary recommendation is subject to City Council approval.

APPROVED: _____
Denise Starr
Human Resources Director



March 5, 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
8632020	Security Analysis Dispatcher	\$36,000 - \$48,600

Request:

The above recommendation is occasioned by a request from Lynn Sanders, Security Administrator for the General Services Department.

Rationale:

The above request and recommendation is based on the ability to attract and retain essential personnel in the General Services Department.

The General Services Department (GSD) requested a new classification to be created for the Security Analysis Dispatcher role. From conversations with the Security Administrator, it was described that with the addition of the Joe Louis Greenway Project, GSD is required to monitor the security surveillance camera and attend to the emergency call boxes 24 hours 7 days a week. The department will initially add 4 dispatcher positions to cover this task. Dispatchers will monitor all municipal buildings, recreation centers and other GSD locations with cameras and dispatch security personnel to various sites throughout the city landscape.

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 and believed to attract the necessary talent to fill this role.

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
8632020	Security Analysis Dispatcher	\$36,000 - \$48,600

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.

Certificate Of Completion

Envelope Id: 6BDF538E06144518B75B47F9F21AA1A6	Status: Completed
Subject: Please DocuSign: Class & Comp Notification Form.doc	
Source Envelope:	
Document Pages: 9	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: 107.5.181.167


Record Tracking

Status: Original 3/5/2024 10:46:39 AM	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 3/5/2024 10:46:41 AM	 Signature Adoption: Pre-selected Style Using IP Address: 107.5.181.167	Sent: 3/5/2024 10:46:40 AM Viewed: 3/5/2024 10:46:49 AM Signed: 3/5/2024 10:53:56 AM

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 Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 68.41.45.170 Signed using mobile	Sent: 3/5/2024 10:53:58 AM Viewed: 3/5/2024 10:55:58 AM Signed: 3/5/2024 10:56:19 AM
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Electronic Record and Signature Disclosure:
Accepted: 3/5/2024 10:55:58 AM
ID: 177eaa18-58fc-4800-86c2-882ffbcd00c7

Denise Starr starrd@detroitmi.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 64.85.167.146	Sent: 3/5/2024 10:56:21 AM Viewed: 3/6/2024 3:02:33 PM Signed: 3/6/2024 3:03:13 PM
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Electronic Record and Signature Disclosure:
Accepted: 3/6/2024 3:02:33 PM
ID: cf8a3ceb-4265-4248-aa47-b1d70215100e

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

Intermediary Delivery Events	Status	Timestamp
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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: 3/6/2024 3:03:14 PM Viewed: 3/6/2024 4:28:51 PM
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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	3/5/2024 10:46:40 AM
Certified Delivered	Security Checked	3/6/2024 3:02:33 PM
Signing Complete	Security Checked	3/6/2024 3:03:13 PM
Completed	Security Checked	3/6/2024 3:03:14 PM

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.