

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: Kristin Lusn	Requester Job Title: Chair of the Board		
Date of Request: 10-5-2023	Work Order #: 2023-084		
Request Type (s) Completed			
Select One Other Request			
Select One			
Other: Range Adjustment			
Section II – To Be Completed by Classification Compensation Analyst - Final Decision			
1. The 2023-2024 Official Compensation Schedule be amended to include the following pay range adjustments:			
Class Code 10126	Classification Executive Director	Current Pay Range \$72,289 - \$118,670	Proposed Pay Range \$98,100 - \$127,500
Request: The above recommendation is at the request of the Board of Ethics Executive Director, Christal Phillips, and Chair of the Board, Kristin Lusn.			
The recommendation is based on the department's expressed need to ensure the pay range for the Executive Director is commensurate with its job duties, competitive with the market and attractive enough to retain the necessary talent.			
Section III- Approval Signatures			
1) Classification and Compensation Analyst		Date:	
_____ <i>Paul Bellottie</i> _____		_____ <i>10/12/2023</i> _____	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied			
2) Chief Classification and Compensation Officer		Date:	
_____ <i>Kimberly Hall-Wagner</i> _____		_____ <i>10/12/2023</i> _____	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied			
3) Human Resources Director		Date:	
_____ <i>Denise Starr</i> _____		_____ <i>10/18/2023</i> _____	
<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: October 12, 2023

RE: Executive Director, Board of Ethics - Salary Adjustment; W.O. #2023-084

Recommendation:

1. The 2023-2024 Official Compensation Schedule be amended to include the following pay range adjustments:

Class Code	Classification	Current Pay Range	Proposed Pay Range
10126	Executive Director Board of Ethics	\$72,289 - \$118,670	\$98,100 - \$127,500

Request:

The above recommendation is at the request of the Board of Ethics Executive Director, Christal Phillips, and Chair of the Board, Kristin Lusn.

Rationale:

The recommendation is based on the department's expressed need to ensure the pay range for the Executive Director is commensurate with its job duties, competitive with the market and attractive enough to retain the necessary talent.

A market survey was completed utilizing compensation data from Mercer, PayFactors, and various municipalities utilizing the job functions outlined in the Executive Director Board of Ethics job specification. Survey data was used to determine the market average for this role in comparison to the current salary range. The in-depth analysis of compensation data reviewed key data points to identify and align similarities of the Detroit Board of Ethics to the national market as it relates to scope of responsibility, qualifications, educational requirements, and other determining factors.

Upon completion of the study, it was determined that the market average for an Executive Director Board of Ethics is \$112,800. The market average was established as the midpoint and the range spread (min to max) was applied, creating the new salary range of \$98,100 - \$127,500, competitive to the national market. The proposed pay range recommendation is subject to City Council approval.

APPROVED: _____
 Denise Starr
 Human Resources Director



October 12, 2023

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	Current Pay Range	Proposed Pay Range
10126	Executive Director Board of Ethics	\$72,289 - \$118,670	\$98,100 - \$127,500

Request:

The above recommendation is at the request of the Board of Ethics Executive Director, Christal Phillips, and Chair of the Board, Kristin Lusn.

Rationale:

The recommendation is based on the department's expressed need to ensure the pay range for the Executive Director is commensurate with its job duties, competitive with the market and attractive enough to retain the necessary talent.

A market survey was completed utilizing compensation data from Mercer, PayFactors, and various municipalities utilizing the job functions outlined in the Executive Director Board of Ethics job specification. Survey data was used to determine the market average for this role in comparison to the current salary range. The in-depth analysis of compensation data reviewed key data points to identify and align similarities of the Detroit Board of Ethics to the national market as it relates to scope of responsibility, qualifications, educational requirements, and other determining factors.

Upon completion of the study, it was determined that the market average for an Executive Director Board of Ethics is \$112,800. The market average was established as the midpoint and the range spread (min to max) was applied, creating the new salary range of \$98,100 - \$127,500, competitive to the national market. The proposed pay range 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 2022 - 2023 Official Compensation Schedule is hereby amended to reflect the following pay range, effective upon Council's approval.

Class Code	Classification	Salary Range	Step Code
13205140	Pension Investment Officer	\$151,099 - \$217,502	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.

Certificate Of Completion

Envelope Id: A1EF1FA023BB472B809AAF7D223292B2

Status: Completed

Subject: Please DocuSign: Class & Comp Notification Form.doc

Source Envelope:

Document Pages: 6

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

City of Detroit Human Resources Department
2 Woodward Ave

AutoNav: Enabled

Detroit, MI 48226

Envelopeld Stamping: Enabled

FlexibleWorkAdmin@detroitmi.gov

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

IP Address: 68.42.219.186

Record Tracking

Status: Original

Holder: City of Detroit Human Resources
Department

Location: DocuSign

10/12/2023 1:14:22 PM

FlexibleWorkAdmin@detroitmi.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Detroit

Location: DocuSign

Signer Events**Signature****Timestamp**

Paul Bellottie

Paul.Bellottie@detroitmi.gov

Security Level:

DocuSign.email

ID: 1

10/12/2023 1:14:24 PM

Paul Bellottie

Signature Adoption: Pre-selected Style

Using IP Address: 68.42.219.186

Sent: 10/12/2023 1:14:23 PM

Viewed: 10/12/2023 1:14:37 PM

Signed: 10/12/2023 1:20:34 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

Security Level: Email, Account Authentication
(None)*Kimberly Hall-Wagner*

Signature Adoption: Pre-selected Style

Using IP Address: 68.41.45.170

Signed using mobile

Sent: 10/12/2023 1:20:36 PM

Viewed: 10/12/2023 1:20:58 PM

Signed: 10/12/2023 1:21:51 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Denise Starr

starrd@detroitmi.gov

Security Level: Email, Account Authentication
(None)*Denise Starr*

Signature Adoption: Pre-selected Style

Using IP Address: 64.85.167.146

Sent: 10/12/2023 1:21:53 PM

Viewed: 10/18/2023 5:56:11 PM

Signed: 10/18/2023 5:56:39 PM

Electronic Record and Signature Disclosure:

Accepted: 10/18/2023 5:56:11 PM

ID: 64f4e328-0ae3-4832-b193-64f9a6f6d120

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: 10/18/2023 5:56:41 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	10/12/2023 1:14:23 PM
Certified Delivered	Security Checked	10/18/2023 5:56:11 PM
Signing Complete	Security Checked	10/18/2023 5:56:39 PM
Completed	Security Checked	10/18/2023 5:56:41 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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.