

# Classification and Compensation Notification Form 9021

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## 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		
<b>Department:</b> DOIT	<b>Division:</b> office of the CIO	
<b>Requester:</b> Arthur Thompson	<b>Requester Job Title:</b> Chief Information Offi	
<b>Date of Request:</b> 8/14/2023	<b>Work Order #:</b> 2023-085	
<b>Request Type (s) Completed</b>		
<b>Select One</b>	Create New Position and Job Specification	
<b>Select One</b>		
<b>Other:</b>		
Section II – To Be Completed by Classification Compensation Analyst - Final Decision		
<b>Recommendation:</b>		
1. The 2023-2024 official compensation schedule be amended to include the following pay range:		
Class Code 93164	Classification Chief Information Security Officer	Pay Range \$144,000 - \$198,700
<b>Rationale:</b>		
The recommendation is based on the department's expressed need to create the Chief Information Security Officer title as this is a subset of responsibilities that Arthur performs in addition to his current role.		
Section III- Approval Signatures		
1) Classification and Compensation Analyst		Date:
_____ <i>Paul Bellottie</i> _____		10/12/2023
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		
2) Chief Classification and Compensation Officer		Date:
_____ <i>Kimberly Hall-Wagner</i> _____		10/12/2023
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		
3) Human Resources Director		Date:
_____ <i>Denise Starr</i> _____		10/18/2023
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		

Cc:



## Job Specification

<b>Job Title: Chief Information Security Officer</b>	<b>FLSA Type: E</b>	<b>Date Established:10/12/2023</b>
<b>Department: Dept of Innovation &amp; Technology</b>	<b>EEO Code: 1.1</b>	<b>Date Revised:</b>
<b>Class Code: 931641</b>	<b>Reports To: Chief Information Officer</b>	<b>Date Approved:10/12/2023</b>

### Job Summary

Partnering with Detroit's leadership team, provides and facilitates vision and leadership for developing, implementing, and supporting security and operational initiatives. The position directs the planning and implementation of enterprise Information Technology security for systems, business operations, and physical technology assets to ensure protection against security breaches. Responsible for auditing existing systems, directing vulnerability mitigation activities, and administering security programs, policies, and standards.

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

#### Essential Functions

- Exercises indirect supervision of staff to assist in security and operations processes.
- Participates in business impact analysis and service prioritization exercises with leadership and Elected officials.
- Participates in the development and maintenance of business continuity and disaster recovery plans.
- Creates proactive processes for event management and daily operations.
- Responsible for advocacy and coordination of Information Technology security.
- Communicates regularly in writing and in person with leadership and end users.
- Secures information, computer, network, processing systems, and new software development.
- Manages the administration of computer security systems and corresponding/associated software including firewalls, intrusion detection systems, cryptography systems, anti-virus software, and event log management.
- Recommends and implements changes in security policies and practices in accordance with changes in applicable law.
- Provides resolution to security problems.
- Assesses and communicates security risks associated with purchases or practices performed by the City.
- Collaborates to establish and maintain a system for ensuring that security and privacy policies are met.
- Promotes and oversees strategic security relationships between internal resources and external entities, including government, vendors, and partner organizations.
- Remains aware of trends and issues in the security industry, including current and emerging technologies; advises, counsels, and educates leadership on issues and trends, importance, and financial impact.
- Participates as a contributor to city leadership and elected officials concerning the City's Information Technology security strategies.

- Leads strategic security plans; achieves business goals; prioritizes defense initiatives and coordinates the evaluation, deployment, and management of current and future security technologies; utilizes a risk-based assessment methodology.
- Develops and communicates security strategies and plans to leadership and elected officials, staff, partners, customers, and stakeholders.
- Develops, implements, maintains, and oversees enforcement of policies, procedures, and associated plans for system security administration and user system access.
- Ensures dissemination of security information throughout the organization and clarity of roles and responsibilities.
- Informs, mentors, and coaches senior management, staff, and teams in potential and emerging cyber security threats, vulnerabilities, and control techniques.
- Designs and delivers cyber-security awareness training.
- Defines and communicates plans, procedures, policies, and standards for the organization for acquiring, implementing, and operating new security systems, equipment, software, and other technologies.

**Nonessential Functions**

- If a local declaration of emergency or disaster is declared by the city of Detroit, employee may be required to work as a Disaster Service Worker.
- Performs other duties as appropriate or necessary for performance of the job.

**Qualifications (required):**

- Bachelor's degree or equivalent from an accredited college or university with major coursework in business, Information Systems, Public Administration, or a related field required.
- Five (5) years of experience in managing Information Technology and/or security operations required.

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

**Qualifications (preferred):**

- Master's degree from an accredited college or university specializing in Cyber Security.
- Certification in Cyber Security best practice (CISSP, Security +, CISA, CISM, etc.)
- Experience managing cross functional teams with a proven record of success.
- Ten (10) years of experience in managing Cyber Security operations required.

**Knowledge, Skills, and Abilities**

- General office practices and procedures.
- Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- Communicate clearly and concisely, both verbally and in writing.
- Adhere to city rules, regulations, policies, and standard operating procedures.
- Establish and maintain effective working relationships with other City employees, representatives of other agencies and organizations, and members of the community.
- Regular, predictable attendance.
- Understand computer systems and network characteristics, features, and integration capabilities.
- Apply Information Technology in solving security problems.
- Application of applicable laws and regulations as they relate to security, including HIPAA and CJIS requirements.
- Leadership methods and management skills.

- Set and manage priorities
- Strategies and application of negotiating.
- Ability to present ideas in business-friendly and user-friendly language.
- Perform duties independently without close supervision
- Attention to detail.
- Analytical, evaluative, and problem-solving abilities.
- Practices and application of customer service.
- Ability to motivate in a team-oriented, collaborative environment.

**Licenses, Certifications, and Other Special Requirements:**

- Certified Information Systems Security Professional (CISSP) according to the International Information Systems Security Certification Consortium is strongly preferred.

**Physical Demands**

- Strength – Sedentary
- Movement – Occasionally  
    Stooping, reaching, handling, and finger dexterity.
- Auditory – Not Limited  
    Talking and hearing.
- Vision – Required  
    Near and far acuity

**Work Environment**

- Equipment  
    Office Equipment
- Computer use – Constantly

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*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:** October 12, 2023

**RE:** Chief Information Security Officer Title Creation; W.O. #2023-085

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**Recommendation:**

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

Class Code	Classification	Pay Range
931641	Chief Information Security Officer	\$144,000 - \$198,700

**Request:**

The above recommendation is at the request of the Chief Information Officer Arthur Thompson, with the Department of Innovation and Technology.

**Rationale:**

The recommendation is based on the department's expressed need to create the Chief Information Security Officer title as this is a subset of responsibilities that Arthur performs in addition to his current role. The position directs the planning and implementation of enterprise Information Technology security for systems, business operations, and physical technology assets to ensure protection against security breaches. Responsible for auditing existing systems, directing vulnerability mitigation activities, and administering security programs, policies, and standards.

To determine an appropriate pay range, a compression analysis and market study were conducted using data from external survey sources for comparable positions. While utilizing the discovered market data, an internal review was completed to determine the strength of the proposed pay range against similar roles for competitiveness and to ensure fairness amongst their peers. The outcome of the external analysis along with discussions with department leaders while reviewing the market and job specification set the pay range for the Chief Information Security Officer at \$144,000 - \$198,700.

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	Pay Range
931641	Chief Information Security Officer	\$144,000 - \$198,700

**Request:**

The above recommendation is at the request of the Chief Information Officer Arthur Thompson, with the Department of Innovation and Technology.

**Rationale:**

The recommendation is based on the department’s expressed need to create the Chief Information Security Officer title as this is a subset of responsibilities that Arthur performs in addition to his current role. The position directs the planning and implementation of enterprise Information Technology security for systems, business operations, and physical technology assets to ensure protection against security breaches. Responsible for auditing existing systems, directing vulnerability mitigation activities, and administering security programs, policies, and standards.

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

<b>Class Code</b>	<b>Classification</b>	<b>Pay Range</b>
931641	Chief Information Security Officer	\$144,000 - \$198,700

**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: 989DD791F0744788ADD49B72EB845196	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: 68.42.219.186

**Record Tracking**

Status: Original	Holder: City of Detroit Human Resources	Location: DocuSign
10/12/2023 11:26:59 AM	Department	
	FlexibleWorkAdmin@detroitmi.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Detroit	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Paul Bellottie	<i>Paul Bellottie</i>	Sent: 10/12/2023 11:26:59 AM
Paul.Bellottie@detroitmi.gov		Viewed: 10/12/2023 11:27:09 AM
Security Level:		Signed: 10/12/2023 11:36:53 AM
DocuSign.email		
ID: 1	Signature Adoption: Pre-selected Style	
10/12/2023 11:27:00 AM	Using IP Address: 68.42.219.186	

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

Kimberly Hall-Wagner	<i>kimberly Hall-Wagner</i>	Sent: 10/12/2023 11:36:55 AM
Hall-Wagner@detroitmi.gov		Viewed: 10/12/2023 11:41:18 AM
Security Level: Email, Account Authentication		Signed: 10/12/2023 11:42:23 AM
(None)		
	Signature Adoption: Pre-selected Style	
	Using IP Address: 68.41.45.170	
	Signed using mobile	

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Denise Starr	<i>Denise Starr</i>	Sent: 10/12/2023 11:42:25 AM
starrd@detroitmi.gov		Viewed: 10/18/2023 6:26:15 PM
Security Level: Email, Account Authentication		Signed: 10/18/2023 6:26:34 PM
(None)		
	Signature Adoption: Pre-selected Style	
	Using IP Address: 64.85.167.146	

**Electronic Record and Signature Disclosure:**  
 Accepted: 10/18/2023 6:26:15 PM  
 ID: 329f6abc-bb88-4bf4-91f7-13c3e55f30ba

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) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 10/18/2023 6:26:35 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 11:26:59 AM
Certified Delivered	Security Checked	10/18/2023 6:26:15 PM
Signing Complete	Security Checked	10/18/2023 6:26:34 PM
Completed	Security Checked	10/18/2023 6:26:35 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](mailto: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](mailto: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](mailto: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.