

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.

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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: 8-12-2024	Work Order #: 2024-055			
Request Type (s) Completed				
Select One Position Evaluation/ Survey				
Select One				
Other:				
Section II – To Be Completed by Classification Compensation Analyst - Final Decision				
Class Code	Classification	Current Pay Range	Proposed Pay Range	Barg Unit
8632020	Security Dispatch	\$36,720 – \$49,572	\$36,720 – \$42,300	9001
<p>Upon commencement of recruitment for the Security Analysis Dispatcher title, it was discovered that a high pay range spread was creating compression between this role and the title of Senior Service Guard, who will be supervising these employees. This compression would allow subordinate employees to potentially earn more than their superiors. To correct this issue, Classification & Compensation applied a reduction to the salary range spread of the Security Analysis Dispatcher title from 35% to 15.2%. As such, please be advised that the new pay range for Security Analysis Dispatcher will be \$36,720 - \$42,300, and there will be no change to the pay range minimum.</p>				
Section III- Approval Signatures				
1) Classification and Compensation Analyst			Date:	
 _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied			_____ 8/23/2024	
2) Chief Classification and Compensation Officer			Date:	
 _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied			_____ 8/23/2024	
3) Human Resources Director			Date:	
 _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied			_____ 8/30/2024	

Cc: