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City of Detroit
Classification and Compensation Notification Form

Section I – To Be Completed by Classification Compensation Analyst	
Department: City Clerk	**Division:** Administration
Requester: Janice Winfrey	**Requester Job Title:** City Clerk
Date of Request: 7/9/24	**Work Order #:** 2024-051
Request Type (s) Completed	
Select One Position Evaluation/ Survey	
Select One	
Other:	

Section II – To Be Completed by Classification Compensation Analyst - Final Decision

This is to advise you that the Human Resources Department concurred in the following recommendation:

The 2024-2025 Official Compensation Schedule be amended to include the following pay adjustment:

Class Code	Classification	Current Pay Range	Proposed Pay Range
01-31-31	Deputy City Clerk	$80,317 - $96,752	$84,800 - $101,800

The proposed pay range is subject to City Council approval.

Section III- Approval Signatures

1) Classification and Compensation Analyst — Date: 10/31/2024
Takeisha Allen-Fields
☐ Approved ☐ Denied

2) Chief Classification and Compensation Officer — Date: 10/31/2024
☐ Approved ☐ Denied

3) Human Resources Director — Date: 10/31/2024
Denise Starr
☒ Approved ☐ Denied

Cc: Employee Services, Payroll Audit, Budget, Recruitment, HRIS, Labor Relations