



October 31, 2024

Honorable City Council

Subject: **Request to Amend the Official Compensation Schedule**

Recommendation is submitted to amend the 2024 – 2025 Official Compensation Schedule to include the following pay range, subject to City Council approval:

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

Request:

The above recommendation is at the request of Janice Winfrey, City Clerk Office.

Rationale:

The recommendation is based on the department’s expressed need to ensure the pay range for the Deputy City Clerk is commensurate with its job duties, competitive with the market and attractive enough to retain the necessary talent. Reporting to the City Clerk, the Deputy City Clerk performs advanced-level administrative and clerical work in direct support of the City Clerk's Office, including supervising clerical staff, assigning and assuring that work is completed according to established standards and maintaining official City and vita records.

To determine an appropriate pay range, a market study was conducted using data from external survey sources for comparable positions. It was determined that the current pay range for the Deputy City Clerk role was below the market.

The proposed pay range is based on the City of Detroit’s ability to fund the increase and is subject to City Council approval.

Respectfully submitted,

Denise Starr
Human Resources Director

DS/taf
Attachments

cc: Budget Department
Mayor’s Office

BY COUNCIL MEMBER _____

RESOLVED, That the 2024 - 2025 Official Compensation Schedule is hereby amended to reflect the following pay adjustment, effective upon Council's approval.

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

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.