

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



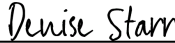
Ownership

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: DOIT | Division: office of the CIO | |
| Requester: Art Thompson | Requester Job Title: Chief Information Offi | |
| Date of Request: 10/11/2024 | Work Order #: CCFY25-016 | |
| Request Type (s) Completed | | |
| Select One | Create New Position and Job Specification | |
| Select One | | |
| Other: | | |
| Section II – To Be Completed by Classification Compensation Analyst - Final Decision | | |
| <p>In an effort to maintain consistency with Director-level ranges within the City of Detroit, the Classification and Compensation team has identified an existing range that can be utilized in the creation of this title. Based upon these findings, Classification and Compensation recommends a pay range of \$110,419 - \$168,535. This pay range is commensurate for the CITY OF DETROIT Human Resources Department Classification and Compensation Division requirements of the role and meets all guidelines for compression with the Deputy Director title below it.</p> | | |
| Class Code 11302108 | Classification Director of Digital Inclusion | Salary Range \$110,419 - \$168,535 |
| Section III- Approval Signatures | | |
| 1) Classification and Compensation Analyst <div style="text-align: center;">  _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied </div> | Date: 11/13/2024 | |
| 2) Chief Classification and Compensation Officer <div style="text-align: center;">  _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied </div> | Date: 11/13/2024 | |
| 3) Human Resources Director <div style="text-align: center;">  _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied </div> | Date: 11/13/2024 | |

Cc:



Job Specification

| | | |
|---|--|---------------------------------|
| Job Title: Director of Digital Inclusion | FLSA Type: Exempt | Date Established: |
| Department: Department of Information Technology | EEO Code: 01 | Date Revised: 11/13/2024 |
| Class Code: 11302108 | Reports To: Chief Information Officer | Date Approved: |

Job Summary

The City of Detroit seeks a Director of Digital Inclusion. Reporting directly to the Chief Innovation & Technology Officer, the Director plays a core role on a team charged with helping lead and execute the office’s engagement strategies, communications, and efforts across digital enablement and inclusion.

The Director is lead steward and program manager for the portfolio and works to engage the community in the full range of programs, events, partnerships, and bodies of work that advance the office’s overarching mission to permanently close the Digital Divide in the City of Detroit. A successful candidate will be a high-energy multi-tasker with experience and demonstrated success in working community groups, stakeholders, and partners; understand the critical role of engagement in driving program participation and community collaboration; have a natural connection to and passion for lifting up youth to elder constituents; and demonstrate excellent judgment and an ability to act quickly and in the best interest of the office and the City of Detroit. The ideal candidate will be resourceful, curious, creative, comfortable with current mobile/social technologies for the community, assertive with taking initiative and leading projects, hard- and fast-working, a team player, detail-oriented and have imagination and a sense of urgency about the work.

This is a unique opportunity to be part of a dedicated team passionate about – and committed to – having an immediate and lasting impact as we work to ensure true digital equity throughout Detroit.

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

- Lead the daily engagement and outreach functions of the office, in close collaboration with the CIO and communications/engagement team, and within the context of the office’s strategic framework and priorities.
- Articulate and formulate messaging to convey benefits of alignment, collaboration, and partnership with City of Detroit’s digital innovations and technologies.
- Engage/inform/activate residents, leveraging office programs and partner networks as primary channels.
- Ensure consistent articulation of the office mission and narrative across engagement activities.
- Develop a digital equity and inclusion plan that ensures access to high-speed internet, access to devices, and digital literacy content for all residents.
- Ascertain digital equity needs across Detroit neighborhoods – inclusive of schools, home, and work areas.

- Manage the creation and execution of an overall strategy and plan for community outreach and engagement.
- Inform and lead the implementation of an outreach and engagement sub-strategy to focus, strengthen and maximize impact.
- Design and implement evaluation tools to measure and gauge impact, adoption, and benefits of programs.
- Monitor the success of engagement strategies and course correct as needed.
- Monitor digital literacy amongst residents, across digital tools and programs.
- Regularly analyze the local landscape to identify opportunities to collaborate with and support others.
- In coordination with the CIO, partners across City's Departments and Divisions to address digital equity gaps across initiatives and services.
- Identify and cultivate strategic partnerships to ensure key successes in the office's engagement efforts.
- Represent the office in community initiatives and at events that support our office's goals/strategies.
- Foster relationships with community residents, local nonprofit organizations, business leaders, philanthropic organizations and other stakeholders through networking and collaboration.
- Coordinate and execute key community engagement events for the office.
- Assist in grant writing and reporting.
- Build knowledge of Detroit's neighborhoods and the experiences of its residents to continuously inform our work and ensure initiatives are community-focused and responsive.

Qualifications (required):

- Bachelor's degree in business administration, information technology, computer science, or similar fields.
- Minimum of five (5) to seven (7) years of experience related to community engagement, public affairs and public policy.

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

Qualifications (preferred):

- Master's degree in information technology, computer engineering, public policy, or other closely related field or equivalent related experience.
- Experience working on city government initiatives.
- Experience working with city, state and federal-level datasets.
- Demonstrated interest in community organizing, ecosystem building and poverty alleviation.

Knowledge, Skills, and Abilities

- Strong analytical writing skills and oral communication skills; fluent in articulating, conveying message and narratives across printed, electronic, and social media.
- Strong interpersonal skills.
- Ability to build authentic relationships with racially, socio-economically and gender diverse communities.
- Ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity and lived experiences.
- Understanding of the concepts of institutional and structural racism and bias, and a commitment to equity and inclusion.
- Ability to successfully navigate challenging conversations among diverse groups and build consensus.
- High level of professionalism and collaborative spirit.

- Ability to excel in time-pressured and high-energy environments.
- Ability to work a flexible schedule, to include evenings and weekends, in order to meet the needs of residents, and to be present at community functions.
- Be able to meet tight deadlines.
- Be able to manage multiple tasks simultaneously and well.
- Be driven by a sense of urgency and able to get in front of challenges by being timely, strategic, and optimal for the needs at hand.
- Be able to adapt to competing and shifting priorities.
- Bring high energy, initiative, imagination and creativity to the work.
- Communicate openly and frequently with the team and proactively share ideas and ask questions.
- Be passionate about the potential and future of Detroit and all our residents and believe in the office's mission and work.

Physical Demands

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 20 pounds.

Work Environment

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

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: November 13, 2024
RE: Adopt new Director of Digital Inclusion classification; W.O. #CCFY25-016

Recommendation:

1. The title and code for the following classification be adopted:

| Class Code | Classification |
|------------|-------------------------------|
| 11302108 | Director of Digital Inclusion |

2. The 2024-2025 Official Compensation Schedule be amended to include the pay range for the following classification:

| Class Code | Classification | Salary Range |
|------------|-------------------------------|-----------------------|
| 11302108 | Director of Digital Inclusion | \$110,419 - \$168,535 |

Request:

The above recommendation is occasioned by a request from Art Thompson, Chief Information Officer within the Department of Innovation & Technology.

Rationale:

The above request and recommendation is based on the ability to attract and retain essential personnel in the Department of Innovation & Technology.

The Department of Innovation & Technology requested a new classification to be created for the Digital Inclusion progression, to include the role of a Director. From conversations with department leaders, the Director plays a core role on a team charged with helping lead and execute the office’s engagement strategies, communications, and efforts across digital enablement and inclusion. The Director is lead steward and program manager for the portfolio and works to engage the community in the full range of programs, events, partnerships, and bodies of work that advance the office’s overarching mission to permanently close the Digital Divide in the City of Detroit.

In an effort to maintain consistency with Director-level ranges within the City of Detroit, the Classification and Compensation team has identified an existing range that can be utilized in the creation of this title. Based upon these findings, Classification and Compensation recommends a pay range of \$110,419 - \$168,535. This pay range is commensurate for the

requirements of the role and meets all guidelines for compression with the Deputy Director title below it. The proposed salary recommendation is subject to City Council approval.

APPROVED: _____
Denise Starr
Human Resources Director



November 13, 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 | Classification | Salary Range |
|------------|-------------------------------|-----------------------|
| 11302108 | Director of Digital Inclusion | \$110,419 - \$168,535 |

Request:

The above recommendation is occasioned by a request from Art Thompson, Chief Information Officer within the Department of Innovation & Technology.

Rationale:

The above request and recommendation is based on the ability to attract and retain essential personnel in the Department of Innovation & Technology.

The Department of Innovation & Technology requested a new classification to be created for the Digital Inclusion progression, to include the role of a Director. From conversations with department leaders, the Director plays a core role on a team charged with helping lead and execute the office’s engagement strategies, communications, and efforts across digital enablement and inclusion. The Director is lead steward and program manager for the portfolio and works to engage the community in the full range of programs, events, partnerships, and bodies of work that advance the office’s overarching mission to permanently close the Digital Divide in the City of Detroit.

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Respectfully submitted,

Denise Starr
Human Resources Director

DS/pb
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 range, effective upon Council's approval.

| Class Code | Classification | Salary Range |
|-------------------|-------------------------------|-----------------------|
| 11302108 | Director of Digital Inclusion | \$110,419 - \$168,535 |

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: E099B17528FC4A29B00C7ADA65582033 | Status: Completed |
| Subject: Please DocuSign: Class & Comp Notification Form.doc | |
| Source Envelope: | |
| Document Pages: 10 | Signatures: 3 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Enveloped 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: 68.42.218.131 |


Record Tracking

| | | |
|--------------------------------------|---|--------------------|
| Status: Original | Holder: City of Detroit Human Resources | Location: DocuSign |
| 11/13/2024 12:26:54 PM | Department | |
| | FlexibleWorkAdmin@detroitmi.gov | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: City of Detroit - Human Resources | Location: DocuSign |

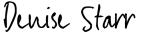
Signer Events

| Signer Events | Signature | Timestamp |
|--|--|--|
| Paul Bellottie paul.bellottie@detroitmi.gov Security Level: DocuSign.email ID: 1 11/13/2024 12:26:55 PM |  Signature Adoption: Pre-selected Style Using IP Address: 68.42.218.131 | Sent: 11/13/2024 12:26:55 PM Viewed: 11/13/2024 12:27:36 PM Signed: 11/13/2024 12:36:29 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 Chief Policy Officer Security Level: Email, Account Authentication (None) |  Signature Adoption: Drawn on Device Using IP Address: 68.41.45.170 Signed using mobile | Sent: 11/13/2024 12:36:32 PM Viewed: 11/13/2024 12:38:54 PM Signed: 11/13/2024 12:50:47 PM |
|---|---|--|

Electronic Record and Signature Disclosure:
Accepted: 11/13/2024 12:38:54 PM
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| | | |
|--|---|--|
| Denise Starr starrd@detroitmi.gov Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.218.147.60 Signed using mobile | Sent: 11/13/2024 12:50:50 PM Viewed: 11/13/2024 12:52:48 PM Signed: 11/13/2024 12:53:02 PM |
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| In Person Signer Events | Signature | Timestamp |
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| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |

| Intermediary Delivery Events | Status | Timestamp |
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| 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: 11/13/2024 12:53:03 PM Viewed: 11/13/2024 12:57:04 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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| Certified Delivered | Security Checked | 11/13/2024 12:52:48 PM |
| Signing Complete | Security Checked | 11/13/2024 12:53:02 PM |
| Completed | Security Checked | 11/13/2024 12:53:03 PM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

| 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

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.