

# 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	
Department: DOIT	Division: office of CIO and web Admin
Requester: Art Thompson	Requester Job Title: Chief Info Officer
Date of Request: 2/12/2025	Work Order #: CCFY-049
Request Type (s) Completed	
Select One	Create New Position and Job Specification
Select One	Create New Position and Job Specification
Other:	
Section II – To Be Completed by Classification Compensation Analyst - Final Decision	
<p>Department leaders requested new two new classifications to be created for the Information Security Analyst and Web Developer progressions. From conversations with DoIT Leadership, it was discussed that the current structure presents a significant gap between the entry-level Apprentice role and the more advanced levels 3 and 4. Creating the abovementioned levels will create a career path that provides entry points for individuals with varying levels of experience. These levels will provide a clear career progression through the respective titles, aiming to improve employee engagement and reduce turnover by demonstrating a commitment to professional growth within the department.</p> <p>Please review the attached memos for additional details and proposed salary amounts as space within this form is limited.</p>	
Section III- Approval Signatures	
1) Classification and Compensation Analyst _____ <i>Paul Bellottie</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/27/2025
2) Chief Classification and Compensation Officer _____ <i>[Signature]</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/27/2025
3) Human Resources Director _____ <i>Denise Starr</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/27/2025

Cc:

**CITY OF DETROIT**  
**Human Resources Department**  
**Classification and Compensation Division**

**TO:** Denise Starr, Human Resources Director

**FROM:** Paul Bellottie, Classification & Compensation Analyst II

**DATE:** March 27, 2025

**RE:** Adopt new Department of Innovation & Technology classifications; W.O. #CCFY25-049

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**Recommendation:**

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

Class Code	Classification
15112232	Information Technology Specialist Information Security Analysts 1
15112234	Information Technology Specialist Information Security Analysts 2
15113401	Web Developer 1
15113402	Web Developer 2

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

Class Code	Classification	Salary Range	Step Code
15112232	Info. Tech. Specialist Information Security Analysts 1	\$65,400 – \$78,500	D
15112234	Info. Tech. Specialist Information Security Analysts 2	\$76,100 – \$95,100	D
15113401	Web Developer 1	\$62,300 – \$77,900	D
15113402	Web Developer 2	\$71,100 – \$88,900	D

**Request:**

The above recommendation is occasioned by a request from Art Thompson, Chief Information Officer.

**Rationale:**

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

Department leaders requested new two new classifications to be created for the Information Security Analyst and Web Developer progressions. From conversations with DoIT Leadership, it was discussed that the current structure presents a significant gap between the entry-level Apprentice role and the more advanced levels 3 and 4. Creating the abovementioned levels will create a career path that provides entry points for individuals with varying levels of experience. These levels will provide a clear career progression through the respective titles, aiming to

improve employee engagement and reduce turnover by demonstrating a commitment to professional growth within the department.

The proposed salary ranges for the new titles were developed by obtaining external market data for comparable titles from both private and public industries. The roles sampled represented work completed in generalized IT departments, as well as those in technology-specific companies. Once developed, an analysis was conducted to ensure that the salary ranges fit within the progression of the existing titles and confirm that there would be no compression concerns when compared to the wage structure for their supervising roles. The proposed salary recommendations are subject to City Council approval.

APPROVED: \_\_\_\_\_

Denise Starr  
Human Resources Director



March 27, 2025

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	Step Code
15112232	Info. Tech. Specialist Information Security Analysts 1	\$65,400 – \$78,500	D
15112234	Info. Tech. Specialist Information Security Analysts 2	\$76,100 – \$95,100	D
15113401	Web Developer 1	\$62,300 – \$77,900	D
15113402	Web Developer 2	\$71,100 – \$88,900	D

**Request:**

The above recommendation is occasioned by a request from Art Thompson, Chief Information Officer.

**Rationale:**

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

Department leaders requested new two new classifications to be created for the Information Security Analyst and Web Developer progressions. From conversations with DoIT Leadership, it was discussed that the current structure presents a significant gap between the entry-level Apprentice role and the more advanced levels 3 and 4. Creating the abovementioned levels will create a career path that provides entry points for individuals with varying levels of experience. These levels will provide a clear career progression through the respective titles, aiming to improve employee engagement and reduce turnover by demonstrating a commitment to professional growth within the department.

The proposed salary ranges for the new titles were developed by obtaining external market data for comparable titles from both private and public industries. The roles sampled represented work completed in generalized IT departments, as well as those in technology-specific companies. Once developed, an analysis was conducted to ensure that the salary ranges fit within the progression of the existing titles and confirm that there would be no compression concerns when compared to the wage structure for their supervising roles. The proposed salary recommendations are 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 2024 - 2025 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>Salary Range</b>	<b>Step Code</b>
15112232	Info. Tech. Specialist Information Security Analysts 1	\$65,400 – \$78,500	D
15112234	Info. Tech. Specialist Information Security Analysts 2	\$76,100 – \$95,100	D
15113401	Web Developer 1	\$62,300 – \$77,900	D
15113402	Web Developer 2	\$71,100 – \$88,900	D

**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.



## Job Specification

<b>Job Title: Information Technology Specialist (Information Security Analyst I)</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 3/25/2025</b>
<b>Department: DoIT</b>	<b>EEO Code: 3</b>	<b>Date Revised:</b>
<b>Class Code: 15112232</b>	<b>Reports To: Cyber Security Supervisor</b>	<b>Date Approved:</b>

### Job Summary

Under general supervision of the Cyber Team, the Information Technology Specialist 1 – (Information Security Analyst I) is responsible for preventing data loss and service interruptions by assisting Information Security Analysts and researching new technologies that will effectively protect the City’s IT Infrastructure. Work involves a wide range of functions designed to ensure the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs.

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

- Monitor security monitoring tools and information gathering.
- Perform analysis of alerts, logs, security platforms, and systems.
- Assist in Vulnerability Management and Reporting.
- Support incident response and investigations.
- Analyze and interpret policies and guidelines.
- Review violations of computer security procedures and confab with Cyber Team on user corrective action.
- Participate in Cyber Awareness Training.
- Monitor current CVE reports to communicate threat levels to Cyber Team.
- Implement security measures.
- Maintain security posture.
- Evaluate and solve incident response issues.
- Analyze and interpret policies and guidelines.
- Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs
- Review violations of computer security procedures and discusses procedures with violators to ensure violations are not repeated
- Monitor current reports of computer viruses to determine when to update virus protection systems.
- Perform risk assessments and executes tests of data processing systems to ensure functioning of data processing activities and security measures.
- Confer with users to discuss issues such as computer data access needs, security violations, and programming changes.
- Coordinate implementation of computer system plan with other DoIT personnel, City agencies, and outside vendors.



- Train users and promotes security awareness to ensure system security and to improve server and network efficiency.
- Perform special projects and other duties as assigned.

**Qualifications (required):**

- Completion of coursework from an institution of higher education in cyber security, computer science, information systems, programming systems analysis or other related field of study
- Associate's or Bachelor's degree in cyber security, computer science, information systems, programming systems analysis, geographic information science, engineering communications or other related field of study
- Minimum of one (1) year of experience implementing or working with vulnerability management

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

**Qualifications (preferred):**

- Foundational certifications such as A+, Net+ and Sec+ are preferred.
- Familiar with Cloud Security concepts and methodologies.
- Understanding of and experience applying security fundamentals.
- Conceptual understanding of security methodologies and challenges.
- Forensics certification or experience with computers.
- Experience in Cyber policy review and education.
- Experience verifying vulnerabilities and weaknesses in system design.
- Experience with IOT Security

**Knowledge, Skills, and Abilities**

- Knowledge of a wide range of security tools.
- Knowledge of current platform technologies managed by security products (SQL, IIS, Windows, Linux, Mac).
- Ability to learn security concepts such as cyber-attacks and techniques, threat vectors, risk management, incident management, etc.
- Ability to produce threat management preparation of reports, dashboards, and documentation.
- Good written and verbal communication skills.
- Good analytical skills, problem solving, and interpersonal skills.
- Ability to work virtually and independently on assignments from supervising team.
- Ability to remain current on the latest threat and technologies.
- Knowledge in one or more of the following: endpoint protection, data loss prevention, SIEM, EDR, vulnerability management, firewall rules management, secure web gateway/ proxy.
- Knowledge of and experience in a wide range of security tools.
- Functional knowledge of current platform technologies managed by security products (SQL, IIS, Windows, Linux, Mac).
- In-depth knowledge of security concepts such as cyber-attacks and techniques, threat vectors, risk management, incident management, etc.
- Skill in threat management preparation of reports, dashboards, and documentation.
- Good written and verbal communication skills.
- Good analytical skills, problem solving, and interpersonal skills.
- Ability to work independently or in medium group settings.
- Ability to stay up to date on the latest threat and technologies.
- Ability to effectively interact with other IT Service professionals and non-technical employees.

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

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation and the execution of an NDA based on the requirements of the position.

**Physical Demands**

The individual generally remains in a stationary position for an extended period operating standard office equipment, which may include computers, telephones, photocopiers, and fax machines. May be required to lift or be able to lift up to 10 pounds for short period of time.

**Work Environment**

Work is performed primarily in a virtual environment.

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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:**



## Job Specification

<b>Job Title: Information Technology Specialist (Information Security Analyst II)</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 3/25/2025</b>
<b>Department: DoIT</b>	<b>EEO Code: 3</b>	<b>Date Revised:</b>
<b>Class Code: 15112234</b>	<b>Reports To: Cyber Security Supervisor</b>	<b>Date Approved:</b>

### Job Summary

Under general supervision of the Cyber Team, the Information Technology Specialist II - (Information Security Analyst II) is responsible for preventing cyber risk by working collaboratively with other security team members. Work involves a wide range of functions designed to ensure the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs. The Information Technology Specialist II is an mid- level position that performs a range of professional information technology assignments. Independent judgment and decision making will be critical in carrying out assignments that have significant impact on services or programs. Focusing on the interpretation of best practices to determine appropriate courses of action to maintain business continuity.

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

- Learn various monitoring tools and capabilities.
- Perform analysis of alerts, logs, security platforms, and systems.
- Learn Vulnerability Management and Reporting.
- Learn to implement security measures to maintain security posture.
- Support incident response and investigations.
- Analyze and interpret policies and guidelines.
- Review violations of computer security procedures and confab with Cyber Team on user corrective action.
- Participate in Cyber Awareness Training.
- Monitor current CVE reports to communicate threat levels to Cyber Team.
- Monitor web traffic.
- Implement security measures.
- Maintain security posture.
- Evaluate and solve incident response issues.
- Analyze and interpret policies and guidelines.
- Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs
- Encrypt data transmissions and erect firewalls to conceal confidential information as it transmits and to keep out tainted digital transfers.
- Review violations of computer security procedures and discusses procedures with violators to ensure violations are not repeated

- Monitor use of data files and regulates access to safeguard information in computer files.
- Monitor current reports of computer viruses to determine when to update virus protection systems.
- Modify computer security files to incorporate new software, correct errors, or change individual access status.
- Perform risk assessments and executes tests of data processing systems to ensure functioning of data processing activities and security measures.
- Confer with users to discuss issues such as computer data access needs, security violations, and programming changes.
- Coordinate implementation of computer system plan with other DoIT personnel, City agencies, and outside vendors.
- Train users and promotes security awareness to ensure system security and to improve server and network efficiency.
- Perform special projects and other duties as assigned.
- Assist in the creation of reports and updates on cyber related projects.

**Qualifications (required):**

- Pursuit of security certification(s), Associate's or Bachelor's degree in cyber security, computer science, information systems, programming systems analysis or other related field of study
- Completion of coursework from an institution of higher education in cyber security, computer science, information systems, programming systems analysis or other related field of study
- Minimum of two (2) years of experience implementing or working with vulnerability management

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

**Qualifications (preferred):**

- Foundational certifications such as A+, Net+ and Sec+ are preferred.
- Familiar with Cloud Security concepts and methodologies.
- Understanding of security fundamentals.
- Conceptual understanding of security methodologies and challenges.

**Knowledge, Skills, and Abilities**

- Knowledge of a wide range of security tools.
- Knowledge of current platform technologies managed by security products (SQL, IIS, Windows, Linux, Mac).
- Ability to learn security concepts such as cyber-attacks and techniques, threat vectors, risk management, incident management, etc.
- Ability to produce threat management preparation of reports, dashboards, and documentation.
- Good written and verbal communication skills.
- Good analytical skills, problem solving, and interpersonal skills.
- Ability to work virtually and independently on assignments from supervising team.
- Ability to remain current on the latest threat and technologies.

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

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation and the execution of an NDA based on the requirements of the position.

**Physical Demands**

The individual generally remains in a stationary position for an extended period operating standard office equipment, which may include computers, telephones, photocopiers, and fax machines. May be required to lift or be able to lift up to 10 pounds for short period of time.

**Work Environment**

Work is performed primarily in a virtual environment.

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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:**



## Job Specification

<b>Job Title: Web Developer I</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 3/25/2025</b>
<b>Department: DoIT</b>	<b>EEO Code: 3</b>	<b>Date Revised:</b>
<b>Class Code: 15113401</b>	<b>Reports To: Web Team Supervisor</b>	<b>Date Approved:</b>

### Job Summary

Under general supervision, the Web Developer plans, designs, develops, tests, implements, and manages the City’s Internet and intranet activities, including managing, creating, or integrating with web-based applications that will enable new tasks/processes or streamline existing tasks/processes. The work performed by Web Developers primarily involves performing basic Internet/intranet support functions such as web page/application design, content development, and site updates. Web Developers build web applications and user experiences that change the way people perceive and interact with the City of Detroit. Web Developers also contribute technical guidance during implementations of new systems or applications and play a key role in the management and maintenance of the City’s website(s).

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

- Build, and maintain the City’s website(s), using authoring or scripting languages, content creation tools, management tools, and digital media.
- Assists in developing guidelines for page and site design and configuration.
- Assist in the development of complex guidelines for page and site design and configuration.
- Perform or direct website updates and ensures effective system performance.
- Write, design, or edit web page content, or directs others producing the content.
- Confer with others in the Department of Innovation and Technology personnel to prioritize needs, resolve conflicts, develop criteria, or choose solutions.
- Identify problems uncovered by testing or customer feedback and corrects problems or refers problems to appropriate personnel for correction.
- Evaluate code to ensure that it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.
- Maintain an understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.
- Develop or validate test plans, routines, and schedules to ensure that test cases mimic real-world usages, i.e., all external interfaces and all browser and device types, etc.
- Obtain and maintain reports access and performance statistics using site analysis tools.
- Perform special projects and other duties as assigned.

### Qualifications (required):

- Completion of a Web Developer Course of Study or Associate’s degree in Computer science/ Web design.

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

**Qualifications (preferred):**

- Bachelor of Science degree in Web Design or related field.
- Expertise in Python, JavaScript, Drupal, and API Integrations.

**Knowledge, Skills, and Abilities**

- Knowledge in fundamental data processing methods, practices, and techniques in work involving development, test, implementation, and modification of computer programs and operating procedures.
- Knowledge in web technologies, standard concepts, best practices, and procedures, including content management systems, web analytics, and web portal software.
- Knowledge in one or more programming, scripting, and styling languages, such as HTML, JavaScript, CSS, Python, PHP, etc.
- Knowledge in internet security principles and protocols, such as Security Sockets Layer (SSL) and Encryption.
- Knowledge in programming and scripting languages.
- Familiarity with design tools, such as Adobe Photoshop and/or Illustrator.
- A body of standardized regulations, requirements, procedures, and operations associated with clerical and technical duties related to web design and administration, including U.S. copyright laws.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar .
- Use of Microsoft Office (e.g. Word, Access, PowerPoint, and other office software packages) in order to prepare presentations, write letters and memorandums.
- Use of Excel (e.g. Formulas, Pivot Tables, VLOOKUP, HLOOKUP, other functions, charts and tables) functionality in order to analyze data and present data on technology operations
- Interpersonal skills to interact effectively with personal contacts in a business-like, customer service oriented manner, and maintain favorable public relations.
- Work with multiple priorities under time constraints.
- Work as part of a team.

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

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation and the execution of an NDA based on the requirements of the position.

**Physical Demands**

The individual generally remains in a stationary position for an extended period operating standard office equipment, which may include computers, telephones, photocopiers, and fax machines. May be required to lift or be able to lift up to 10 pounds for short period of time.

**Work Environment**

Work is performed primarily in a virtual environment.

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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:



## Job Specification

<b>Job Title: Web Developer II</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 3/25/2025</b>
<b>Department: DoIT</b>	<b>EEO Code: 3</b>	<b>Date Revised:</b>
<b>Class Code: 15113402</b>	<b>Reports To: Web Team Supervisor</b>	<b>Date Approved:</b>

### Job Summary

Web Developer II is an experienced level information technology professional located within various offices in the City of Detroit Department of Innovation and Technology that requires minimal direction and supervision. A Web Developer plans, designs, develops, tests, implements, and manages the City’s Internet and intranet activities, including managing, creating, or integrating with web-based applications that will enable new tasks/processes or streamline existing tasks/processes. The work performed by Web Developers primarily involves performing basic Internet/intranet support functions such as web page/application design, content development, and site updates. Web Developers build web applications and user experiences that change the way people perceive and interact with the City of Detroit. Web Developers also contribute technical guidance during implementations of new systems or applications and play a key role in the management and maintenance of the City’s website(s).

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

- Design, build, and maintain the City’s website(s), using authoring or scripting languages, content creation tools, management tools, and digital media.
- Develops guidelines for page and site design and configuration.
- Oversee the development of complex guidelines for page and site design and configuration.
- Perform or direct website updates and ensures effective system performance.
- Write, design, or edit web page content, or directs others producing the content.
- Confer with higher-grade Department of Innovation and Technology personnel to prioritize needs, resolve conflicts, develop criteria, or choose solutions.
- Identify problems uncovered by testing or customer feedback and corrects problems or refers problems to appropriate personnel for correction.
- Evaluate code to ensure that it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.
- Maintain an understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.
- Develop or validate test plans, routines, and schedules to ensure that test cases mimic real-world usages, i.e., all external interfaces and all browser and device types, etc.
- Obtain and maintain reports access and performance statistics using site analysis tools.
- Design and write supporting code for web applications or websites.
- Perform special projects and other duties as assigned.
- Renews domain name registration



- Identifies opportunities for public-private collaboration in using Internet-based technology to increase the efficiency of City business
- Participates in website and web application performance tuning and optimization to increase scalability and throughput, minimizing front-end and back-end server load, end user perceived latency, page weight, etc.

**Qualifications (required):**

- Completion of a Web Developer Course of Study or Bachelor of Science degree in Web Design.

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

**Qualifications (preferred):**

- Expertise in Python
- Expertise in JavaScript
- Experience with Drupal
- Experience with API Integrations

**Knowledge, Skills, and Abilities**

- Knowledge in fundamental data processing methods, practices, and techniques in work involving development, test, implementation, and modification of computer programs and operating procedures.
- Knowledge in web technologies, standard concepts, best practices, and procedures, including content management systems, web analytics, and web portal software.
- Knowledge in one or more programming, scripting, and styling languages, such as HTML, JavaScript, CSS, Python, PHP, etc.
- Knowledge in internet security principles and protocols, such as Security Sockets Layer (SSL) and Encryption.
- Knowledge in programming and scripting languages.
- Design tools, such as Adobe Photoshop and/or Illustrator
- Data content and output options for a variety of administrative, scientific, and/or technical program applications that are processed on any of several multi-program operating systems
- Personal computer capabilities, the application of computer systems, and methods and techniques used to operate mainframe computer systems and peripheral equipment in the City
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Use of Microsoft Office (e.g. Word, Access, PowerPoint, and other office software packages) in order to prepare presentations, write letters and memorandums
- Use of Excel (e.g. Formulas, Pivot Tables, Vlookup, Hlookup, other functions, charts and tables) functionality in order to analyze data and present data on technology operations
- Interpersonal skills to interact effectively with personal contacts in a business-like, customer service oriented manner, and maintain favorable public relations
- Design and develop web pages
- Read and understand information and ideas presented in writing
- Communicate information and ideas in speaking so others will understand
- Listen to and understand information and ideas presented through spoken words and sentences
- Speak clearly so others can understand you
- Work as part of a team

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

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation and the execution of an NDA based on the requirements of the position.

**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 (x) 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.

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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:**

## Certificate Of Completion

Envelope Id: B13C309B-1C09-4554-842F-0B3B94B403FA

Status: Completed

Subject: Please DocuSign: Class & Comp Notification Form.doc

Source Envelope:

Document Pages: 18

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

City of Detroit Human Resources Department

AutoNav: Enabled

2 Woodward Ave

Envelopeld Stamping: Enabled

Detroit, MI 48226

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

FlexibleWorkAdmin@detroitmi.gov

IP Address: 68.42.218.131

## Record Tracking

Status: Original  
3/27/2025 11:44:13 AM

Holder: City of Detroit Human Resources  
Department  
FlexibleWorkAdmin@detroitmi.gov

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Detroit - Human Resources

Location: Docusign

## Signer Events

### Signature

### Timestamp

Paul Bellottie  
Paul.Bellottie@detroitmi.gov  
Security Level:  
DocuSign.email  
ID: 1  
3/27/2025 11:44:14 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 68.42.218.131

Sent: 3/27/2025 11:44:14 AM  
Viewed: 3/27/2025 11:44:18 AM  
Signed: 3/27/2025 12:20:47 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: 174.245.20.233  
Signed using mobile

Sent: 3/27/2025 12:20:50 PM  
Viewed: 3/27/2025 12:21:17 PM  
Signed: 3/27/2025 12:21:40 PM

## Electronic Record and Signature Disclosure:

Accepted: 3/27/2025 12:21:15 PM  
ID: fa519423-4b6d-4bec-9bf5-ff92523d5fc8

Denise Starr  
starrd@detroitmi.gov  
Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style  
Using IP Address: 208.56.27.90

Sent: 3/27/2025 12:21:43 PM  
Viewed: 3/27/2025 12:22:59 PM  
Signed: 3/27/2025 12:24:20 PM

## Electronic Record and Signature Disclosure:

Accepted: 3/27/2025 12:22:59 PM  
ID: 365e3bcb-e513-4944-a8d0-4a9b5735578f

## 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: 3/27/2025 12:24:22 PM Viewed: 3/27/2025 3:52:55 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	3/27/2025 11:44:14 AM
Certified Delivered	Security Checked	3/27/2025 12:22:59 PM
Signing Complete	Security Checked	3/27/2025 12:24:20 PM
Completed	Security Checked	3/27/2025 12:24:22 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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