

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: BSEED	Division: Environmental Affairs
Requester: Crystal Rogers	Requester Job Title: Gen. Man. Env. Affairs
Date of Request: 1/27/2025	Work Order #: CCFY25-040
Request Type (s) Completed	
Select One Position Evaluation/ Survey	
Select One	
Other:	
Section II – To Be Completed by Classification Compensation Analyst - Final Decision	
<p>The salary ranges for Environmental specialists will be adjusted based on a recent market study and to align with Environmental Health Specialist. The new ranges are as follows:</p> <p>(272021) Environmental Specialist 1: \$51,204 – \$63,138 (272022) Environmental Specialist 2: \$56,790 – \$73,770 (272023) Environmental Specialist 3: \$67,971 – \$88,701</p> <p>David Bell also stated that the three sub-classes within each level will be archived, as they will no longer be utilized.</p>	
Section III- Approval Signatures	
1) Classification and Compensation Analyst _____ <i>Paul Bellotte</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/7/2025
2) Chief Classification and Compensation Officer _____ <i>[Signature]</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/7/2025
3) Human Resources Director _____ <i>Denise Stern</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 3/10/2025

Cc:



Job Specification

Job Title: Environmental Specialist I	FLSA Type: Exempt	Date Established:
Department: Building, Safety Engineering, and Environmental	EEO Code: 02	Date Revised: 08/27/2004
Class Code: 27-20-21	Reports To: General Manager Environmental Affairs	Date Approved: 05/10/2017

Job Summary

Implements procedures and programs to facilitate environmental protection, conservation, and use of City natural resources in compliance with federal, state, and local environmental laws in one of the following areas of specialization:

Environmental Assessment and Response: An environmental assessment, response, and remedial activity program for real property owned, operated, acquired, or leased by the City of Detroit or property slated for acquisition by the City of Detroit for any operation, project, program, redevelopment, or reuse. Responsibilities include contract over-sight with real property environmental assessments and coordination of contract procurement policies between the City of Detroit and contractors.

Environmental Management Systems: Environmental management systems required for operational departments to achieve and exceed compliance with applicable environmental laws, rules, and regulations. Systems typically include training for the identification, handling, treatment, storage, transport, and disposal of hazardous materials, solid waste, and waste oil; and incorporate the requirements for the use, storage, transport, and disposal of hazardous material. The program has as its objective process improvement towards implementation of an ISO 14000 environmental management system.

Solid Waste Management: A compliance program consistent with the laws, rules, and regulations governing the storage, transport, and disposal of solid waste. The program includes enforcement of City ordinances governing the storage, transport, and disposal of solid waste that employs inspections and audits, training enforcement officers, business and community outreach, and coordination with departments having responsibility for the management of solid waste transport and disposal.

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

- Conducts field investigations in response to complaints or notification of suspected releases of hazardous substances and documents findings.
- Identifies and evaluates environmental response mechanisms and suggests appropriate and innovative alternatives for disposition of contamination.
- Performs site audits and follow-up inspections to ensure compliance.
- Conducts audits of City agencies by evaluating information relevant to ensuring compliance with environmental laws, regulations, programs, and policies.
- Evaluates redevelopment and re-use proposals and meets with developers, planners, owners or operators, financial officials, and development agencies to resolve environmental issues.

- Presents and instructs on processes and policies for the environmental protection and conservation of City natural resources.
- Assists team and project leaders with more complex projects, as required.

Qualifications (required):

- Bachelor's degree in chemical, environmental, or civil engineering; or ecological, chemical, physical or environmental science; or
- Master's degree in a chemical, physical, ecological, or environmental science or other field closely related to the area of specialization is acceptable where undergraduate work is other than in the specified areas of specialization.

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

Knowledge, Skills, and Abilities

- Knowledge of ecological systems, geophysical conditions, and habitat development, restoration, and maintenance.
- Knowledge of technologies, methodologies, and practices for analyzing, evaluating, containing, cleaning up, and mitigating the effects of releases of hazardous substances into the environment.
- Knowledge of State and Federal regulatory schemes for protection of water, air, and land.
- Skill in use of word processing, spreadsheet, database, and other work-related software.
- Ability to understand the interrelationship among environmental issues, operational functions, and programmatic functions.
- Ability to evaluate and analyze complex issues.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to interact effectively with superiors, subordinates, agency representatives, and the general public.

Licenses, Certifications, and Other Special Requirements:

- Valid State of Michigan Operator License. Employees in this class may be required to provide and operate a motor vehicle on a reimbursed mileage basis.
- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands

The work may require frequent travel with little or no advance notice, including extensive driving. Air travel may also be necessary.

Work Environment

Work is performed in a typical office environment as well as outdoors with exposure to all seasonal weather conditions. Possible exposure to hazardous substances requiring the utilization personal protective equipment (PPE) such as respirators, self-contained breathing apparatus, and chemical resistant clothing that may cause heat stress.

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:

Current Subclasses 27-20-24 Environmental Specialist I – Environmental Assessment & Response
 27-20-25 Environmental Specialist I – Environmental Management Systems
 27-20-27 Environmental Specialist I – Solid Waste Management

Abolished Subclasses 27-20-26 Environmental Specialist I – Watershed Management



Job Specification

Job Title: Environmental Specialist II	FLSA Type: Exempt	Date Established:
Department: City-Wide	EEO Code: 02	Date Revised: 10/20/2011
Class Code: 27-20-22	Reports To: Varies	Date Approved: 2/11/2022

Job Summary

Under general supervision, assist in the design of procedures and programs designed to facilitate environmental protection, conservation and use of City natural resources in compliance with federal, state and local environmental laws. Implements and coordinates the activities related to these programs and procedures. Lead the activities of assigned Environmental Specialist I.

Environmental Assessment and Response: An environmental assessment, response, and remedial activity program for real property owned, operated, acquired or leased by the City of Detroit or property slated for acquisition by the City of Detroit for any operation, project, program, redevelopment or reuse. Responsibilities include contract oversight with real property environmental assessments and coordination of contract procurement policies between the City of Detroit and contractors.

Environmental Management Systems: Environmental management systems required for operational departments to achieve and exceed compliance with applicable environmental laws, rules and regulations. Systems typically include training for the identification, handling, treatment, storage, transport and disposal of hazardous materials, solid waste, and waste oil; and incorporate the requirements for the use, storage, transport and disposal of hazardous material. The program has as its objective process improvement towards implementation of an ISO 14000 environmental management system.

Watershed Management: A multimedia technical assistance program to facilitate improvement in the environmental quality of the air and watershed. Coordinates with other City departments as appropriate on programs, plans, processes and procedures for mitigation, pollution prevention, conservation, restoration, and waste minimization to reduce pollutants from storm water run-off, monitoring and remedying non-point source pollution including Underground Storage Tanks (UST) and others. Programs and technical assistance also requires policies and procedures for reduction and auditing of emissions from combustion sources and demolition including compliance with National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations.

Solid Waste Management: A compliance program consistent with the laws, rules and regulations governing the storage, transport and disposal of solid waste. The program includes enforcement of City ordinances governing the storage, transport and disposal of solid waste that employs inspections and audits, training enforcement officers, business and community outreach and coordination with departments having responsibility for the management of solid waste transport and disposal.

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

- Perform investigations and analyses related to highly technical environmental assignments.
- Direct work teams consisting of technical professionals on complex projects.
- Resolve organizational and jurisdictional issues to achieve efficient and cost effective solutions to the re-use and redevelopment of contaminated sites that meet the requirements of applicable federal, state and local environmental laws.
- Perform quality assurance evaluations and reviews of deliverables from environmental consultants and contractors.
- Analyze new or revised laws and regulations for impact on the goals, objectives, policies and procedures of the department.

- Conduct field investigations in response to complaints or notification of suspected releases of hazardous substances and documents findings.
- Identify and evaluate environmental response mechanisms and suggests appropriate and innovative alternatives for disposition of contamination.
- Perform site audits and follow-up inspections to ensure compliance.
- Conduct audits of City agencies by evaluating information relevant to ensuring compliance with environmental laws, regulations, programs and policies.
- Evaluate redevelopment and re-use proposals and meets with developers, planners, owners or operators, financial officials and development agencies to resolve environmental issues.
- Present and instruct on processes and policies for the environmental protection and conservation of City natural resources.

Qualifications (required):

- Master's degree in chemical, environmental, or civil engineering; or chemical, physical, biological, ecological, or environmental science.
- Or, Bachelor's degree in chemical, environmental, or civil engineering; or chemical, physical, biological, ecological or environmental science and three years of progressive experience involving one or more of the assigned areas of specialization.

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

Qualifications (preferred):

Prior experience in field operations, project management, project design and planning.

Knowledge, Skills, and Abilities

- Knowledge of methods and practices of strategic planning, process improvement and total quality management as they relate to assigned area of responsibility.
- Knowledge of ecological systems, geophysical conditions and habitat development, restoration and maintenance.
- Knowledge of technologies, methodologies and practices for analyzing, evaluating, containing, cleaning up and mitigating the effects of releases of hazardous substances into the environment.
- Knowledge of State and Federal regulatory schemes for protection of water, air and land.
- Skill in technical expertise of the assigned area of specialization.
- Skill in application of technologies, methodologies and practices for analyzing, evaluating, containing, cleaning up and mitigating the effects of releases of hazardous substances into the environment.
- Skill in public speaking.
- Skill in oral persuasion.
- Skill in technical writing.
- Ability to formulate practicable solutions to complex issues and determine the appropriate course of action to reach the desired goal or objective in a timely fashion.
- Ability to identify, analyze and resolve complex organizational and operational problems.
- Ability to lead and direct the work of technical and professional staff.

Licenses, Certifications, and Other Special Requirements:

- Valid State of Michigan Operator License.
- Employees in this class may be required to provide and operate a motor vehicle on a reimbursed mileage basis.
- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation 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 (25) 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 work may also require frequent travel with little or no advance notice, including extensive driving. Air travel may also be necessary. Additionally, work may involve possible exposure to hazardous substances requiring the utilization personal protective equipment (PPE) such as respirators, self-contained breathing apparatus and chemical resistant clothing that may cause heat stress.

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:

Current Subclasses

- 27-20-22 Environmental Specialist II
- 27-20-28 Environmental Specialist II – Environmental Assessment & Response
- 27-20-29 Environmental Specialist II – Environmental Management Systems
- 27-20-30 Environmental Specialist II – Watershed Management
- 27-20-31 Environmental Specialist II – Solid Waste Management



Job Specification

Job Title: Environmental Specialist III	FLSA Type: Exempt	Date Established:
Department: City-Wide	EEO Code: 02	Date Revised: 10/20/2011
Class Code: 27-20-23	Reports To: General Manager	Date Approved: 05/10/2017

Job Summary

Under general supervision, designs, develops, implements, directs and coordinates complex procedures and programs to facilitate environmental protection, conservation and use of City natural resources in compliance with federal, state and local environmental laws in one of the following areas of specialization:

Environmental Assessment and Response: An environmental assessment, response, and remedial activity program for real property owned, operated, acquired or leased by the City of Detroit or property slated for acquisition by the City of Detroit for any operation, project, program, redevelopment or reuse. Responsibilities include contract over-sight with real property environmental assessments and coordination of contract procurement policies between the City of Detroit and contractors.

Environmental Management Systems: Environmental management systems required for operational departments to achieve and exceed compliance with applicable environmental laws, rules and regulations. Systems typically include training for the identification, handling, treatment, storage, transport and disposal of hazardous materials, solid waste, and waste oil; and incorporate the requirements for the use, storage, transport and disposal of hazardous material. The program has as its objective process improvement towards implementation of an ISO 14000 environmental management system.

Watershed Management: A multimedia technical assistance program to facilitate improvement in the environmental quality of the air and watershed. Coordinates with other City departments as appropriate to related programs, plans, processes and procedures for mitigation, pollution prevention, conservation, restoration, and waste minimization to reduce pollutants from storm water run-off, monitoring and remedy non-point source pollution including Underground Storage Tanks (UST) and others. Programs and technical assistance also requires policies and procedures for reduction and auditing of emissions from combustion sources and demolition including compliance with National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations.

Solid Waste Management: A compliance program consistent with the laws, rules and regulations governing the storage, transport and disposal of solid waste. The program includes enforcement of City ordinances governing the storage, transport and disposal of solid waste that employs inspections and audits, training enforcement officers, business and community outreach and coordination with departments having responsibility for the management of solid waste transport and disposal.

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

- Manage projects that require planning, organization and coordination of different technical areas.

- Develop, oversee, and manage a comprehensive program for contract procurement, contractor oversight, budgetary, and financial efficiency of environmental consultant services.
- Assist in the management of environmental grant funds.
- Participate in the planning, development, and coordination of regional and local emergency response programs.
- Perform investigations and analyses related to highly technical environmental assignments.
- Direct work teams consisting of technical professionals on complex projects.
- Resolve organizational and jurisdictional issues to achieve efficient and cost effective solutions to the re-use and redevelopment of contaminated sites that meet the requirements of applicable federal, state and local environmental laws.
- Perform quality assurance evaluations and reviews of deliverables from environmental consultants and contractors.
- Analyze new or revised laws and regulations for impact on the goals, objectives, policies, and procedures of the department.
- Conduct field investigations in response to complaints or notification of suspected releases of hazardous substances and documents findings.
- Identify and evaluate environmental response mechanisms and suggest appropriate and innovative alternatives for disposition of contamination.
- Perform site audits and follow-up inspections to ensure compliance.
- Conduct audits of City agencies by evaluating information relevant to ensuring compliance with environmental laws, regulations, programs, and policies.
- Evaluate redevelopment and re-use proposals and meet with developers, planners, owners or operators, financial officials, and development agencies to resolve environmental issues.
- Present and instruct on processes and policies for the environmental protection and conservation of City natural resources.

Qualifications (required):

- Master's degree in chemical, environmental, or civil engineering; or chemical, physical, biological, ecological or environmental science.
- Three years of recent municipal or other governmental supervisory or management experience or other comparable leadership experience in an environmental management context.
- Certification as a Professional Engineer (PE) or Professional Geologist (PG) may be substituted for the education requirements.

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

Knowledge, Skills, and Abilities

- Knowledge of the principles related to each of the Department's environmental specialty areas.
- Knowledge of methods and practices of strategic planning, process improvement and total quality management as they relate to assigned area of responsibility.
- Knowledge of ecological systems, geophysical conditions and habitat development, restoration and maintenance.
- Knowledge of technologies, methodologies and practices for analyzing, evaluating, containing, cleaning up and mitigating the effects of releases of hazardous substances into the environment.
- Knowledge of State and Federal regulatory schemes for protection of water, air and land.
- Skill in technical expertise in two or more environmental specialty areas.
- Skill in coordinating and leading complex projects.
- Skill in technical expertise of the assigned area of specialization.

- Skill in application of technologies, methodologies and practices for analyzing, evaluating, containing, cleaning up and mitigating the effects of releases of hazardous substances into the environment.
- Skill in public speaking.
- Skill in oral persuasion.
- Skill in technical writing.
- Ability to design and implement detailed management, project, program and operational plans.
- Ability to perform the work of all environmental specialty areas.
- Ability to identify, analyze and resolve complex organizational and operational problems.
- Ability to supervise technical and professional staff.
- Ability to formulate practicable solutions to complex issues and determine the appropriate course of action to reach the desired goal or objective in a timely fashion.
- Ability to identify, analyze and resolve complex organizational and operational problems.
- Ability to lead and direct the work of technical and professional staff.

Licenses, Certifications, and Other Special Requirements:

- Valid State of Michigan Operator License.
- Employees in this class may be required to provide and operate a motor vehicle on a reimbursed mileage basis.
- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands

Work may include exposure to all seasonal weather conditions and possible exposure to hazardous substances requiring the utilization personal protective equipment (PPE) such as respirators, self-contained breathing apparatus and chemical resistant clothing that may cause heat stress.

Work Environment

Work is performed in a typical office environment as well as outdoors. The work may also require frequent travel with little or no advance notice, including extensive driving. Air travel may also be necessary.

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:

Current Subclasses

- 27-20-23 Environmental Specialist III
- 27-20-32 Environmental Specialist III – Environmental Assessment & Response
- 27-20-33 Environmental Specialist III – Environmental Management Systems
- 27-20-34 Environmental Specialist III – Watershed Management
- 27-20-35 Environmental Specialist III – Solid Waste Management

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 07, 2025
RE: Environmental Specialist 1, 2, 3 Salary Adjustment; CCFY25-040

Recommendation:

1. The 2024-2025 Official Compensation Schedule be amended to include the following pay range adjustments:

Class Code	Classification	Current Pay Range	Proposed Pay Range	Barg Unit	Step Code
272021	Environmental Specialist 1	\$38,702 – \$53,854	\$51,204 – \$63,138	9000	D
272022	Environmental Specialist 2	\$45,695 – \$63,882	\$56,790 – \$73,770	9000	D
272023	Environmental Specialist 3	\$57,119 – \$85,561	\$67,971 – \$88,701	9000	D

Request:

The above recommendation is at the request of the Deputy Director, Raymond Scott, and General Manager, Crystal Rogers within the Buildings, Safety Engineering, and Environmental Department.

Rationale:

The recommendation is based on the department’s expressed need to ensure the pay range for the Environmental Specialist is commensurate with its job duties, competitive with the market, and attractive enough to retain necessary talent. Department leaders have been unable to fill vacancies for these roles, with potential candidates consistently citing the low salary structure. Additionally, Environmental Specialists within the City of Detroit have expressed concern that titles performing comparable work across other departments are earning more than them.

To determine an appropriate pay range, a market study was conducted using data from external survey sources from comparable positions with results showing the current salary range for the Environmental Specialists falls 29% below market. Additionally, an internal study confirmed that the Environmental Specialist's duties and responsibilities align similarly with that of the Environmental Health Specialist role. When comparing the salary ranges of the Environmental Health Specialist to the Environmental Specialist market data, the market index for these titles would increase to 85%. As such, the Classification & Compensation team is recommending the salary range of the Environmental Specialist be adjusted to align with that of the Environmental Health Specialist progression respectively. By aligning these salary ranges, we will eliminate the loss of employees to other departments, while simultaneously increasing their market competitiveness.

The proposed pay range recommendation is subject to City Council approval.

APPROVED: _____
 Denise Starr
 Human Resources Director



March 07, 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 adjustments, subject to City Council approval:

Class Code	Classification	Current Pay Range	Proposed Pay Range	Barg Unit	Step Code
272021	Environmental Specialist 1	\$38,702 – \$53,854	\$51,204 – \$63,138	9000	D
272022	Environmental Specialist 2	\$45,695 – \$63,882	\$56,790 – \$73,770	9000	D
272023	Environmental Specialist 3	\$57,119 – \$85,561	\$67,971 – \$88,701	9000	D

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The proposed pay range recommendation is subject to City Council approval.

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	Current Pay Range	Proposed Pay Range	Barg Unit	Step Code
272021	Environmental Specialist 1	\$38,702 – \$53,854	\$51,204 – \$63,138	9000	D
272022	Environmental Specialist 2	\$45,695 – \$63,882	\$56,790 – \$73,770	9000	D
272023	Environmental Specialist 3	\$57,119 – \$85,561	\$67,971 – \$88,701	9000	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.

Certificate Of Completion

Envelope Id: 8366AA3A-4591-439A-AA70-1AE707FFDDEA

Status: Completed

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

Source Envelope:

Document Pages: 15

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

Holder: City of Detroit Human Resources

Location: DocuSign

3/7/2025 1:18:33 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

Signature

Timestamp

Paul Bellottie

Sent: 3/7/2025 1:18:33 PM

Paul.Bellottie@detroitmi.gov

Viewed: 3/7/2025 1:18:37 PM

Security Level:

Signed: 3/7/2025 1:29:38 PM

DocuSign.email

ID: 1

Signature Adoption: Pre-selected Style

3/7/2025 1:18:34 PM

Using IP Address: 68.42.218.131

Electronic Record and Signature Disclosure:

Accepted: 2/3/2023 11:02:39 AM

ID: 7da9f870-97ae-44f1-a176-c0c74d1133e1

Kimberly Hall-Wagner

Sent: 3/7/2025 1:29:40 PM

Hall-Wagner@detroitmi.gov

Viewed: 3/7/2025 1:35:46 PM

Chief Policy Officer

Signed: 3/7/2025 1:36:04 PM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Drawn on Device

Using IP Address: 68.41.45.170

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 3/7/2025 1:35:46 PM

ID: 5ccc46a2-48fa-49a4-9af3-883814adff32

Denise Starr

Sent: 3/7/2025 1:36:07 PM

starrd@detroitmi.gov

Viewed: 3/8/2025 8:53:40 AM

Security Level: Email, Account Authentication
(None)

Signed: 3/10/2025 9:46:02 AM

Signature Adoption: Drawn on Device

Using IP Address: 50.218.147.58

Electronic Record and Signature Disclosure:

Accepted: 3/8/2025 8:53:40 AM

ID: f271f01d-4763-4247-8125-8d2aa8159ef5

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) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 3/10/2025 9:46:04 AM Viewed: 3/11/2025 4:46:33 AM
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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	3/7/2025 1:18:33 PM
Certified Delivered	Security Checked	3/8/2025 8:53:40 AM
Signing Complete	Security Checked	3/10/2025 9:46:02 AM
Completed	Security Checked	3/10/2025 9:46:04 AM

Payment Events	Status	Timestamps
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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.