



June 11, 2025

Honorable City Council

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

Recommendation is submitted to amend the 2025 – 2026 Official Compensation Schedule to include the following pay range, subject to City Council approval:

Class Code	Classification	Salary Range	Step Code
13-303123	Accounting Technician Manager 3	\$107,165 - \$140,552	D

Request:

The above recommendation is occasioned by a request from Pam Semaan, Accountant Manager 4 within the Office of the Chief Financial Officer (OCFO).

Rationale:

The above request and recommendation is based on the ability to attract and retain essential personnel in the Office of the Chief Financial Officer, Payroll Operations division.

OCFO leadership requested a new classification to be created in the Accounting Technician Manager progression. It was determined that a new classification would be needed to capture the additional duties and responsibilities that exceed outside the current scope of work for employees within the existing role. Additionally, the creation of a new position would expand the career path, aiming to improve employee engagement and reduce turnover by demonstrating a commitment to professional growth within the department.

A market study was conducted using data from external survey sources from comparable positions to determine what the current market pay is for similar titles. Following the completion of a market study and internal equity analysis, the Classification & Compensation team is recommending the salary range of the Accounting Technician Manager 3 to align with that of the other Manager 3 roles within the City of Detroit, at the rate of \$107,165 - \$140,552. The alignment of ranges maintains the market competitiveness of the new Accounting Technician Manager 3 classification, while remaining consistent with existing salary structures within the City. The proposed salary recommendation is 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 2025 - 2026 Official Compensation Schedule is hereby amended to reflect the following pay range, effective upon Council's approval.

Class Code	Classification	Salary Range	Step Code
13-303123	Accounting Technician Manager 3	\$107,165 - \$140,552	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.