

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: OCFO	Division: Valuation and Field Operations
Requester: Trina Milburn	Requester Job Title: Appraiser Manager 4
Date of Request: 5/1/2025	Work Order #: CCFY25-066
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	
The 2025-2026 Official Compensation Schedule be amended to include the pay range for the following classification:	
Class Code	Classification
13-202020	Property Assessing Technician
Salary Range	Step Code
\$53,500 - \$67,900	D
OCFO leadership requested a Property Assessing Technician classification to be created. Currently, the department is structured as having the Clerks report directly to a Supervisory Appraiser 3 position. Adding the Property Assessing Technician role would provide hands-on support to the department by bridging the gap between these titles while serving as a resource in regard to the department's ability to respond quickly and efficiently to day-to-day operational needs.	
Section III- Approval Signatures	
1) Classification and Compensation Analyst	Date:
<u>Paul Bellottie</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<u>7/17/2025</u>
2) Chief Classification and Compensation Officer	Date:
<u>[Signature]</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<u>7/17/2025</u>
3) Human Resources Director	Date:
<u>Denise Starr</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<u>7/17/2025</u>

Cc:



Job Specification

Job Title: Property Assessing Technician	FLSA Type: Non - Exempt	Date Established: 06/16/2025
Department: Office of the Chief Financial Officer	EEO Code: 2	Date Revised:
Class Code: 13-202020	Reports To: Supervisory Appraiser 3	Date Approved:

Job Summary

The Property Assessing Technician is an intermediate level paraprofessional within the City of Detroit, Office of the Chief Financial Officer, Office of the Assessor. Under general direction and supervision, performs moderately complex clerical duties.

As a key member of the Operations and Administrative Services section, primary responsibilities include serving as the initial point of contact for customer support escalations, collaborating with the Supervisor to align staff assignments with section priorities, and conducting regular quality control checks on completed work. Additionally, act as the lead and play a vital role in the daily operations of the section.

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

- *Call- Center Support:* The main function of a Property Assessing Technician is to provide support for the office. This includes overseeing and monitoring the call center phone que, and ensuring calls are being answered in a timely manner. Enhance call-center operations by promptly delivering training and feedback on calls answered to clerical staff and document performance concerns to share and review with section- Supervisor.
- Provide support to all internal and external customers
- *Quality Control:* carry out quality control initiatives, ensuring clerical staff are performing work according to the established training(s), goals and expectations set by the Section Supervisor. The Property Assessing Technician documents continuous quality concerns for review and analyzes/audits emails, phone calls, and customer feedback to identify customer interactions that did not meet established performance standards, set by the Section Supervisor.
- *Training:* provide section- level training to clerical support staff and regular refresher training, as needed. Performs mock calls with new hires after training has been completed to determine readiness for moving into call-center support. Uses customer service expertise to assess existing practices and procedures for process improvement opportunities within the Operations and Administrative Services section.
- Performs as Team Lead for clerical staff and reports to a supervisor.
- Makes suggestions on process improvement and innovation to enhance services provided by the section
- Verify and write legal descriptions and make revisions to City’s parcel layer
- Maintains constant contact with the public for the purpose of providing assessment information and providing basic research assistance.

- Relies on guidance and instruction of the supervisor or manager when dealing with issues of a more complex nature.
- Performs special projects and other duties as assigned

Qualifications (required):

Graduation from high school or possession of a high school equivalency diploma and either: (a) three (3) years of work experience in either in an assessing office, real estate or title searching or a combination of experience in any of those areas; or (b) completion of two (2) years post high school education and one (1) year of specialized experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

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 basic and commonly used procedures, methods, and techniques associated with clerical types of duties to perform routine and repetitive tasks while learning how to perform the full range of such tasks to do entry level work. The knowledge, skill, and ability of an Assessing Clerk increases with the level of responsibility and experience.

- Administrative and clerical procedures and systems such as word processing, managing files, records, correspondence, forms, and other office procedures and terminology
- Principles and processes for providing customer service including needs assessment, quality standards for service, and evaluation of customer satisfaction
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Office practices and procedures and routine office supplies and equipment, including spreadsheets and word processing
- Arithmetic, algebra, geometry, calculus, statistics, and their applications
- Basic and commonly used accounting, budget, or other financial management procedures, methods, and techniques associated with clerical types of duties to perform routine and repetitive tasks while learning how to perform full range of such tasks found in the work area
- Information that must be present in documents (such as signatures, schedules, cash receipts, bills, accounting codes, etc.), terminology, forms, or reports that are part of the transaction to review information or identify missing information, prepare final copy of documents, maintain files, respond to routine questions, or perform similar duties
- The workflow of the unit is sufficient to route or distribute messages or work to the appropriate personnel
- Simple automated or manual file systems to locate, add, retrieve, or correct routine information using well-established, clear-cut procedures
- Techniques commonly used in locating errors in accounting records
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Skilled in:

- Use of personal computers
- Use of Microsoft Office (e.g. Word, Excel, PowerPoint) and other office suite software packages
- Understanding written sentences and paragraphs in work related documents

- Communicate effectively in writing as appropriate for the needs of the audience
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- Using mathematics to solve problems

Ability to:

- Interact effectively with senior leadership, subordinates, department personnel, and others
- Communicate information and ideas in speaking so others will understand
- Collect, alphabetize, code, numerically rank, sort, and batch documents

Licenses, Certifications, and Other Special Requirements:

Michigan Certifying Assessing Officer (MCAO) certification required within one year of placement.

Physical Demands

The work is characterized as sedentary. Typically, individuals sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, carrying papers and books, and extended periods requiring the use of computer terminals to accomplish work objectives.

Work Environment

Work is performed in a comfortable office environment which is appropriately lighted, heated and cooled. The work environment contains no significant hazards. Some work may require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the work site.

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: July 17, 2025
RE: Adopt new Property Assessing Technician classification; W.O.#CCFY25-066

Recommendation:

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

Class Code	Classification
13-202020	Property Assessing Technician

2. The 2025-2026 Official Compensation Schedule be amended to include the pay range for the following classification:

Class Code	Classification	Salary Range	Step Code
13-202020	Property Assessing Technician	\$53,500 - \$67,900	D

Request:

The above recommendation is occasioned by a request from Trina Milburn, Appraiser Manager 4, and Alvin Horhn, Deputy CFO Assessor, 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, Valuation and Field Operations division.

OCFO leadership requested a Property Assessing Technician classification to be created. Currently, the department is structured as having the Clerks report directly to a Supervisory Appraiser 3 position. Adding the Property Assessing Technician role would provide hands-on support to the department by bridging the gap between these titles while serving as a resource in regard to the department’s ability to respond quickly and efficiently to day-to-day operational needs. Additionally, this position would create career advancement path for our clerical staff and facilitate long-term staff retention of employees within its progression and 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. To market match this title, we reviewed roles that emphasize call center support, in a leadership capacity, and operational oversight. We focused on positions with similar responsibilities in supervising clerical teams, ensuring service quality, and maintaining workflow efficiency in high-volume environments.

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 recommendation is subject to City Council approval.

APPROVED: _____
Denise Starr
Human Resources Director



July 17, 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
13-202020	Property Assessing Technician	\$53,500 - \$67,900	D

Request:

The above recommendation is occasioned by a request from Trina Milburn, Appraiser Manager 4, and Alvin Horhn, Deputy CFO Assessor, 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, Valuation and Field Operations division.

OCFO leadership requested a Property Assessing Technician classification to be created. Currently, the department is structured as having the Clerks report directly to a Supervisory Appraiser 3 position. Adding the Property Assessing Technician role would provide hands-on support to the department by bridging the gap between these titles while serving as a resource in regard to the department’s ability to respond quickly and efficiently to day-to-day operational needs. Additionally, this position would create career advancement path for our clerical staff and facilitate long-term staff retention of employees within its progression and department.

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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 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
13-202020	Property Assessing Technician	\$53,500 - \$67,900	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.

Certificate Of Completion

Envelope Id: 4AD30E9A-72C5-452B-B53D-7E3C9B6CA7F4

Status: Completed

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

Source Envelope:

Document Pages: 10

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

7/17/2025 1:39:55 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

Paul.Bellottie@detroitmi.gov

Security Level:

DocuSign.email

ID: 1

7/17/2025 1:39:56 PM

Signature Adoption: Pre-selected Style

Using IP Address: 68.42.218.131

Sent: 7/17/2025 1:39:55 PM

Viewed: 7/17/2025 1:39:59 PM

Signed: 7/17/2025 1:46:21 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:

2601:40f:681:64e0:4aa2:d3ab:e39a:e118

Signed using mobile

Sent: 7/17/2025 1:46:24 PM

Viewed: 7/17/2025 1:53:35 PM

Signed: 7/17/2025 1:53:53 PM

Electronic Record and Signature Disclosure:

Accepted: 7/17/2025 1:53:35 PM

ID: 277e96ed-685b-4270-a07f-a25df3639fb5

Denise Starr

starrd@detroitmi.gov

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.218.147.58

Sent: 7/17/2025 1:53:54 PM

Viewed: 7/17/2025 1:58:12 PM

Signed: 7/17/2025 1:58:40 PM

Electronic Record and Signature Disclosure:

Accepted: 7/17/2025 1:58:12 PM

ID: a3f66d8e-bb92-484b-9343-068f91e6bb04

In Person Signer Events

Signature

Timestamp

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: 7/17/2025 1:58:42 PM Viewed: 7/17/2025 2:56:33 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	7/17/2025 1:39:55 PM
Certified Delivered	Security Checked	7/17/2025 1:58:12 PM
Signing Complete	Security Checked	7/17/2025 1:58:40 PM
Completed	Security Checked	7/17/2025 1:58:42 PM

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.