



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.

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.

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.