

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: DDOT | Division: Vehicle Maintenance | | | | | | | | | | |
| Requester: Geo Joy | Requester Job Title: Assistant Director DDOT Ops | | | | | | | | | | |
| Date of Request: 3/24/2025 | Work Order #: CCFY25-063 | | | | | | | | | | |
| Request Type (s) Completed | | | | | | | | | | | |
| Select One Position Evaluation/ Survey | | | | | | | | | | | |
| Select One | | | | | | | | | | | |
| Other: | | | | | | | | | | | |
| Section II – To Be Completed by Classification Compensation Analyst - Final Decision | | | | | | | | | | | |
| 1. The 2025 - 2026 Official Compensation Schedule to be amended to include the following pay range adjustments: | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-right: 1px solid black; padding: 2px 5px;">Class Code</th> <th style="text-align: left; border-right: 1px solid black; padding: 2px 5px;">Classification</th> <th style="text-align: left; border-right: 1px solid black; padding: 2px 5px;">Current Pay Range</th> <th style="text-align: left; border-right: 1px solid black; padding: 2px 5px;">Proposed Pay Range</th> <th style="text-align: left; padding: 2px 5px;">Barg Unit</th> </tr> </thead> <tbody> <tr> <td style="border-right: 1px solid black; padding: 2px 5px;">076017</td> <td style="border-right: 1px solid black; padding: 2px 5px;">Vehicle Maintenance Instructor</td> <td style="border-right: 1px solid black; padding: 2px 5px;">\$50,773 – \$55,291</td> <td style="border-right: 1px solid black; padding: 2px 5px;">\$57,600 – \$72,000</td> <td style="padding: 2px 5px;">9000</td> </tr> </tbody> </table> | | Class Code | Classification | Current Pay Range | Proposed Pay Range | Barg Unit | 076017 | Vehicle Maintenance Instructor | \$50,773 – \$55,291 | \$57,600 – \$72,000 | 9000 |
| Class Code | Classification | Current Pay Range | Proposed Pay Range | Barg Unit | | | | | | | |
| 076017 | Vehicle Maintenance Instructor | \$50,773 – \$55,291 | \$57,600 – \$72,000 | 9000 | | | | | | | |
| The recommendation is based on the department’s identified need to ensure that the pay range for the Vehicle Maintenance Instructor is commensurate with the position’s job duties, competitive within the market, and sufficient to attract and retain qualified talent. | | | | | | | | | | | |
| Section III- Approval Signatures | | | | | | | | | | | |
| 1) Classification and Compensation Analyst | Date: | | | | | | | | | | |
| _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied | _____ 11/13/2025 | | | | | | | | | | |
| 2) Chief Classification and Compensation Officer | Date: | | | | | | | | | | |
| _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied | _____ 11/13/2025 | | | | | | | | | | |
| 3) Human Resources Director | Date: | | | | | | | | | | |
| _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied | _____ 11/13/2025 | | | | | | | | | | |

Cc: