

March 1, 2022

Honorable City Council

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

The 2021 – 2022 Official Compensation Schedule be amended to include the attached pay range adjustments.

Request:

The above recommendation is at the request of the Law Department.

Rationale:

The Law Department has had issues attracting and retaining qualified attorneys and support staff. In fact, the problem has grown considerably worse over the past year with candidates for support staff openings routinely failing to appear for interviews. In addition, the Law Department has received feedback from employees that they are receiving offers externally at significantly higher salaries. The aforementioned, coupled with a major increase in the volume and complexity of work in the Law Department, necessitates adjusted pay ranges.

As a result of the issues noted above, Human Resources Classification and Compensation was asked to conduct a market study for the attorney and support staff classifications. The study was conducted using data from several external sources. The results indicate the existing pay ranges are not competitive.

It was also discovered during the study that entry and senior levels exist in the attorney series, but not an intermediate level. As a result, an intermediate level of attorney (*Associate Assistant Corporate Counsel*) was created to provide career progression opportunities for employees.

The proposed pay ranges are based on the City of Detroit's ability to fund the increases and are subject to City Council approval.

Respectfully submitted,

Denise Starr
Human Resources Director

DS/bvt
Attachments

cc: Budget Department
Mayor's Office

Law Department Pay Range Adjustments
March 2022

Job Titles	Class Code	Current Pay Range		Proposed Pay Range		Bargaining Unit
		Min	Max	Min	Max	
Senior Assistant Corporation Counsel	091152	\$74,345	\$117,573	\$101,700	\$142,400	1800
Senior Assistant Corporation Counsel Exempted	091192	\$77,886	\$120,080	\$101,700	\$142,400	9002
Associate Assistant Corporation Counsel (<i>New Job Classification</i>)	091133	N/A	N/A	\$80,000	\$112,000	1800
Associate Assistant Corporation Counsel Exempted (<i>New Job Classification</i>)	091194	N/A	N/A	\$80,000	\$112,000	9002
Assistant Corporation Counsel Exempted	091191	\$49,298	\$98,815	\$50,549	\$101,310	9002
Legal Assistant/Paralegal	091941	\$45,612	\$55,948	\$56,900	\$76,800	1850
Senior Legal Secretary	013326	\$42,440	\$52,359	\$50,000	\$65,100	9001
Legal Secretary	013325	\$31,919	\$49,952	\$44,000	\$57,100	1555

BY COUNCIL MEMBER _____

RESOLVED, That the 2021 - 2022 Official Compensation Schedule is hereby amended to reflect the following pay adjustments, effective upon Council’s approval.

Law Department Pay Range Adjustments
March 2022

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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.