

Classification and Compensation Form

City of Detroit
Classification and Compensation Form

Section I –To Be Completed by Requester	
Name of Requester: Brandi Richmond	Date: 11/25/25 8:59 PM
Department’s Subject Matter Expert: Derek Hillman	
Department: Detroit Fire Department (DFD)	
Division: Training	
Request Type: Create New Position and Job Spec (\$)	
Current Class Title:	Class Code:
Proposed Class Title: EMS Training Assistant Chief	
Current # of employees in this title in your department:	
Section II – Rationale for Request: Please provide detailed information regarding the “request type”.	
<p>Rationale for Request:</p> <p>Under general supervision of the Chief of Training, assist in planning and coordinating the training and management of emergency medical services; Supervise the implementation of EMS and rescue training programs; Generally, supervise and ensure proper emergency medical service protocols and techniques are performed by department personnel and administer all department MDHHS programs. Serve as the department’s medical specialist for technical and special rescue incidents.</p>	
1) Department Director:	Date:
Charles Simms _____ Approval Status: Approved	01/30/26 _____
2) Chief Classification and Compensation Officer	Date:
Kimberly Hall-Wagner _____ Approved for further review: Yes	02/05/26 _____
3) Labor Relations Director/Designee (<i>if applicable</i>)	Date:
_____ Approval Status:	_____

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Section III – HR Action: <i>(To be completed by Class/Comp Analyst)</i> – Final Decision		
Class/Comp Analyst: Takeisha Allen-Fields	Date Received: 02/05/26	Work Order #: CCFY26-110
Union Association: No	Union Name or Local #:	
Action: Request Approved	Date Submitted to Labor Relations:	Date Submitted to Budget: 02/06/26
<p>Explanation:</p> <p>The recommendations below are based on the department's expressed need to establish a designated command-level role responsible for EMS training and are consistent with regulatory and operational requirements for Detroit Fire Department EMS delivery.</p> <p>To determine an appropriate pay range, a market study was conducted using data from external survey sources and the department's internal parity position.</p> <p>Class Comp Recommendations:</p> <ol style="list-style-type: none"> 1. Adopt the title, class code and pay range of the Assistant Chief of Training, EMS. 2. Amend the 2025-2026 Official Compensation Schedule to include the following pay range. <p>Class Code: 22-40-52 Title: Assistant Chief of Training, EMS (Appointed) Pay Range: \$74,244 - \$127,490</p> <p>Subject to City Council approval.</p>		

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Section IV – Approval Signatures	
1) Classification and Compensation Analyst	Date:
<u>Takeisha Allen-Fields</u> Approval Signature	<u>02/12/26</u>
2) Budget Director/Designee (<i>if applicable</i>)	Date:
<u>Kevin Dillon</u> Approval Status:	<u>02/10/26</u>
3) Chief Classification and Compensation Officer	Date:
<u>Kimberly Hall-Wagner</u> Approval Status: Approved	<u>02/12/26</u>
4) Human Resources Director	Date:
<u>Denise Starr</u> Approval Signature	<u>2/13/2026</u>

CC: Requester/SME
 Employee Services
 Budget
 Recruitment/Test
 Development
 HRIS
 Labor Relations