

# Classification and Compensation Notification Form 9021

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## 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	
<b>Department:</b> public works	<b>Division:</b> City Engineering
<b>Requester:</b> Richard Doherty	<b>Requester Job Title:</b> City Engineer
<b>Date of Request:</b> 4/15/2021	<b>Work Order #:</b> 2021-122
<b>Request Type (s) Completed</b>	
Select One Position Evaluation/ Survey	
Select One	
Other:	
Section II – To Be Completed by Classification Compensation Analyst - Final Decision	
<p>This is to advise you that the Human Resources Department concurred in the following recommendation:</p> <p>The 2021 – 2022 Official Compensation Schedule be amended to include the attached pay range adjustments.</p> <p>SUBJECT TO CITY COUNCIL APPROVAL</p>	
Section III- Approval Signatures	
1) Classification and Compensation Analyst <u>Brenda VanTull</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>5/10/2022</u>
2) Chief Classification and Compensation Officer <u>Nicole Smith</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>5/10/2022</u>
3) Human Resources Director <u>Denise Ferris</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>5/10/2022</u>

Cc: Ron Brundidge, Director of DPW      Aisha Sanders, Test Development  
 Briget Slaughter, ESC      Tina Tolliver, Budget  
 Patrick Almquist, Recruiter      Anita Berry, Labor Relations