

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: Transportation	Division: N/A
Requester: Maryanne walsh	Requester Job Title: Deputy Director Admin
Date of Request: 11/21/2021	Work Order #:
Request Type (s) Completed	
Select One Create New Position and Job Specification	
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>Jessica Frame</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>4/21/2022</u>
2) Chief Classification and Compensation Officer <u>Nicole Smith</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>4/21/2022</u>
3) Human Resources Director <u>Kevin [Signature]</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>4/21/2022</u>

Cc:

Law Department Pay Range Adjustments
April 2022

Job Titles	Class Code	Proposed Pay Range		Bargaining Unit	Step Code
		Min	Max		
Customer Service Representative I	08-10-21	\$37,000	\$48,100	9000	D
Customer Service Representative II	08-10-22	\$39,700	\$51,600	9000	D
Dispatcher I	35-90-61	\$37,000	\$48,100	9000	D
Dispatcher II	35-90-62	\$39,700	\$51,600	9000	D
Eligibility Representative I	08-10-61	\$40,000	\$52,000	9000	D
Eligibility Representative II	08-10-62	\$43,000	\$55,900	9000	D
Outreach – Direct Services Specialist	35-10-21	\$53,667	\$75,133	9000	D
Manager I – Customer Service, Dispatch, & Scheduling	01-09-31	\$73,120	\$109,680	9000	D
Manager I – Eligibility	01-09-32	\$76,480	\$114,720	9000	D
Manager II – Contract Operations	01-08-62	\$79,680	\$119,520	9000	D
Executive Manager of Paratransit	01-17-03	\$94,400	\$141,600	9000	D



April 21, 2022

Honorable City Council

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

Recommendation is submitted to amend the 2021-2022 Official Compensation Schedule to include the pay range for the following classification:

Class Code	Title	Salary
08-10-21	Customer Service Representative I	\$37,000 - \$48,100
08-10-22	Customer Service Representative II	\$39,700 - \$51,600
35-90-61	Dispatcher I	\$37,000 - \$48,100
35-90-62	Dispatcher II	\$39,700 - \$51,600
08-10-61	Eligibility Representative I	\$40,000 - \$52,000
08-10-62	Eligibility Representative II	\$43,000 - \$55,900
35-10-21	Outreach – Direct Services Specialist	\$53,667 - \$75,133
01-09-31	Manager I – Customer Service, Dispatch, & Scheduling	\$73,120 - \$109,680
01-09-32	Manager I – Eligibility	\$76,480 - \$114,720
01-08-62	Manager II – Contract Operations	\$79,680 - \$119,520
01-17-03	Executive Manager of Paratransit	\$94,400 - \$141,600

The above recommendation is occasioned by a request from Maryanne Walsh, Deputy Director of the Department of Transportation.

Rationale:

In November 2021, the Detroit Department of Transportation (DDOT) requested HR Classification and Compensation develop classifications and corresponding pay ranges for its Paratransit Division. The paratransit function is currently outsourced but is being brought in-house to increase DDOT's oversight of paratransit operations. This new division will be responsible for critical functions such as determining eligibility and certification, investigating and resolving complaints, scheduling trips, and educating the public about paratransit resources. Providing these services will require additional staff with the necessary skills to continue connecting riders to services and work opportunities in the local community.

As a result of DDOT's request, HR Classification and Compensation developed a custom salary survey to determine going market rates for the newly created classifications in DDOT Paratransit. A local Human Resources organization, the American Society of Employers

(ASE), distributed the survey electronically to twelve (12) paratransit organizations across the country. The selection process to determine which paratransit entities the survey would be distributed to was a collaborative effort between HR Classification and Compensation, DDOT, and the American Public Transportation Association (APTA). The survey results were used to create the initial pay ranges and adjustments were applied to ensure internal equity by evaluating comparable jobs at the City of Detroit.

The proposed salary range recommendation is subject to City Council approval.

Respectfully submitted,

Denise Starr
Human Resources Director

DS/jf

Attachments

cc: Budget Department
Mayor's Office

BY COUNCIL MEMBER_____

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

Class Code	Classification	Salary Range
08-10-21	Customer Service Representative I	\$37,000 - \$48,100
08-10-22	Customer Service Representative II	\$39,700 - \$51,600
35-90-61	Dispatcher I	\$37,000 - \$48,100
35-90-62	Dispatcher II	\$39,700 - \$51,600
08-10-61	Eligibility Representative I	\$40,000 - \$52,000
08-10-62	Eligibility Representative II	\$43,000 - \$55,900
35-10-21	Outreach – Direct Services Specialist	\$53,667 - \$75,133
01-09-31	Manager I – Customer Service, Dispatch, & Scheduling	\$73,120 - \$109,680
01-09-32	Manager I – Eligibility	\$76,480 - \$114,720
01-08-62	Manager II – Contract Operations	\$79,680 - \$119,520
01-17-03	Executive Manager of Paratransit	\$94,400 - \$141,600

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.

CITY OF DETROIT
Human Resources Department
Classification and Compensation Division

To: Denise Starr, Director of Human Resources

From: Jessica Frame, Classification and Compensation Analyst III

Date: April 21, 2022

Re: Adopt New Department of Transportation Paratransit Classifications

Recommendations:

1. The titles and class codes for the following new classifications be adopted:

Class Code	Title
08-10-21	Customer Service Representative I
08-10-22	Customer Service Representative II
35-90-61	Dispatcher I
35-90-62	Dispatcher II
08-10-61	Eligibility Representative I
08-10-62	Eligibility Representative II
35-10-21	Outreach – Direct Services Specialist
01-09-31	Manager I – Customer Service, Dispatch, & Scheduling
01-09-32	Manager I – Eligibility
01-08-62	Manager II – Contract Operations
01-17-03	Executive Manager of Paratransit

2. The 2021-2022 Official Compensation Schedule be amended to include the following pay ranges:

Class Code	Title	Salary Range
08-10-21	Customer Service Representative I	\$37,000 - \$48,100
08-10-22	Customer Service Representative II	\$39,700 - \$51,600
35-90-61	Dispatcher I	\$37,000 - \$48,100

35-90-62	Dispatcher II	\$39,700 - \$51,600
08-10-61	Eligibility Representative I	\$40,000 - \$52,000
08-10-62	Eligibility Representative II	\$43,000 - \$55,900
35-10-21	Outreach – Direct Services Specialist	\$53,667 - \$75,133
01-09-31	Manager I – Customer Service, Dispatch, & Scheduling	\$73,120 - \$109,680
01-09-32	Manager I – Eligibility	\$76,480 - \$114,720
01-08-62	Manager II – Contract Operations	\$79,680 - \$119,520
01-17-03	Executive Manager of Paratransit	\$94,400 - \$141,600

3. The attached job specifications for the above named classifications be adopted.

Request:

The above recommendation is at the request of Maryanne Walsh, Deputy Director of the Department of Transportation (DDOT).

Rationale:

In November 2021, the Detroit Department of Transportation (DDOT) requested HR Classification and Compensation develop classifications and corresponding pay ranges for its Paratransit Division. The paratransit function is currently outsourced but is being brought in-house to increase DDOT's oversight of paratransit operations. This new division will be responsible for critical functions such as determining eligibility and certification, investigating and resolving complaints, scheduling trips, and educating the public about paratransit resources. Providing these services will require additional staff with the necessary skills to continue connecting riders to services and work opportunities in the local community.

As a result of DDOT's request, HR Classification and Compensation developed a custom salary survey to determine going market rates for the newly created classifications in DDOT Paratransit. A local Human Resources organization, the American Society of Employers (ASE), distributed the survey electronically to twelve (12) paratransit organizations across the country. The selection process to determine which paratransit entities the survey would be distributed to was a collaborative effort between HR Classification and Compensation, DDOT, and the American Public Transportation Association (APTA). The survey results were used to create the initial pay ranges and adjustments were applied to ensure internal equity by evaluating comparable jobs at the City of Detroit.

The proposed pay range recommendations are subject to City Council approval.

Respectfully submitted,

APPROVED: _____
Denise Starr
Human Resources Director

Certificate Of Completion

Envelope Id: CCAA809ECBB74A74A2968F71507B3D80

Status: Completed

Subject: Please DocuSign: Class & Comp Notification Form.doc

Source Envelope:

Document Pages: 9

Signatures: 3

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelope Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:

City of Detroit Human Resources Department

2 Woodward Ave

Detroit, MI 48226

FlexibleWorkAdmin@detroitmi.gov

IP Address: 35.128.41.20

Record Tracking

Status: Original

4/21/2022 4:48:52 PM

Holder: City of Detroit Human Resources

Department

FlexibleWorkAdmin@detroitmi.gov

Location: DocuSign

Security Appliance Status: Connected

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Pool: City of Detroit

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Signer Events**Signature****Timestamp**

Jessica Frame

jessica.frame@detroitmi.gov

Security Level:

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ID: 1

4/21/2022 4:48:54 PM



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Using IP Address: 35.128.41.20

Electronic Record and Signature Disclosure:

Accepted: 4/20/2022 11:35:17 AM

ID: 6bec2d67-6cf7-45db-82d7-75f7e7e5ba5c

Nicole Smith

smithni@detroitmi.gov

City of Detroit

Security Level: Email, Account Authentication
(None)

Sent: 4/21/2022 4:55:56 PM

Viewed: 4/21/2022 4:57:37 PM

Signed: 4/21/2022 4:58:25 PM

Signature Adoption: Pre-selected Style

Signed by link sent to smithni@detroitmi.gov

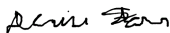
Using IP Address: 35.128.41.4

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Denise Starr

starrd@detroitmi.gov

Security Level: Email, Account Authentication
(None)

Sent: 4/21/2022 4:58:27 PM

Viewed: 4/21/2022 7:37:49 PM

Signed: 4/21/2022 7:38:08 PM

Signature Adoption: Drawn on Device

Signed by link sent to starrd@detroitmi.gov

Using IP Address: 107.72.178.232

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 4/21/2022 7:37:49 PM

ID: bb582041-266a-4716-ab9e-5ada711ea14b

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp**

Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Jessica Frame jessica.frame@detroitmi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 4/21/2022 7:38:10 PM Viewed: 4/21/2022 8:16:53 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/21/2022 4:48:53 PM
Certified Delivered	Security Checked	4/21/2022 7:37:49 PM
Signing Complete	Security Checked	4/21/2022 7:38:08 PM
Completed	Security Checked	4/21/2022 7:38:10 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Detroit (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Detroit:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: beardenannie@detroitmi.gov

To advise City of Detroit of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at beardenannie@detroitmi.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Detroit

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to beardenannie@detroitmi.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Detroit

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to beardenannie@detroitmi.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Detroit as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Detroit during the course of your relationship with City of Detroit.