



October 27, 2022

Honorable City Council

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

Recommendation is submitted to amend the 2022-2023 Official Compensation Schedule to include the pay range for the following new classification.

Class Code	Title	Proposed Pay Range	Step Code
01-13-60	Director of Board of Review	\$97,800 - 146,700	K

Request:

The above recommendation is at the request of Kimberly Reaves, City Council Administrative Assistant 4.

Rationale:

A request was submitted to create a new position, Director of Board of Review. The position is required to maintain operations and oversight for the Division of City Council as required by ordinance.

The Director of Board of Review will be responsible for directing, planning and coordinating the administrative responsibility and oversight pertaining to the operations of the Board of Review regarding property tax assessments, abatements, appeals and grievances, exemptions, and other negotiated programs.

To determine the appropriate salary range for the new classification, a market study was conducted using data from external survey sources and an internal comparison.

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

Respectfully submitted,

Denise Starr
Human Resources Director

DS/taf

Attachments

cc: Budget Department
Mayor's Office

BY COUNCIL MEMBER _____

RESOLVED, That the 2022-2023 Official Compensation Schedule is hereby amended to reflect the following pay range, effective upon Council's approval.

Class Code	Title	Proposed Pay Range	Step Code
01-13-60	Director of Board of Review	\$97,800 - 146,700	K

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.