



Equal Employment Opportunity Program

Prepared By:
EEO Officer
1301 E. Warren
Detroit, MI 48207



Introduction

The Detroit Department of Transportation (“DDOT” or “the Department”) Equal Employment Opportunity Program (“EEO Program”) is created to comply with FTA Circular 4704.1A “Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients.” The EEO Program is administered by the Equal Employment Opportunity Officer (EEO Officer) and reports to the Director and Deputy Director of DDOT.

The EEO Program contains an analysis of the Department’s employment practices and statistics, beginning January 1, 2014-December 31, 2017. The analysis determines the Department’s actions as it relates to, but not limited to, recruitment, hiring, promotion, separations (including retirement) and discipline. The review maintains that DDOT does not use these practices to create employment barriers nor do they unjustifiably contribute to underutilization.



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DETROIT
Department of Transportation

1301 East Warren Ave.
Detroit, MI 48207
(313) 933-1300
www.ridedetroittransit.com

DETROIT DEPARTMENT OF TRANSPORTATION EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

EFFECTIVE: 04/30/2018

Version: 2.5

The Detroit Department of Transportation (DDOT) Equal Employment Opportunity Policy pertains to DDOT's responsibility to fair and equitable employment practices including, but not limited to, recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment. DDOT's EEO Policy is written to fully comply with Federal Transportation Administration's (FTA) Circular 4704.1A "Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients," as well as all applicable Federal, State and local laws.

DDOT is committed to prohibiting discrimination against employees and applicants based on their religion, race, color, national origin, age, sex, height, weight, sexual orientation, familial/marital status, veteran status, physical or mental disability, or other protected class. DDOT recognizes that the successful implementation of an Equal Employment Opportunity (EEO) program shall be beneficial to DDOT by providing fuller utilization and development of previously underutilized human resources. DDOT is committed to the development of processes and policies designed to overcome any effects of past discriminatory practices on minorities, women and the disabled. DDOT is able to provide reasonable accommodations to applicants and employees who need them, including on the basis of disability and to practice or observe their religion, absent undue hardship.

In order to uphold this commitment, DDOT has established a written, non-discrimination EEO program to be implemented and monitored by the Equal Employment Opportunity Officer (EEOO). All applicants and employees have the right to file complaints alleging discrimination. These complaints shall be made to the City of Detroit Civil Rights Inclusion and Opportunity (CRIO) office. The EEOO shall be responsible for ensuring the fair and equitable treatment of such allegations and keeping record of all decisions made by CRIO. Any employee or applicant who feels they have encountered discrimination or harassment are encouraged to contact CRIO at the address below:

Coleman A. Young Municipal Center
2 Woodward Avenue - Suite 1240
Detroit, MI 48226
8:30 am – 4:30 pm, Mon-Fri
(313) 224-4950

Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated. Furthermore, all DDOT management personnel shall share in the responsibility of Equal Employment Opportunity compliance. Performance by managers and supervisors will be evaluated on the success of the Equal Employment Opportunity Program in the same way as their performance on other DDOT goals. Through these efforts, DDOT plans to develop an inclusive and diverse workforce, attract qualified applicants and ensure that it provides equal employment opportunities to all applicants and employees.

Angelica Jones, Interim Director

Date



Dissemination Plan

Formal communication mechanisms are established to publicize and disseminate DDOT's EEO Policy, as well as appropriate elements of DDOT's EEO Program, to its employees, applicants and members of the public.

Internal Dissemination

The following actions are taken by DDOT to internally disseminate the EEO Policy and Program:

- Letter to DDOT employees from Director
- Copy of EEO Statement provided to employees with work rules
- EEO Policy Statement and EEO Posters are prominently displayed on appropriate office bulletin boards in all DDOT facilities
- Special management meetings are conducted semiannually to discuss the EEO Program and its implementation

External Dissemination

To ensure the general public has a full understanding of DDOT's EEO Policy and Program, the following actions shall be taken by DDOT:

- EEO Statement posted on DDOT webpage, <http://www.detroitmi.gov/ddot>
- EEO Statement is shared with City of Detroit Human Resources and the Department of Labor Relations
- All successful contractors, vendors, and suppliers shall be notified in writing of DDOT's EEO Policy Statement



EEO Officer

To ensure that DDOT complies with its commitment to EEO conformity, DDOT's General Manager of Administration shall serve as the departments Equal Employment Opportunity Officer and is assigned to implement and oversee DDOT's EEO Program.

The EEO Officer shall:

- Develop and recommend EEO Statement policy, written EEO program, and internal and external communication procedures.
- Direct the collection and analysis of employment data that includes: separations, discipline, promotions, hires, underutilization, wage & salary administration and benefits. Assure the identification of any problem areas, the setting of goals/timetables and the development and implementation of corrective action programs.
- Design and implement an internal auditing and reporting system to measure program effectiveness. An emphasis shall be made to determine where progress has been made and where further action is needed.
- Have direct access to the Director on all aspects of the EEO Program, and shall report periodically on each department's progress in relation to the Department's goals.
- Serve as DDOT's EEO liaison with Federal, State, and local governments.
- Create associations with local minority and women's groups, organizations representing the handicapped or other community-based groups.
- Assure that current legal information affecting all employees, especially those of a protected class, is disseminated to all employees in a timely fashion.
- Assist in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials.
- Monitor the Human Resources Department in recruiting minority, disabled and women applicants and establishing outreach sources for use in the hiring process for DDOT.



Utilization Analysis Summary

The purpose of the utilization analysis is to identify those job categories where DDOT has an underutilization. Underutilization occurs when the percentage of employees in a protected group (women or minorities) is less than the availability percentage for that protected group in the relevant labor market. DDOT's analysis consisted of a comparison of the percentage of DDOT employees in a job category with the percentage of employees in the Wayne County, Michigan labor market according to the "Detailed Census Occupation by Sex, and Race/Ethnicity for Residence Geography, Total Population" (Appendix C). DDOT's utilization analysis complies with the guidelines of the Federal Transit Administration (FTA Circular 4704.1A).

Active Employees

Below are the current number of active employees within the Department in each job category, by race and sex. Each job category is inclusive of all salary bands from \$0-\$70,000:

ACTIVE EMPLOYEES WITHIN DDOT (as of March 2018)															
	White		AI/AN		Black		H/L		Asian		NHOPI		Multi		TOTAL
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Officials/Administrators	3	0	0	0	9	8	0	0	0	1	0	0	0	0	21
Professionals	0	0	0	0	27	11	0	0	0	0	0	0	0	0	38
Technicians	0	0	0	0	25	1	0	0	0	0	0	0	1	0	27
Protective Service	0	1	0	0	21	8	0	0	0	0	0	0	1	0	31
Paraprofessional	3	2	0	0	15	14	0	0	0	0	0	0	0	0	34
Administrative Support	4	1	0	0	35	52	0	0	0	0	0	0	0	0	92
Skilled Craft	2	0	0	0	103	5	2	0	0	0	0	0	0	0	112
Service – Maintenance	7	2	0	0	424	201	1	0	0	0	0	0	1	1	637
TOTAL	19	6	0	0	659	300	3	0	0	1	0	0	3	1	992

The number of resources to reach parity in each job category are:



HIRING GOALS TO REACH PARITY

	White		AI/AN		Black		H/L		Asian		NHOPI		Multi	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials/Administrators	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	5	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	5	0	0	0	0	0	2	0	0	0	0	0	0
Protective Service	0	9	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessional	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	23	0	1	0	0	0	1	1	2	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service – Maintenance	0	114	0	0	0	123	0	0	12	0	0	0	0	0

In order to reach parity in underutilized areas, DDOT's EEO Officer, along with DDOT's Marketing Manager and the City of Detroit Department of Human Resources Recruitment, have to devise a recruitment strategy to attract diverse applicants. A barrier to reaching parity could be that potential applicants have not considered city employment as a viable career choice; potential applicants are unable to meet the job requirement(s) for various reasons (i.e. valid license, education, drug screening, etc); Or, potential applicants may not have access to apply. In spite of these challenges, DDOT can achieve parity, or as close as possible given talent and availability, with a complete EEO Program that tracks statistical improvement and concerted effort to reach potential applicants within the Detroit metro area over the next three to four years.

New Hires

A review of the new hires to the Department from 2014-2017 for each job category, by race and sex, is below. Each category is inclusive of all pay bands from \$0-\$70,000:

2014														
	White		AI/AN		Black		H/L		Asian		NHOPI		Multi	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials/Administrators	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Paraprofessional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	3	1	0	0	0	0	0	0	0	0
Service – Maintenance	1	1	0	0	16	6	0	0	0	0	1	0	0	0



2015														
	White		AI/AN		Black		H/L		Asian		NHOPI		Multi	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials/Administrators	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	1	0	0	0	4	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	5	0	0	0	0	0	0	0	0	0
Paraprofessional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	2	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	6	1	0	0	0	0	0	0	0	0
Service – Maintenance	0	0	0	0	61	44	0	0	0	0	0	0	0	0

2016														
	White		AI/AN		Black		H/L		Asian		NHOPI		Multi	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	1	2	0	0	1	1	0	0	0	0	0	0	0	0
Technicians	1	1	0	0	2	0	0	0	0	0	0	0	0	0
Protective Service	0	1	0	0	2	1	0	0	0	0	0	0	0	0
Paraprofessional	0	0	0	0	2	1	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	3	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Service – Maintenance	3	1	0	0	87	68	0	0	0	0	0	0	0	0

2017														
	White		AI/AN		Black		H/L		Asian		NHOPI		Multi	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials/Administrators	0	0	0	0	2	0	0	0	0	0	0	0	0	0
Professionals	1	0	0	0	3	4	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	1	1	0	0	0	0	0	0	0	0
Paraprofessional	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Administrative Support	3	0	0	0	1	4	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	7	0	0	0	0	0	0	0	0	0
Service – Maintenance	0	1	0	0	77	45	0	0	0	0	1	0	0	0



DDOT's concentration of employees are in the Service-Maintenance category which includes the Transportation Equipment Operators (Bus Drivers) and the Coach Service Attendants. These positions are most concentrated because they have the highest number of positions available within the department and have an ongoing recruiting process. Other positions within the department are subject to department need and budget constraints.

The department has consistently had a concentration of Black males in the Service-Maintenance, Skilled Craft and Technician categories and Black females in the Administrative Support category. The department has had consistently low numbers of employees, men and women, of other races/ethnicities in all categories.

Promotions

The majority of DDOT employees are members of one of the eight collective bargaining units represented at the department. The Union contracts provide for a specific promotion eligibility sequence. With non-represented employees, the City of Detroit Civil Services Rules provide guidelines for promotion. All promotional opportunities are posted. Selection is facilitated by the COD HR Recruitment Division and candidates are promoted based upon their knowledge, education, skills, and abilities.

Between January 1, 2015 and December 31, 2017, DDOT promoted 110 employees. The chart below identifies the "Percentage of Workforce" and "Percentage of Promotions" for each major demographic segment of the total workforce.

DEMOGRAPHICS	PERCENTAGE OF WORKFORCE	PERCENTAGE OF PROMOTIONS
Total Black Employees	97%	95%
Black Males	66%	46%
Black Females	30%	48%
White Males	2%	5%
White Females	.5%	.9%
Total Males	69%	51%
Total Females	31%	49%
Total Hispanic	.3%	--
Total Asian	.1%	--
Total Multi	.4%	--

Black employees make up 97% of DDOT's work force and received 95% of the promotions. Men and women received about equal percentages of promotions, 51% and 49% respectively. When analyzing the breakdown by job category, there does not appear to be any conscious discrimination by race or gender.



Promotions in each Job Category by Race and Gender															
	White		AI/AN		Black		H/L		Asian		NHOPI		Multi		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Officials/Administrators	1	0	0	0	2	1	0	0	0	0	0	0	0	0	4
Professionals	0	0	0	0	2	2	0	0	0	0	0	0	0	0	4
Technicians	1	0	0	0	1	0	0	0	0	0	0	0	0	0	2
Protective Service	1	0	0	0	4	4	0	0	0	0	0	0	0	0	9
Paraprofessional	0	0	0	0	2	5	0	0	0	0	0	0	0	0	7
Administrative Support	1	1	0	0	15	29	0	0	0	0	0	0	0	0	46
Skilled Craft	0	0	0	0	14	1	0	0	0	0	0	0	0	0	15
Service – Maintenance	1	0	0	0	11	11	0	0	0	0	0	0	0	0	23
Total	5	1	0	0	51	53	0	0	0	0	0	0	0	0	110

Black males make up 66% of the workforce and received 46% (51) of promotions.

- Within the Officials/Administrators category, Black males received 50% (2) of promotions while Black females received 25% (1) promotion.
- Within the Professionals category, Black males received 50% (2) of promotions.
- Within the Service-Maintenance category, Black males received 48% (11) of promotions.
- Within the Administrative Support category, Black males received 33% (15) of promotions.

It should be noted that in the Service-Maintenance category, where the majority of DDOT employees work, very few promotion opportunities occur. There does not appear to be any discrimination for promotions in this category for that demographic.

Black females make up 30% of the workforce and received 48% of promotions. There does not appear to be any discrimination against Black women in promotional opportunities.

- Within the Professionals category, Black females received 50% (2) of promotions.
- Black females received (1) promotion in the Skilled Craft category, which is a largely male dominated field.
- In the Administrative category, Black females received 63% (29) of promotions. Also, (1) promotion was received by a white female.

White males make up 2% of the workforce but received 5% of the promotions. White males received promotions in the following areas:

- Officials/Administrators category (1)
- Professionals (1)
- Protective Service (1)
- Administrative Support (1)

There were no promotions in any job category for underrepresented areas (Hispanic/Latin, Asian, NHOPI or American Native) which is in keeping with the consistently low representation of employees in those areas. One



possibility of increasing the number of promotions are through the City of Detroit Office of Talent Development and Performance Management Division and the Employee Assistance Program (EAP). Both have training classes and seminars through which DDOT staff can build technical and soft skills that prepare employees for promotional opportunities. DDOT's staff represented by a union have access to an EAP Committee that can advise them on professional development opportunities.

Possible Barriers to Promotions

DDOT lacks a clear and consistent method of tracking internal applications for jobs that prevents identifying if there are potential barriers to promotions. However, there is nothing in the DDOT's practices, job descriptions/requirements, notifications, screening process, interviewing process that can be identified as a barrier to promotion. The City of Detroit of Detroit's Civil Service Rules require that all open jobs are posted. It is a possibility that staff, particularly in the Technician and Service-Maintenance categories, do not apply for promotion because it would impact their ability to work overtime and, depending on the position, relinquish their union affiliation.

Separations

Between January 1, 2015 and December 31, 2017 there were 617 separations, including 141 retirements, 2 Reduction in Force (RIF) separations, 312 administrative or disciplinary separations, 151 resignations, and 9 disability retirements. Two (2) employees requested Voluntary Layoffs which are issued to employees without adequate seniority for normal leaves of absence.

For the purpose of this program, separations have been categorized as Voluntary and Involuntary. Voluntary separations consist of resignations and retirements. Involuntary separations are disciplinary terminations and layoffs.



Types of Separations by Race						
Types of Separations	Black	Hispanic	Multi	Unknown	White	Total
LAYOFF-REDUCTION IN FORCE	2					2
LAYOFF-VOLUNTARY-FOR CONVENIENCE OF EMPLOYEE	1				1	2
TERMINATION - RESIGNATION	145				6	151
RETIREMENT-DUTY DISABILITY	3				1	4
RETIREMENT-NON DUTY DISABILITY	5					5
RETIREMENT-REGULAR	126			1	14	141
TERMINATION-ACTIVE EMPLOYEE OFF ROLL	1					1
TERMINATION-DEATH	13				2	15
TERMINATION-DISCHARGE-PROBATIONARY	160	1		2	2	165
TERMINATION-DISCHARGE-REGULAR	118			1	2	121
TERMINATION-MISCELLANEOUS-OTHER	8		2			10
Grand Total	582	1	2	4	28	617

Types of Separation by Gender			
Types of Separation	Female	Male	Total
LAYOFF-REDUCTION IN FORCE	1	1	2
LAYOFF-VOLUNTARY-FOR CONVENIENCE OF EMPLOYEE	2		2
TERMINATION - RESIGNATION	60	91	151
RETIREMENT-DUTY DISABILITY	1	3	4
RETIREMENT-NON DUTY DISABILITY		5	5
RETIREMENT-REGULAR	32	109	141
TERMINATION-ACTIVE EMPLOYEE OFF ROLL		1	1
TERMINATION-DEATH	2	13	15
TERMINATION-DISCHARGE-PROBATIONARY	64	101	165
TERMINATION-DISCHARGE-REGULAR	41	80	121
TERMINATION-MISCELLANEOUS-OTHER	6	4	10
Grand Total	209	408	617

Black employees represent 97% percent of the work force and accounted for 94% of the total separations. White employees represent 2.5% of the work force and account for 5% of the separations. Women represented 31% of the workforce and 34% of the separations.

27% of the Separations (165) were Probationary Discharges. In accordance with the City of Detroit's Civil Service Rules, the purpose of the probation system is to give the employing department a period of time in which to observe and evaluate the job performance of new employees. Probationary employees do not gain permanent status until they demonstrate that they can work and function effectively.

During the probationary period, an employee's performance is evaluated to determine whether or not they should be given permanent status. The final evaluation will occur shortly before the probation period expires. Based on this final evaluation, the decision will be made to grant the employee permanent status.



Disciplinary Actions

The City of Detroit Department of Transportation (DDOT) is responsible for providing a safe, clean, reliable, efficient, attractive, and professional transportation system for the citizens of the City of Detroit. Misconduct by DDOT employees affects DDOT's ability to perform properly by causing service and maintenance to fall behind schedule, by requiring other employees to work overtime work at an additional cost, by causing runs to be delayed or missed and by causing Divisions to be without the planned support services needed to provide regular and efficient transportation services.

It is, therefore, necessary that DDOT have a systematic means of insuring that employees perform within the rules and regulations, policies and directives set forth by the Department and the City. Established standards of employee conduct are also those standards of personal behavior set forth in the laws of Michigan and the United States which have consequence regarding safe, orderly and efficient operation of the Department and those standards of employee conduct.

It is the policy of the Department of Transportation, City of Detroit, to promote employee productivity and maintain acceptable standards of employee conduct by adherence to a program of corrective-progressive discipline. Corrective-Progressive Discipline is a program of disciplinary action administered to employees who commit infractions of the minimally accepted standards of employee conduct. The disciplinary actions taken are administered in a progressively severe manner in an effort to correct the employee's willingness to engage in misconduct and to convert the employee into a responsible and consistently productive employee.

All disciplinary actions for represented personnel shall be administered as directed by Collective Bargaining Agreements (CBA), non-represented employees shall be governed by procedures defined in DDOT's Discipline Policy and Work Rules Document. The circumstances surrounding a violation or performance deficiency shall be thoroughly investigated. The level of discipline is based on the totality of the circumstances surrounding the issue.

Corrective procedures are administered based on the severity of the violation or performance deficiency. Depending on the nature of the infraction or performance deficiency, as determined by investigation, the following action may be taken:

- Oral Warning
- Written Warning
- Disciplinary Suspension - Prior to suspending an employee, the director, manager, or supervisor should contact HR's Employee Services or Labor Relations Division to obtain assistance in determining if this action is warranted and consistent with the City of Detroit's policies.
- Discharge

The data used in the tables below is from January 1, 2014 and December 31, 2017, it reflects the best and most comprehensive data available. For the purposes of this report, DDOT's EEO Officer has identified each type of disciplinary action cross referenced by race and gender.



Types of Disciplinary Action by Race				
Types of Disciplinary Action	Black	White	unknown	Total
Discharge	8		1	9
Oral	13	1	1	15
Suspension	254	4	5	263
Written Reprimand	175	3	1	179
Total	450	8	8	466

Types of Disciplinary Action by Gender			
Types of Disciplinary Action	Female	Male	Total
Discharge	3	6	9
Oral	6	9	15
Suspension	96	167	263
Written Reprimand	59	120	179
Total	164	302	466

The majority of disciplinary actions were issued to Black males in the Service-Maintenance category, the majority being Transportation Equipment Operators (bus drivers) and Coach Service Attendants. Being that this is the largest job category for the department and the highest concentration of Black male employees, this does not suggest any discrimination or undue marginalization. Disciplinary action is given on a case by case basis.



EEO Program Goals

DDOT is committed to having a qualified and diverse work force. DDOT shall work with the City of Detroit Human Resources and the Civil Rights, Inclusion and Opportunity (CRIO) Departments to achieve this goal.

Short Term

- Create EEO Program
- Analyze past department data and create statistical, attainable target goals for the department to reach parity, or as close as possible, in underutilized areas. This can be regularly done by following the Equal Employment Opportunity (EEO) Officer Reporting Procedures SOP. (Appendix K)
- Establish an EEO Task Force to promote a positive work environment that values diversity as well as explore viable solutions to DDOT'S equal employment opportunity goals and objectives. The EEO Task Force shall be comprised of race and gender balanced mid-management staff from divisions within the department that include operations, vehicle maintenance and administrative functions. The EEO Task Force's mission will be to increase employee involvement in implementing DDOT'S EEO policies and procedures and serve in an advisory capacity to the City of Detroit Human Resources Department.
- Implement a process with HR Recruitment & Employee Services to transfer all demographic information to DDOT's HR operation. This info must be noted on all internal employment actions moving forward.
- Conduct a survey of employees concerning their interest in obtaining promotions, including their perception of needed training.
- DDOT will communicate with Detroit Employment Solutions Corporation (DESC) to develop a diversity of partnerships to attract potential applicants from various backgrounds

Long Term

- DDOT shall track the implementation and statistical data of its EEO Program and use the targeted goals as part of an ongoing succession plan for the Department
- DDOT will increase its outreach efforts through multi-mode communication strategies to local organizations with outreach to women and minority groups to increase the awareness that DDOT is a viable employment opportunity with a variety of positions at all levels of employment.
- DDOT will incorporate the data collected by the EEO Officer, as part of the EEO Program, into the Department's policies and procedures to develop an inclusive and diverse work environment.



EEO Program Goal Timetable

Goals set by EEO Program and EEO Officer	Short term goals (within the next 1-2 years)	Long term goals (within the next 3-4 years)
EEO Program	Post EEO Program and Policy internally and externally Follow EEO Reporting Procedures SOP that include quarterly review of HR statistical data on applicants, new hires, promotions, transfers, terminations, resignations, retirements Annual update and review of EEO Program	Update EEO Program and Policy as outlined in EEO Program Implementation of EEO Program objectives in Department policies and procedures Monitor success of EEO Program through review of HR statistical data
Statistical, targeted Goals	Create attainable recruitment goals for underutilized areas Recruit potential applicants from diverse areas including job fairs, DESC and external partners	DDOT will reach parity (or close to parity) in underutilized areas Compare DDOT statistics to local, state and Federal statistics for available labor market
Hiring Strategy	Increase number of outreach opportunities with multiple job fairs and recruitment promotions Expand partnership with Wayne County Community College with other colleges and technical schools for training program	Use multiple platforms to increase awareness of DDOT employment opportunities Create strategy to reach beyond the Metro Detroit area to potential employees
Reporting	Compile quarterly review of EEO Program and statistical data to disseminate internally and externally Compile semiannual data as outlined by EEO Program	Compile EEO Program data for FTA Comprehensive Review
Employee Services Maintenance of Demographic Information	HR Employee Services to obtain employee demographic information from HR Recruiting and maintain with employee actions	DDOT EEO Officer receive demographic data directly from HRMS system
EEO Taskforce	Develop EEO Taskforce and hold formal meetings quarterly	EEO Taskforce makes recommendations to HR Recruiting that impact utilization



Assessment of Present Employment Practices

DDOT follows the City of Detroit Human Resources Department's rules, policies and procedures for represented and non-represented employees. Represented employees should refer to their bargaining unit contract for any disputes and or grievances.

Recruitment and Selection

Applicants for employment are considered without regard to religion, race, color, national origin, age, sex, height, weight, sexual orientation, familial/marital status, physical or mental disability, or other protected class. The City of Detroit Human Resources website posts: "The City of Detroit is an equal opportunity employer. No applicant shall be discriminated against on the basis of race, religion, color, age, gender, national origin, disability, or other criteria prohibited by City, State or Federal law" for all applicants for employment. Applicants who are veterans are given credits when applying for any position in the City of Detroit (see Appendix D Rule 16 "Veteran's Preference.") Refer to Proc 9600 "Recruiting for External Applicants" and Proc 9601 "Recruiting for Internal Applicants." (Appendix D)

All employees are provided with the City of Detroit's Executive Order 2014-2 "Internal Policy Against Any and All Forms of Discrimination and/or Sexual Harassment" with their new hire orientation packets and the Amalgamated Transit Union (ATU) Master Agreement, Article 52 "Nondiscrimination" clause is included with their bargaining unit contract. (Appendix D)

Testing

See "Rule 2 Examinations." (Appendix E)

Promotions and Transfers

See "Rule 3 Employment Registers." (Appendix F)

Transfers are governed by Proc 9510 "Processing Transfer Requests" and "Application for Permanent Interdepartmental Transfer Request." (Appendix F)

Seniority Practices

See "Rule 8 Seniority." (Appendix G)



Training

See “Rule 4 Certification.” (Appendix H)

Training is offered by the City of Detroit Office of Talent Development and Performance Management.

Training courses are offered on an ongoing basis for a variety of positions throughout the department and the City of Detroit. Any employee interested in training are allowed to attend, upon the approval of their manager and availability based on department manpower needs. See “City of Detroit Office of Talent Development and Performance Management Training Courses/Workshop Offerings.” (Appendix H)

Compensation and Benefits

Compensation for any position are subject to its classification (See Appendix I “Rule 11 Classification.”)

Applicants and employees are able to see their benefits on the City of Detroit’s Human Resources page. (Appendix I “City of Detroit Benefits Package.”)

Disciplinary Procedures and Termination Practices

Appendix J “Rule 10 Reduction in Force” outlines rules and procedures for layoffs, demotion, and reduction in force.

Represented employees are subject to “Rule 9 Suspension and Removal of Classified Employees.” (Appendix J)

Employees who wish to file a grievance are subject to “Rule 17 Employee Grievance” procedures. Non-represented employees shall refer to the “Non-Union Employee Grievance form.” (Appendix J)



Monitoring and Reporting

Monitoring of the EEO Program is the responsibility of the EEO Officer. His/her responsibilities include reporting program updates with the Director, Deputy Director and Executive Management. Internal monitoring shall assess all EEO Program components and propose corrective action to address underutilization issues and address complaints.

The EEO Officer will be responsible for:

- Conducting an internal monitoring of the EEO Program on a quarterly basis and report on the success of the program, monitor its progress, track the effect on employment procedures, and ensure that the activities and goals of the Department are being carried out and properly documented.
- Quarterly meetings with General Managers (or his/her designee) to review internal practices and procedures shall be coordinated by the EEO Officer and Director.
- Compile statistical data provided by Human Resources and General Managers (or his/her designee) on a monthly basis, including but not limited to, the number of job applicants, hires, promotions, transfers, discipline, terminations, retirement and other areas that are deemed appropriate. This data shall include, but not limited to, name, race, gender, position sought and disposition with sufficient detail to identify any practices that may operate as employment barriers.
- Statistical data for the department is then used to determine if the department is reaching parity in underutilized areas and compared to the available labor market statistics provided by the U.S. Census Bureau. If the department is not reaching parity in underutilized areas, provide an explanation as to why and create a strategy for corrective action within the department, where appropriate.
- The EEO Officer will also include updates on EEO complaints filed with CRIO on a semiannual basis.
- Vendor contracts include the EEO Policy statement and are monitored by the EEO Officer.

The EEO Officer's monthly statistical data shall be compiled into a complete quarterly report and shared with the department via external and internal dissemination procedures where such information does not violate privacy laws or individuals' rights. Any external partnerships developed with the department for the purpose of recruitment will be highlighted by the EEO Officer and Marketing Department. The EEO Officer, reporting directly to the Director, shall be responsible for fulfilling the EEO Program requirements as outlined in FTA Circular 4704.1A.



APPENDICES



Department of Transportation

1301 East Woodward Ave
Detroit, MI 48207
(313) 933 1300
www.detroitmi.gov

To: All Employees
Detroit Department of Transportation (DDOT)

From: Angelica Jones, Interim Director

Date: February 28, 2018

Subject: DDOT Equal Employment Opportunity Program & EEO Officer

The Detroit Department of Transportation (DDOT) is committed to an equal employment opportunity to all employees and all employment applicants. DDOT will not tolerate any unlawful discrimination against any employee or applicant because of race, color, religion, sex, or national origin, age, disability, medical condition, marital status, family medical leave status, pregnancy or sexual orientation. DDOT is committed to providing a working environment free from all forms of unlawful employment discrimination, retaliation, bullying and harassment including sexual and other forms of harassment.

Current employees and applicants for employment have the right to file a complaint with The City of Detroit's Department of Civil Rights, Inclusion and Opportunity (CRIO), formerly known as the Human Rights Department. The department investigates complaints of discrimination of a protected class, sexual harassment and workplace violence. Any employee who feels they encountered discrimination or harassment are encouraged to contact CRIO at the address below:

Coleman A. Young Municipal Center
2 Woodward Avenue - Suite 1240
Detroit, MI 48226
8:30 am – 4:30 pm, Mon-Fri
(313) 224-4950

[Department of Civil Rights, Inclusion and Opportunity](#)

DDOT's General Manager of Administration will serve as the Equal Employment Opportunity Officer and administer the department's Equal Employment Opportunity (EEO) program. The EEO program will include identifying jobs where previous underutilization of minorities and women in relation to their availability on the relevant labor market and setting goals and timetables for remedying these deficiencies. DDOT's EEO program goals will allow the department to capitalize on previously underutilized human resources.

All management personnel are responsible for implementing and adhering to the EEO policy and program. This responsibility includes taking all necessary steps to prevent employment discrimination including, but not limited to, ensuring that employees and applicants are informed of all City of Detroit and DDOT policies and immediately reporting all complaints of unlawful discrimination to the EEO Officer. Retaliation against an employee or applicant because he or she has filed a complaint, or otherwise engaged in protected activity, is strictly prohibited. DDOT will use the performance measures of managers and supervisors to evaluate the success of the EEO program in the same way as his/her performance is evaluated on other goals.

DDOT supports the program and believes the daily employment decisions made will reflect the commitment to equal opportunity employment.

Respectfully,


Angelica Jones

Utilization Analysis by Job Category

[illegible]

Utilization Analysis by Job Category

[illegible]

Utilization Analysis by Job Category

Job Category		Salary Range (\$XX,000-XX,000)		Total Workforce				Male													Female												
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22												
Job Category	Salary Range	All	WM	MM	WF	MF	W	AWAN	B	H/L	A	NHOP1	Mobi	W	AWAN	B	H/L	A	NHOP1	Mobi													
87 7 - Skilled Craft	00-10,000	112	2	105	0	5	2	0.0%	103	2	-	-	-	-	-	-	-	-	-	-	-												
88 Current Workforce	00-10,000	112	2	105	0	5	2	0.0%	103	2	-	-	-	-	-	-	-	-	-	-	-												
89 Percent in Category	00-10,000	1.8%	1.8%	93.8%	4.5%	1.8%	1.8%	0.0%	92.0%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%												
90 Percent of Availability	00-10,000	52.9%	52.9%	52.9%	52.9%	52.9%	52.9%	0.0%	47.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%												
91 Percent Underutilized	00-10,000																																
92 Number Needed to Reach Parity	00-10,000							No	No	No	No	No	No	No	No	No	No	No	No	No	No												
93 Planned percent increase Year 1	00-10,000							-	-	-	-	-	-	-	-	-	-	-	-	-	-												
94 Planned percent increase Year 2	00-10,000							-	-	-	-	-	-	-	-	-	-	-	-	-	-												
95 Planned percent increase Year 3	00-10,000							-	-	-	-	-	-	-	-	-	-	-	-	-	-												
96 Planned percent increase Year 4	00-10,000							-	-	-	-	-	-	-	-	-	-	-	-	-	-												
97 - Services-Maintenance	00-10,000	637	7	426	2	202	7	0.0%	424	1	-	-	-	2	-	201	-	-	-	-	-												
98 Current Workforce	00-10,000	637	7	426	2	202	7	0.0%	424	1	-	-	-	2	-	201	-	-	-	-	-												
99 Percent in Category	00-10,000	1.1%	1.1%	88.9%	0.3%	31.7%	1.1%	0.0%	88.8%	0.2%	0.0%	0.0%	0.2%	0.3%	0.0%	31.6%	0.0%	0.0%	0.0%	0.0%	0.0%												
100 Percent of Availability	00-10,000	104.0%	104.0%	104.0%	104.0%	104.0%	23.1%	0.0%	5.8%	0.0%	1.9%	0.0%	0.0%	18.3%	0.0%	51.0%	0.0%	0.0%	0.0%	0.0%	0.0%												
101 Percent Underutilized	00-10,000										2%			18%		19%																	
102 Number Needed to Reach Parity	00-10,000							No	No	No	Yes	No	No	Yes	No	Yes	No	No	No	No	No												
103 Planned percent increase Year 1	00-10,000							-	-	-	12	-	-	114	-	122	-	-	-	-	-												
104 Planned percent increase Year 2	00-10,000							-	-	-	-	-	-	-	-	-	-	-	-	-	-												
105 Planned percent increase Year 3	00-10,000							-	-	-	-	-	-	-	-	-	-	-	-	-	-												
106 Planned percent increase Year 4	00-10,000							-	-	-	-	-	-	-	-	-	-	-	-	-	-												

Notes: Detail Position Status Report (minus SSN)
Census Information - EEO-ALL02R - Detailed Census Occupation by Sex, and Race/Ethnicity for Residence Geography, Total Population <https://www.bls.gov/cps/demographics.html#race>

EEO-ALL02R

EEO 2r. Detailed Census Occupation by Sex, and Race/Ethnicity for Residence Geography, Total Population

Universe: Civilian labor force 16 years and over

EEO Tabulation 2006-2010 (5-year ACS data)

The EEO Tabulation is sponsored by four Federal agencies consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM).

Geography: Wayne County, Michigan

Estimate: Estimate

Occupation Code	Subject	Total, race and ethnicity	Hispanic or Latino		Not Hispanic or Latino, one race	
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Total, both sexes					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	1,335	35	30	1,085	170
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	100.0%	2.6%	2.2%	81.3%	12.7%
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Male					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	1,100	15	0	960	125
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	82.4%	1.1%	0.0%	71.9%	9.4%
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Female					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	235	20	30	125	45
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	17.6%	1.5%	2.2%	9.4%	3.4%
Transportation security screeners 3945 (SOC 33-9093)	Total, both sexes					
Transportation security screeners 3945 (SOC 33-9093)	Number	215	15	0	125	55
Transportation security screeners 3945 (SOC 33-9093)	Percent	100.0%	7.0%	0.0%	58.1%	25.6%
Transportation security screeners 3945 (SOC 33-9093)	Male					

Occupation Code	Subject	Total, race and ethnicity	Hispanic or Latino		Not Hispanic or Latino, one race	
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone
Transportation security screeners 3945 (SOC 33-9093)	Number	125	0	0	55	50
Transportation security screeners 3945 (SOC 33-9093)	Percent	58.1%	0.0%	0.0%	25.6%	23.3%
Transportation security screeners 3945 (SOC 33-9093)	Female					
Transportation security screeners 3945 (SOC 33-9093)	Number	90	15	0	70	10
Transportation security screeners 3945 (SOC 33-9093)	Percent	41.9%	7.0%	0.0%	32.6%	4.7%
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Total, both sexes					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	825	10	0	365	410
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	100.0%	1.2%	0.0%	44.2%	49.7%
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Male					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	235	0	0	155	70
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	28.5%	0.0%	0.0%	18.8%	8.5%
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Female					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	590	10	0	215	340
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	71.5%	1.2%	0.0%	26.1%	41.2%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Total, both sexes					
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	170	0	0	90	80
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	100.0%	0.0%	0.0%	52.9%	47.1%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Male					

Occupation Code	Subject	Total, race and ethnicity	Hispanic or Latino		Not Hispanic or Latino, one race	
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone
Electrical and electronics repairers, transportation equipment, and industrial utility 7100 (SOC 49-209X)	Number	170	0	0	90	80
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	100.0%	0.0%	0.0%	52.9%	47.1%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Female					
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0	0	0	0	0
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Total, both sexes					
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	1,535	35	115	985	375
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	100.0%	2.3%	7.5%	64.2%	24.4%
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Male					
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	1,240	35	115	775	285
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	80.8%	2.3%	7.5%	50.5%	18.6%
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Female					
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	295	0	0	205	90
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	19.2%	0.0%	0.0%	13.4%	5.9%
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Total, both sexes					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	30	0	0	4	25
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	100.0%	0.0%	0.0%	13.3%	83.3%

Occupation Code	Subject	Total, race and ethnicity	Hispanic or Latino		Not Hispanic or Latino, one race	
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Male					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	25	0	0	4	15
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	83.3%	0.0%	0.0%	13.3%	50.0%
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Female					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	10	0	0	0	10
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	33.3%	0.0%	0.0%	0.0%	33.3%
Transportation inspectors 9410 (SOC 53-6051)	Total, both sexes					
Transportation inspectors 9410 (SOC 53-6051)	Number	420	40	20	240	105
Transportation inspectors 9410 (SOC 53-6051)	Percent	100.0%	9.5%	4.8%	57.1%	25.0%
Transportation inspectors 9410 (SOC 53-6051)	Male					
Transportation inspectors 9410 (SOC 53-6051)	Number	280	0	20	165	95
Transportation inspectors 9410 (SOC 53-6051)	Percent	66.7%	0.0%	4.8%	39.3%	22.6%
Transportation inspectors 9410 (SOC 53-6051)	Female					
Transportation inspectors 9410 (SOC 53-6051)	Number	140	40	0	80	10
Transportation inspectors 9410 (SOC 53-6051)	Percent	33.3%	9.5%	0.0%	19.0%	2.4%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Total, both sexes					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	520	0	0	215	300
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	100.0%	0.0%	0.0%	41.3%	57.7%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Male					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	160	0	0	120	30
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	30.8%	0.0%	0.0%	23.1%	5.8%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Female					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	360	0	0	95	265

Occupation Code	Subject	Total, race and ethnicity	Hispanic or Latino		Not Hispanic or Latino, one race	
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone
Transportation attendants, except flight attendants (SOC 53-6061)	Percent	69.2%	0.0%	0.0%	18.3%	51.0%
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Total, both sexes					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	230	0	0	170	60
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	100.0%	0.0%	0.0%	73.9%	26.1%
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Male					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	210	0	0	150	60
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	91.3%	0.0%	0.0%	65.2%	26.1%
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Female					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	25	0	0	25	0
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	10.9%	0.0%	0.0%	10.9%	0.0%

Occupation Code	Subject	Not Hispanic or Latino, one race			Not Hispanic or Latino, two or more races	
		American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Total, both sexes					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	10	0	0	0	0
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.7%	0.0%	0.0%	0.0%	0.0%
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Male					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	0	0	0	0	0
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Female					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	10	0	0	0	0
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.7%	0.0%	0.0%	0.0%	0.0%
Transportation security screeners 3945 (SOC 33-9093)	Total, both sexes					
Transportation security screeners 3945 (SOC 33-9093)	Number	4	0	0	0	0
Transportation security screeners 3945 (SOC 33-9093)	Percent	1.9%	0.0%	0.0%	0.0%	0.0%
Transportation security screeners 3945 (SOC 33-9093)	Male					
Transportation security screeners 3945 (SOC 33-9093)	Number	4	0	0	0	0
Transportation security screeners 3945 (SOC 33-9093)	Percent	1.9%	0.0%	0.0%	0.0%	0.0%
Transportation security screeners 3945 (SOC 33-9093)	Female					
Transportation security screeners 3945 (SOC 33-9093)	Number	0	0	0	0	0
Transportation security screeners 3945 (SOC 33-9093)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Total, both sexes					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	10	25	0	0	0

Occupation Code	Subject	Not Hispanic or Latino, one race			Not Hispanic or Latino, two or more races	
		American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	1.2%	3.0%	0.0%	0.0%	0.0%
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Male					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	0	10	0	0	0
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	0.0%	1.2%	0.0%	0.0%	0.0%
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Female					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	10	20	0	0	0
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	1.2%	2.4%	0.0%	0.0%	0.0%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Total, both sexes					
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0	0	0	0	0
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Male					
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0	0	0	0	0
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Female					
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0	0	0	0	0
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%

Occupation Code	Subject	Not Hispanic or Latino, one race			Not Hispanic or Latino, two or more races	
		American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Total, both sexes					
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0	0	0	0	0
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Male					
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0	0	0	0	0
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Female					
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0	0	0	0	0
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Total, both sexes					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0	0	0	0	0
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Male					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0	0	0	0	0
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Female					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0	0	0	0	0
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Transportation inspectors 9410 (SOC 53-6051)	Total, both sexes					

Occupation Code	Subject	Not Hispanic or Latino, one race			Not Hispanic or Latino, two or more races	
		American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN
Transportation inspectors (SOC 53-6051)	Number	0	0	0	0	0
Transportation inspectors 9410 (SOC 53-6051)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Transportation inspectors 9410 (SOC 53-6051)	Male					
Transportation inspectors 9410 (SOC 53-6051)	Number	0	0	0	0	0
Transportation inspectors 9410 (SOC 53-6051)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Transportation inspectors 9410 (SOC 53-6051)	Female					
Transportation inspectors 9410 (SOC 53-6051)	Number	0	0	0	0	0
Transportation inspectors 9410 (SOC 53-6051)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Total, both sexes					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0	10	0	0	0
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%	1.9%	0.0%	0.0%	0.0%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Male					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0	10	0	0	0
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%	1.9%	0.0%	0.0%	0.0%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Female					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0	0	0	0	0
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Total, both sexes					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0	0	0	0	0
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%

Occupation Code	Subject	Not Hispanic or Latino, one race			Not Hispanic or Latino, two or more races	
		American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Male					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0	0	0	0	0
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Female					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0	0	0	0	0
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%	0.0%	0.0%	0.0%	0.0%

Occupation Code	Subject	Not Hispanic or Latino, two or more races				
		White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Total, both sexes					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	0	0	(X)	(X)	(X)
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Male					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	0	0	(X)	(X)	(X)
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Female					
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	0	0	(X)	(X)	(X)
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation security screeners 3945 (SOC 33-9093)	Total, both sexes					
Transportation security screeners 3945 (SOC 33-9093)	Number	0	0	(X)	(X)	(X)
Transportation security screeners 3945 (SOC 33-9093)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation security screeners 3945 (SOC 33-9093)	Male					
Transportation security screeners 3945 (SOC 33-9093)	Number	0	0	(X)	(X)	(X)
Transportation security screeners 3945 (SOC 33-9093)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation security screeners 3945 (SOC 33-9093)	Female					
Transportation security screeners 3945 (SOC 33-9093)	Number	0	0	(X)	(X)	(X)
Transportation security screeners 3945 (SOC 33-9093)	Percent	0.0%	0.0%	(X)	(X)	(X)
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Total, both sexes					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	0	0	(X)	(X)	(X)
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	0.0%	0.0%	(X)	(X)	(X)

Occupation Code	Subject	Not Hispanic or Latino, two or more races				
		White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Male					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	0	0	(X)	(X)	(X)
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	0.0%	0.0%	(X)	(X)	(X)
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Female					
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	0	0	(X)	(X)	(X)
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	0.0%	0.0%	(X)	(X)	(X)
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Total, both sexes					
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0	0	(X)	(X)	(X)
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%	0.0%	(X)	(X)	(X)
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Male					
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0	0	(X)	(X)	(X)
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%	0.0%	(X)	(X)	(X)
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Female					
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0	0	(X)	(X)	(X)
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%	0.0%	(X)	(X)	(X)
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Total, both sexes					

Occupation Code	Subject	Not Hispanic or Latino, two or more races				
		White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0	30	(X)	(X)	(X)
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%	2.0%	(X)	(X)	(X)
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Male					
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0	30	(X)	(X)	(X)
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%	2.0%	(X)	(X)	(X)
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Female					
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0	0	(X)	(X)	(X)
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%	0.0%	(X)	(X)	(X)
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Total, both sexes					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0	0	(X)	(X)	(X)
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%	0.0%	(X)	(X)	(X)
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Male					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0	0	(X)	(X)	(X)
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%	0.0%	(X)	(X)	(X)
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Female					
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0	0	(X)	(X)	(X)
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation inspectors 9410 (SOC 53-6051)	Total, both sexes					
Transportation inspectors 9410 (SOC 53-6051)	Number	10	0	(X)	(X)	(X)
Transportation inspectors 9410 (SOC 53-6051)	Percent	2.4%	0.0%	(X)	(X)	(X)
Transportation inspectors 9410 (SOC 53-6051)	Male					

Occupation Code	Subject	Not Hispanic or Latino, two or more races				
		White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)
Transportation inspectors 9410 (SOC 53-6051)	Number	0	0	(X)	(X)	(X)
Transportation inspectors 9410 (SOC 53-6051)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation inspectors 9410 (SOC 53-6051)	Female					
Transportation inspectors 9410 (SOC 53-6051)	Number	10	0	(X)	(X)	(X)
Transportation inspectors 9410 (SOC 53-6051)	Percent	2.4%	0.0%	(X)	(X)	(X)
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Total, both sexes					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0	0	(X)	(X)	(X)
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Male					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0	0	(X)	(X)	(X)
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%	0.0%	(X)	(X)	(X)
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Female					
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0	0	(X)	(X)	(X)
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%	0.0%	(X)	(X)	(X)
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Total, both sexes					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0	0	(X)	(X)	(X)
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%	0.0%	(X)	(X)	(X)
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Male					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0	0	(X)	(X)	(X)

Occupation Code	Subject	Not Hispanic or Latino, two or more races				
		White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%	0.0%	(X)	(X)	(X)
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Female					
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0	0	(X)	(X)	(X)
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%	0.0%	(X)	(X)	(X)

Occupation Code	Subject	Balance of not Hispanic or Latino
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Total, both sexes	
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	0
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.0%
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Male	
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	0
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.0%
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Female	
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Number	0
Transportation, storage, and distribution managers 0160 (SOC 11-3071)	Percent	0.0%
Transportation security screeners 3945 (SOC 33-9093)	Total, both sexes	
Transportation security screeners 3945 (SOC 33-9093)	Number	15
Transportation security screeners 3945 (SOC 33-9093)	Percent	7.0%
Transportation security screeners 3945 (SOC 33-9093)	Male	
Transportation security screeners 3945 (SOC 33-9093)	Number	15
Transportation security screeners 3945 (SOC 33-9093)	Percent	7.0%
Transportation security screeners 3945 (SOC 33-9093)	Female	
Transportation security screeners 3945 (SOC 33-9093)	Number	0
Transportation security screeners 3945 (SOC 33-9093)	Percent	0.0%
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Total, both sexes	
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	0
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	0.0%

Occupation Code	Subject	Balance of not Hispanic or Latino
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Male	
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	0
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	0.0%
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Female	
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Number	0
Reservation and transportation ticket agents and travel clerks 5410 (SOC 43-4181)	Percent	0.0%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Total, both sexes	
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Male	
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Female	
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Number	0
Electrical and electronics repairers, transportation equipment, and industrial and utility 7100 (SOC 49-209X)	Percent	0.0%
Supervisors of transportation and material moving workers 9000 (SOC 93-0000)	Total, both sexes	

Occupation Code	Subject	Balance of not Hispanic or Latino
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Male	
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Female	
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Number	0
Supervisors of transportation and material moving workers 9000 (SOC 53-1000)	Percent	0.0%
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Total, both sexes	
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Male	
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Female	
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Number	0
Subway, streetcar, and other rail transportation workers 9260 (SOC 53-40XX)	Percent	0.0%
Transportation inspectors 9410 (SOC 53-6051)	Total, both sexes	
Transportation inspectors 9410 (SOC 53-6051)	Number	0
Transportation inspectors 9410 (SOC 53-6051)	Percent	0.0%
Transportation inspectors 9410 (SOC 53-6051)	Male	

Occupation Code	Subject	Balance of not Hispanic or Latino
Transportation inspectors 9410 (SOC 53-6051)	Number	0
Transportation inspectors (SOC 53-6051)	Percent	0.0%
Transportation inspectors 9410 (SOC 53-6051)	Female	
Transportation inspectors 9410 (SOC 53-6051)	Number	0
Transportation inspectors 9410 (SOC 53-6051)	Percent	0.0%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Total, both sexes	
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Male	
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Female	
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Number	0
Transportation attendants, except flight attendants 9415 (SOC 53-6061)	Percent	0.0%
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Total, both sexes	
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Male	
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0

Occupation Code	Subject	Balance of not Hispanic or Latino
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Female	
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Number	0
Miscellaneous transportation workers, including bridge and lock tenders and traffic technicians 9420 (SOC 53-60XX)	Percent	0.0%

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.

An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.

An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.

An '***' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An '(X)' means that the estimate is not applicable or not available.

The U.S. Census Bureau collects race data in accordance with guidelines provided by the U.S. Office of Management and Budget (OMB). Except for the total, all race and ethnicity categories are mutually exclusive. "Black" refers to Black or African American; "AIAN" refers to American Indian and Alaska Native; and "NHPI" refers to Native Hawaiian and Other Pacific Islander. The reference to "Hawaii only" indicates that these columns are only tabulated for areas in the state of Hawaii. "Balance of Not Hispanic or Latino" includes the balance of non-Hispanic individuals who reported multiple races or reported Some Other Race alone. For more information on race and Hispanic origin, see the Subject Definitions at http://www.census.gov/acs/www/data_documentation/documentation_main/.

Race and Hispanic origin are separate concepts on the American Community Survey. "White alone Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported race as "White" and no other race. "All other Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported a race other than "White," either alone or in combination. To get a total for "Hispanic or Latino," add the two columns for "White alone Hispanic or Latino" and "All other Hispanic or Latino."

Occupation codes are 4-digit codes and are based on Standard Occupational Classification 2010.



CITY OF DETROIT
MAYOR'S OFFICE

OFFICE OF THE
DETROIT CITY CLERK

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVE., SUITE 1126
DETROIT, MICHIGAN 48226
PHONE 313•224•3400
FAX 313•224•4128
WWW.DETROITMI.GOV

2014 10 16 P 2:43

EXECUTIVE ORDER NO. 2014-2

**TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS,
CITY COUNCIL MEMBERS AND THE CITY CLERK**

FROM: MICHAEL E. DUGGAN, MAYOR

**RE: INTERNAL POLICY AGAINST ANY AND ALL FORMS OF
DISCRIMINATION AND/OR SEXUAL HARASSMENT**

WHEREAS, discrimination against, or sexual harassment of, any employee or any other person is a serious violation, which will not be tolerated and will subject the offending employee to appropriate discipline, including discharge,

WHEREAS, this Executive Order clarifies and updates the City of Detroit's employment practices regarding discrimination or harassment as delineated: 1) in Section 27-3-1 of the 1984 Detroit City Code governing discrimination on the basis of race, color, religious beliefs, national origin, age, marital status, disability, sex, sexual orientation, or gender identification or expression and 2) in Section 13-12-1 of the 1984 Detroit City Code governing sexual harassment,

WHEREAS, all employees, managers and supervisors, are responsible for ensuring that subordinates or co-employees are afforded a work environment that is free from improper or unwelcome discrimination on the basis of race, color, religious beliefs, national origin, age, marital status, disability, sex, sexual orientation, or gender identification or expression, and from harassment on the basis of sex,

WHEREAS, all appointees, managers and supervisors shall attend training classes on the City's policy and guidelines regarding discrimination and harassment,

WHEREAS, it is the policy of this Administration to encourage and promote the early resolution of internal employment disputes while considering the interest of all parties with the goal to promote and safeguard a harmonious work environment. In order to facilitate the implementation of this policy, the Human Rights Department will have sole responsibility and authority to investigate complaints of unlawful discrimination that

MICHAEL E. DUGGAN, MAYOR



CITY OF DETROIT
MAYOR'S OFFICE

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVE., SUITE 1126
DETROIT, MICHIGAN 48226
PHONE 313•224•3400
FAX 313•224•4128
WWW.DETROITMI.GOV

is alleged under Section 27-3-1 of the 1984 Detroit City Code and harassment that is alleged under Section 13-12-1 of the 1984 Detroit City Code,

I, Michael E. Duggan, Mayor of the City of Detroit, do hereby order as follows:

- 1.) employees who believe that they have been subjected to discrimination on the basis of their race, color, religious beliefs, national origin, marital status, disability, sex, sexual orientation, or gender identification or expression, or to harassment on the basis of sex, may file a complaint with the Human Rights Department. Except under extraordinary circumstances, the Human Rights Department should endeavor to complete the investigation and provide a written report to the Mayor's office, the Law Department, and the employee's department director or agency head within sixty (60) days of the date the complaint was filed with the Department. The report shall contain a statement regarding the findings of the investigation and, if appropriate, a recommendation for corrective and/or disciplinary action. The complainant and the affected employee shall be provided with a written disposition of the investigation.
- 2.) The employee or employees charged by the complainant shall have an opportunity to review the written complaint and to provide a written response. Each witness named in the complaint and in the associated response shall be interviewed. The Human Rights Department shall provide an opportunity for early resolution by holding a Conciliation Hearing prior to the close of the investigation attended by the complainant and his or her representative, and the charged employee's department director or designee.

It is important to note that, with the exception of sexual orientation and of gender identification or expression, the Equal Employment Opportunity Commission (EEOC) and Michigan Department of Civil Rights (MCDR) have concurrent federal and state jurisdiction of same and similar subject areas. At any time, the Human Rights Department or the complainant may request that, due to a concurrent filing with the appropriate federal or state agency, the Human Rights Department file shall be closed.

This Order does not encroach upon the Human Resources Department's authority to investigate claims of discrimination that do not arise under Section 27-3-1 of the 1984 Detroit City Code and harassment that do not arise under 13-12-1 of the 1984 Detroit City Code. In addition, this Order does not encroach upon the Human Resources Department's authority to investigate any other personnel-related matter.

MICHAEL E. DUGGAN, MAYOR



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PHONE: 313•224•3400
FAX: 313•224•4128
WWW.DETROITMI.GOV

Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 2012 Detroit City Charter, I, Michael E. Duggan, Mayor of the City of Detroit, issue this Executive Order. This Executive Order is effective upon its execution and filing with the City Clerk and supersedes Executive Order No.2 issued by Mayor Dennis W. Archer, reissued by Mayor Dennis W. Archer on August 16, 1994, Mayor Kwame M. Kilpatrick on May 27, 2003, and Mayor Dave Bing on November 15, 2010.

Michael E. Duggan
Mayor, City of Detroit



THE UNIVERSITY OF CHICAGO
LIBRARY
1100 EAST 58TH STREET
CHICAGO, ILL. 60637
TEL: 773-936-5000

THE UNIVERSITY OF CHICAGO
LIBRARY
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CHICAGO, ILL. 60637
TEL: 773-936-5000

The City shall not, however, be obliged to pay the wages of Employees who do not work.

52. NONDISCRIMINATION

It is agreed by the City and the Union that the City is legally and morally obligated to provide equality of opportunity, consideration, and treatment of all employees of the City and, accordingly, to establish policies and regulations that will insure such equality of opportunity, consideration, and treatment of all persons employed in the bargaining unit in all phases of the employment process, without regard to race, color, creed, national origin, citizenship status, religion, age, political orientation, sex, sexual orientation, genetic information, arrest record, height, weight, familial status, marital status, or disability, in accordance with applicable State and Federal laws.

53. COMPLIANCE WITH MINIMUM WAGE LAWS

To the extent that the state or federal minimum wage is raised to an amount that exceeds any wage provided for by this Agreement, the parties shall enter negotiations regarding the affected portions of the Agreement. However, the parties recognize that, to the extent necessary, the Department may make changes necessary to comply with applicable law.

54. SUCCESSOR CLAUSE

This Agreement shall be binding upon the parties hereto, their successors, administrators, executors and assigns. In the event an entire operation or any separable, independent segment thereof is sold, leased, transferred or taken over by sale, transfer, lease, assignment receivership or bankruptcy proceeding, such operation shall continue to be subject to the terms and conditions of this Agreement for the life thereof.

The Department shall comply with all provisions of Section 13(c) of the Federal Transit Act, 49 U.S.C. § 5333(b), the parties' Section 13(c) Agreement, and the parties' Supplemental Section 13(c) Protective Arrangements including, but not limited to, provisions relating to successorship.

55. PROTECTION CLAUSE

If, after the effective date of ratification of this Agreement, the Detroit Department of Transportation enters into a new consensual contract with any other labor organization representing Department employees that provide covered, full-time hourly employees with greater total compensation than provided to ATU in this Agreement, the parties will meet to discuss whether ATU has been economically disadvantaged as a result of this settlement. In evaluating total compensation, wages, differentials, premium payments, bonuses, healthcare benefits and retirement benefits, etc. will be considered. In addition, work rule changes regarding department efficiency, and productivity may be used to justify CBA settlement differentials. Also, the uniqueness of each bargaining unit including recruitment, retention and other economic and performance matters may be considered.

56. MAINTENANCE OF CONDITIONS

Wages, hours and conditions of employment expressly provided in this agreement shall not be changed unless mutually agreed by the City and the Union. During the course of negotiations there was considerable discussion as to the interpretation and intent of Article 56. The parties

HUMAN RESOURCES DEPARTMENT

RULE 16

VETERANS' PREFERENCE

Section 1. Definitions

- a. A veteran means any person who has honorably served in the active military forces of the United States 1.) for a period of not less than ninety (90) days between the date of declaration of war by Congress and the recognized date of cessation of military hostilities; 2.) or for a period of not less than ninety (90) days between the dates of June 27, 1950 and December 31, 1953, inclusive; or 3.) for a period not less than ninety (90) days between the dates of February 28, 1961 and May 7, 1975, inclusive; or 4.) for a period of not less than ninety (90) days beginning on the date of an emergency condition recognized by the issuance of a presidential proclamation or a presidential executive order and during this emergency condition received the armed forces expeditionary or other campaign service medal authorized by the federal government for the expedition or campaign. Provided, however, any city employee who has honorably served in the active military forces of the United States during more than one (1) emergency condition recognized by the issuance of a Presidential Proclamation or a Presidential Executive Order and received the Armed Forces expeditionary or other campaign service metal authorized by the Federal Government for the expedition or campaign may combine his or her active duty days of service during such emergency condition to meet the ninety (90) days of active military service requirement of this section. Further, the ninety (90) day requirement of active service in the military forces specified in this part of the section shall not apply to a disabled veteran as defined in this section.

Civilian employees of the United States government or employees in the organized military reserves, who are on active duty for the purpose of training, are specifically excluded from the foregoing definition.

- b. A disabled veteran mean a veteran (as defined above) whom the appropriate Federal agency shall certify as currently receiving treatment and/or compensation because of military service connected disabilities.

Section 2. Examinations for Entry into City Service

- a. Veterans who qualify on an open-competitive examination by receiving a satisfactory score on the examination shall have a maximum of ten (10) points added to their examination scores, and disabled veterans who qualify shall have

a maximum of fifteen (15) points added to their examination scores. Such points shall be apportioned on the basis of length and character of service or disability.

- b. To receive the benefits provided for by this section, applicants must submit proper documentation of their military service record the Human Resources Department prior to the effective date of establishment of the eligible register. Amendments to the eligible register based on military service credit shall be made only under exceptional circumstances specifically authorized by the Human Resources Director, and in no event more than thirty (30) days after establishment of the register.

Section 3. Augmentation to Seniority

- a. In the computing of seniority (as defined in these rules), veterans shall be entitled to augmented seniority consisting of one additional month of seniority for each three months of continuous service for which seniority is credited with a maximum credit of the total time spent in the Armed Forces as a veteran. Such augmented seniority shall become the veteran's city seniority and shall be used as his/her city seniority for all personnel purposes provided for under these Rules.
- b. Adjustments of seniority in accordance with the foregoing paragraph, shall be made each year as of January 1, of that year.

C.S.C. Adopted: 8/13/74

Amended: 8/26/75

Amended: 9/11/79

Revised: 12/19/01

Revised: 5/19/04 (Note deleted residency requirements)

SCALE FOR AWARDING VETERANS' PREFERENCE ON OPEN COMPETITIVE EXAMINATIONS

1. Length of service during qualifying period as defined in Rule 16, including length of time, if any, of hospitalization as a result of wounds, disease or injury incurred while serving during such period(s).

6 months or less	1 point
7 to 12 months	2 points
13 to 24 months	3 points
25 to 41 months	4 points
42 months or more	5 points

2. Portion of above creditable time served outside the continental limits of the United States in areas of combat or conflict:

1 to 5 months	1 point
6 to 11 months	2 points
12 to 17 months	3 points
18 to 23 months	4 points
24 months or more	5 points

3. Percent disability as rated by the United States Veterans' Administration on date of examination:

10 percent	1 point
20 percent	2 points
30 percent	3 points
40 percent	4 points
50 percent	5 points

4. Points to be added not to exceed a total of fifteen (15) for disabled veterans and ten (10) for other veterans for combat awards including:

Medal of Honor	5 points
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Distinguished Service Cross, Silver Star,
Bronze Star and Purple Heart:

One award	2 points
Two awards	3 points
Four awards	4 points

Republished: 09/11/1979

SCALE FOR ASSESSING THE TREATMENT RESPONSE

1. Length of service during treatment period in days 15 (15 days) 0

2. Degree of improvement in symptoms of depression or anxiety disorder as measured by the Hamilton Depression Rating Scale (HDRS) or the Hamilton Anxiety Rating Scale (HAM-A) 0-4

0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4

3. Degree of improvement in symptoms of depression or anxiety disorder as measured by the HDRS or the HAM-A 0-4

0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4

4. Degree of improvement in symptoms of depression or anxiety disorder as measured by the HDRS or the HAM-A 0-4

0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4
0-4

5. Degree of improvement in symptoms of depression or anxiety disorder as measured by the HDRS or the HAM-A 0-4

0-4
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Revised 10/1/10

Recruiting for External Applicants

Scope

This procedure covers creating an eligible list through the open competitive process.

This procedure does not cover the recruitment and selection of non-classified employees.

This procedure does not cover the recruitment and selection internal candidates for promotion or transfer.

Refer to Recruiting for Internal Candidate [PROC9601]

Policy

The City provides **equal employment opportunity** for all applicants and employees, to facilitate hiring qualified candidates for all positions, regardless of race, sex, color, creed, age, religion, sexual orientation, national origin, political orientation or disability.

Recruitment requests are initiated by the employing department through the Human Resources Analyst (at Employee Services), via the HR Business Plan (Workforce Planning) process or via an approved requisition and critical needs letter.

Recruitment requests will be honored in accordance with the collective bargaining agreements, Human Resources Rules, and Internal/External Recruitment Guidelines.

Vacant positions will be advertised to the public for a minimum of 10 working days.

All job announcements will be maintained for a minimum of three years.

All applications will be maintained for a minimum of two years or the life of the eligible list.

The official notice of the external examination shall minimally include the duties and pay of the class, examination subjects and weights, minimum entrance qualifications, evaluation procedures, time, place, and process to apply for the examination.

Public notice of the external (open competitive) examination shall be placed on the City of Detroit's internet site, may be posted on other public bulletin boards and published in the City's official publication prior to the first examination date.

The Human Resources Department determines that applicants are qualified for positions.

Active employees may apply and will be considered external applicants along with non-employees.

This process is authorized by the Human Resources Department Rule 2 (Examinations) and Rule 3 (Employment Registers) and the Charter of the City of Detroit, Section 6-510, Examinations, and Section 6-512, Recruitment and Advancement.

Responsibility

The Human Resources Analyst (at Employee Services) is responsible for:

- Initiating the actions required to fill an approved vacancy request
- Coordinating recruitment activities with departmental staff
- Conducting recruitment strategy meetings
- Identifying, developing and executing recruitment activities
- Testing
- Applicant evaluation and creation of an eligible register
- Ensuring process adheres to Civil Service Rules, Collective Bargaining Agreements and Internal / External Recruitment Regulations.

The Human Resources Analyst (at HR Central Services) is responsible for:

- Developing an updated classification specification
- Test development

The Labor Relations Specialist (at Labor Relations) is responsible for:

- Determining official salary and bargaining unit of positions.

The Senior Personnel and Payroll Clerk (at Records – File Room) is responsible for:

- Receiving and filing employment applications

The Office Assistant (at HR Central Services) is responsible for:

- Scoring
- Verifying written test dates and times

The Office Assistant (at Employee Services) is responsible for:

- Receiving applications
- Entering application information into Sigma

- Generating applicant notification letters and mailing to applicants
- Forwarding applications to HR Central File Room upon completion of the recruitment

Distribution

General Manager (at Employee and HR Central Services)

Manager (at Employee Services)*

Manager (at HR Central Services)

Human Resources Analyst (at HR Central Services)*

Human Resources Analyst (at Employee Services)*

Office Assistant (at Employee Services)*

Senior Personnel and Payroll Clerk (at Records – File Room)*

Department Subject Matter Expert*

Ownership

The General Manager (at Employee and HR Central Services) is responsible for ensuring that this document is necessary, it reflects actual practice, and supports City policy. Questions concerning this process should be directed to the person holding this position listed above.

Activity Preface

This activity is performed whenever an approved vacancy is to be filled through an open competitive (external) recruitment, as identified in the HR Business Plan and/or upon receipt of an approved personnel requisition.

This procedure continues from HR Business Plan [PROC9522].

The title *Subject Matter Expert* refers to any Agency designee authorized by the Hiring Authority to participate in the applicant/candidate selection process.

Human Resources Analyst (at Employee Services), Organization and Employee Development Specialist (at OEDS) and Department Subject Matter Expert (SME)

1. Conducts recruitment strategy meeting to discuss:

- type of recruitment (external or internal)
- rating scale
- advertisement plan
- targeted recruitment effort/audience
- classification specification
- subjects and weights
- assessment (examination) type
- market conditions
- use of Entry into Pay Grade process
- participation in outreach activities
- anticipated opening date for external recruitment

Refer to the Job Fair Participation Instructions [REF9015]

Refer to Job Fair Evaluation [FORM9091]

Human Resources Analyst (at Employee Services)

2. Determines if there is a current, existing eligibility list.

If current eligibility list exists, goto Processing Personnel Requisitions [PROC9605]. Otherwise, goto Task #3.

3. Requests official subjects & weights and form date; requests official salary and bargaining unit from Labor Relations; and reviews official class specification.

If class specification needs revision or test needs to be developed, goto Task #4.
If Entry to Pay Grade Salary Evaluation [FORM9006a] is required, goto Task #5. Otherwise, goto Task #6.

Human Resources Analyst (at HR Central Services) and Department Subject Matter Expert (SME)

4. Develops or revises class specification and/or test.

Human Resources Analyst (at Employee Services) and Department Subject Matter Expert (SME)

5. Completes Entry to Pay Grade Salary Evaluation [FORM9006a], if applicable.

Human Resources Analyst (at Employee Services)

6. Creates SIGMA Master Recruitment Record.

If the minimum and maximum salary range for the position do not populate, contact Manager – HR-IT for support.

7. Creates opening package for review and approval.

Refer to Recruitment Opening Package [FORM 9088]

Manager (at Employee Services)

8. Reviews and approves opening package.

Discuss any required changes with staff members.

9. Returns opening package to the Human Resources Analyst (at Employee Services) to open recruitment.

Human Resources Analyst (at Employee Services)

10. Advertises in appropriate places.
 - posts on the Internet application system
 - advertises in appropriate media

- notifies HR Technology Services of new posting for 'Web Blast'

MUST advertise in The Detroit Legal News (request to advertise must be submitted to The Detroit Legal News 2 days prior to the publication date).

11. Provides application instructions to the Community Access Centers (formerly Neighborhood City Halls) including:

- an electronic copy of the announcement
- 50 printed copies of the announcement
- 50 printed copies of the exam/pre-screen notices
- Applications

Applicant

12. Completes employment application online or completes hard copy and returns application to Room 314, Coleman A. Young Municipal Center (CAYMC).

If application is being submitted at CAYMC, goto Task #13. Otherwise, goto Task #17.

Office Assistant (at Employee Services)

13. Receives application and reviews for completeness.
14. Assists applicant with the completion of the application, if applicable.
15. Accepts only completed applications and issues exam or pre-screen notice to the applicant.
16. Maintains completed applications to in mail bin for pick up by the appropriate Service Group.

Human Resources Analyst (at Employee Services)

17. Receives internet, U.S. mail application, and application returned to Room 314 CAYMC, reviews for completeness, and determines if application are eligible for further processing.

If application is incomplete, go to Task #18. If application requires pre-screening, goto Task #20. Otherwise, goto Task #22.

18. Sends applicant "Consideration Denied" letter.

Refer to Consideration Denial Letter [FORM9092]

19. Forwards application to Room 316, central file room.

Go to Task #56.

20. Pre-screens the applications in accordance with Human Resources Rules and Practices.

Refer to Preliminary Evaluation Form [FORM9014]

Subject Matter Experts may be needed from requesting department. Original applications are not to be removed from the Employment Services.

All pre-screeners must complete Preliminary Evaluation form.

21. Reviews completed applicant-prescreening form received from the Subject Matter Expert for consistency and conformance to HR Rules and Practices.
22. Forwards application to Office Assistant (at Employee Services) for further processing.

Office Assistant (at Employee Services)

23. Receives application for processing.
24. Enters information into Applicant Tracking System, if applicable.

The standard information needed for entry includes complete legal name, address, exam number, test dates, education, veteran status, recruitment source, employee indicator, and Social Security Number.

Insures that the Date Received field in Sigma is the actual date the application was submitted.

Depending upon type /method of application and size of recruitment, the support of the requesting department may be needed.

25. Updates applicant record to indicate passed or failed pre-screen (preliminary evaluation), if applicable.

If application requires oral appraisal, goto task #26. If failed pre-screen, goto task #27. Otherwise, goto task #30.

26. Forwards application to the appropriate Human Resources Analyst.

Goto Task #30.

27. Prepares and runs process to generate fail pre-screen letters.
28. Mails pre-screen letters to applicants and include a copy in application file.

29. Sends application to Room 316 CAYMC, central file room for storage.

Goto Task #56.

Human Resources Analyst (at Employee Services) or Office Assistant (at Employee Services)

30. Contacts Principal Clerk (at HR Central Services) to confirm date and time for written test, if applicable.

31. Schedules testing component.

32. Generates and mails (U.S. Mail or email) scheduling letters to applicants.

Human Resources Analyst (at Employee Services)

33. Administers one or more of the following examination components.

- Written Exam
- Demo
- Interview/Oral Appraisal

Refer to Procedure for Conducting a TEP Interview [REF9089]

Refer to Procedure for Conducting an Oral Appraisal [REF9090]

Refer to Exam Room Procedures [REF9010]

Human Resources Analyst (at Employee Services) or Office Assistant (at HR Central Services)

34. Scores examination component.

35. Updates applicant record to indicate examination result or absence.

36. Notifies appropriate staff via e-mail that exams have been scored.

If candidate is absent and to be rescheduled, goto task #30. If another testing component is required, goto task #30. If candidate is absent and will not be rescheduled or applicant failed testing component, goto task #37. Otherwise, goto task #41.

Office Assistant (at Employee Services)

37. Prepares and runs process to generate and mail failed or absent letters.

38. Prepares letters for mailing and applications for filing.

39. Sends failed and absent letters to applicants.
40. Sends application to Room 316 CAYMC, central file room for storage.

Goto task #56.

41. Runs process to generate listing of passers.
42. Sends passer listing with applications to Human Resources Analyst.

Human Resources Analyst (at Employee Services)

43. Reviews applications of candidates who passed examination component.
44. Rates candidates.
- Apply the position's training, education and experience-rating scale for the final score based on the subjects and weights for the position.
 - Apply the domicile credits if applicable.
45. Establishes eligibility list by entering scores in Applicant Tracking System.
46. Determines if any applicant claimed Veteran status and sends application to another Human Resources Analyst for Veteran's preference evaluation.

If Veteran's evaluation is needed, goto task #47. Otherwise, goto task #51.

Human Resources Analyst (for Veteran's Status)

47. Receives application for Veteran's Status evaluation.
48. Conducts evaluation.

Refer to Procedure for Veterans Preference [REF9034]

Refer to Veteran's Preference Computation Worksheet [REF9035]

49. Updates applicant's record in Sigma with the following:
- Veterans data, if applicable
 - Final results rating
 - Date of rating

Refer to Veterans Preference [NAV9632]

50. Forwards application with Veteran's forms completed to the Office Assistant (at Employee Services).

Office Assistant (at Employee Services)

51. Generates and sends letter informing applicant of placement on the eligible list.

Refer to Applicant Pass Mailer [FORM9036a]

Place a copy of mailer in the application.

52. Files applications for passers in the Service Group Storage Area for 90 days.

Human Resources Analyst (at Employee Services)

53. Confirms with employing department position is to be filled.

Stop and Complete Processing Personnel Requisitions [PROC9605]

54. Runs, distributes and closes out all applicable recruitment activities and reports.

Refer to Recruitment Close Report (Sigma) to insure that all applicants have a rating result.

55. Removes passer applications from the Service Group Storage Area and forwards to Room 316 CAYMC, Central File Room.

Senior Personnel and Payroll Clerk (at Records – File Room)

56. Receives applications.

57. Determines if applicant is a City employee.

58. Files application in City employee personnel file or Recruitment File.

End of Activity.

Recruiting for Internal Applicants

Scope

This procedure covers creating an eligible list through the Qualifying or Promotional Competitive process, for employee promotions or transfers.

This procedure does not cover submitting approval requests for changes in Employee Status (e.g. promotion, demotion, and/or transfer).

Refer to Processing Personnel Requisitions and Conducting Certifications [PROC9605]

This procedure does not cover instructions for completing the Status Change Approval and Out of Class Payment Request form.

Refer to Status Change Request Form [FORM 9045].

This procedure does not cover the processing of external applicants through the open competitive process.

Refer to Recruiting for External Applicants [PROC9600]

Policy

The City of Detroit provides equal employment opportunity for all applicants and employees, hiring qualified candidates for all positions, regardless of race, sex, color, creed, age, religion, marital status, sexual orientation, national origin, political orientation, or disability.

The Human Resources Department determines when candidates are qualified for the position.

Internal employee movement is facilitated by the Human Resources Analyst, at the request of the Department.

Qualified candidates are selected in accordance with established selection criteria and/or applicable union contract/agreement.

All offers for internal vacancies will be held open for five business days pending the response from the selected candidate.

All internal job announcements must be posted a minimum of ten (10) business days.

Internal job announcements must be posted in a public place accessible and known to all employees.

All internal job announcements will be maintained for a minimum of three (3) years.

Resumes and/or qualifying questionnaires for a vacancy must be maintained for a minimum of two (2) years in the employee's official personnel file.

An employee's application will not be considered if they do not meet the posting requirements and are not in good standing.

Offers of employment to selected candidates may be rescinded based upon the employee's failure to maintain good standing up to and until the effective date of the status change.

External recruiting may occur simultaneously with internal posting efforts.

In all cases, the Supervisor and/or Manager as a representative of the Department are responsible for initiating this request process before the employee is assigned to work out of class or in a new position.

The Human Resources Director shall investigate all requests for status changes to determine whether or not such status change requests were recommend on the basis of merit and fitness.

The effective date of the employee's transfer may be any date subsequent to approval by the Human Resources Director, however the movement must be implemented no later than thirty (30) days from such approval, unless otherwise indicated by the Human Resources Director.

Any request for change of status may be subject to a probationary period.

Internal Employee Movement is defined as any one of the following:

Promotion: Any change in status where the requirements, such as skill, knowledge, aptitude, training, experience or physical qualifications are higher or greater for the class to which the change is recommended than for the class from which the change is made; provided, however, a request for status change to a class with a higher salary range or higher maximum salary as provided in the official pay plan shall be deemed a promotion.

Demotion: Any change in status where the requirements, such as skill, knowledge, aptitude, training, experience, or physical qualifications are lower or lesser for the class to which the change is recommended than for the class from which the change is made; provided, however, for purposes of protest and investigation in accordance with Section 6-513 of the Charter, a request for status change to a class with a lower salary range or lower maximum salary as provided in the official pay plan shall be deemed a demotion.

Transfer: Any change in status, which is neither a promotion nor a demotion as above defined.

Interdepartmental Transfer: Any transfer involving the shift of an employee from one City department, as officially recognized by the City, to another.

Transfer-Promotion: Any promotion where experience or training in the lower position does not normally fully qualify for promotion; also, promotion from one class in one department to a higher class in another department.

Transfer-Demotion: Any demotion where experience or training in the higher position does not normally indicate full qualifications for the lower position, also, demotion from one class in one department to a lower class in another department.

This procedure is authorized by the Charter of the City of Detroit, Article 6, Section 6-509, Classification of Positions; Section 6-510 Examinations; Section 6-512 Recruitment and Advancement; Human Resources Department Rule 6 - Status Changes; and Human Resources Rule 11 - Classification.

Responsibility

The Human Resources Analyst (at Employee Services) is responsible for:

- Facilitating the recruitment strategy meeting
- Facilitating the actions required to fill an approved vacancy request
- Notifying candidates, department managers and labor associations of (1) posting, (2) scheduled evaluation event and (3) final results, as required or requested
- Ensuring selection criteria adheres to civil service rules and regulations, as well as any applicable labor/agreements
- Assisting with the administration of examinations, as requested
- Facilitating the scoring, evaluation and selection of candidates
- Ensuring the salary considerations have been addressed and compensation tools are available
- Processing the requests as initiated, and ensuring final approvals for the request are obtained

- Obtaining attendance information for applicants staffed at Workbrain live departments

The Principal Clerk (at HR Central Services) is responsible for

- Scoring evaluation events
- Updating score information in the Applicant Tracking System

The Office Assistant (at Employee Services) is responsible for:

- Scheduling and coordinating the evaluation event
- Entering and updating exam information in the Applicant Tracking System
- Distributing Posting(s) to Department and/or CCSD (citywide posting group)
- Entering and updating exam information in the Applicant Tracking System
- Submitting Qualifying Questionnaire (QQ) Coversheet to appropriate Records System Specialist II at Payroll for employees staffed at non-Workbrain departments
- Sending notification letter to candidate notifying them of the evaluation event date, absence, and/or rescheduling
- Sending letter notifying the candidate of their results

The Subject Matter Expert is responsible for

- Assisting in candidate evaluation/selection
- Participating in the recruitment strategy meeting

The Records System Specialist (at HR Records) is responsible for

- Determining class or city seniority, if applicable

The Records System Specialist (at Payroll) is responsible for

- Completing QQ Coversheet with candidates' attendance and disciplinary record for the appropriate period; and

Applicant is responsible for submitting the appropriate Qualifying Questionnaire for posting consideration.

Distribution

Department Director or Designee

Supervisor

Human Resources Analyst (at Employee Services)*

Human Resources Analyst (at HR Central Services)*

Records System Specialist (at HR Records)*

Records System Specialist (at Payroll)*

Senior Personnel and Payroll Clerk

Office Assistant (at Employee Services)*

Subject Matter Expert*

Ownership

The General Manager (at Employee and HR Central Services) is responsible for ensuring that this document is necessary, that it reflects actual practice, and it supports City policy. Questions concerning this process should be directed to the person holding the position listed above.

Activity Preface

This activity is performed whenever an approved vacancy will be filled through the qualifying or promotional competitive process.

The job title *Supervisor* refers to any administrative member with the authority and responsibility to approve time.

The job title *Alternate* refers to an individual designated to assume the role of a supervisor or manager for tasks, such as approving requests that are sent through the workflow after a designated time frame.

The job title *Delegate* refers to an individual designated to assume *some* of a user's tasks in WORKBRAIN regardless of whether the user is scheduled to work. Users essentially delegate certain tasks to these employees. Different delegates can be defined for different tasks.

The job title *Proxy* refers to an individual designated to temporarily assume the WORKBRAIN functions of another user. When a user proxies he essentially *becomes* the original user for a specified period of time. An individual would typically designate a proxy to assume *all* of their tasks in WORKBRAIN if they are scheduled to be off for a vacation or some other long-term absence.

The title *Subject Matter Expert* refers to any agency designee authorized by the Hiring Authority to participate in the applicant/candidate selection process.

Prior Activity

Refer to Creating a Personnel Requisition [PROC9602]

Human Resources Analyst (at Employee Services)

1. Receives approved personnel requisitions/critical needs letter, or refers to Human Resources Business Plan regarding department position needs.

Human Resources Analyst (at Employee Services), Organization and Employee Development Specialist (at OEDS) and Department Subject Matter Expert (SME)

2. Conducts recruitment strategy meeting to discuss:

- Existing promotional lists
- Transfer lists
- Preferred eligible lists
- Internal Job Posting
- Classification specification
- Subjects and weights
- Assessment (examination) type
- Use of Entry into Pay Grade process
- Anticipated opening date for recruitment

3. Determines if eligibility list exists.

If current eligibility list exists, goto Processing Personnel Requisitions and Conducting Certifications [PROC9605]. Otherwise, goto Task #4.

4. Requests official subjects & weights and form date; requests official salary and bargaining unit from Labor Relations; and reviews official class specification.

If class specification needs revision or test needs to be developed, goto Task #5. If Entry to Pay Grade Salary Evaluation is required, goto Task #6. Otherwise, goto Task #7.

Human Resources Analyst (at HR Central Services) and Department Subject Matter Expert (SME)

5. Develops or revises class specification and/or test.

Human Resources Analyst (at Employee Services) and Department Subject Matter Expert (SME)

6. Completes Entry to Pay Grade Salary Evaluation [FORM9006a], if applicable.

Human Resources Analyst (at Employee Services) or Office Assistant (at Employee Services)

7. Creates Master Record in Applicant Tracking System and Promotional Opportunity Announcement.

Refer to Promotional Opportunity Announcement [FORM9629]

Refer to Create Master Recruitment Record [NAV9601]

8. Distributes Internal Promotional Opportunity Announcement and Qualifying Questionnaire to CCSD for posting, and mails posting to internal candidates (promotional competitive).

Refer to Qualifying Questionnaire [FORM9631]

- Post for a minimum of ten working days.
- Ensure employee access to posting by using several different media types to advertise posting:
 - Human resources website
 - Office bulletin boards
 - Reception areas
 - CCSD
 - Job posting group
 - Internal e-mail notification
 - Appropriate Labor Association, if applicable.
 - Insert background check requirements, if applicable

Applicant

9. Completes qualifying questionnaire and submits questionnaire with resume (if applicable) to the Human Resources Analyst stated on the posting.

Office Assistant (at Employee Services)

10. Collects questionnaires/applications/resumes and enters candidates into the appropriate recruitment folder in SIGMA.

Refer to Create/Update Candidate Record [NAV9604]

If questionnaires are submitted by employees staffed at non-Workbrain departments, goto Task #11. Otherwise, goto Task #15.

11. Submits password protected Qualifying Questionnaire (QQ) Coversheet to appropriate Records System Specialist II (at Payroll).

Refer to Qualifying Questionnaire Coversheet [FORMXXXX]

Records System Specialist (at Payroll)

12. Receives password protected Qualifying Questionnaire (QQ) Coversheet and documents candidates' attendance for the appropriate period.
13. Forwards completed, password protected Qualifying Questionnaire (QQ) Coversheet back to Office Assistant (at Employee Services).

Office Assistant (at Employee Services)

14. Receives password protected Qualifying Questionnaire (QQ) Coversheet with attendance information, gathers disciplinary information, inserts information on the Qualifying Questionnaire.
15. Forwards questionnaires and resumes to Human Resources Analyst (at Employee Services).

Human Resources Analyst (at Employee Services)

16. Runs attendance reports in Workbrain for each applicant staffed at Workbrain live departments, if applicable.
17. Reviews candidates' attendance, tardiness, and disciplinary record and conducts criminal background check when applicable.
18. Reviews candidates' qualifications against posting requirements, job specification and any applicable contractual language.
19. Reviews candidates' exam history to determine if applicant has previously qualified.

20. Forwards the pre-screening results to the Office Assistant (at Employee Services).

Office Assistant (at Employee Services)

21. Enters results of the pre-screening into the Applicant Tracking System, under the candidates' record.

If candidate fails pre-screening, goto task #22. Otherwise, goto Task #23.

22. Generates and mails letters to candidates who failed pre-screen.

Refer to Generate Letters and Notices [NAV9620]

End of Activity.

23. Prepares for examination scheduling.

Stop and Complete Scheduling Examination [PROC9609].

24. Assigns examination number to each employee in recruitment folder.

25. Schedules evaluation event.

26. Ensures the number of candidates scheduled to test does not exceed site maximum and date provided by the HR Central Services Division.

27. Generates and mails letters to inform candidates of scheduled event.

- Candidates' supervisor and Human Resources Analyst are copied on the notification letter.

Refer to Generate Letters and Notices [NAV9620]

- By system default, the address on the letter is the home address provided by the candidate on the Qualifying Questionnaire. The letters may be mailed to that address, or manually routed to the candidate's work location (the mailing address on the letter will remain the home address). Letters may also be emailed if possible.

Human Resources Analyst (at Employee Services)

28. Administers Evaluation Event.

Human Resources Analyst (at Employee Services) or Principal Clerk (at HR Central Services)

29. Scores Evaluation Event.

30. Informs Office Assistant (at Employee Services) via email when scoring has been completed.

31. Updates candidate record in Applicant Tracking System.

Human Resources Analyst (at Employee Services)

32. Determines if further evaluation is required per Rating Scale.

If further interview/oral appraisal is required, goto task #25. If written exam or demo is required, goto task#23. Otherwise, goto task #33.

Office Assistant (at Employee Services)

33. Reviews to determine if any candidates were absent from the exam.

If yes, goto task #34. Otherwise, goto task #36.

34. Contacts Human Resources Analyst (at Employee Services) to determine if any absent candidates need to be rescheduled.

If decision is to reschedule, goto task #25. Otherwise, goto task #35.

35. Generates and mails candidate letter stating no additional evaluation event dates are available.

End of Activity.

Office Assistant (at Employee Services)

36. Generates and mails final results for those candidates who were unsuccessful.

Refer Generate Letters and Notices [NAV9620]

- By system default, the address on the letter is the home address provided by the candidate on the Qualifying Questionnaire. The letters may be mailed to that address, or manually routed to the candidate's work location (the mailing address on the letter will remain the home address). Letters may also be emailed if possible.

Human Resources Analyst (at Employee Services)

37. Determines if union contract dictates the ranking order of qualifying list.

If seniority ranking is required by labor agreement, goto task #38. Otherwise, goto task #46.

38. Notifies Records System Specialist (at HR Records) that candidates' seniority dates are required via e-mail with recruitment number.

Records Specialist (at HR Records)

39. Updates candidate's seniority record in SIGMA.

Refer to Update Candidate Seniority [NAV9622]

40. Informs Human Resources Analyst (at Employee Services) and Office Assistant (at Employee Services) via e-mail when update has been completed.

Human Resources Analyst (at Employee Services) or Office Assistant (at Employee Services)

41. Generates Qualifying List.

Refer to Generate Qualifying List [NAV9633]

42. Generates and mails qualified list letters.

Refer to Generate Letters and Notices [NAV9620]

Human Resources Consultant (at Employee Services) and Subject Matter Expert

43. Ensures all salary considerations and tools are available to determine appropriate salary of candidate to be selected.

- Consider current salaries
- Consider rules related to step code D and R
- Applies the position's training, education and experience-rating scale.
- Refer to the Official Compensation Schedule for established promotional step

increases and consider other compensable factors such as training, experience, current salary, etc.

Refer to Entry into Pay Grade Salary Evaluation Form [FORM9006a]

Refer to Entry into Pay Grade Salary Determination Form [FORM9006b]

Refer to Entry Into Pay Grade [PROC9525].

End of Activity.



Human Resources Department

RULE 2

EXAMINATIONS

Section Outline

- Section 1 - Open Competitive Examination Required
- Section 2 - Validation of Human Resources Department Examination
- Section 3 - Public Notice of Open Competitive Examinations
- Section 4 - Nature of Open Competitive Examinations
- Section 5 - Administrative Aspects of Open Competitive Examination
- Section 6 - Disqualification of Application
- Section 7 - Administration of Promotional Competitive Examination
- Section 8 - Notice of Promotional Competitive Examination
- Section 9 - Nature of Promotional Competitive Examination
- Section 10 - Administration of Qualifying Examination
- Section 11 - Nature of Qualifying Examination
- Section 12 - Repeated Participation in an Open Competitive Examination
- Section 13 - Review of Evaluation Results
- Section 14 - Appeal of Rating on Evaluation Score

HUMAN RESOURCES DEPARTMENT

RULE 2

EXAMINATIONS

Section 1. Open Competitive Examination Required

Employment in the classified service shall be impartial and on the basis of merit. Entrance into the Classified Service shall be available to those who successfully pass all selection criteria and/or required evaluations which shall be made public, competitive and open to all persons whom appear to possess the require qualifications.

The Human Resources Department shall schedule evaluations for entrance to positions in the Classified Service to meet the anticipated needs of the Service.

Section 2. Validation of Human Resources Department Evaluations

To the maximum extent possible, the Human Resources Department shall use professionally developed evaluations, supported by empirical data demonstrating that the evaluations are predictive of, and significantly related to, competencies associated with the position or positions for which the applicants are evaluated. The Human Resources Department may consult with the Head of the agency involved and Subject Matter Expert (SME) in the preparation of each of evaluations.

Section 3. Public Notice of Open Competitive Examinations

- (A) The Human Resources Department shall give public notice of each open competitive opportunity and publicly post for a period of no less than three (3) business days on the official website of the City and/or in any manner that the Human Resources Director determines will result in providing the public with information regarding the competitive opportunity. Under conditions determined by the Human Resources Director, evaluations may be administered and selection of applicants for hire made during the period announced for filing applications.
- (B) The Human Resources Department may provide notices to schools and colleges, labor, community and civic organizations, and advertise open positions on social media, in professional and trade publications where applicable, and employ any other method(s) of publicizing open positions which it finds appropriate and effective to ensure that employment opportunity receive optimum publicity.
- (C) Each official notice of an open position shall state the duties and pay of positions in the class for which the evaluation is to be held, minimum entrance qualifications, procedures for applying to the position, weights and measures, banding and other information as the deemed pertinent by the Human Resources Director or Designee.

Section 4. Nature of Open Competitive Examinations

Examinations shall determine qualifications, competencies, fitness and ability of the persons evaluated to perform the duties of the class of positions for which the examination is given. Examinations may take into consideration such factors as education, training, experience, aptitude, capacity, knowledge, physical fitness, and other qualifications established by the Human Resources Department.

Possession of professional or occupational license(s) or certificate(s) issued by appropriate governmental authorities, professional organizations or a certifying body may be used in the appraisal of qualifications. Possession of such licenses or certificates shall be mandatory where required by law or where included as a requirement of the position.

Section 5. Administrative Aspects of Open Competitive Examinations

(A) Composition and assessment procedures:

The examination may comprise any of the following evaluations in any appropriate combination:

- work sample or performance tests,
- practical written tests,
- individual or group oral test,
- interview
- training and experience ratings,
- physical evaluations,
- background and reference checks, and/or
- other well-developed predictors of job performance.

The evaluations shall be established and weighted in a manner suitable for use in selecting and ranking eligible candidates for employment. Weighting of evaluations shall be based on the relative importance of each part of the prediction of the job performance as determined through job analysis and statistically validated evaluation.

Evaluation sections shall be determined in advance and the weights assigned to each part shall be listed in the examination announcement.

(B) Qualifications

The statement of qualifications as set forth in the official class specification will be used in the evaluation and rating process of the examination. No person shall be passed or placed on an eligible list for such class unless he/she meets such qualifications.

(C) Application Requirements:

Application for all open competitive examinations must be submitted in the prescribed manner defined by the Human Resources Director during the announced filing period. Application is the initial step in the examination process and will be considered a part thereof.

(D) Applicant Processing:

All applicants who have applied for the any given position in accordance with all application requirements will be processed until such time the position is filled, or by direction of the Human Resources Director. Voluntary submission of Veteran's Preference credit and Domicile credit will be added to the final score, in accordance with all City Charter, local ordinance, and State of Michigan and/or Federal regulations.

(E) Applicant Information:

The applicant will be required to furnish all information requested at the time of application and submit a statement under oath attesting to the accuracy of the information submitted. The applicant may be requested to present valid certificates, diplomas, licenses, employment references or other documentation to substantiate claimed qualification(s).. The burden of proof for such documentation and the submission of the documentation will be on the applicant.

(F) Age Requirements:

All applicants shall meet the specific minimum age qualifications listed in the examination announcement provided that persons who apply who are within 90 days of the minimum age on the date of the evaluations may compete in the evaluations but may not be certified to a position in the classified service prior to the attainment of the minimum age.

(G) Anonymity of Examination Applicant:

No inquiry shall be made on an application form as to an applicant's race, color, religion, sex, gender identity and/or expression, sexual orientation, genetic information, pregnancy, age, national origin, political affiliation, religious beliefs, disability, veteran's status or marital status. However, in accordance with local, state and federal regulations, the City of Detroit may be required to collect and maintain demographic data. The collected data shall be separate from the application, will be kept confidential shall not be used in any employment decision.

Section 6. Disqualification of Application

The Human Resources Director may disqualify an applicant, or may refuse to further evaluate any applicant, or after examination withdraw the eligibility of any applicant for

certification for any of the following reasons: (If the applicant has already been employed see Certification Rule "Recall of Certification.")

(A) False Statement or Fraud:

Any applicant who has made a false statement, committed fraud or misrepresented information in his/her application on any material matter relative to his/her employment by the City or to any information provided to in pursuit of securing employment with the City shall be cause for disqualification.

(B) Improper Influence:

Any attempt on the part of an applicant either by him/herself or through others with his/her knowledge to influence or induce any member of the Human Resources Department to give said applicant an undue advantage or accord him/her a preferential rating on an evaluation, shall be cause for disqualification.

(C) Substitution in the Evaluation Process:

Any applicant who has another person impersonate him/her or in connection with any evaluation or any of the processes/procedures related thereto, or uses unauthorized aids or helps including copying from other applicants in any part of the evaluation shall be disqualified from said evaluation and may be barred from participation in any future examination(s). Any current city employee involved in any activity covered under this provision shall be subject to serious disciplinary action up to and including discharge.

(D) Discharged Employee Application:

Any applicant who was a City employee in the classified service who was discharged therefrom shall be ineligible for any position within the classified service of the City for a minimum period of one year from the date of discharge. Any former employee who does not disclose their prior employment and termination from the City of Detroit at the time of application will be disqualified.

(E) Basic Eligibility Requirements:

Any applicant who fails to meet the eligibility requirements or essential functions of the position, with or without reasonable accommodations, in compliance with all local, state and federal regulations, shall be disqualified.

Section 7. Administration of Promotional Competitive Examinations

The Human Resources Director or Designee may authorize scheduling of promotional competitive examinations upon the written request of a department head or when The Human Resources Director finds that scheduling a promotional competitive examination would be for the good of the service.

As determined by the Human Resources Director, promotional competitive examinations may be open to all employees of a named department(s) or named division(s) or to employees holding positions in specific classes, or persons on named preferred eligible list(s) provided that the Human Resources Director may specify a required minimum period of employment in the Classified Service.

Section 8. Notice of Promotional Competitive Examinations

The Human Resources Department shall give notice of evaluation for a period of not less than three (3) business days by posting in a manner that the Human Resources Department determines will result in providing information regarding the promotional competitive opportunity.

The official notice of a promotional competitive examination shall state the class for which the evaluation is to be held, the qualifications and requirements for eligibility to apply, the opening date of the posting, the method of application for such examination, together with a listing of the evaluation weights and measures.

Section 9. Nature of Promotional Competitive Examinations

Evaluations are given to determine the qualifications, competencies, fitness and ability of the persons who apply to perform the duties of the class of positions for which the examination is given. The evaluation may consist of the following; singularly or in such combination and such weights as are determined by the Human Resources Department:

- work-sample and performance tests,
- competency based testing,
- interviews,
- practical written test,
- training and experience ratings,
- work record
- individual or group oral test,
- physical evaluations, and/or
- other well-developed predictors of job performance.

Section 10. Administration of Qualifying Examinations

A qualifying examination is one administered which may be used to determine the qualifications, competencies, fitness and ability of the employee(s) evaluated when such employee(s) are considered for transfer, promotion or demotion to a classification other than that in which currently employed. Such examination is non-competitive in nature, that is, the applicant is not given numerical rating nor is there any ranking of applicant.

A qualifying examination is required in all cases of proposed transfers or promotions of employees inducted under Charter Section 6-410 and pursuant to Charter Section 6-412, where the Human Resources Department determines that an examination is necessary for evaluation of the qualifications of the employee(s) for the proposed classification.

Section 11. Nature of Qualifying Examinations

The Character and composition of qualifying examinations are substantially similar to that of open competitive or promotional competitive examinations for the classification to which placement is being considered and shall include an evaluation of work performance from the employee's current employing department.

The form of rating for qualifying examinations is a "qualified", "not qualified", or "conditional qualified" rating.

- a. A "qualified" rating indicates that the employee can be considered for placement in the classification for which examined.
- b. A "not qualified" rating indicates that the employee cannot be considered for placement in the classification for which examined.

Section 12. Repeated Participation in an Examination

A person shall not be permitted to take an examination for the same series of classes or classes with similar evaluative content for a period of ninety (90) days subsequent to the taking of the previous evaluation. A ninety (90) day waiting period before taking an evaluation again shall also apply where the applicant has participated in an evaluation score review of the administration of a prior-evaluation. The Human Resources Director or Designee shall have the authority to disqualify an applicant seeking to participate in the same evaluation to maintain the integrity of the evaluation process.

Section 13. Review of Evaluation Score

Any examinee and/or his/her duly authorized agent, evidenced in writing, may schedule a review his/her evaluation score after the eligible list has been established, provided that such request is made within 90 days of the date notice was mailed to him/her of his/her standing in the evaluation.

Section 14. Appeal of Rating on Evaluation Score

- (1) Any examinee who believes that the rating he/she received on the evaluation is improper or erroneous must submit in a writing the reason for review of such rating within 30 days from the date results of his/her evaluation were furnished to him/her. Such appeal must set forth substantial reasons why he/she believes the rating given are improper and erroneous and detail how further that the correction of such alleged improper or erroneous rating would entitle him/her to a higher standing on the eligible list.

(2) Any examinee may challenge any part of any evaluation by setting forth substantial reason(s) that the evaluation does not conform to Charter Section 6-410 or the provisions of this rule. Such appeal to the Civil Service Commission, through the Human Rights Director must be filed in writing within 30 days from the date that evaluation results were provided. Upon written response to the Examinee's appeal by the Human Resources Director, the Civil Service Commission shall investigate the charge and may schedule a hearing in accordance with Rule XVIII- Conduct of Administrative Hearings. Relief may be granted only if the Civil Service Commission finds that there is no clear and convincing evidence of validity for the evaluation result(s) or portion therein that is at issue.

(3) Questions, answers, evaluator notes, or any other information that, if viewed, may threaten the integrity of the evaluation shall not be reviewed or otherwise distributed unless required by law or approved by the Civil Service Commission.

C.S.C. Adopted	02/10/1974
Revised	10/16/1985
Revised	12/19/2001 (<i>Reference to residence requirements for veterans deleted</i>)
Revised	09/28/2017



HUMAN RESOURCES DEPARTMENT

RULE 3

EMPLOYMENT REGISTERS

Section Outline

- Section 1 - Open Competitive Eligible Registers
- Section 2 - Amendment to Open Competitive Eligible Registers
- Section 3 - Removal from Open Competitive Eligible Registers
- Section 4 - Promotional Competitive Eligible Registers
- Section 5 - Use of Promotional Competitive Eligible Registers
- Section 6 - Use of Qualifying Examination Registers
- Section 7 - Non-Competitive Eligible Registers
- Section 8 - Preferred Eligible Registers
- Section 9 - Duration of Preferred Eligible Registers
- Section 10 - Amendment to Preferred Eligible Registers



HUMAN RESOURCES DEPARTMENT

RULE 3

EMPLOYMENT REGISTERS

Employment registers are composed of applicants that are screened, evaluated and/or deemed as meeting the minimum qualifications of a given position.

There are four (4) types of employment registers:

- a. Open Competitive
- b. Promotional Competitive
- c. Promotional Qualifying
- d. Non-Competitive

Section 1. Open Competitive Eligible Registers

- a. The names of applicants who are successful on the open competitive examination for a given classification shall be placed on the open competitive eligible register for the class in accordance with their final ratings or within an established band. In the event two or more applicants receive the same final rating the names of such eligibles shall be accorded the identical placement on the eligible register.
- b. The name of an eligible shall remain on an open competitive eligible register for a period of at least 90 days from the date of being placed on the register unless sooner employed or properly removed from the register in accordance with this rule; provided that the period of eligibility may be extended by action of the Human Resources Director.
- c. In the event the employing department, during the period of eligibility, proposes to hire a person other than the eligible(s) outside of the Rule of Three (See Certification Rule 4), or the eligible(s) with the highest ranking(s), or the eligible(s) within the highest band, specific reasons for such requested action must be submitted to the Director of Human Resources by the employing department and approved by the Civil Service Commission.
- d. For the use of open competitive eligible registers, see Certification Rule 4.

Section 2. Amendment to Open Competitive Eligible Registers

- a. An amendment to an open competitive eligible register shall only be by direction of the Human Resources Director under the following circumstances:
 1. A clerical error or omission has caused the name of an applicant to be improperly excluded from the register or to have an incorrect rating on the register.
 2. The applicant has submitted timely valid evidence of qualification, the lack of which was a bar to successful completion of the examination and placement on the eligible register.
- b. No amendment to change an applicant's standing on the eligible register or to add an eligible shall be made more than 90 days after the applicant receives notice of his/her examination result.
- c. In no event shall an amendment to an eligible register disturb a certification and hire already completed.

Section 3. Removal from Open Competitive Eligible Register

An eligible's name shall be removed from an open competitive register for a class for any one of the following reasons:

- a. The eligible is offered a position in the class, but refuses such employment or is unavailable; provided, however, in its discretion the Human Resources Department may elect to retain the eligible on the register for future employment.
- b. A finding by the Human Resources Director that placement on the eligible register was obtained by fraud, falsification, misrepresentation or error.
- c. The eligible was discharged for cause from a position in City service while on the eligible register.
- d. Evidence available after placement on the eligible register demonstrates that the applicant does not meet all of the qualifications for the class, fails to meet any of the basic eligibility requirements, or evidence that he/she is unable to perform satisfactorily, with or without reasonable accommodation, the essential functions of the job.
- e. Separation or Retirement.

- f. Conduct that violates City policies, work rules, or any conduct that places the City in disrepute.
- g. The eligible waives his/her right to remain on the register.
- h. Whenever an eligible shall accept certification and hire to a permanent position, his/her name shall be removed from all other eligible registers for classes which are at the equivalent or lower level. The employee's name shall, however, remain on the eligible register for any higher level class.

Section 4. Promotional Competitive Eligible Registers

- a. The names of City employees who are successful on an announced departmental or city-wide promotional competitive examination for a given classification shall be placed on a promotional competitive eligible register for the class in accordance with their final ratings. In the event two or more employees receive the same final rating, the names of such employees shall be accorded the identical position on the eligible register.
- b. The duration of the eligible register for an announced promotional competitive examination shall be for a period of at least 90 days from the date of being placed on the eligible register; provided that the period of eligibility may be extended by action of the Human Resources Director.
- c. Reasons and procedure for amendment of, or removal from a promotional competitive eligible register shall be the same as those listed in Sections 2 and 3 for open competitive eligible registers. In addition, an employee who retires or resigns from City service shall have his/her name removed from all promotional competitive eligible registers.

Section 5. Use of Promotional Competitive Eligible Registers

- a. Eligible registers resulting from announced promotional competitive examinations shall be published to the City department(s) for which such examinations were administered for use in making promotions or transfers.
- b. In the event the employing department above, during the period of eligibility of the register, proposes for promotion some person other than the eligible(s) with the highest ranking(s) or within the highest band, specific reasons for such action must be submitted to the Director of Human Resources by the employing department for approval.

Section 6. Use of Qualifying Examination Registers

- a. The names of employees who are successful on a qualifying examination shall be placed on a qualifying examination register. A qualifying examination is administered to determine the qualifications, fitness and ability for consideration for transfer, promotion or demotion to a classification other than that in which currently employed;
 1. Such qualifying examination is non-competitive in nature and
 2. The applicant is not given numerical rating nor is there any ranking of applications.
- b. The names of City employees who successfully complete a qualifying examination are accorded one of two (2) forms of rating:
 1. Qualified rating indicates that the employee can be considered for placement in the classification for which examined;
 2. Not Qualified rating indicates that the employee should not be proposed for placement in the classification for which examined and
- c. Employees are placed on Qualifying Examination registers in the categories above. Any qualified employee may be selected in any order.

Section 7. Non-Competitive Eligible Registers

- a. The Human Resources Director may establish an eligible list for employment or promotion on a noncompetitive basis for positions involving unskilled manual labor and for other classes of work if a competitive process is impractical, as determined by the Human Resources Director.

Section 8. Preferred Eligible Registers

- a. The Human Resources Department shall maintain preferred eligible registers for given classifications in accordance with the following:
 1. The names of employees affected by a reduction in force who were laid off, demoted or placed in a lower class, shall be placed on appropriate preferred eligible registers as provided in the Reduction in Force Rule. (See the Reduction in Force Rule also for provisions for placement of persons on special registers "blocking lists" as a result of reduction in force.)

2. The names of employees who were on an approved leave of absence shall be placed on the preferred eligible register for their class in lieu of an extension of the leave of absence where such action has been taken pursuant to the provisions of the Leave of Absence Rule.
 3. The names of employees who requested and were approved for a voluntary layoff for reasons approved by the Human Resources Director shall be placed on the preferred eligible register for their class.
 4. The names of persons who resigned in good standing from City service within one (1) year and whose application for reinstatement was approved by the Department Director and the Human Resources Director may be placed on the preferred eligible register for the class from which they resigned by action of the Human Resources Director for a period of no more than one (1) year.
 5. The names of other persons shall be placed on appropriate preferred eligible registers as directed by the Human Resources Director pursuant to legal action or resolution of a grievance.
- b. The order of placement on a preferred eligible register for a class shall be in accordance with City seniority; the most senior employee being accorded the highest position. The names of those eligibles with no credited seniority will be ranked in accordance with date of placement on the register.
 - c. Persons entitled to placement on the preferred eligible register for a given class may request that their names be placed on the preferred eligible register for a lower level class in the same occupational series in lieu of placement on the eligible register for the highest class. Such requests shall be in writing and are subject to approval by the Human Resources Director.

Section 9. Duration of Preferred Eligible Registers

- a. Eligibles who have "blocking rights" as a result of a reduction in force shall remain on a preferred eligible register for a period not to exceed three (3) years from the last paid day on the payroll unless sooner placed or properly removed from the list.
- b. Eligibles who have less than one year of permanent classified status shall remain on the preferred eligible register for a period not to exceed one (1) year.
- c. Eligibles who were placed on the preferred eligible register in lieu of an extension of leave of absence shall remain on the register for a period, including the time on approved leave of absence, not to exceed two (2) years dating from the last paid day on

the payroll.

- d. Eligibles who were placed on the preferred eligible list by special action of the Human Resources Director may remain on the register for a specified period as determined by the Human Resources Director not to exceed one (1) year.

Section 10. Amendment to Preferred Eligible Registers

- a. Reasons and procedure for amendment to or removal from a preferred eligible register shall include those listed in Sections 2 and 3 for an open competitive eligible register.

C.S.C.	Adopted:	08-27-74
	Revised:	10-16-85
	Revised:	12-19-01 (Deleted Residence Requirements)
	Revised:	7-20-11
	Revised:	11-21-17

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Processing Transfer Requests

Scope

This procedure covers requesting a re-assignment from one department to another department.

This procedure does not cover re-assignment requests within a department.

This procedure does not cover processing Status Changes or requesting Out of Class payments.

This procedure does not cover uniform police, appointees, elected officials, provisional hires, new employees serving an initial probation, or contractual workers.

Policy

A transfer is a re-assignment based on the determination by the Human Resources Department that the employee was previously qualified and/or meets the specifications of the class title, at the time that the request was initiated.

The employee may file a written request for transfer if the current employment is within the classified service and if the transfer is within the same occupational series.

Transfer requests will be accepted by the Human Resources Department from those employees who have permanent status in the classified service. Transfer request will be processed in accordance with the appropriate labor Association agreement, where applicable.

In all cases of transfer between departments, a period of probation is required.

This procedure is authorized by the Human Resources Department, Rule 6, Status Changes, sections 3 and 7.

Responsibility

The Employee Services Specialist (at Employment Certification) is responsible for processing transfer requests.

The Office Assistant (at Employment Certification) is responsible for receiving the transfer request from the employee and reviewing it for completeness and determining employee eligibility.

The Employee is responsible for initiating the transfer request.

Distribution

Manager – Employee Services (at Employment Certification)

Employee Services Specialist (at Employment Certification)

Office Assistant (at Employment Certification)

Scope

This position is responsible for providing administrative support to the Office of the City Clerk. The position is responsible for processing and maintaining the City Clerk's records, including the City Clerk's Office's files, and for providing administrative support to the City Clerk's Office. The position is responsible for processing and maintaining the City Clerk's records, including the City Clerk's Office's files, and for providing administrative support to the City Clerk's Office.

Policy

The Office of the City Clerk is responsible for processing and maintaining the City Clerk's records, including the City Clerk's Office's files, and for providing administrative support to the City Clerk's Office. The Office of the City Clerk is responsible for processing and maintaining the City Clerk's records, including the City Clerk's Office's files, and for providing administrative support to the City Clerk's Office. The Office of the City Clerk is responsible for processing and maintaining the City Clerk's records, including the City Clerk's Office's files, and for providing administrative support to the City Clerk's Office.

Responsibility

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Qualification

The Office of the City Clerk is responsible for processing and maintaining the City Clerk's records, including the City Clerk's Office's files, and for providing administrative support to the City Clerk's Office. The Office of the City Clerk is responsible for processing and maintaining the City Clerk's records, including the City Clerk's Office's files, and for providing administrative support to the City Clerk's Office.

Ownership

The Manager – Employee Services (at Employment Certification) is responsible for ensuring that this document is necessary, and that it reflects actual practice and City policy. Questions concerning this process should be directed to the person listed above.

Activity Preface

This activity is performed whenever an employee submits a transfer request for a re-assignment to another department.

Employee

1. Obtains and completes the transfer request form and submits it to the Office Assistant (at Employment Certification).

Refer to Application for Permanent Inter-Departmental Transfer [FORM9077]

Office Assistant (at Employment Certification)

2. Reviews the transfer form for completeness and eligibility.

Refer to PPS inquiry screens 001 & 002 for permanent status, seniority date and class title information.

If form is complete and the employee is eligible for transfer, goto task #4. Otherwise, goto task #3.

3. Completes the eligibility question in Section 2 of the transfer form and provides a copy to the employee.

Goto task #11.

4. Enters the employee seniority date in Section 2 of the transfer form and forwards the form to the Employee Services Specialist (at Employment Certification).

Employee Services Specialist (at Employment Certification)

5. Reviews the transfer form and determines if the employee is a member of the Teamster, Operating Engineers, or ASFCME unions, and if employee currently or previously held the requested class title.

Refer to the applicable Labor Association agreement of the employee's current title and White Book, if employee answers yes to one of the 3 questions on the form.

Refer to the HR historical transaction database in HR Records or the employee's personnel file for previously held titles.

6. Completes Section 3 of the transfer form (within 5 working days of the request received date).
7. Provides a copy of the transfer form to the employee and to the Labor Association, if appropriate.

8. Record the employee's name as a transfer request or job interest card in SIGMA.

Refer to Entering Job Interest Information [NAV9640]

If employee is covered by a Labor Association agreement that describes the processing of transfer requests, goto task #9. Otherwise, goto task #10.

9. Enter the employee as a Preferred Eligible candidate by class requested on the SIGMA eligible list.

Refer to Create an Eligible Recruitment [NAV9613]

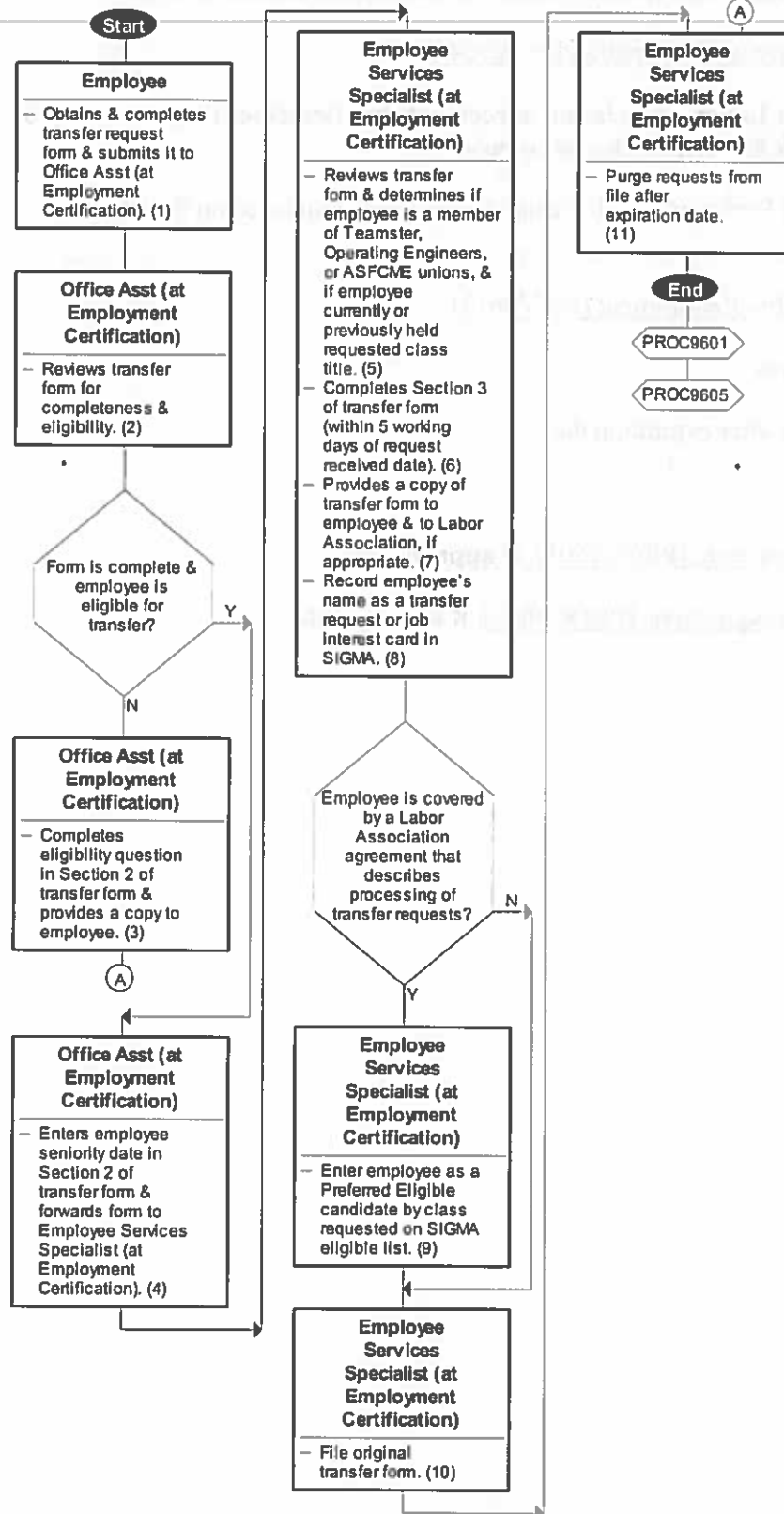
10. File original transfer form.

11. Purge requests from file after expiration date.

End of activity.

Goto Processing Internal Candidate [PROC9601], if appropriate.

Goto Processing Personnel Requisitions [PROC9605], if appropriate.



Permanent Inter-Departmental Transfer request

Purpose

The *Application for Permanent Inter-Departmental Transfer request* is used to facilitate a request for re-assignment to a new department.

Usage

An *Application for Permanent Inter-Departmental Transfer request* is completed whenever an employee initiates a request for re-assignment.

Attributes

The *Application for Permanent Interdepartmental Transfer* form is a one page electronic form. To access this form, go to the HR web site, or type cityweb/humanresources, select DOCUMENTS\FORMS, then Application for Permanent Interdepartmental Transfer [FORM9077].

Completion and Filing

The Employee completes section one (1) of the form and submits it to the Employment Certification division of the Human Resources Department.

The Office Assistant (at Employment Certification) completes section two (2) of the form. The Employee Services Specialist (at Employment Certification) completes section three (3) of the form.

The original is filed in Employment Certification Division of the Human Resources Department for the active term of the request. Copies are provided to the employee and Labor Association, if appropriate, by the Employment Certification Division.

Distribution

Manager – Employee Services (at Employment Certification)

Employee Services Specialist (at Employment Certification)

Office Assistant (at Employment Certification)

Employee

Labor Association

Ownership

The Manager – Employee Services (at Employment Certification) is responsible for ensuring that this document is necessary, and that it reflects actual practice and City policy. Questions concerning this process should be directed to the person listed above.

CITY OF DETROIT HUMAN RESOURCES DEPARTMENT

333 COLEMAN A. YOUNG MUNICIPAL CENTER

DETROIT, MI 48226

PHONE: (313) 224-3736

Fax: (313) 224-1692

APPLICATION FOR PERMANENT INTER-DEPARTMENTAL TRANSFER

Section 1

Requested Title: _____

NAME: _____ SSN: _____

Work Phone: _____ Work Fax: _____ Department: _____

Current Title: _____ Division: _____

HAVE YOU EVER HELD THE REQUESTED TITLE ☐ YES ☐ NO. If YES, what department? _____ Dates (from): _____ (to): _____

HAVE YOU EVER BEEN DETERMINED QUALIFIED FOR THIS TITLE BY THE HUMAN RESOURCES DEPARTMENT? TITLE ☐ YES ☐ NO. If YES, when? (Date): _____

Are you a member of AFSCME? ☐ Yes ☐ No

Are you a member of Teamsters? ☐ Yes ☐ No

Are you a member of Operating Engineers? ☐ Yes ☐ No

☐ I will consider transfer to any department.

☐ I will consider transfer to any department EXCEPT: _____

☐ I will ONLY consider transfer to: _____

Signature: _____ Date: _____

An approved request will be effective **30 calendar days** from the date it is received by the Human Resources Department and will expire on **June 30** of the current fiscal year, **unless otherwise specified by your union contract.**

Section 2 HRD OFFICE USE ONLY

Received By: _____ Date: _____

Is Employee Eligible? ☐ Yes ☐ No Seniority Date: _____

Section 3 HRD OFFICE USE ONLY

Is Employee Qualified? ☐ Yes ☐ No. Request is ☐ Approved ☐ Denied

Effective Date: _____ Expiration Date: _____ Approval Date: _____

Approver's Signature: _____

Comments: _____

HUMAN RESOURCES DEPARTMENT

RULE 8

SENIORITY

SECTION 1. Effect of Seniority

Seniority, as defined in this Rule, is established primarily to serve as a basis for determining the order of demotion or layoff in the event of a reduction in force and the reemployment rights of employees. This definition of seniority shall not mandate, restrict or limit the establishment of different measures of seniority for use within City departments for other departmental personnel purposes.

SECTION 2. Definition of City-Wide Seniority

City-wide seniority is hereby defined as the length of continuous service beginning on the date of legal certification to a position in the classified service of the City of Detroit, or the date of induction into such classified service as provided by law. Effective July 1, 1978, employees, who are certified for employment but not hired within thirty (30) days of such certification, shall have their date of hire recorded as their date of certification and seniority.

SECTION 3. Definition of Classification Seniority

Classification seniority is defined as the length of time an employee is assigned and continuously employed in the same classification after the effective date of legal certification or promotion to the classification.

SECTION 4. Seniority Date

An employee's seniority date shall be defined as the beginning date of continuous service as defined in this Rule, and as may be adjusted or modified by the succeeding provisions of this Rule. (See also Rule 15 Veterans Preference for adjustments to seniority based on qualifying military service.)

SECTION 5. Continuous Service

Continuous service is defined as employment in the classified service without interruption or break.

- a. The following shall be considered breaks in service and shall result in loss of accumulated seniority.
 1. Resignation or voluntary quit.
 2. Discharge or permanent removal of the employee, without the separation being reversed through a legal or administrative

process.

3. Regular service retirement.
4. Failure to return to work when recalled from layoff.
5. Failure to return to work upon expiration of a leave of absence.
6. Voluntary Layoff

b. The following shall not be considered breaks in service.

1. Servicing in the Armed Forces of the United States.
2. Absence from work due to injuries compensated under the Worker's Compensation Act of Michigan.
3. Duty-disability retirement.
4. Appointment or election to an exempted non-classified position of the City of Detroit.
5. Layoff as a result of a reduction in force for a period not exceeding four (4) years.
6. Leave of absence to serve in a qualifying employee labor organization for a period not exceeding two (2) years.
7. Other approved leaves of absence for a period not exceeding one (1) year.
8. Non-duty disability retirement for a period not exceeding one year.

c. Periods of absence from work for those reasons provided in b.(6), (7), (8) and a. (6) above which are greater than those periods specified, shall be considered as breaks in service and shall be deducted from the length of continuous service and the employee seniority date adjusted accordingly.

d. Other circumstances affecting continuous service:

1. Adjustments to continuous service for periods of absence due to illness or injury for persons covered under a sickness and accident insurance program shall be in accordance with applicable provisions of such programs.
2. In the event the discharge of an employee is withdrawn as part of a settlement or a grievance or reversed as the result of a decision by a judicial or administrative entity, the extent to which seniority shall be restored to the discharged employee shall be in accordance with such settlement or decision. Unless otherwise specified, such restoration shall be with full benefit of seniority without break in service.

SECTION 6. Adjustments for Seasonal, Temporary or Part-Time Employment

If an employee in a special service classification employed on a seasonal, temporary or part-time basis is subsequently placed in a regular full-time classified position, the following adjustments to seniority shall be made:

- a. In the case of a seasonal or temporary employee, for each twelve month period of employment in which the employee worked six months or less, six months shall be deducted from the length of continuous, regular full-time employment.
- b. In the case of a part-time employee, for each period of employment in which the employee worked on a half-time or less basis, the employee shall be awarded one-half seniority credit, and the length of continuous, regular full-time employment will be adjusted accordingly.

SECTION 7. Resolving Ties in Seniority

- a. Where two or more persons have the same seniority date, the employee with the highest examination score on the eligible register from which the employees were certified shall be deemed as having the greater seniority. In the event of identical examination scores, the employee with the earliest examination date shall be deemed as having the greater seniority. In the further event of identical examination dates, the employee who first submitted his/her employment application shall be deemed as having the greater seniority.
- b. In the case of inducted employees with the same seniority date, employees will be ranked in accordance with their length of continuous service in the department, agency or activity in which they were employed when inducted into classified service. Insofar as it is possible to determine, such continuous service shall include any adjustments in accordance with procedures outlined in this Rule.
- c. Notwithstanding the above, in all cases of identical seniority dates, persons entitled to preference under the Michigan Veteran's Preference Act shall be deemed as having greater seniority than those employees without such preference.

CSC Adopted: 1/08/80

Revised: 9/19/2012

ADDENDUM TO RULE 8

Seniority Dates of Inducted Employees

Following are the original seniority dates of particular groups of employees inducted into the classified service of the City of Detroit as adopted by the Civil Service Commission in accordance with pertinent Charter provisions, laws and legal decisions.

1. Employees of the Department of Street Railways (other than Transportation Equipment Operators and Common Laborers) – January 1, 1933.
2. Employees of the Housing Commission – January 13, 1938.
3. Employees of the House of Correction – November 17, 1938.
4. Common Laborers and Transportation Equipment Operators – November 14, 1938.
5. Employees of the activities assimilated by the Department of Public Welfare – December 1, 1939.
6. Employees of the Department of Health – November 15, 1940.
7. Employees of the Election Commission – April 7, 1941.
8. Civilian employees of the Police Department – April 23, 1941.
9. Employees appointed to positions of assistant corporation counsel, attorney, city physician and city engineer, and prior to November 14, 1939, to positions of nurse and laboratory technician – date of appointment to the City service.
10. Employees of Traffic Court – November 20, 1945. (See note below)
11. Employees of Nursery Day Care Program assimilated by the Department of Public Welfare – September 30, 1946.
12. Employees of the Art Institute Library (Arts Commission) – July 1, 1947.
13. Employees of the Community Relations Commission – May 14, 1953.
14. Employees of the Tuberculosis Rehabilitation Service, Department of Health – July 1, 1955.
15. Employees of Records Court – Criminal Division – November 12, 1965.
16. Employees in Federal Economic Opportunity Act (FEOA) Service Classes – October 16, 1973.

NOTE:

A decision of the Wayne County Circuit Court dated October 4, 1976 ruled that employees of Recorder's Court – Traffic and Ordinance Division were employees of the Court, not the city of Detroit, and the action inducting these employees into the classified service violated the Michigan Constitution providing for separation of the legislative, executive and judicial branches of government.



HUMAN RESOURCES DEPARTMENT

RULE 4

CERTIFICATION

Section Outline

- Section 1 - Certification Procedure**
- Section 2 - Order and Use of Eligible Registers**
- Section 3 - Recall of Certification**
- Section 4 - Permanent and Limited-Term Certification**
- Section 5 - Certification from Eligible Lists of Higher or Equivalent Classes**
- Section 6 - Certification of Employees on One or More Eligible Register**



HUMAN RESOURCES DEPARTMENT

RULE 4

CERTIFICATION

Section 1. Certification Procedure

A Department Director may, in consultation with the Human Resources Director, use any selection process that meets the department's needs and is consistent with these provisions.

- , The Human Resources Department shall certify persons to employing departments for placement to available positions upon receipt of approved personnel requisitions. The order of certification shall be in accordance with their final rating, ranked or banded, on the eligible register being used.
- a. On an eligible register, the highest (3) three ranking eligible(s) ("Rule of Three") will be provided to the department for each open vacancy. The employing department may select from any of these eligibles for the Human Resources Department to hire. The names of those persons not placed in employment shall remain on the eligible register for future referral. (See Rule 3)
- b. In circumstances which are in the best interest of the City, banding may be used to create tiered qualified and non-qualified registers based on a passing score. On a banded register, selection may be made from any eligible within the band. Those on the eligible list that are not selected will remain on the list for future selections. The use of a banding register must be approved by the Director of Human Resources.
- c. No qualified eligible(s) outside the (3) three highest ranking eligible(s) or eligible(s) within a band, shall be passed over for certification and hired in favor of a person with a lower rating on the same eligible register unless the employing department presents reasons in writing which are acceptable to and approved by the Civil Service Commission.
- d. In the case of two or more persons on a register with the same rating, the names of all such eligibles will be referred to the employing department. The employing department shall then select from among these eligibles and notify the Human Resources Department of its selection(s) to fill the available position(s), and the Human Resources Department shall then certify such person(s) for hire by the employing department. The names of those persons not placed in employment shall remain on the eligible register for future selection.

- e. When a department determines an incumbent, either working as a contractor, working out of class, provisional, limited term or in a temporary administrative services position, has demonstrated that they are the best candidate and satisfactorily perform their duties, the department may request to certify the incumbent upon approval of the Human Resources Director and Civil Service Commission.

Section 2. Order and Use of Eligible Registers

- a. Employment rights of persons on preferred and open competitive eligible registers are subordinate to the restoration rights of persons on the special registers ("blocking lists") maintained by the Human Resources Department which consist of employees removed from positions in their class as a result of a reduction in force, as provided in the Reduction in Force Rule; provided the employee is qualified and able to perform the essential functions of the position with or without reasonable accommodations(s), as determined by the employing department and approved by the Human Resources Department. The determination of qualification may include, but not limited to, interview, evaluation, examination, demonstration, evidence of continuing education or valid license/certification.
- b. Persons on the preferred eligible register for a class may be entitled to an offer of employment to available positions in the class before the requisitions for such positions are filled from an open-competitive eligible register; provided the person has demonstrated that he/she is qualified and able to perform the essential functions of the position with or without reasonable accommodations(s), as determined by the employing department and approved by the Human Resources Department. The determination of qualification may include, but not limited to, interview, evaluation, examination, demonstration, evidence of continuing education or valid license/certification.

Section 3. Recall of Certification

The Human Resources Director may direct that the certification of a person certified and hired from an eligible register be recalled, and the person's position in an employing department vacated, under the following circumstances:

- a. Placement on the eligible register which resulted in the certification was obtained by fraud, falsification, misrepresentation or error.
- b. Additional evidence not available at the time of certification from the eligible

register demonstrates that the person does not meet all of the qualifications of the class or fails to meet any of the eligibility requirements for employment.

Section 4. Permanent and Limited-Term Certification

An eligible from an appropriate eligible list may be certified and hired to a position in an employing department on a permanent basis, or to a position which limits employment to a specified term, conditional event or assignment to a particular project. This latter type of certification is referred to as limited-term certification.

Section 5. Certification from Eligible Lists of Higher or Equivalent Classes

When it is necessary to fill a position in a class for which there is no eligible register, certification may be made from the eligible register for a higher class in the same or allied series or from an eligible register for an equivalent class. If such certification is made and the eligible hired to a permanent position, the name of the eligible will be removed from the eligible register. However, if such certification is made but the eligible is hired to a limited-term position, the name of the eligible may at the discretion of the Human Resources Director be retained on the original register.

Section 6. Certification of Employees on One or More Eligible Registers

Whenever an eligible shall accept certification and hire to a permanent position, his/her name shall be removed from all other eligible registers for classes which are at the equivalent or lower level. The employee's name shall, however, remain on the eligible register for any higher level class. Such employee shall be eligible for certification to a position in the higher level class prior to completion of the probationary period in his/her present position unless such action shall adversely affect departmental operations or is not in the best interest of City service as determined by the Human Resources Director.

C.S.C. Adopted: 08/27/74
 Revised: 04/22/80
 Revised: 11/21/17



CITY OF DETROIT
Office of Talent Development and Performance Management
Training Courses/Workshop Offerings
As of 7/18/2017

Course Offerings		
Supervisor Training Program (Internal)	American Society of Employers: ASE (External)	Technical Computer-Based Training (External)
Module 1 - Intro to Supervision (4hrs.)	Affirmative Action Plan Workshop (2day course)	Microsoft Excel Part 1 (8hrs.)
Module 2 - Effective Communication (4hrs.)	Americans with Disabilities Act (3hrs.)	Microsoft Excel Part 2 (8hrs.)
Module 3 - Managing Stress (4hrs.)	Applicant Tracking Guidelines (3hrs.)	Microsoft Excel Part 3 (8hrs.)
Module 4 - Business Writing (4hrs.)	Attitude for Success (6.5hrs.)	Microsoft Powerpoint Part 1 (8hrs.)
Module 5 - Strategic Decision Making (4hrs.)	Body Language: Non-verbal communication (6hrs.)	Microsoft Powerpoint Part 2 (8hrs.)
Module 6 - Conflict Management (4hrs.)	Business Writing (6.5hrs.)	Microsoft Word Part 1 (8hrs.)
Module 7 - Leading High Performing Teams (4hrs.)	Coaching for Peak Performance (6.5hrs.)	Microsoft Word Part 2 (8hrs.)
Module 8 - Giving and Receiving Feedback (4hrs.)	Communicate Confidently (6hrs.)	Microsoft Word Part 3 (8hrs.)
Module 9 - Coaching to Win (4hrs.)	Comprehending and Adapting to Behavioral Styles (DISC) (6.5hrs.)	
Module 10 - Ethics / Working with the Unions (4hrs.)	Conducting Effective Meetings (6.5hrs.)	
Performance Evaluation Training (Internal)	Conflict Prevention and Resolution Skills (6.5hrs.)	
Coaching Employee to Improve Performance (1.5hrs)	Cultural Differences (6.5hrs.)	
	Customer Service (6.5hrs.)	
Creating Individual Development Plans (1.5hrs)	Dealing with Difficult Behavior (6hrs.)	
Delivering Effective Feedback (1.5hrs)	Dealing with Stress (6hrs.)	
Goal Setting (1.5hrs)	Delegating for Results (6.5hrs.)	
Performance Evaluation (4hrs.)	Emotional Intelligence (3.5hrs.)	
Performance Evaluation w/KPI Focus (4hrs.)	Engagement through Empowerment (3.5hrs.)	
Tips for Conducting Performance Evaluations (1.5hrs)	Enhancing Professional Image & Personal Brand (6hrs.)	
Monthly Workshops (Internal)	Generations at Work: Bridging the Generations Gap (6.5hrs.)	
GroupWise Basics (2.5hrs.)	Giving and Receiving Feedback (6hrs.)	
New Employee Orientation (4hrs.)	Goal Setting (6.5hrs.)	
WorkBrain Supervisor Training (3 days)	Harassment Prevention (3hrs.)	
WorkBrain Supervisor Refresher Lab (2hrs.)	Influence without Authority (6.5hrs.)	
Compliance Training (Internal)	Interview Skills (6.5hrs.)	
Data Security (1hr.)	Leadership Academy (11day course)	
Ethics (1hr.)	Leadership Essentials (6hrs.)	
Sexual Harassment (1hr.)	Managing Problem Employees (3hrs.)	
Workplace Violence (1hr.)	Metrics for the HR Practitioner (6.5hrs.)	
	Negotiation Skills (6.5hrs.)	
	Presentation Skills Workshop (2day course)	
	Principles and Practices of Supervision I (3day course)	
Customer Service Training (Internal)	Principles and Practices of Supervision II (3 day course)	
Going Above & Beyond Customer Service Training (8hrs.)	Problem Solving and Solutions (6.5hrs.)	
Seminars (Internal)	Project Management Basics (6.5hrs.)	
3 Steps to Boost Career (1hr.)	Strategic Thinking (3.5hrs.)	
Be Seen and Heard (1hr.)	Supervisory Survival Skills (6.5hrs.)	
Career Goals (1hr.)	Team Building (6hrs.)	
Catalyst for Change (1hr.)	Team Collaboration (6hrs.)	
Difficult Conversations (1hr.)	Time & Priority Management (6hrs.)	
Diversity in the Workplace (1hr.)	Win-Win Communication Skills (6.5hrs.)	
Effective Communication (1hr.)	Working under Pressure: Stay Calm and in Control	
Effective Feedback (1hr.)		
Email Etiquette (1hr.)	DeVry University Workshops (External)	
Emotional Intelligence (1hr.)	Career Goals (1hr.)	
Facilitating Meetings (1hr.)	Change Management (1hr.)	
Generations at Work (1hr.)	Effective Communication (1hr.)	
How to Manage a Project (1hr.)	Generations at Work (1hr.)	
Impact Your Career (1hr.)	Power of Education (1hr.)	
Jumpstart Your Day (1hr.)	Time Management (1hr.)	
LinkedIn: Creating a Profile (1hr.)		
Networking with Purpose (1hr.)	Spring Arbor University Workshops (External)	
One-on-One Coaching Session (1hr.)	Conflict Resolution (1hr.)	
Project Management (1hr.)	Face Change Like a Champion (1hr.)	
Time = Money (1hr.)	Leading Change (1hr.)	
Unlocking Presentation Principles (1hr.)	Leadership Development (1hr.)	
Work/Life Balance (1hr.)	Transformational Power of Humility (1hr.)	
Workplace Accountability (1hr.)		



CITY OF DETROIT
Office of Talent Development and Performance Management
Training Courses/Workshop Offerings
As of 7/18/2017

Technical Computer-Based Training (Internal Administration)

Oracle ERP (Approval Required)	UNIPro Courses (Approval Required)
Accounts Payable- Imaging (2.5hrs.)	Business Process and Workflow Configuration (4hrs.)
Accounts Payable Specialist (2.5hrs.)	Compensation Mgmt - Allocating Rewards w/Salary Plan
Accounts Receivable Agency Specialist (2.5hrs.)	Compensation Management - Managing Compensation Management Plans (3.5hrs.)
BCEA- Budget User (2.5hrs.)	Deduction and Benefit Business Rules Configuration (4hrs.)
Cash Management (2.5hrs.)	Fundamentals of UltiPro BI Report Studio (4hrs.)
Fixed Assets (2.5hrs.)	Fundamentals of UltiPro BI Query Studio (4hrs.)
General Ledger (2.5hrs.)	Introduction to Performance Management (2.5hrs.)
IEXPENSE- Traveler (2.5hrs.)	Introduction to UltiPro (4hr.)
IEXPENSE - Travel Coordinator/Card Administrator (2.5hrs.)	Introduction to Business Intelligence (1hr.)
Knowledge Transfer (4hrs.)	Life Events Configuration (2 hours)
OTBI Reporting (2.5hrs.)	Open Enrollment Session Configuration & Troubleshooting (4hrs.)
PCARD (2.5hrs.)	Onboarding for Administrators (4.5hrs.)
PCBS (2.5hrs.)	Onboarding for End Users (2hrs.)
PPM - Grants Accountant (2.5hrs.)	E-Verify Overview and Assessment (1.5hrs.)
PPM - Grants Administrator (2.5hrs.)	Payment Services Activation (2hrs.)
PPM - Project Accountant (2.5hrs.)	Payroll Balancing (4hrs.)
PPM - Project Administrator (2.5hrs.)	Payroll Basics Configuration (4hrs.)
Procurement - Buyer (2.5hrs.)	Payroll-Earnings, Business Rules Configuration (4hrs.)
Procurement - Inquiry (2.5hrs.)	Payroll Processing - Imports, Reports and Adjustments (4hrs.)
Procurement - Receiving Agent (2.5hrs.)	Recruitment for Administrators Session 1 (4hrs.)
Procurement - Buyer (2.5hrs.)	Recruitment for Administrators Session 2 (4hrs.)
Procurement - Inquiry (2.5hrs.)	Recruitment for End Users Session 1 (4hrs.)
Procurement - Receiving Agent (2.5hrs.)	Recruitment for End Users Session 2 (4hrs.)
Procurement - Requestor (2.5hrs.)	Security Configuration (4hrs.)
Procurement - Requisition Manager (2.5hrs.)	Taxes & Locations Business Rules Configuration (2hrs.)
Procurement - Supplier Manager (2.5hrs.)	Time and Attendance Fundamentals (3hrs.)
	Time Management for Administrators (3hrs.)
	Time Management for Supervisors (2hrs.)
	UltiPro Portal Workflow - Administrator (4hrs.)
	UNIPro .NET Payroll Processing (4hrs.)
	UltiPro Back Office Basics (2hrs.)
	UltiPro Portal Security (4hrs.)
	UTM - Time Management for Supervisors (2hrs.)
	Workflow Administration (3.5hrs.)

HUMAN RESOURCES DEPARTMENT

RULE 11

CLASSIFICATION

Section Outline

- Section 1 Classification Plan
- Section 2 Definition of Terms
- Section 3 Class Specification
- Section 4 Administration of the Classification Plan
- Section 5 Appeals of Classification Actions
- Section 6 Assignment of Appropriate Duties

HUMAN RESOURCES DEPARTMENT

RULE 11

CLASSIFICATION

Section 1. Classification Plan

Section 6-509 of the Charter of the City of Detroit delegates to the Human Resources Director the responsibility for preparing, maintaining and, as required, revising a classification plan for all positions in the classified service. The plan shall consist of the schedule of class titles, descriptive specifications defining each class, and those actions taken by the Human Resources Director allocating positions to specific classifications.

The Human Resources Director shall maintain a schedule of currently active class titles and a file of all corresponding class specifications which shall be accessible to all interested persons.

Section 2. Definition of Terms

- a. **Position:** Any office, employment or job calling for the performance of certain duties and the exercise of certain responsibilities by one individual. The position may be occupied, vacant or proposed.

Most positions consist of a set of regularly assigned duties and responsibilities which can be identified and described. Some positions, however, consist of duties and responsibilities which may vary on a day-to-day basis in accordance with the operating needs of the employing department.

- b. **Class:** A group of positions with assigned duties and responsibilities which are sufficiently alike to justify common treatment in regards to selection standards, method of selection, employee compensation and other personnel and employment processes; and to permit interchange of employees without significant loss of efficiency after a reasonable period of orientation. A class may include a large number of positions or only one position if no other positions of the same kind exist.
- c. **Class (or Occupational) Series:** A sequence of classes of increasing scope and/or levels of skill and responsibility in the same occupational field and where it can be reasonably expected that an employee can acquire the knowledge, skill and practical training in his/her current position to qualify for a position in the next higher class.

- d. **Class Group**: Two or more classes which are closely related in terms of the kind of work performed and level of qualifications necessary to perform the work, but differ in the specific knowledge or skills applied on the job. Such classes may be grouped under a common basic class title with designated specialties, but shall be treated as separate classes for all personnel and employment processes.
- e. **Allocation of a Position**: A determination by the Human Resources Director that a position consisting of a given set of duties and responsibilities properly belongs to a specific class.

Section 3. **Class Specification**

Class specifications are intended to define given classes by indicating the kinds of positions that should be allocated to such classes based upon their duties, responsibilities and qualification requirements. They are by nature descriptive, but shall not be held to exclude positions whose duties and responsibilities are not specifically mentioned, if such duties and responsibilities are similar as to kind, equal in level, and require the same set qualifications.

Although composed of parts, all parts of the specification must be considered together for use in determining whether a given position or group of positions should be allocated to a given class. Typically, a class specification includes the following major components:

- a. **Title/Group**: The name of the class which should give a general indication of the kind of work performed in the positions in the class. The class title/group may include some designation of rank in a class series.
- b. **Classifications in Group**: The individual department/functional designations for classifications used in multiple sites.
- c. **Class Summary**: A general statement of the work performed in positions which fall within the class. This section of the specification is not intended to prescribe the specific duties of any position, but the major duties of positions in the class should be consistent with the general description of the kind of work and level of responsibilities contained in the general statement.
- d. **Relationships and Contacts**: A general statement of the reporting and hierarchy relationships of the class group. General information on the level of and types of contacts.

- d. **Major Job Functions:** A representative listing of specific duties assigned to positions allocated to the class. These examples are intended to elaborate upon the class summary. They are not intended to be inclusive of all duties and responsibilities, which may be assigned to a position in the class.
- e. **Physical Demands:** A general description of the physical efforts related to performing the duties of the class.
- f. **Working conditions:** A general description of the typical work environment associated with the class.
- g. **Education:** The minimum formal academic and/or vocational requirements for employment in the class.
- h. **Experience:** The minimum level of previous work or activities relevant to the duties of the class.
- i. **Knowledge, Skills, and Abilities:** The body of information, proficiencies, and competencies required to perform the duties of the class.
- j. **Other Requirements:** Additional licenses, certifications and/or training requirements.

Section 4. Administration of the Classification Plan

- a. **Investigation of Current Work Organization:** Pursuant to the authority granted under the Charter, the Human Resources Director may initiate investigations of positions within city departments to insure compliance with the classification plan. Should such investigation determine that any position or positions are not properly classified, the Human Resources Director shall, after consulting with the head of the department involved, take whatever action is necessary to see that such position or positions are allocated consistent with the corresponding duties and responsibilities.
- b. **Review of Requisitions and Status Changes:** All personnel requisitions and status change requests submitted by city departments shall be reviewed by the Human Resources Director to verify that the duties and responsibilities ascribed to the positions to be filled are properly allocable

to the requested classes. Approval of such requisition or status change by the Human Resources Director shall constitute an allocation of the position(s) to the indicated class, provided, however, that such allocation may be revised should the duties and responsibilities associated with the position(s) change.

- c. Request to Review Allocations: In those instances where a position or positions have changed as a result of departmental reorganization, technological changes, job expansion or other reasons, the department, the incumbent(s) of the position(s) or the labor organization having representation rights over the incumbent(s) may submit a request to the Human Resources Department to review the allocation of such position(s). Such requests shall be in writing and shall include sufficient information to identify the position or positions involved and the reason(s) for the requested review.
- d. Departmental Action Following Reallocation: If a result of the review of a position, final action is taken reallocating the position to a different classification, the employing department shall within thirty (30) days initiate action to give effect to the reallocation or, alternatively, to reorganize departmental work activities to make the duties and responsibilities of existing positions consistent with the classifications of present incumbents.
- e. Revision to the Classification System: To meet the needs of the City service, the Human Resources Director may institute revisions to the classification system. Such revisions may include the following as conditions warrant: combining, separating or altering existing classes; establishing new classes; abolishing existing classes; and designating classes as "interim" where the duties of positions in given classes have been substantially incorporated into other classes. Where a class has been designated as interim, no persons other than present incumbents or previous incumbents with established reemployment rights may hold such class title.
- f. Reporting Changes in Work Organization: It shall be the duty of responsible administrative officers in the various departments to report to the Human Resources Director any changes in work organization, introduction of new equipment or work methods or reassignment of personnel, which significantly change the duties or responsibilities of existing positions and which may affect the proper allocation of such positions. Likewise, departments anticipating establishment of new positions or a new activity which may require the establishment of new classes shall so advise the Human Resources Director and furnish details of the contemplated positions.

Section 5. Appeals of Classification Actions

Following review of the allocation of a position or positions and subsequent action by the Human Resources Director, if any interested party disagrees with such action, such party shall have the opportunity to appeal such action to the Civil Service Commission and be afforded a hearing before a Classification Appeal Board in accordance with Rule 18 - Conduct of Administrative Hearings.

The request for appeal must be in writing and must be submitted within fifteen (15) calendar days after the date of notice of the action. Such request for appeal shall also state those reasons why the appealing party believes the action by the Human Resources Director to be erroneous. If no request for appeal is filed within the above specified time period, the action by the Human Resources Director shall be deemed final.

At the Classification Appeal Board hearing, all interested parties will have the opportunity to give testimony concerning the duties and responsibilities associated with the position(s) in question and to present statements evaluating the duties and responsibilities of the position(s) in terms of the classification plan. A report of the Board's findings and recommendation will be submitted to the Civil Service Commission for final action.

Section 6. Assignment of Appropriate Duties

Employees are to be assigned duties and responsibilities which are appropriate to their classification and are not to be assigned to perform work which falls outside of their classification except in cases of emergency, absence of other employees, or other situations where such assignment is necessary to effectively carry out departmental operations.

Where an employee is assigned for a period greater than thirty (30) days to perform the set of duties regularly performed by and requiring the qualifications of an employee in a higher-level class, the employing department shall submit a status change to an appropriate class to properly compensate the employee for any period of time so assigned in excess of the thirty days. Such status change for out-of-class work shall not confer any standing in the higher class.

The following situations shall not be construed as constituting out-of-class work assignments provided the assigned duties are consistent with the general duties statement of the employee's current classification.

- a. The assignment of increasingly more responsible duties as part of a training program or in the course of a work experience program to develop skills in an occupational series or related class.

-
- b. The assignment of duties which are similar to those which may be performed by employees in a higher class, but where the proficiency and quality of performance may be expected to vary in accordance with the qualifications possessed by employees assigned to such duties.

All requests for out-of-class work recognition must be reviewed and approved by the Human Resources Director. Disputes between employees and their employing departments concerning out-of-class work claims shall be referred to the Classification/Compensation Section for evaluation and report to the Human Resources Director.

C.S.C. Adopted: 05/06/1980

The first part of the paper is devoted to the study of the properties of the function $f(x)$ defined by the equation $f(x) = \int_0^x f(t) dt$. It is shown that $f(x)$ is a constant function. The second part of the paper is devoted to the study of the properties of the function $g(x)$ defined by the equation $g(x) = \int_0^x g(t) dt$. It is shown that $g(x)$ is a constant function.

In the third part of the paper, we study the properties of the function $h(x)$ defined by the equation $h(x) = \int_0^x h(t) dt$. It is shown that $h(x)$ is a constant function. In the fourth part of the paper, we study the properties of the function $k(x)$ defined by the equation $k(x) = \int_0^x k(t) dt$. It is shown that $k(x)$ is a constant function.

1. Introduction

The City of Detroit offers a competitive and comprehensive employee benefit package. We pride ourselves on the longevity of our employees. Part of the reason for the low turnover rate is the exceptional benefit package listed below. Benefits include, but are not limited to the following:

Medical

Eligible for hospital, surgical, and prescription drug benefits after ninety-one (91) days of employment.

Dental

Eligible for dental care after sixth (6) months of employment.

Vision

Eligible for eye care after six (6) months of employment.

Life Insurance

Optional group insurance available to employee and their family. The City pays 60% of premium for first \$12,500 of employee life insurance. Employee may purchase, at own expense, life insurance for spouse and each dependent.

Long-Term Disability Insurance (Income Protection Plan)

The City offers disability insurance through payroll deductions for persons who become disabled and who are not yet eligible for a service retirement.

VACATION and LEAVE

Holidays

New Year's Day
Martin Luther King's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Sick Leave

City employees accrue sick leave based on the number of regular hours worked. Full time employees earn ninety-six (96) hours of sick leave per year. You may carry over your unused sick leave. Effective July 7, 2012 maximum accumulation is 300 hours.

Other Leave Policies

The City also has the following paid and unpaid leaves; funeral leave, Family and Medical Leave, jury duty, military duty leave, unpaid personal leave,

<http://www.detroitmi.gov/How-Do-I/Find/City-Employee-Information>

HUMAN RESOURCES DEPARTMENT

RULE 10

REDUCTION IN FORCE

SECTION OUTLINE

- Section 1 Reduction in Force Terms Defined**
- Section 2 Order and Manner of Reduction**
- Section 3 City-wide Displacement**
- Section 4 Reemployment Procedures**
- Section 5 Effect of Jurisdictional Lines**
- Section 6 Employees Holding Multiple Titles**
- Section 7 Conditional Waiver of Employee Rights**
- Section 8 Preemptive Lay off Requests**
- Section 9 Status Changes in Anticipation of Lay Offs**

HUMAN RESOURCES DEPARTMENT

RULE 10

REDUCTION IN FORCE

SECTION 1. Reduction In Force Terms Defined

- a. A **reduction in force** is a reduction in the number of employees in a given class in a department of the City for lack of work, lack of funds, restructuring, or reasons other than the acts or delinquencies of employees.

The expiration of a limited-term certification or change of status shall not be considered a reduction in force.

- b. A **lay off** due to reduction in force is the removal of an employee from a position in a department and from the classified service of the City of Detroit, subject to the recall rights provided under this Rule.
- c. A **demotion** due to reduction in force is the removal of an employee from a position in a class in a department by change of status to a position in a lower class and/or lower pay grade.
- d. A **transfer** due to reduction in force is the removal of an employee from a position in a class in a department by change of status to a position in another class which is at the same level and/or same pay grade.
- e. A **voluntary lay off** is a removal of an employee from the classified service of the City of Detroit, which is made at the request of and for the convenience of the employee.
- f. Unless otherwise indicated, **seniority** shall mean total city seniority as determined in accordance with Human Resources Department Rules.
- g. An employee acquires **status** in the classified service by certification in accordance with Section 6-410 of the City Charter and Human Resources Department Rules 3 and 4.
- h. An employee who is certified, promoted, transferred, or demoted to a position in a class on a regular permanent basis or permanent-subject to continuing availability of program funding, acquires **permanent status** in the class, provided he has satisfied all qualification requirements of the class including completion of any required probation period. An employee can have permanent status in only one class at a time.

- i. An employee who is certified, promoted, transferred, or demoted to a position in a class only for a specified term or conditional event, or where the certification or status change states that such employment is limited to assignment on a particular project, acquires **limited-term** status in the class.
- j. The Human Resources Department shall maintain **preferred eligible registers (i.e., special registers)** for given classifications in accordance with HR Rule 3, Section 6.

Employees may be placed on a special register as a

(a.) “blocker” said placement on the “blocking list” for the class from which they were demoted, transferred or laid off, or any lower class in the same series as a result of a reduction in force and shall be eligible for reemployment pursuant to Section 4 of this rule.

(b) “preferred” for all other classes in which they have held permanent status and are eligible for reemployment pursuant to Section 4 of this rule.

SECTION 2. ORDER AND MANNER OF REDUCTION

Reduction in force shall be by class in a department and shall be made from among all employees in the same class in that department.

- a. Within the department, for the following categories of employees, the order of removal shall be as follows:

- 1. Provisional employees shall be separated by terminating their services; provided, however, that employees provisionally employed in the class who hold permanent status in some other class shall revert to the class in the department from which they were provisionally promoted or transferred.
- 2. Employees who have not completed their initial probationary period shall be laid off in accordance with their seniority, the least senior employee being laid off first.
- 3. Employees hired on a seasonal, temporary or other limited-term basis shall be laid off in accordance with their seniority, the least senior employee being laid off first.

- b. In the event it is necessary to reduce the number of permanent status employees in the class, the order of removal shall be as follows:

- 1. Employees in the class on a limited-term basis and employees in the class on a permanent basis who have not completed the required probationary period,

but who hold permanent status in some other class, shall revert to the class in the department from which they were promoted or transferred. Removal shall be in accordance with their total City seniority, the least senior employee to be removed first.

2. Employees in the class on a permanent basis shall be removed in accordance with their total City seniority, the least senior employee to be removed first. Such employees shall be laid off subject to the following demotion or transfer rights within the department.

(a) Demotion in Series

If the employee is in a class in an occupational series, the employee shall have the right to be demoted to a position in a lower class in the series, provided there are one or more employees in the lower class in the department having less total city seniority. (The least senior employee displaced as a result shall be subject to demotion, transfer or layoff in accordance with applicable provisions of this Rule.)

An employee who waives his/her right to demotion to the next lower class in series and is laid off, shall lose all rights to restoration as provided for in Section 3, Paragraph a of this rule.

(b.) Demotion or Transfer to a Formerly-Held Class

If the employee has previously held permanent status in another class not in series which is at the same or lower level, the employee may elect demotion or transfer to such class, provided there are one or more employees in the class in the department having less total city seniority. (The least senior employee displaced as a result shall be subject to demotion, transfer or layoff in accordance with applicable provisions of this Rule.)

An election to accept a demotion or transfer to a formerly held class is optional for employees who also have a right to a demotion in series.

(c.) Change of Status to Vacant Positions in Other Classes

If the employee has exhausted his/her rights to demotion or transfer under (a) and (b) above, the department may propose transfer or demotion of the employee to an available vacant position in any other class in the department for which the department, in partnership with Human Resources, determines the employee is qualified and able to perform the essential functions of the position with or without accommodation(s). Such proposed change of status shall be subject to the approval of the Human Resources Director

SECTION 3. REEMPLOYMENT PROCEDURES

- a. Employees with permanent status in the class who were laid off, demoted, transferred, or laid off and certified to a lower class as a result of a reduction in force shall have their names maintained in order of their total city seniority on a preferred eligible list (special register) in the Human Resources Department pursuant to Human Resources Rule 3, Section 6, with a status of "blocker". Such employees shall be entitled to recertification, promotion or transfer from the register to any vacancy in the class from which they were demoted, transferred or laid off, or any lower class in the same series in any city department, provided the employee is qualified and able to perform the essential functions of the position with or without accommodation(s), as determined by the department in partnership with the Human Resources Department before any such vacancy can be filled by certification, promotion, or transfer,

An employee's name shall remain on the special register until the register expires or he/she is restored to the classification (or equivalent level) from which he/she was demoted, transferred or laid off, or waives an offer of such restoration.

- b. Laid off employees who elect layoff in lieu of demotion in series shall be placed on the preferred eligible list for the class in which they were laid off and shall be recertified to available vacancies in this class in the order of their total seniority from the list.
- c. Laid off employees shall be placed on preferred eligible lists with a status of "preferred" and in accordance with Human Resources Rule 3, Section 6 for all other classes in which they have held permanent status. These employees shall be offered certification to available vacancies in these classes in the order of their total city seniority from such lists, provided the employee is qualified and able to perform the essential functions of the position with or without accommodation(s), as determined by the department in partnership with the Human Resources Department.

Should a laid off employee on a preferred eligible list waive an offer of employment to a position in the class, his/her right to remain on that list shall immediately terminate.

- d. In the absence of a preferred eligible employee for a class, laid off employees may be certified to requisitions for positions in such class from higher, equivalent or allied lists which have been determined to be appropriate by the Human Resources Director.

SECTION 4. EFFECT OF JURISDICTIONAL LINES

The order of lay off, demotion and reemployment shall not be altered by bargaining unit jurisdictional lines and employees shall carry their total city seniority across jurisdictional lines for reduction in force purposes.

SECTION 5. EMPLOYEES HOLDING MULTIPLE TITLES

In determining an employee's rights under this Rule, an employee can have permanent status in only one class at a time. An employee who carries a multiple title shall have permanent status in the lowest class of his/her multiple title or the class in which he last held permanent status on a single title basis, unless there is a contractual agreement which otherwise identifies the class in which the employee has permanent status, or official action is taken designating such class based upon the nature and history of the employment. Such agreement or official action must be completed at least ninety (90) days prior to the announcement of the reduction in force.

SECTION 6. CONDITIONAL WAIVER OF EMPLOYEE RIGHTS

Where the City anticipates that a reduction in force will not exceed thirty (30) days, an employee in a class subject to reduction in force and his/her employing department may agree to a conditional waiver of the employee's seniority rights for a specified period not to exceed thirty (30) days. This conditional waiver must be in writing and be approved by the Human Resources Director. It is recognized that an out-of-seniority lay off resulting from such waiver is for the benefit of the City and the employee retains the right to exercise all rights to restoration, demotion, transfer and displacement at the end of the specified period.

SECTION 7. PREEMPTIVE LAY OFF REQUESTS

If a reduction in force in a department is imminent or taking place over an extended period of time, any employee who has been identified as being subject to layoff, may request in writing that he/she be laid off prior to the date when he/she would be reached for such layoff. Such request is subject to approval of the employing department and the Human Resources Director.

Employees who are granted an effective date of layoff earlier than the scheduled layoff date shall retain the same rights which they would have had had they been laid off as scheduled.

SECTION 8. STATUS CHANGES IN ANTICIPATION OF LAY OFFS

Where the Human Resources Department Director shall find that any status change made six (6) months or less prior to the announcement of a reduction in force, was made either to avoid the layoff or cause the layoff of any employee, or any reasons other than the good of the service; such status change shall be set aside and proper layoff made.

C.S.C. Adopted: 3/14/78

Revised: 3/26/85

Revised: 5/19/04 (Deleted Residency Requirements)

Revised: 1/ 21/2009

Revised: 6/11/2010

Revised: 7/20/2010

Revised: 10/17/2012

Revised: 11/17/2015

HUMAN RESOURCES DEPARTMENT

RULE 9

SUSPENSION AND REMOVAL OF CLASSIFIED EMPLOYEES

Section 1. Authority and Procedure

The head of each department or agency has the authority to discipline or remove by discharge a classified employee from the department or agency for proper cause. Action taken to discharge an employee during the initial probation period requires prior approval of the Human Resources Director as provided in Human Resources Department Rule 7 (Probation Periods). Other discharges do not require prior approval.

In the case of discharge and suspensions of more than thirty (30) days, written notice must be served on the employee and such notice signed by the department or agency head, or in his absence, the deputy or other authorized acting department or agency head.

Actions to suspend employees for thirty (30) days or less may be taken by the employee's supervisor pursuant to properly delegated authority and subject to review by the department or agency head. Such action must also be accompanied by written notice on the employee.

An action to discharge an employee may, at the option of a department or agency, be initiated by a suspension to allow additional time to investigate or verify charges. Such suspension notice must indicate that the suspension is pending action to discharge.

Section 2. Requirement of Notice

The official notice of suspension or discharge must be served on the employee either personally or by mail addressed to the employee's last known address on record with the department or agency, and shall state with reasonable definiteness the reason(s) alleged to constitute the cause for the action taken against the employee.

Copies of such notice shall be promptly submitted to the Human Resources Director and the recognized bargaining representative, where applicable.

Section 3. Appeal Procedure

An employee who believes that the suspension or discharge action taken against him is improper may either file a grievance in accordance with Human Resources Rule 17 (Employee Grievances) or seek relief through the grievance procedure established under an applicable bargaining agreement; provided, however, that if the collective bargaining agreement states that the contractual grievance procedure is exclusive, the employee may not file a grievance under the Human Resources Department procedure.

In addition, an employee who qualifies under the Veteran's Preference Act shall have such appeal rights as provided by law.

Section 4. Rulings by the Civil Service Commission

In all appeals of suspension or discharge to the Civil Service Commission pursuant to Human Resources Department Rule 17, the decision of the Commission shall be final and binding on all parties. If the decision of the Commission has the effect of modifying or revoking the disciplinary action taken by the department, the employee shall be entitled to restoration of rights and benefits to the extent provided in the Commission's ruling,

Section 5. Cause for Suspension or Discharge

A classified employee may be suspended or discharged for any of the following reasons:

- a. Willful violations of rules, orders or policies properly established or implemented by the employing department or agency; or any provisions of the Charter related to the employee's duties and obligations as an employee of the City of Detroit; or any ordinances, resolutions, directives or Human Resources Department Rules enacted, adopted or issued pursuant to such Charter provisions.
- b. Failure to carry out the duties and obligations properly imposed by management of the employing department or agency.
- c. Unsatisfactory work performance including but not limited to the following:

incompetence, carelessness, failure to meet work standards, excessive tardiness or absenteeism, absence without proper leave or being unavailable for work.

- d. Acts committed while on duty or off duty which impair the ability of the employee to perform his/her work, adversely affect the operations of the employing department or agency, or bring the city service into public disrepute.

C.S.C. Adopted: 2/26/79
Revised: 4/22/80

HUMAN RESOURCES DEPARTMENT

RULE 17

EMPLOYEE GRIEVANCES

Section Outline

- | | |
|-----------|--|
| Section 1 | Purpose |
| Section 2 | General Provisions |
| Section 3 | General Rules of the Grievance Procedure |
| Section 4 | Representation |
| Section 5 | Time Limits |
| Section 6 | Steps in the Grievance Procedure |

HUMAN RESOURCES DEPARTMENT

RULE XVII

EMPLOYEE GRIEVANCES

Section 1. Purpose

This rule is adopted in accordance with Section 6-513 of the Charter to provide procedures for the final resolution of any grievance of a classified employee of the City. It is expected that all departments will endeavor to treat all employees equitably, consistent with their obligation of providing efficient service to the community. There will be times, however, when an employee feels that he or she has not been fairly treated.

The purpose of the grievance procedure is to provide a means for an employee to bring to the attention of supervision and management a complaint or grievance and to seek redress for an alleged wrong.

Employee should feel free to use the grievance procedure without fear of reprisal and supervisors and managers should attempt to prevent conditions which result in grievances and should attempt to settle grievances promptly and amicably.

Section 2. General Provisions

a. Grievance Definition:

A "grievance" for the purpose of this rule is defined as a complaint by a classified employee which alleges a wrongful application, or interpretation of human resources policy, rules, regulations, or other conditions of employment resulting in an adverse effect on the complainant and which is not excluded by part (b) of this section.

b. The following are not proper subjects for the grievance procedure:

Salary scales or wage rates.

Position classification: questions regarding classification will be handled in accordance with the provisions of Human Resources Department Rule XVIII, Investigations and Hearings.

Management rights, such as work schedules, how the work is organized, methods and procedures by which work is performed.

Matters which are beyond the jurisdiction of the executive branch of the City.

Section 3. General Rules of the Grievance Procedure

- a. Grievances may be filed by an individual classified employee or by a group of classified employees similarly aggrieved; however, if a group of employees file, only those signatory to the grievance will be considered as grievants. Non-classified employees shall not have access to the grievance procedure.
- b. Probationary suspensions or dismissals may not be appealed beyond Step 3. (Human Resources Rule VII on Probations)
- c. The commission procedure shall be exclusive for classified employees not covered by a collective bargaining contract.
- d. A classified employee covered by a collective bargaining contract containing a grievance procedure that does not result in a final and enforceable resolution of the grievance may pursue the contract procedure to its conclusion and then file under the commission procedure at Step 4.
- e. A classified employee covered by a collective bargaining contract containing a grievance procedure providing for a final and enforceable resolution of a grievance shall, unless the contract calls for a specific and exclusive procedure, elect at the outset in accordance with 3 (f) of this section to use either the commission procedure or the contract procedure, but may not use both. The employee shall not have the right to elect the commission procedure if his/hers/her exclusive bargaining representative has filed a grievance on the same subject matter on his/her behalf or on behalf of the Union under the terms of a collective bargaining contract.
- f. The filing of a written grievance on an official Human Resources Department grievance form shall constitute an election to use the commission procedure.
- g. An employee may withdraw a grievance at any point in the procedure. The withdrawal must be in writing. Once a grievance has been heard at the third step, the Department involved must file a copy of the withdrawal with the Human Resources Department. Once a grievance is withdrawn it may not be reinstated.
- h. Grievances regarding suspension or discharge shall be filed at Step 3 of this procedure.

Section 4. Representation

- a. A classified employee who is not covered by the terms of a collective

bargaining contract may represent himself with or without legal counsel, or elect to have either a classified employee from his/her department or someone who is not an employee of the City act as his/her representative. The employee and his/her representative will be allowed reasonable time to participate at all steps of the grievance procedure, but such privilege shall not be abused.

- b. A classified employee who is represented under the terms of a collective bargaining contract may represent himself, with or without legal counsel, in the commission procedure, or elect to have his/her bargaining agent represent him under the terms of the collective bargaining contract; provided that the bargaining representative must be given the opportunity to be present at any adjustment of the grievance under the commission procedure.
- c. Grievances shall be handled during regular business hours.

Section 5. Time Limits

- a. Time shall be counted in terms of weekdays defined as Monday through Friday, excluding holidays.
- b. Any grievance which is not filed in writing within ten (10) working days after the grievance arises shall not be considered a grievance.
- c. Any grievance not appealed in writing to the next higher step within the prescribed time limits shall be considered settled on the basis of management's last answer.
- d. If an answer is not received from a management representative within the time specified, the grievance can be appealed to the next step within the time limits as if denied.
- e. The time elements in the first three (3) steps of the grievance procedure may be shortened or extended or any of the first three (3) steps may be eliminated by written agreement.

Section 6. Steps in the Grievance Procedure

- a. Step 1 - Supervisor

Should an employee feel he/she has been aggrieved under the definition set forth in this procedure, he/she shall discuss his/her complaint with his/her immediate supervisor. The immediate supervisor is that person who assigns and reviews the work of the employee. The discussion shall be conducted in an amicable and businesslike manner.

If, after discussion, the employee is not satisfied that the grievance has been resolved, he/she shall reduce his/her complaint to writing on the official grievance form provided by the City. The written grievance shall set forth the nature of the grievance, the date, time, and location if applicable, names and titles of persons involved, the rule, policy, or practice that has allegedly been violated, and the specific remedy requested. The written grievance must be signed by the grievant and must be presented to the immediate supervisor no later than ten (10) working days from the date the grievance arose.

Within five (5) working days of the receipt of a written grievance, the immediate supervisor shall prepare a written decision setting forth the facts and the reasons for reaching that decision. He/she shall provide a copy of his/her decision to the grievant and forward the original to the Division Head.

b. Step 2 – Division Head

If the employee is not satisfied after receiving the immediate supervisor's written decision, he/she may appeal the grievance to the Division Head. Such appeal must be made in writing within five (5) working days of receipt of the supervisor's written decision.

Within five (5) working days of receipt of appeal, no more than two (2) management representatives, one of which shall be the Division Head or his/her designated representative, shall meet with the grievant and, if requested, his/her representative, to discuss the grievance.

Within five (5) working days of the meeting, the Division Head or his/her designated representative shall prepare a written decision setting forth the facts and reasons for reaching the decision. He/she shall provide a copy of his/her decision to the grievant and forward the original to the Department Head.

c. Step 3 – Department Head

If the grievance is not resolved at Step 2, the grievant may submit an appeal to the Department Head within five (5) working days of his/her receipt of the Division Head's written answer.

Within ten (10) working days of receipt of appeal, no more than three (3) representatives, one of which shall be the Department Head or his/her designated representative and one representative of the City Human Resources Department, shall meet with the grievant and, if requested, his/her representative, to discuss the grievance.

Within ten (10) working days of the meeting, the Department Head or his/her designated representative shall prepare a written decision setting forth the facts and reasons for reaching the decision. He/she shall provide a copy of the

decision to the grievant, retain the original, and forward a copy to the Human Resources Department.

d. Step 4 – Human Resources Department Level

If the grievance is not resolved at the Department level (Step 3), the grievant may submit an appeal to the Civil Service Commission within ten (10) working days of the written answer rendered at Step 3.

The City Human Resources Department may conduct further investigation and schedule a pre-hearing conference to explore possible conciliation of the grievance or to obtain agreement on the issues and stipulations to be submitted to the hearing officer.

The Human Resources Department will arrange for the hearing to insure final resolution of the grievance within 60 days after receipt of the appeal from the third step answer unless the time is extended by agreement of the parties.

The employee will be given the opportunity to select a hearing officer from among not fewer than three individuals proposed by the Commission and a hearing shall be provided at no cost to the employee.

However, if a selection is not made from the list proposed by the Commission, the arbitration association designated by ordinance will be requested to propose the names of five (5) persons and the employee and the department involved shall share equally in the costs of the hearing procedure as provided for by ordinance or resolution of the City Council. The process of elimination of names for a hearing officer shall take place in the presence of an officer authorized to take oaths. One name shall be struck from the list by the employee and then one by the representative of the City until one name remains. The person whose name remains shall be the hearing officer.

The hearing officer shall file a report of the decision setting forth findings of fact, conclusions of law, and recommendations which will be subject to review by the Civil Service Commission. The Commission may accept, modify or reverse the decision and recommendation of the hearing officer. If the Commission's decision is different from that of the hearing officer the reasons will be detailed in writing and given to the parties. The decision of the Commission shall be final and its order binding on all parties.

C.S.C. Adopted: 4/29/75

Effective: 6/1/75

Non-Union Employee Grievance form

Purpose

The *Non-Union Employee Grievance* form is used to file a grievance when by a non-union or probationary classified employee pursues an unresolved complaint through the Human Resources Department Charter-based grievance procedure, steps one (1) through three (3)..

Usage

A *Non-Union Employee Grievance* form is completed whenever a grievance when a non-union or probationary employee reduces their complaint to writing and follows is appealed beyond step one of the established grievance process outlined in the Human Resources Department Rule 18.17, Employee Grievances.

Attributes

The *Non-Union Employee Grievance* is a three page electronic form that can be completed online and printed for signature and distribution. To access this form, go to the HR web page, or type <http://cityweb/humanresources>, then select DOCUMENTS\FORMS\Non-Union Employee Grievance [FORM9074].

Completion and Filing

The *Non-Union Employee Grievance* form is initiated by the employee, completed and submitted to the and completed by the appropriate departmental representative as defined in the grievance process. The grievant, supervisor and/or the Employee Services Specialist (at Employee Services) should retain a copy of the completed form. The form is forwarded to the Employee Services Specialist (at Employee Services) If the employee requests a 3rd step meeting, in accordance with the Human Resources Department grievance process, the form is forwarded to the Employee Services Specialist (at Employee Services) and (Hearings and Policy Development Division).

Grievant completes Section 1 of the form and forwards appropriately. If you are completing the form on-line, additional space is provided in the text boxes as you type. If you are completing the form in a printed format and you need additional space for comments, please attach additional sheets of plain white paper.

Distribution

Employee Services Specialist (at Employee Services)

Employee Services Specialist (at Hearings and Policy Development)

Employee Services Specialist (at Labor Relations)

Manager – Employee Services (at Hearings and Policy Development)

Manager – Employee Services (at Labor Relations)

Office Assistant (at Employee Services)

Office Assistant (at Hearings and Policy Development)

Office Assistant (at Labor Relations)

Labor Association Representative

Grievant

Supervisor

Ownership

The Manager - Employee Services (at Hearings and Policy Development) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports City policy. Questions concerning this form should be directed to the person listed above.

NON-UNION GRIEVANCE FORM

SECTION 1

EMPLOYEE'S NAME: _____

CLASSIFICATION: _____

DEPARTMENT: _____ DIVISION: _____

LOCATION (building name and address): _____

TELEPHONE: BUSINESS: _____ HOME: _____

DATE INCIDENT OCCURRED CAUSING GRIEVANCE: _____

DESCRIPTION OF GRIEVANCE: _____

DESIRED SOLUTION: _____

NAME OF IMMEDIATE SUPERVISOR: _____

DATE FIRST DISCUSSED WITH IMMEDIATE SUPERVISOR: _____

DATE SENT TO IMMEDIATE SUPERVISOR: _____

EMPLOYEE (SIGNATURE): _____

SECTION 2**STEP ONE DECISION
(IMMEDIATE SUPERVISOR'S ANSWER)**

DATE OF DISCUSSION: _____ DATE OF DECISION: _____

IMMEDIATE SUPERVISOR (SIGNATURE): _____

DECISION (EMPLOYEE CHECK ONE) ☐ SATISFACTORY ☐ UNSATISFACTORY

EMPLOYEE (SIGNATURE): _____ DATE: _____

SECTION 3**STEP TWO DECISION
(DIVISION HEAD/MANAGER'S ANSWER)**

DATE OF DISCUSSION: _____ DATE OF DECISION: _____

DIVISION HEAD (SIGNATURE): _____

DECISION (EMPLOYEE CHECK ONE): ☐ SATISFACTORY ☐ UNSATISFACTORY

EMPLOYEE (SIGNATURE): _____ DATE: _____

SECTION 4

**STEP THREE DECISION
(DEPARTMENT DIRECTOR'S ANSWER)**


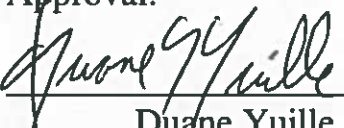
DATE OF DISCUSSION: _____ DATE OF DECISION: _____

DEPARTMENT DIRECTOR (SIGNATURE): _____

DECISION (EMPLOYEE CHECK ONE) ☐ SATISFACTORY ☐ UNSATISFACTORY

EMPLOYEE (SIGNATURE): _____ DATE: _____

If an Appeal is requested, it must be submitted to

 Standard Operating Procedure		Procedure No:	Page:
		ADM-1	1 of 4
Equal Employment Opportunity (EEO) Officer Reporting Procedures		Supersedes:	Rev. No.: 0
Issuing Department: Administration	Approval:  Duane Yuille, General Manager of Administration	Previous Rev. Date: 0	Effective Date: 9/01/18
<u>Table of Contents</u> 1.0 Purpose of Procedure 2.0 Procedural Objective 3.0 Scope of Application 4.0 Definitions 5.0 Method (Process) 6.0 Supporting Form/Checklist 7.0 Roles and Responsibilities 8.0 Related Documentation 9.0 Authority/Regulation 10.0 Records			
1.0 Purpose of Procedure The purpose of this procedure is to outline the collection and reporting procedures to ensure DDOT's EEO Program complies with FTA regulations.			
2.0 Procedural Objective The procedural objective is to establish a standard process for collecting, reporting and monitoring employment practices for the Department.			
3.0 Scope of Application			

DDOT's General Manager of Administration serves as the Equal Employment Opportunity (EEO) Officer. The EEO Officer coordinates with the City of Detroit Human Resources – Employment Services and Recruitment teams - to collect and report statistical data to DDOT's Executive Management.

Statistical data shall include:

Applicants

New hires

Promotions

Persons with disabilities

Layoffs

Retirements

Terminations

This information must contain employee data regarding race, gender, veteran status, disability status, and job classification in order to be cross referenced in accordance with FTA Circular 4704.1A "Equal Employment Opportunity Requirements and Guidelines," Section 2.2.6, "Assessment of Employment Practices" and Section 2.2.7 "Monitoring and Reporting."

This data shall be provided by COD HR Recruitment & HR Employee Services to the EEO Officer and monitored by the EEO Coordinator. The information shall be shared quarterly with DDOT's Executive Management Team for the purposes of making recommendations on hiring practices and addressing any underutilization.

4.0 Definitions

COD – City of Detroit

DDOT – Detroit Department of Transportation

EEO – Equal Employment Opportunity

FTA – Federal Transit Administration

HR – Human Resources

Underutilization - refers to a condition in which women and minorities are not being employed at a rate to be expected given their availability in the relevant labor pool.

5.0 Method (Process)

The HR Recruitment & Employee Services teams will collect and forward the following information monthly to the EEO Officer and/or the EEO Coordinator including, but not limited to:

- Applicants
- New hires
- Promotions
- Persons with disabilities
- Layoffs
- Retirements
- Terminations

This information must contain employee data regarding race, gender, veteran status, disability status, and job classification. This data shall be collected by the EEO Coordinator and saved on the DDOT (K:/) shared drive in a folder entitled “EEO Reporting.”

Quarterly, the monthly documents shall be compiled by the EEO Coordinator and the data used to create a detailed narrative to describe how the Department is meeting/not meeting the short term goals outlined in the EEO Program. Part of the narrative shall include how the underutilized areas are/are not meeting parity and how the Department is attempting to reach and/or maintaining its goals.

The quarterly data and detailed narrative shall be provided by the EEO Officer to the Director and Executive Management for review and monitoring to make recommendations about recruiting and employee practices in underutilized areas. The quarterly reports and recommendations from the Director and Executive Management shall be used to have quarterly meetings with the EEO Officer and Coordinator, division heads of HR Recruiting and Employee Services, Employee Services Consultants and Recruiters to share the recommendations of the Department to reach/maintain parity in underutilized areas.

6.0 Supporting Form/Checklist

EEO Summary Report
HR Transaction Data

7.0 Roles and Responsibilities

- The DDOT EEO Officer shall review all employment data received by HR & report findings to the DDOT Director & Executive Staff.
- The EEO Coordinator shall coordinate employment data collection from COD HR Employment Services & Recruitment divisions.
- The Human Resources Recruiter III @ CAYMC shall run demographic reports from HR's applicant tracking software
- The Employee Services Consultant @ DDOT shall compile logs of current staff employment actions.
- The Human Resources Recruiter III @ DDOT shall work with the EEO Officer to advertise in minority and/or female oriented publications as well as contact organizations serving women, minorities, and other protected groups to attract and hire interested and qualified candidates.

8.0 Related Documentation

DDOT Equal Employment Opportunity Program

9.0 Authority/Regulation

FTA Circular 4704.1A "Equal Employment Opportunity Requirements and Guidelines"

10.0 Records

This policy can be found in the DDOT GM of Administration Office and an electric copy of this SOP will be available on DDOT shared drive.