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**CFO DIRECTIVE
NO. 2020-101-007**

SUBJECT: Position Control
ISSUANCE DATE: April 24, 2020
EFFECTIVE DATE: April 24, 2020

1. AUTHORITY

1.1. State of Michigan Public Act 279 of 1909, Section 117.4s(2)(a), as amended by Public Act 182 of 2014, states the Chief Financial Officer shall supervise all financial and budget activities of the city and coordinate the city's activities relating to budgets, financial plans, financial management, financial reporting, financial analysis, and compliance with the budget and financial plan of the city.

2. OBJECTIVES

2.1. To ensure that all required funding for new hires, replacements, reclassifications, upgrades, promotions and other budget related personnel matters is available, properly allocated, and attached to the position.

3. PURPOSE

3.1. To provide clear guidelines on policies, procedures, roles and responsibilities related to position additions, deletions, and changes.
3.2. To control and monitor personnel-related expenses.
3.3. To ensure the personnel employed by each City department does not exceed the approved budget.

4. SCOPE

4.1. This Directive applies to all Departments.

5. RESPONSIBILITIES

5.1. The Deputy CFO – Budget Director and Senior Advisor to the CFO shall be responsible for administration and oversight of this Directive.

6. POLICY

6.1. All city position additions, deletions, and changes must be approved by Office of Budget and the CFO through the position control system as determined by the Office Budget.
6.2. HR shall not post a position without prior approval from Office of Budget and the CFO.
6.3. HR shall not provide an offer letter to a candidate without approval from Office of Budget and the CFO.
6.4. All grant-funded positions should be paid directly from the grants trust fund. Job postings and offer letters for such positions must clearly state that the position is grant-funded and may be eliminated with the grant funding ends.

6.5. Use of “as-needed” titles has been eliminated. The annual budget process is the vehicle by which departments should evaluate staffing needs, so adjustments throughout the year should be rare.

APPROVED

A handwritten signature in cursive script, appearing to read "David P. Massaron", written over a horizontal line.

David P. Massaron
CFO, City of Detroit