

October 16, 2018
New Business

**INTERNAL
OPERATIONS
STANDING
COMMITTEE**



CITY OF DETROIT
BOARD OF ETHICS
ADMINISTRATION

7737 KERCHEVAL, SUITE #213
DETROIT, MICHIGAN 48214
(313) 224-9521 • TTY:711
WWW.DETROITMI.GOV

DATE: October 2, 2018

TO: Hon. Brenda Jones, City Council President
 Hon. Mary Sheffield, City Council President Pro Tem
 Hon. Janeé L. Ayers, City Council Member
 Hon. James Tate, City Council Member
 Hon. Roy McCalister, City Council Member
 Hon. Scott Benson, City Council Member
 Hon. Andre Spivey, City Council Member
 Hon. Raquel Castaneda-Lopez, City Council Member
 Hon. Gabe Leland, City Council Member

FROM: Atty. Kristen Lusn, Chairperson

SUBJECT: Request for Appointment to the Board of Ethics

Please accept this Memorandum as a request to fill one vacancy on the Detroit Board of Ethics. Mr. Ponce Clay, our member for the past three years, has resigned effective September 27, 2018. Mr. Clay served as chairperson for the past nine months and we are grateful for his years of service.

Because we are operating at a deficit of members, who are also volunteers, we request that you make this an immediate priority. We can more effectively serve the residents and public servants of Detroit with a full complement.

cc: Janice M. Winfrey, City Clerk

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Coleman A. Young Municipal Center
 2 Woodward Avenue, Suite 314
 Detroit, Michigan 48226

Phone 313•224•6936
 Fax 313•628•1164
 www.detroitmi.gov

October 2, 2018

Honorable City Council

Subject: Request to Amend the Official Compensation Schedule

Recommendation is submitted to amend the 2018 – 2019 Official Compensation Schedule to include the pay range of \$70,562 - \$105,842 with Step Code D for the classification of Nurse Practitioner (22-24-10).

Request:

The above recommendation is at the request of Tamara Tarrance, Recruiter for the Health Department.

Rationale:

The above request and recommendations are based on the ability to attract and retain essential personnel and to improve the operations of the Health Department.

A survey of the following municipalities has been conducted: Minneapolis, MN, Kansas City, MO and Onet.

Based on the survey data Classification and Compensation recommends the above proposed salary. This is essential for recruitment and retention purposes and it is based on the City of Detroit's ability to fund the increase. Subject to City Council approval.

Respectfully submitted,

Denise Starr

Denise Starr
 Human Resources Director

DS/bvt

Attachments

cc: Budget Department
 Mayor's Office

CITY CLERK 2018 OCT 11 PM 2:17

BY COUNCIL MEMBER _____

RESOLVED, That the 2018 - 2019 Official Compensation Schedule is hereby amended to reflect the following pay range, effective upon Council's approval.

Class Code	Classification	Recommended Rate of Pay		Step Code
		Min	Max	
22-24-10	Nurse Practitioner	\$70,562	\$105,842	D

RESOLVED, That the Finance Director is hereby authorized to honor payrolls and vouchers in accordance with this resolution, the above communication and standard City of Detroit practices.

City of Detroit
 Classification/Compensation Division
Classification/Compensation Notification Form

Requesting Department: <u>Health</u>	Division: <u>Administration</u>
Requester Name: <u>Tamara Tarrance, Recruiter</u>	
Date of Receipt <u>6/1/2017</u>	
Work Order Number # <u>2017-093</u>	P.L.#: <u>8</u>
Action Taken	
<input type="checkbox"/> Specification Maintained <input type="checkbox"/> Specification Updated <input type="checkbox"/> New Specification <input checked="" type="checkbox"/> Other: <u>New Classification</u>	<input type="checkbox"/> Position Maintained <input type="checkbox"/> Positions Reallocated <input type="checkbox"/> Position Allocated <input type="checkbox"/> Position Deletion
<p>Explanation: This is to advise you that the Human Resources Department concurred in the following recommendations, based on investigation and report by the Classification/Compensation Division of this Department:</p> <ol style="list-style-type: none"> 1. The classification title and code of Nurse Practitioner (22-24-10) be adopted. 2. The 2018 - 2019 Official Compensation Schedule be amended to include the pay range of \$70,562 - \$105,842 with Step Code D for the classification of Nurse Practitioner (22-24-10). 	
SUBJECT TO CITY COUNCIL APPROVAL	
Classification/Compensation Analyst: <u>Brenda VanTull</u> <i>Brenda VanTull</i>	Date: <u>10/2/18</u>
Chief Classification/Compensation Officer: <u>Nicole Smith</u> <i>Nicole M. Smith</i>	Date: <u>10/2/2018</u>
Human Resources Director: <u>Denise Starr</u> <i>Denise Starr</i>	Date: <u>10/9/18</u>

CC: Labor Relations
 Payroll Audit
 Budget
 Kathryn Reed, Oracle Updates

#6467

MAR 03 2017

Classification and Compensation Review Request Form 9040A



City of Detroit
Classification and Compensation Request Form

Section I – Request: To Be Completed by Requestor		PL #: 8
Name of Requestor: T. Tarrance/L. Welch (DHD)		Date Submitted: 02/24/2017
Agency: HEALTH		Division: Administration
Request Type: Combination	Current Class Title: ADD (1) Nurse Practitioner - Healthier Beginnings ✓ Nurse Practitioner Proposed Class Title: (If for specification review only, simply provided Current Class Title and Code)	Current Class Code: 09-30-15 ✓ Proposed Class Code:
Current Pay Range: \$56,600 - \$59,600		Proposed Pay Range: \$80,000 - \$85,000 - 100,000
Proposed Change Description: Department wishes to add (1) Nurse Practitioner - Healthier Beginnings Subclass and increase the salary. JPL		
Labor Association: Non Union Bu 9003		Local #:
Position Control #:		Requested Completion Date: ASAP
HR Consultant/Recruiter: T. Tarrance		

Section II – Statement of Critical Need & Impact on Operations (Provided by Requestor):
This section is completed for Departmental Requests for New Classification(s), Position Allocations/Reallocations, Position Additions/Deletions and Rate Changes. Completion of this section is not required for individual employee position survey or union representative requests. Please obtain the appropriate approvals.

Statement of Critical Need:

Impact of Operations and Customer Service:

<p>1) DEPARTMENT DIRECTOR</p> <p> 3/3/17</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date</p>	<p>2) BUDGET DIRECTOR</p> <p> 5/11/17</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date</p>
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Budget Approval must be done

Classification and Compensation Review Request Form 9040A

3) HUMAN RESOURCES DIRECTOR	
<i>Denise Starr</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	5/23/17 Date

Section III – HR Approved Action: To be completed by Class/Comp Analyst

Class/Comp Analyst: <i>B. Venturi</i>	Date Received: <i>6/1/17</i>	Work Order #: <i>2017-093</i>
Action: Select One <i>Approved</i>	HR Director Approval Date: <i>10/9/18</i>	Date Submitted to Budget: <i>10/10/18</i>

Comments:
** please see Attached Subject to City Council approval.*

Section IV – Budget Action: To be completed by Budget Analyst

New Position Control #:	Budget Implementation Date:
Budget Analyst:	Date Department & HR Notified: