



Human Resources
CLASSIFICATION & COMPENSATION
ADMINISTRATION

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

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

To: Victoria Shah, Secretary to Board of Police Commissioners
Jerome Warfield Sr., Chief Investigator Police Commission
Drew Fries, Executive Manager Police
Board of Police Commissioners

From: Paul Bellottie, Classification & Compensation Analyst II
Human Resources

cc: Beth Shauntee, Employee Services Consultant III
Kimberly Hall-Wagner, Chief Policy & Compensation Officer
Human Resources

Date: November 16, 2023

Re: New Classification

A Classification and Compensation Request Form was submitted to create a new title for the Board of Police Commissioners (BOPC) the resembled the duties and responsibilities of a Data Analyst. The following Memo contains a proposed recommendation after a review was completed by the Classification & Compensation Department.

After receiving the request to create a new title, Classification & Compensation looked internally for similar roles, already created within the City, to serve as a direct comparable. Aligning the newly created job specification to that of a Data Analyst (222040), we were able to find a large number of similarities between the two roles. Unable to create a subclass, we extracted the information within the job specification that was applicable to what this role will be responsible for within the Board of Police Commissioners and created the new job specification.

With this information in mind, we established the new range for this role at \$60,553 - \$84,836, aligning it to the Data Analyst role. It is the recommendation of the Classification & Compensation Department that the new title named Civilian Oversight Analyst – Board of Police Commissioners utilize the range mentioned above. Upon approval from the Board, the Classification & Compensation Department will schedule this role to be reviewed by City Council for approval.