



**DETROIT
BOARD OF POLICE COMMISSIONERS**

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MEMORANDUM

TO: Board of Police Commissioners
FROM: Victoria Shah, Secretary to the Board of Police Commissioners
DATE: September 21, 2023
RE: **Position Amendment Recommendation – Attorney and Legal Assistant**

Honorable Commissioners,

BOPC Staff has been working with Classification & Compensation to ensure that BOPC is staffed with the right skillsets to support the Board’s Charter-mandated functions; and that salaries are market comparable.

Please see the attached supporting documentation:

- Determination memo – Work order 2023-059
- 43-6011-04 Detroit Administrative Assistant IV – Position Description v100115
- Class Comp Survey Questionnaire FORM 9063_932512 Attorney to the Board of Police Commissioners
- Class Comp Survey Questionnaire FORM 9063_091941 Legal Assistant

Based on the attached “Determination memo – Work order 2023-059” from Class & Comp, BOPC Staff is making the following recommendations to the currently budgeted positions:

932512 - Attorney to the Board of Police Commissioners

No position amendment is recommended for the Attorney position. Based on the duties of this position, the current job description is applicable and the 2023-2024 published compensation range of \$67,198 - \$100,684 was determined by Class & Comp to be market comparable.

Staff recommends that once the Board is permitted to recruit for the Attorney position, that an offer up to \$80,000 will be allowed rather than the budgeted \$75,000. \$80,000 is just below the median for the compensation range.

091941 – Legal Assistant

Staff recommends the following *position amendment for the Legal Assistant position*:

DELETE

Job Code	Job Title	Fund	Appr.	Cost Ctr	Salary	Budgeted Salary
091941	Legal Assistant	1000	25350	350002	56,900 – 76,800	65,000

ADD

Job Code	Job Title	Fund	Appr.	Cost Ctr	Salary	Budgeted Salary
013374	Executive Administrative Assistant 2	1000	25350	350002	59,102 – 79,323	65,000

Rationale:

1. The current Legal Assistant position is under the Bargaining Unit “Law Department Paralegals UAW 412 Unit 86”. The Board will have restrictions based on union contract and Corporation Counsel approvals.
2. Per Class & Comp, the Legal Assistant job description does not fully align with the functions the Board needs this position to perform.
3. The Executive Administrative Assistant 2 is an appointed position, allowing the Board the most flexibility to recruit and manage this position to meet the needs of the Board.
4. Once ready for posting, staff will work with recruiting to tailor the posting to attract candidates with legal experience.
5. \$65,000 is just below the median of the compensation range for the Executive Administrative Assistant 2.

BOPC’s Budget, Finance, and Human Resources partners have conducted a preliminary review of these recommendations and have no concerns with moving forward.

We appreciate the Board’s consideration of the above recommendations.

Respectfully,

Victoria Shah
Secretary to the Board of Police Commissioners