

Job Code	Job Title	
331143	Academy Instructor Police Officer	No Job Specification
331144	Academy Instructor Police Officer Education	No Job Specification
331145	Academy Instructor Police Officer Seniority Corporal	No Job Specification
331146	Academy Instructor Police Officer Seniority Corporal Ed	No Job Specification
931441	Administrative Assistant Police	Attached
929101	Administrative Special Services Staff 1	No Job Specification
929106	Administrative Special Services Staff 1 Exempt	No Job Specification
929102	Administrative Special Services Staff 2	No Job Specification
929107	Administrative Special Services Staff 2 Exempt	No Job Specification
012210	Administrative Specialist 1	Attached
013153	Administrative Supervisor Emergency Telephone Services	Attached
010196	Assistant Chief Of Police Sworn	No Job Specification
041989	Business Systems Support Specialist 2 Police	Attached
010193	Chief Of Police	No Job Specification
43305153	Clerk 3 Human Resources	Attached
331153	Communications Officer Field Training Officer Seniority	No Job Specification
331154	Communications Officer Field Training Officer Seniority	No Job Specification
331042	Communications Officer Police Officer Seniority Corpora	No Job Specification
331039	Communications Officer Police Officer Seniority Corpora	No Job Specification
931525	Communications Specialist 2 Media Services	Attached
931534	Communications Specialist 3 Police	Attached
931523	Communications Specialist 4 Media Services	Attached
122511	Construction Project Coordinator	Attached
046003	Crime Analyst 1	Attached
046004	Crime Analyst 2	Attached
722021	Delivery Driver	Attached
011829	Deputy Chief Of Police	No Job Specification
011830	Deputy Chief Of Police Education	No Job Specification
333504	Detention Facility Officer Female Prisoner	Attached
333506	Detention Facility Officer Male Prisoner	Attached
931550	Digital And Social Media Manager	Attached
932504	Director Of Police Personnel	Attached
010176	Director Project Management	Attached
013139	Emergency Services Deployment Operator	Attached
13119902	Employee Services Consultant 2	Attached
13119903	Employee Services Consultant 3	Attached
119921	Employee Services Manager 1	Attached
119922	Employee Services Manager 2	Attached
013374	Executive Administrative Assistant 2	Attached
43013377	Executive Administrative Assistant 3	Attached

011805	Executive Manager Police	Attached
013365	Executive Secretary 1	Attached
013367	Executive Secretary 3	Attached
331139	Field Training Officer	No Job Specification
331140	Field Training Officer Education	No Job Specification
331141	Field Training Officer Seniority Corporal	No Job Specification
331142	Field Training Officer Seniority Corporal Education	No Job Specification
010271	First Assistant Chief Education	No Job Specification
258531	Forensic Technician	Attached
631025	Garage Attendant DPD	Attached
193025	Graphic Designer	Attached
011995	Head Clerk Police	Attached
412051	Head Social Worker	No Job Specification
43416103	Human Resources Assistant 3	Attached
338521	Identification Technician	Attached
114224	Information Technology Specialist Systems Administrator	Attached
932610	Intelligence Specialist	Attached
338532	Latent Fingerprint Technician	Attached
010948	Manager 1 Police	Attached
010849	Manager 2 Police	Attached
331015	Neighborhood Police Officer	No Job Specification
331008	Neighborhood Police Officer Education	No Job Specification
331147	Neighborhood Police Officer Field Training Officer	No Job Specification
331148	Neighborhood Police Officer Field Training Officer Educ	No Job Specification
43013135	Office Assistant 3 Police	Attached
019210	Office Management Assistant	Attached
338870	Performance And Compliance Analyst Civil Rights Integri	Attached
338880	Performance And Compliance Manager Civil Rights Integri	Attached
439135	Photographer Police Investigation Support	Attached
339055	Police Assistant	Attached
331050	Police Captain DPCOA	No Job Specification
331056	Police Captain Education	No Job Specification
331055	Police Commander Education	No Job Specification
331053	Police Commander PCOA	No Job Specification
331020	Police Detective	Attached
331030	Police Detective Education	Attached
011833	Police Executive 3	No Job Specification
331017	Police Investigator Merc Case C06080	No Job Specification
331029	Police Investigator Merc Case C06080 Education	No Job Specification
331031	Police Lieutenant	Attached

331034	Police Lieutenant Education	Attached
331092	Police Lieutenant Education DDC	Attached
331060	Police Master Sergeant	Attached
331061	Police Master Sergeant Education	Attached
331012	Police Officer 2 20 95	Attached
331006	Police Officer 2 20 95 Education	Attached
331062	Police Officer 2 20 95 Education Seniority Corporal	No Job Specification
331057	Police Officer 2 20 95 Seniority Corporal	No Job Specification
331047	Police Officer Education Seniority Corporal	No Job Specification
331024	Police Officer Seniority Corporal	No Job Specification
331064	Police Seniority Corporal Npo	No Job Specification
331070	Police Seniority Corporal Npo Education	No Job Specification
331021	Police Sergeant	Attached
331093	Police Sergeant DDC	Attached
331094	Police Sergeant Ed DDC	Attached
331032	Police Sergeant Education	Attached
412041	Principal Social Worker	Attached
13111509	Program Analyst 3 Policy Development Implementation Spe	Attached
13111194	Program Analyst Manager 4 Police	Attached
111001	Project Manager Analytics Specialist 1	Attached
13111002	Project Manager Analytics Specialist 2	Attached
111003	Project Manager Analytics Specialist 3	Attached
099515	Publicist 1	Attached
012002	Record Systems Specialist 2	Attached
011810	Second Deputy Chief	Attached
334013	Senior Detention Facility Officer Female Prisoner	Attached
334014	Senior Detention Facility Officer Male Prisoner	Attached
013142	Senior Emergency Services Deployment Operator	Attached
338875	Senior Performance And Compliance Analyst Civil Rights	Attached
338531	Senior Records And Identification Technician	Attached
412031	Senior Social Worker	No Job Specification
013163	Senior Telecommunications Operator	Attached
412021	Social Worker	Attached
338541	Supervising Identification Technician	Attached
013162	Telecommunications Operator	Attached
339302	Traffic Control Officer	Attached
830320	Urban Government Intern 2 Limited Service	Attached
721525	Vehicle Operator 2	Attached
046008	Virtual Patrol Operator	Attached

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331020	Police Detective
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412021	Social Worker
338541	Supervising Identification Technician
013162	Telecommunications Operator
339302	Traffic Control Officer
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046008	Virtual Patrol Operator



## City of Detroit Administrative Specialist I

<b>Class Spec Code</b>	012210	<b>Established Date</b>	03/11/2012
		<b>Salary Range</b>	\$48,799.00 - \$53,143.00 Annually
<b>Bargaining Unit</b>	9000-Non Union Salary Regular Service General	<b>EEO</b>	IPED
<b>Occupational Group</b>	310000	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	General City	<b>Physical Class</b>	WE

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### Description

Under general supervision, coordinates, facilitates, and improves administrative processes. An employee in this class assists in the management and analysis of fiscal, business, and other general city administrative functions and processes for a small agency or a work unit with comparable mission responsibility.

### Examples of Duties

1. Consults with, advises, and furnishes information to management on general administration fiscal and business subjects, and on specific projects.
2. Investigates aspects of organizational structure to determine gaps in efficiency of service.
3. Evaluates current procedures and practices for accomplishing departmental plans and recommends change to improve efficiency.
4. Analyzes financial, administrative, and management implications of proposes changes and makes recommendations.
5. Plans project and work assignment to accomplish objectives.
6. Prepares work flow charts, project time lines, and cost estimates of personnel and material for project plans.
7. Researches information, obtains facts, and compiles data and specific details for contracts, grant proposal, and administrative reports.

8. Uses office software to prepare narrative reports, directives, memorandums, charts, inventories, and statistical summaries.
9. Attends meetings and conferences involving public, private groups, and City officials to address service improvements.
10. Develops or coordinates preparation of portions of the departmental budget, and monitors expenditures.
11. Instructs and trains assistants on requirements, policies, procedures, and best practices to accomplish projects relevant to provisions of departmental services.
12. Reviews documents, forms, and correspondence for completeness and accuracy.
13. Evaluates employee performance, and counsels employees on professional development.

### **Minimum Entrance Qualifications**

Bachelor's degree in public or business administration or a related field of study.

Three (3) years of responsible administrative office management with accountability for budget, financial, or other business control details compilation and monitoring, or for service delivery goals measurement compilation and reporting.

### **OR**

Three (3) years of technical or para-professional application of municipal and departmental administrative standards and policies to department operational service and staff functions

### **OR**

Three (3) years of review, analysis, and implementation of process improvements in the application of municipal and department standards, policies, and procedures either individually or as a member of project teams.

### **OR**

Any combination of the above which equals three (3) years.

**NOTE: Additional qualifying experience may be substituted for education on**

***a year to year basis up to a maximum of two (2) years.***

## **Supplemental Information**

### **Evaluation Plan**

- Computerized Assessment (Includes Demonstration Assessment): 20%
- Interview: 60%
- Evaluation of Training, Experience & Personal Qualifications: 20%

Total of Interview and Evaluation T.E.P: 100%

### **Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

LRD: 02/12/2024

## **Licensing and Certifications**

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on requirements of the position.

## **Knowledge, Skills and Abilities**

### **KNOWLEDGE OF:**

- Administrative Standards affecting department operations and services.
- Sources of information for administrative service function supported
- City contract approval, purchasing, and budget policies, procedures, and processes.
- Records maintenance requirements and procedures.
- Principles and practices of customer relations and effective communication.
- City and department information technology.
- Department vision, mission, and goals.
- Division and service/operation target objectives and measures.
- Project planning and management techniques.
- Quality management and process improvement principles.

### **SKILLS IN:**

- Operating a personal computer and other voice data communications equipment
- Operating office software to organize, chart, summarize, and display information, and to support process improvement recommendations.

- Interpreting business and service data and statistics.
- Researching information, and preparing of comprehensive reports.
- Compiling and interpreting business, financial, service, and operations statistical data, and preparing summary reports.

**ABILITY TO:**

- Learn the operating policies, ordinances, codes, or procedures affecting the area assigned.
- Learn the principles of organizational development.
- Learn advanced project planning and management techniques.
- Learn pertinent accounting, budgeting, and purchasing principals and methods, and willingness to learn City data management systems such as DRMS.
- Interpret regulations, policies, and contracts.
- Formulate and organize project plans.
- Effectively Collaborate with other employees as a project team member or leader.
- Evaluate and determine corrective action for project scheduling problems.
- Make decisions that conform to established policies and procedures.
- Work with multiple priorities under time constraints.
- Estimate cost, and make basic financial and budgeting mathematical calculations.
- Communicate orally in the English language by telephone or in person in a one-to-one or group setting.
- Communicate effectively in writing.
- Make and support inferences from written material.
- Work cooperatively with other city employees and tactfully with the public.

**Distinguishing Characteristics****Physical Demands:**

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to (25) pounds.

**Work Environment:**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.





**City of Detroit**  
**Administrative Supervisor Emergency Telephone**  
**Service**

<b>Class Spec Code</b>	013153	<b>Established Date</b>	
		<b>Salary Range</b>	\$62,629.00 - \$71,999.00 Annually
<b>Bargaining Unit</b>	0500	<b>EEO</b>	EEO4- Paraprofessionals
<b>Occupational Group</b>	NA	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	General City	<b>Physical Class</b>	NA

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**Description**

Under general supervision of the Commanding Officer of Crime Control Strategies, responsible for the coordination and supervision of a large group of civilian personnel engaged in the performance of responsible public safety emergency communications work; assist in the planning of the work and in general administrative activities involving police department emergency telephone communication systems.

**Examples of Duties**

- Manages and coordinates the scheduling of assignments and activities of a large group of civilian personnel engaged in the intake of emergency requests through the emergency response system.
- Develops, implements and coordinates orientation and training programs.
- Develops and revises operations and procedures manuals for subordinate personnel.
- Monitors employee attendance and tardiness patterns and enforces pertinent departmental regulations.
- Reviews and approves all investigations and/or responses to complaints of operator misconduct in handling of citizen emergency telephone assistance requests.
- Represents the department in important contacts with other law enforcement agencies, governmental, private and educational concerns.

- Represents the Police Department in the recruitment and selection process of emergency services operation personnel (by the Human Resources Department).
- Prepares periodic and special activities reports as required by superior.
- Represents the Police Department before community and civic groups by providing information regarding emergency communication operations.
- Serves as a liaison with communication equipment and service vendors, to insure coordination of department telephone communications equipment.
- Represents the department at State, Regional, and National meetings and conferences to keep abreast of State and National Legislations and Regulations governing the E9-1-1 System.
- Reviews and evaluates the new technologies for use in the Call Center as well as those which will be used by the public that will impact the Call Center.

### **Minimum Entrance Qualifications**

#### **Qualifications (required):**

- Associates and/or Bachelor's Degree.
- Five (5) years of experience as an Emergency Services Operator (ESO) and five (5) years in a supervisory capacity or ten (10) of emergency communications experience.

#### **Qualifications (preferred):**

- Bachelor's Degree with a concentration in Criminal Justice, Homeland Security, Public Administration, Social Work, Business Administration and/or related curriculum.

### **Supplemental Information**

#### **Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

#### **Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 point

### **Licensing and Certifications**

#### **Licenses, Certifications, and Other Special Requirements:**

Cardiopulmonary Resuscitation PR Certification, Emergency Medical Dispatch (EMD) Certification, Emergency Telecommunicator (ETC) Certification,

## Emergency Medical Dispatch Quality Assurance (EMDQ).

### **Preferred Licenses, Certifications, and Other Special Requirements:**

ENP Certification (Emergency Number Professional)

### **Knowledge, Skills and Abilities**

#### **Knowledge, Skills, and Abilities**

- Knowledge of methods, techniques and procedures relating to emergency communications.
- Knowledge of departmental rules, regulations, contractual requirements and other laws, statutes, or ordinances governing emergency services operations.
- Skill in demonstrating tact and diplomacy in dealing with subordinates, departmental supervisors, representatives of law enforcement agencies, the public and others.
- Skill in solving operational, supervisory and administrative problems.
- Ability to plan, organize and implement operational or training procedures.
- Ability to supervise a large group or emergency operator personnel.
- Ability to display personal integrity; emotional stability both physically and mentally.



## City of Detroit

### Business Systems Support Specialist 2 - Police

<b>Class Spec Code</b>	041989	<b>Established Date</b>	07/23/2014
<b>Last Revised Date</b>	07/23/2014	<b>Salary Range</b>	\$47,000.00 - \$65,600.00 Annually
<b>Bargaining Unit</b>	9000-Non Union Salary Regular Service General	<b>EEO</b>	EEO6-Technical & Paraprofessionals
<b>Occupational Group</b>	310000	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	General City	<b>Physical Class</b>	PEDT

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#### Description

Under general supervision, plans and coordinates activities that support end user application of enterprise information technology systems and ensures their effective and efficient use in the conduct of City business and operations in accordance with system standards.

#### Examples of Duties

1. Establishes and issues business system processing design, set-up and data conversion standards.
2. Establishes and issues standards for auxiliary systems interfaces with City core business information systems.
3. Maintains system standards through communication and contact with system managers, business function managers, system individual users, user representatives and user groups.
4. Consults with, advises, and furnishes information to management and business systems users on efficient techniques for extracting necessary data.

5. Investigates user concerns and complaints to determine gaps in efficiency of system use.
6. Recommends appropriate training or assists in development of training programs and materials.
7. Plans and coordinates activities related to employee training.
8. Provides support and training for business system users.
9. Provides functional advice to user groups.
10. Modifies systems set-ups.
11. Prepares reports to fulfill administrative reporting requirements and ensures reports are accurate and submitted at time required.
12. Develops procedures and methods for system integrity and data security.
13. Monitors systems integrity and data security.
14. Plans and coordinates activities related to systems updates.
15. Controls the process for modifying software to ensure the integrity of existing systems and oversees user access.
16. Evaluates current system procedures and practices and recommends changes to improve efficiency.
17. Develops technical requirements for systems changes.
18. Tests systems changes and upgrades.
19. Coordinates and manages tests of systems, changes and upgrades.
20. Analyzes financial, administrative and management implications of proposed systems changes and make recommendations.
21. Ensures adherence to established standards for processing of business pertinent to systems supported.

22. Keeps abreast of business systems developments, extensions and modifications.
23. Attends meetings and conferences involving systems standards and changes, to achieve systems and service improvements.
24. Instructs and trains on systems requirements, policies, procedures and best practices, as required, to accomplish business relevant to provision of departmental services.
25. Fulfills designated work responsibilities in department business function in accordance with established City legal requirements.
26. Evaluates employee performance and counsels employees on professional development.
27. Uses office software to prepare narrative reports, directives, memoranda, charts, data interpretations and statistical summaries.
28. Adheres to and enforces global IT standards (technology and security) as published by the ITS Department.

### **Minimum Entrance Qualifications**

Bachelor's degree in business, public or database administration, business information technology management systems, or other related fields, supplemented by specific developmental training in City business information technology systems operation and software.

Two years of experience in the development of technical requirements, system implementation, testing, modification, standard setting, security, best practice consultation, user training, and other support work for integrated business systems in an enterprise network environment.

One year of progressively responsible experience with department functions relevant to the conduct of City business, public service provisions and revenue production.

**Supplemental Information**

Oral Appraisal: Maximum - 50% Minimum - 32.5%

Training and Experience and Personal Qualifications:

Maximum - 50% Minimum - 32.5%

**Licensing and Certifications**

May be required to periodically participate in continuing education or professional development opportunities.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Knowledge, Skills and Abilities****KNOWLEDGE OF:**

- The principles and standards of business information technology systems administration.
- Enterprise information systems software applications.
- City purchasing, contract approval, human resources, and/or budgeting policies, procedures and processes.
- The principles and practices of professional business service or operations area to which assigned.
- The principles and practices of customer relations and effective communication.
- City and department business information technology systems.
- Relational database management concepts.
- Pertinent City procedures, standards, and legal requirements.

- Standard enterprise-wide reporting tools.
- Project Management.

**SKILL IN:**

- The use of personal computers and other voice and data communications equipment.
- Enterprise information systems application software.
- The use of office software to organize, chart, summarize, and display information to support recommendations.
- The interpretation of business information systems service data and statistics.
- Effective communication with systems users and technical support specialists.
- Resolving user problems with application software, security, and data extraction.
- The investigation of the implications of information systems hardware and software changes.

**ABILITY TO:**

- Analyze the requirements of business system users and determine the most appropriate use of application software.
- Analyze and evaluate operations procedures and devise and recommend improvements.
- Develop basic training methods and materials.
- Learn and explain application software techniques applicable to more efficient work.

- Effectively collaborate with other employees as a project team member or leader.
- Evaluate and determine corrective actions for problems with systems supported.
- Make decisions that conform to established policies and procedures.
- Work with multiple priorities under time constraints.
- Implement information technology standards and policies in a manner aligned with City and department business standards and requirements.
- Provide technical recommendations for improving enterprise applications.
- Develop and maintain effective working relationships with systems users.
- Communicate orally in the English language by telephone or in person in a one-to-one or group setting.
- Make effective presentations on business information technology and to instruct groups or individuals in business information systems hardware and software usage.
- Communicate effectively in writing.
- Keep abreast of business systems development, extensions and modifications.
- Work cooperatively to secure cooperation of internal and external customers.
- Acquire additional knowledge and skills to remain current and progress in the field.
- Integrate new technology into City business practices and recommend changes in procedures and policy to management.





**City of Detroit**  
**Clerk III - Human Resources**

<b>Class Spec Code</b>	43305153	<b>Established Date</b>	
<b>Last Revised Date</b>	08/07/2017	<b>Salary Range</b>	\$38,303.00 - \$45,729.00 Annually
<b>Bargaining Unit</b>	9000-Non Union Salary Regular Service General	<b>EEO</b>	IPED
<b>Occupational Group</b>	70000	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	General City	<b>Physical Class</b>	PEDT

**Description**

The Clerk class is a non-supervisory role responsible for general office or support duties such as preparing, receiving, reviewing, and verifying documents; processing transactions; maintaining office records; and locating and compiling data or information from files and other data sources. Clerical work requires knowledge of an organization's rules and procedures and requires training, experience, or working knowledge related to the tasks to be performed. In this class, Clerks are classified as Levels I-IV, with varying degrees of responsibility. Clerks combine a practical knowledge of accounting, budget, or other financial management related clerical support functions with procedural knowledge in carrying out the goals of their particular organization.

**Examples of Duties**

- Reads source documents such as canceled checks, sales reports, or bills, and enters data into specific data fields using keyboards or scanners

- Operates office machines, such as photocopiers and scanners, facsimile machines, voicemail systems, and personal computers
- Operates computers programmed with accounting software to record, store, and analyze information
- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Classifies, records, and summarizes numerical and financial data to compile and keep financial records, using journals and ledgers or computers
- Debits, credits, and totals accounts on computer spreadsheets and databases, using specialized accounting software
- Receives, records, and banks cash, checks, and vouchers
- Complies with federal, state, and City policies, procedures, and regulations
- Compiles statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Codes documents according to City procedures
- Reconciles or notes and reports discrepancies found in records
- Accesses computerized financial information to answer general questions, as well as those related to specific accounts
- Matches order forms with invoices and records the necessary information
- Answers telephones, directs calls, and takes messages
- Files and stores completed documents in appropriate locations; Retrieves materials in alphabetic, numeric, or chronological order
- Maintains and updates filing, inventory, mailing, and database systems using a computer
- Compiles, sorts, and verifies the accuracy of data before it is entered
- Communicates with customers, employees, and other individuals to answer questions, disseminate or explains information, take orders, and address complaints
- Collects, counts, and disburses money; does basic bookkeeping and completes banking transactions

- Completes and mails bills, contracts, policies, invoices, or checks
- Opens, sorts, and routes incoming mail, answers correspondence and outgoing mail
- Processes and prepares documents such as expense reports, invoices, receipts, statements, or other documents
- Compiles, copies, sorts, and files records of office activities, business transactions, and other activities
- Gathers, records, and proofreads data and other information, such as records and reports
- Types, formats, proofreads, and edits correspondence and other documents using personal computers
- Compares data with source documents or re-enters data in verification format to detect errors
- Stores completed documents in appropriate locations
- Locates and corrects data entry errors or reports them to supervisors
- Compiles, reviews, analyzes and records payroll time, payroll data, withholdings, benefits, and other employee related data
- Performs special projects and other duties as assigned

### **Minimum Entrance Qualifications**

#### Education

For all Clerks, it is a requirement to have completed High School graduation or General Education

Development (GED) certificate.

#### Experience

In addition to the minimum education requirements the following experience requirements also apply:

For entry into the Clerk position, no work experience is required; however, the minimum education requirements must be met. One year of paraprofessional experience in general office of clerical work is preferred; however, it is not required. Clerks must demonstrate proficiency with integrated word processing and spreadsheet functions.

For selection, appointment to Clerk level II or higher, in addition to the minimum education requirements,

more progressive levels of experience are required based on the following:

Clerk III – at least three (3) years of experience

### Equivalency

Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### Supplemental Information

#### Evaluation Plan

- Computerized Assessment: 30%
- Interview: 50%
- Evaluation of Training, Experience, & Personal Qualifications (TEP): 20%
- Total of Computerized Assessment, Interview, and Evaluation of T.E.P: 100%
- Detroit Residency Credit: 15 Points
- Veteran Points: 0-15 Points

### Knowledge, Skills and Abilities

The knowledge, skill, and ability of a Clerk increases with the level of responsibility and experience.

At the entry-level, knowledge requirements might include basic knowledge of:

- Administrative and clerical procedures and systems such as word processing, managing files, records, correspondence, forms, and other office procedures and terminology
- Principles and processes for providing customer service including needs assessment, quality standards for service, and evaluation of customer satisfaction
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Office practices and procedures and routine office supplies and equipment, including spreadsheets and word processing
- Arithmetic, algebra, geometry, calculus, statistics, and their applications
- Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming
- Basic and commonly used accounting, budget, or other financial management

- procedures,  
methods, and techniques associated with clerical types of duties to perform routine and repetitive tasks while learning how to perform full range of such tasks found in the work area
- Information that must be present in documents (such as signatures, schedules, cash receipts, bills, accounting codes, etc.), terminology, forms, or reports that are part of the transaction to review information or identify missing information, prepare final copy of documents, maintain files, respond to routine questions, or perform similar duties
  - The workflow of the unit sufficient to route or distribute messages or work to the appropriate personnel
  - Simple automated or manual file systems to locate, add, retrieve, or correct routine information using well-established, clear-cut procedures
  - Techniques commonly used in locating errors in accounting records
- At the intermediate level, knowledge requirements might include detailed, intensive knowledge of:
- Body of standardized regulations, requirements, procedures, and operations associated with clerical duties related to the assigned accounting, budget, or financial management support function
  - Various steps and procedures required to perform a full range of accounting, budget, or financial management support duties related to recurring or standardized transactions
  - Various accounting, budget, or other financial processing procedures to support transactions that involve the use of different forms and the application of different procedures
  - Automated databases associated with a specific accounting, budget, or other financial management function sufficient to input a range of standard information or adjustments, understand recurring error reports and take corrective action, and generate a variety of standard reports
  - Structure and content of accounting, budget, or other financial management

related documents

(e.g., invoices, reports, travel orders and payroll forms) to investigate and resolve routine or

recurring discrepancies, check documents for adequacy, or perform comparable actions that are

covered by established procedures

At the advanced level, knowledge requirements might include comprehensive knowledge of:

- Body of accounting, budget, or other financial management regulations, practices, procedures,

and policies related to the specific financial management support functions

- A wide variety of interrelated steps, conditions, and procedures or processes required to assemble,

review, and maintain complex accounting, budget, or other fiscal transactions

- Various accounting, budget, or other financial regulations, laws, and requirements to ensure

compliance and recommend action

- Variety of accounting and budget functional areas and their relationships to other functions to

research or investigate problems or errors that require reconciling and reconstructing incomplete

information, conducting extensive and exhaustive searches for required information, or

performing actions of similar complexity

- Automated accounting and budget systems to reconcile errors that require an understanding of

nonstandard procedures or to provide assistance in the development of automated procedures for

clerical operations

- Extensive and diverse accounting, budget, or other financial regulations, operations, and

procedures governing a wide variety of types of related transactions to resolve nonstandard

transactions, complaints, or discrepancies, provide advice, or perform other work that requires

authoritative procedural knowledge

Skill in:

- Use of personal computers

- Use of Microsoft Office (e.g. Word, Excel, Access, PowerPoint) and other office suite software

packages

- Use of Excel (e.g. Formulas, Pivot Tables, Vlookup, Hlookup, other functions, charts, tables) and

other financial management software packages functionality

- Use of large complex, multi-departmental financial systems
- Understanding written sentences and paragraphs in work related documents
- Communicate effectively in writing as appropriate for the needs of the audience
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things

- Using mathematics to solve problems

Ability to:

- Interact effectively with senior leadership, subordinates, department personnel, and others
- Communicate information and ideas in speaking so others will understand
- Collect, alphabetize, code, numerically rank, sort, and batch documents

### **Distinguishing Characteristics**

#### **Physical Demands**

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to (25) pounds.

#### **Work Environment**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.



## City of Detroit

### Communications Specialist II - Media Services

<b>Class Spec Code</b>	931525	<b>Established Date</b>	
<b>Last Revised Date</b>	11/27/2020	<b>Salary Range</b>	\$49,400.00 - \$57,503.00 Annually
<b>Bargaining Unit</b>	9070-Non Union Appointees Level V	<b>EEO</b>	EEO4-Professionals
<b>Occupational Group</b>	930000	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	General City	<b>Physical Class</b>	PEDT

#### Description

Under general supervision, the Communications Specialist II - Media Services performs a variety of television production functions in the areas of videography, directing, producing, editing, writing, lighting, and graphic arts for programming appearing on the Media Services public, education and government access channels. This position must demonstrate proficiencies in Electronic News Gathering (ENG) and Electronic Field Productions (EFP), and be able to operate the in-house duplication equipment. The position may be responsible for the total video production package. Creativity is encouraged.

#### Examples of Duties

- Operate all equipment used in video productions including camera and lighting.
- Control recording quality in all phases of video production (artistic and technical).
- Ensure readiness of field equipment for use on location and in-house.
- Generate discrepancy reports when there is a problem with any equipment.
- Set-up and operate equipment used for ENG and EFP shoots (e.g., load and offload equipment, set-up microphones and cabling for cameras and audio recording, lighting, camera locations, etc).
- Act in the capacity of producer, director, editor, writer, or gaffer as required.
- Develop story or content ideas; plan, coordinate, and edit content for airing.

- As a producer and editor, have a wide-range of knowledge in film and video.
- Effective at organizing and coordinating shoots.
- Extensive experience using production equipment, and conducting script analysis and changes.
- Edit treatments, scenes, segments, etc.
- Edit video programs using the Media Services non-linear editing systems (including graphic capabilities), writing scripts, recording voice-overs from the announce booth, and more to complete a program according to producer's instructions or departmental program guidelines.
- Complete video productions within the requested time frames – provide production progress reports.
- Perform related or similar duties as required or assigned.

### **Minimum Entrance Qualifications**

#### **Qualifications (required):**

- High School Diploma or GED.
- Minimum of (2) two years experience in video and audio production.
- Training in film/television or related field required.
- Must have experience working with online and social media.
- Must have experience with video and audio compression software.

### **Supplemental Information**

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

### **Knowledge, Skills and Abilities**

- Strong working knowledge of broadcast production and post-production.
- Knowledge of 2D/3D compositing and visual effects.
- Excellent working knowledge of state-of-the-art video camera, lighting and audio production techniques and equipment operation.
- Must possess excellent script writing and grammar skills.
- Skill in the use of direct software such as Adobe, Premier, and Adobe After Effects.

- Skill in Final Cut Pro and Adobe Premier Editing Systems.
- Excellent organizational, communication and time management skills with good eye for detail.
- Fluent in digital cinema, HD production, editing, animation and graphics technologies.
- Competency with digital audio editing and mixing techniques.
- Must be skilled in color perception and possess fine attention to visual and composition detail with ability to color correct video as necessary.
- Skill in MS Office and project management software tools. CAD experience helpful.
- Ability to demonstrate experience with non-linear editing and graphic design.
- Ability to interact with the public and co-workers in a positive professional manner.
- Ability to work independently and as an effective member of a team.
- Demonstrated ability in improving productivity while reducing costs.
- Ability to effectively work in a cross-cultural environment
  
- Ability to work well under pressure and meet deadlines and objectives.

### **Distinguishing Characteristics**

Must be able to adjust schedule to work evenings, special event work, which could occur on weekends, if applicable.



## City of Detroit

### Communications Specialist III - Media Services

<b>Class Spec Code</b>	931524	<b>Established Date</b>	
<b>Last Revised Date</b>	05/18/2021	<b>Salary Range</b>	\$60,378.00 - \$67,958.00 Annually
<b>Bargaining Unit</b>	9070-Non Union Appointees Level V	<b>EEO</b>	EEO4-Professionals
<b>Occupational Group</b>	740000	<b>FLSA</b>	Exempt
<b>Benefit Code</b>	General City	<b>Physical Class</b>	PEDT

#### Description

Under general supervision, the Communications Specialist III - Media Services helps the City by managing all internal and external communication of the City. This position represents the City in most media matters. This position is expected to be a strategic thinker with meticulous attention to detail, working well under pressure, and always meeting deadlines.

This position is also responsible for a variety of television production functions in the areas of videography, directing, producing, editing, lighting, and graphic arts for programming appearing on the Media Services public, education and government access channels. This position must demonstrate proficiencies in Electronic News Gathering (ENG) and Electronic Field Productions (EFP), and be able to operate the in-house duplication equipment. The position may be responsible for the total video production package. Creativity is encouraged.

#### Examples of Duties

- Develop and implement a communication strategy that includes media outreach and social media content creation.
- Acquire and maintain a detailed knowledge of the City's policies, strategies, and up to date developments.
- Arrange and coordinate press conferences, and plan events.
- Facilitate resolution of issues and disputes with external customers.

- Work with internal and external customers to brainstorm content ideas that are in line with the City strategies, and support the brand initiatives.
- Research and write press releases, and content for the company website, infographics, blogs, and newsletters.
- Acquire and maintain a detailed knowledge of the company's policies, principles, and strategies, and keep up-to-date with relevant developments.
- Adhere to the City's AP style guide, ensuring that we produce high quality materials.
- Support and evaluate results of communication campaigns with the team.
- Build and maintain relationships with journalists and key external role-players.
- Operate all equipment used in video productions including camera and lighting.
- Control recording quality in all phases of video production (artistic and technical).
- Ensure readiness of field equipment for use on location and in-house.
- Generate discrepancy reports when there is a problem with any equipment.
- Set-up and operate equipment used for ENG and EFP shoots (e.g., load and offload equipment, set-up microphones and cabling for cameras and audio recording, lighting, camera locations, etc).
- Act in the capacity of producer, director, editor, writer, or gaffer as required.
- Develop story or content ideas; write scripts; plan, coordinate, and edit content for airing.
- As a producer and editor, have a wide-range of knowledge in film and video.
- Effective at organizing and coordinating shoots.
- Extensive experience using production equipment, and conducting script analysis and changes.
- Edit treatments, scenes, segments, etc.
- Edit video programs using the Media Services non-linear editing systems (including graphic capabilities), writing scripts, recording voice-overs from the announce booth, and more to complete a program according to producer's instructions or departmental program guidelines.
- Complete video productions within the requested time frames – provide production progress reports.
- Perform related or similar duties as required or assigned.

### **Minimum Entrance Qualifications**

- High School Diploma or GED (General Education Development) equivalent.

- Classes or schooling at other institutions, such as Scripps Howard Broadcasting, etc.
- A minimum of (2) years experience in communications strategy development (essential).

### **Knowledge, Skills and Abilities**

- Strong working knowledge of broadcast production and post-production.
- Knowledge of 2D/3D compositing and visual effects.
- Excellent working knowledge of state-of-the-art video camera, lighting and audio production techniques and equipment operation.
- Excellent written and verbal communication skills.
- Highly skilled and computer literate with capabilities in email, MS Office, and related business and communication tools.
- Must possess excellent script writing and grammar skills.
- Skill in the use of direct software such as Adobe, Premier, and Adobe After Effects.
- Skill in Final Cut Pro and Adobe Premier Editing Systems.
- Excellent organizational, communication and time management skills with good eye for detail.
- Fluent in digital cinema, HD production, editing, animation and graphics technologies.
- Competency with digital audio editing and mixing techniques.
- Must be skilled in color perception and possess fine attention to visual and composition detail with ability to color correct video as necessary.
- Skill in MS Office and project management software tools. CAD experience helpful.
- Ability to demonstrate experience with non-linear editing and graphic design.
- Ability to interact with the public and co-workers in a positive professional manner.
- Ability to work independently and as an effective member of a team.
- Demonstrated ability in improving productivity while reducing costs.
- Ability to effectively work in a cross-cultural environment
- Ability to work well under pressure and meet tight deadlines and objectives.

### **Distinguishing Characteristics**

Must be able to adjust schedule to work evenings, special event work, which could occur on weekends, if applicable.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.



## Job Specification

<b>Job Title: Communications Specialist IV - Police (Appointed)</b>	<b>FLSA Type: Non-Exempt</b>	<b>Date Established: N/A</b>
<b>Department: Non-Departmental (Media Services)</b>	<b>EEO Code: 2</b>	<b>Date Revised: 11/30/2020</b>
<b>Class Code: 93-15-33</b>	<b>Reports To: Production Manager</b>	<b>Date Approved: 11/30/2020</b>

### Job Summary

Under general supervision, the Communications Specialist II - Media Services performs a variety of television production functions in the areas of videography, directing, producing, editing, writing, lighting, and graphic arts for programming appearing on the Media Services public, education and government access channels. This position must demonstrate proficiencies in Electronic News Gathering (ENG) and Electronic Field Productions (EFP), and be able to operate the in-house duplication equipment. The position may be responsible for the total video production package. Creativity is encouraged.

### Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Operate all equipment used in video productions including camera and lighting.
- Control recording quality in all phases of video production (artistic and technical).
- Ensure readiness of field equipment for use on location and in-house.
- Generate discrepancy reports when there is a problem with any equipment.
- Set-up and operate equipment used for ENG and EFP shoots (e.g., load and offload equipment, set-up microphones and cabling for cameras and audio recording, lighting, camera locations, etc.).
- Act in the capacity of producer, director, editor, writer, or gaffer as required.
- Develop story or content ideas; plan, coordinate, and edit content for airing.
- As a producer and editor, have a wide-range of knowledge in film and video.
- Effective at organizing and coordinating shoots.
- Extensive experience using production equipment, and conducting script analysis and changes.
- Edit treatments, scenes, segments, etc.
- Edit video programs using the Media Services non-linear editing systems (including graphic capabilities), writing scripts, recording voice-overs from the announce booth, and more to complete a program according to producer's instructions or departmental program guidelines.
- Complete video productions within the requested time frames – provide production progress reports.
- Perform related or similar duties as required or assigned.

### Qualifications (required):

- High School Diploma or GED.

- Minimum of (4) four years' experience in video and audio production.
- Training in film/television or related field required.
- Must have experience working with online and social media.
- Must have experience with video and audio compression software.

**Knowledge, Skills, and Abilities**

- Strong working knowledge of broadcast production and post-production.
- Knowledge of 2D/3D compositing and visual effects.
- Excellent working knowledge of state-of-the-art video camera, lighting and audio production techniques and equipment operation.
- Must possess excellent script writing and grammar skills.
- Skill in the use of direct software such as Adobe, Premier, and Adobe After Effects.
- Skill in Final Cut Pro and Adobe Premier Editing Systems.
- Excellent organizational, communication and time management skills with good eye for detail.
- Fluent in digital cinema, HD production, editing, animation and graphics technologies.
- Competency with digital audio editing and mixing techniques.
- Must be skilled in color perception and possess fine attention to visual and composition detail with ability to color correct video as necessary.
- Skill in MS Office and project management software tools. CAD experience helpful.
- Ability to demonstrate experience with non-linear editing and graphic design.
- Ability to interact with the public and co-workers in a positive professional manner.
- Ability to work independently and as an effective member of a team.
- Demonstrated ability in improving productivity while reducing costs.
- Ability to effectively work in a cross-cultural environment
- Ability to work well under pressure and meet deadlines and objectives.

**Licenses, Certifications, and Other Special Requirements:**

Must be able to adjust schedule to work evenings, special event work, which could occur on weekends, if applicable.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Physical Demands**

The employee generally engages in light physical activity to work in the field with person to person contact and some stationary work in an office environment. The employee is expected to move about to accomplish tasks. Must be able to lift, push, pull, and carry up to 50 pounds.

**Work Environment**

Work is performed primarily in indoor and outdoor environments. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

**Notes:**



## City of Detroit Construction Project Coordinator

<b>Class Spec Code</b>	122511	<b>Established Date</b>	09/26/2001
<b>Last Revised Date</b>	02/03/2014	<b>Salary Range</b>	\$56,400.00 - \$58,500.00 Annually
<b>Bargaining Unit</b>	9000-Non Union Salary Regular Service General	<b>EEO</b>	IPED
<b>Occupational Group</b>	NA	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	General City	<b>Physical Class</b>	NA

**Description**

Under general supervision, plans, schedules and manages various construction projects and activities.

**Examples of Duties**

1. Plans and schedules modernization and construction projects and activities to be performed according to approved specifications.
2. Participates in selecting staff needed to perform work assignments.
3. Organizes and delegates work assignments for completion and evaluates work performed.
4. Ensures project deadlines and schedules are met.
5. Conducts quality control inspection reviews as required and ensures compliance with all code regulations and specifications.
6. Maintains and organizes records of projects that are under construction and keeps a daily schedule of progress.
7. Completes building and site assessments with reports outlining code violations and needed repairs with budgeted cost and schedule.
8. Develops conceptual sites and building plans in preparation for construction documents.
9. Monitors and ensures contract administration guidelines and requirements are enforced.

10. Completes status and progress reports as require.
11. Monitors job sites to ensure safety guidelines and procedures are enforced.
12. Completes and submits documentation to secure materials, tools, supplies and other equipment in accordance with approved plans and specifications.
13. Confers with management, contractors and others to solicit information and to develop solutions to contractual, staffing and other problems encountered on job sites.
14. Maintains and organizes records of housing units that are scheduled for modernization.
15. Conducts inspections and prepares status reports on property damage.
16. Monitors and estimates cost and budget requirements.
17. Participates in community and public meetings for project awareness and obtains information.
18. Monitors processing and payment of invoices.
19. Assists in developing RFP, RFQ, and RFB documents and specifications, and participates in respondent's review and selection process.
20. Participates in space planning and consolidation planning, review and implementation.

### **Minimum Entrance Qualifications**

Bachelor's degree in construction administration, architecture or related field.  
Master's degree is preferred.

Six years experience in contract administration, construction and program/project management or related field including one year experience in municipal government space planning and consolidation, and construction management.

Two years experience and training using Auto-Cad and various computer-related word processing, spreadsheets and database software packages for cost and budget estimates.

### **Supplemental Information**

#### **Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications (T.E.P.): 30%
- Total Interview and Evaluation of (T.E.P.): 100%

**Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

LRD: 01/09/2024

**Licensing and Certifications**

Employees in this class may be required to operate a motor vehicle on a reimbursed mileage basis.

Valid State of Michigan Operator License required.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Knowledge, Skills and Abilities****KNOWLEDGE OF:**

- Building codes and standards.
- Building and site construction, including construction materials, methods and equipment commonly used in construction and repair.

**SKILL IN:**

- Preparing and interpreting basic construction plans, specifications and cost estimates.
- Working with small and large groups of staff, residents, contractors, and agency representatives.
- Management principles and practices.
- Prioritizing, supervising and delegating the work of others.

**ABILITY TO:**

- Interact with department personnel, managers, directors and other City officials.
- Use a personal computer and various software packages.
- Collect, analyze and interpret technical information and data.
- Prepare project reports.
- Communicate effectively with others orally and in writing.
- Climb ladders and several flights of stairs in multi-story buildings.

**Distinguishing Characteristics**

Work involves frequent travel to visit, survey and/or inspect construction sites in all types of weather, occasional walking on construction sites, and climbing ladders and several flights of stairs in multi-story buildings.



## City of Detroit Crime Analyst I

<b>CLASS CODE</b>	046003	<b>SALARY</b>	\$46,832.00 - \$50,905.00 Annually
<b>ESTABLISHED DATE</b>	May 19, 2016	<b>REVISION DATE</b>	May 22, 2016

### Description

#### Major Crime Analyst Functions

The major functions performed by a Crime Analyst include performing the more complex statistical tasks involved in the compilation and analysis of statistical data and the preparation and presentation of such data to be used in connection with or as the basis for reports. This position reports to the Commanding Officer of the police precinct or designee.

#### Examples of Duties

- Checks and monitors systems and camera integration.
- Maintains a real-time intelligence desk to facilitate the exchange of intelligence information to first responders and investigative personnel.
- Manages the threat assessment and security intelligence gathering, documentation and analysis program.
- Facilitates custom mapping requests including but not limited to border changes, gang boundaries, special event mapping, etc.
- Serves as a departmental liaison with other law enforcement agencies on criminal intelligence matters.
- Performs necessary research, criminal and intelligence data analysis to further assist the department in solving the occurrence and/or prevention of future crimes tracked by the intelligence unit.
- Compiles and analyzes criminal and intelligence data according to location, time, special characteristics, and other distinguishing features to locate and identify patterns and trend of crimes, criminals, and criminal and terrorist organizations tracked by the intelligence unit.

#### Minimum Entrance Qualifications

##### Education

Bachelor's degree in intelligence analysis, criminal justice, cyber security or other related field of study.

##### Experience

One (1) year work experience in the application of investigative analysis, principles and practice, or other related field.

##### Equivalency

Equivalent combinations of education and experience may be substituted to meet the education and experience requirement of this position.

**Supplemental Information****Evaluation Plan**

Interview: 40%

Written Exam and Work Sample 40%

Evaluation of Training, Experience, &  
Personal Qualifications (T.E.P.): 20%

Total of Interview, and

Evaluation T.E.P: 100%

**Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

LRD: 05/22/2023

**Licensing and Certifications**

May be required to periodically participate in continuing education opportunities in related professional development categories.

**Knowledge, Skills and Abilities****Knowledge Of:**

- Criminal justice process, from investigation and arrest, to court and incarceration.
- Criminal law.
- Computer-based statistical applications.
- ArcGIS Mapping.

**Skill In:**

- Conducting statistical studies and research projects.
- Performing statistical computations and analyses.
- Observation.
- Oral and written communication.
- Keenness to detail.
- Operating a personal computer and common office software such as Word, Excel and Access.

**Ability To:**

- Read and comprehend police reports and data.
- Utilize web-based map services that provide detailed information about geographical regions and route planning.
- Objectively analyze and present statistical findings.
- Develop hypothetical links between criminals and crime groups.
- Develop clear and well-documented tables, charts, graphs and other forms of graphical representation.
- Demonstrate initiative in performing work and in planning and completing work.

- Interact effectively with departmental personnel and the public with tact and diplomacy.
- Work in a fast paced, highly intensive environment.
- Quickly adjust focus and multitask.
- Coordinate the efforts of a street investigation via radio communication focusing on officer safety.
- Continuously reevaluate efficiency of investigation.
- Develop deployment strategies for enforcement efforts.
- Recognize the value of all evidence and details of every incident.
- Present testimony in court.
- Gather facts for a criminal investigation.
- Keep thorough records.

### **Distinguishing Characteristics**

**Physical Demands:** The work is characterized as sedentary. Typically, Crime Analysts sit comfortably to do their work, conditions include operation and monitoring systems and camera integration. This position is in a 24/7 operation. A person holding this position is considered an essential worker and is subject to work mandatory overtime (i.e., double shifts) that may occur over a number of consecutive days.

**Work Environment:** Work is performed in a comfortable office environment which is appropriately lighted, heated and cooled. Work conditions include operation and monitoring 24 hours per day, 7 days per week.

May be required to periodically participate in continuing education opportunities in related professional development categories.



## City of Detroit Crime Analyst II

<b>CLASS CODE</b>	046004	<b>SALARY</b>	\$51,761.00 - \$59,906.00 Annually
<b>REVISION DATE</b>	December 05, 2019		

### Description

#### Major Crime Analyst Functions

The major functions performed by a Crime Analyst II include performing the more complex statistical tasks involved in the compilation and analysis of statistical data and the preparation and presentation of such data to be used in connection with or as the basis for reports. Highly organized and results-focused leader with experience coaching and mentoring. Possess exceptional communication and problem-solving skills. This position reports to the Commanding Officer of the police precinct or designee.

#### Examples of Duties

- Guides Crime Analysts and Virtual Patrol Officers to do their jobs proficiently and efficiently.
- Facilitates new hire training and serves as FTO/Team Leader/Shift Leader for Crime Analysts and Virtual Patrol Officers at various assignments.
- Possesses strong communication, problem-solving, organizational, and delegation skills with the ability to communicate with supervision to reach goals effectively.
- Should have Subject Matter Expert (SME) level knowledge on all systems, technology, duties, policies, and programs used by Crime Intelligence Unit. Should engage in continuing education and professional skills development.
- Maintains and updates real-time intelligence desk to facilitate the exchange of intelligence information to first responders and investigative personnel.
- Facilitates custom mapping requests including but not limited to border changes, gang boundaries, special event mapping, etc.
- Networks with other law enforcement agencies on criminal intelligence matters.
- Performs necessary research, criminal and intelligence data analysis to further assist the department in solving the occurrence and/or prevention of future crimes tracked by the intelligence unit.
- Compiles and analyzes criminal and intelligence data according to location, time, special characteristics, and other distinguishing features to locate and identify patterns and trend of crimes, criminals, and criminal and terrorist organizations tracked by the intelligence unit.

#### Minimum Entrance Qualifications

##### Education

Bachelor's degree in intelligence analysis, criminal justice, cyber security or other related field of study.

### **Experience**

Two (2) years work experience working as a Crime Analyst I or related work experience.

### **Equivalency**

Equivalent combinations of education and experience may be substituted to meet the education and experience requirement of this position.

### **Supplemental Information**

Applicants may be subject to background and criminal checks.

Valid government issued identification will be required at time of hire.

### **Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

### **Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

### **Licensing and Certifications**

GIS (Geographic Information Systems) Certificate preferred.

(CCIA) Certified Crime and Intelligence Analyst Certificate recognized by the California Department of Justice preferred.

FIAT (Foundations of Intelligence Analysis Training) Certificate preferred.

May be required to periodically participate in continuing education opportunities in related professional development categories.

### **Knowledge, Skills and Abilities**

#### **Knowledge Of:**

- Criminal justice process, from investigation and arrest, to court and incarceration.
- Criminal law.
- Computer-based statistical applications.
- ArcGIS Mapping.

#### **Skill In:**

- Conducting statistical studies and research projects.
- Performing statistical computations and analyses.
- Observation.
- Oral and written communication.

- Keenness to detail.
- Operating a personal computer and common office software such as Word, Excel and Access.

**Ability To:**

- Read and comprehend police reports and data.
- Utilize web-based map services that provide detailed information about geographical regions and route planning.
- Objectively analyze and present statistical findings.
- Develop hypothetical links between criminals and crime groups.
- Develop clear and well-documented tables, charts, graphs and other forms of graphical representation.
- Demonstrate initiative in performing work and in planning and completing work.
- Interact effectively with departmental personnel and the public with tact and diplomacy.
- Work in a fast paced, highly intensive environment.
- Quickly adjust focus and multitask.
- Coordinate the efforts of a street investigation via radio communication focusing on officer safety.
- Continuously reevaluate efficiency of investigation.
- Develop deployment strategies for enforcement efforts.
- Recognize the value of all evidence and details of every incident.
- Present testimony in court.
- Gather facts for a criminal investigation.
- Keep thorough records.

**Distinguishing Characteristics**

**Physical Demands:** The work is characterized as sedentary. Typically, Crime Analysts sit comfortably to do their work, conditions include operation and monitoring systems and camera integration. This position is in a 24/7 operation. A person holding this position is considered an essential worker and is subject to work mandatory overtime (i.e., double shifts) that may occur over a number of consecutive days.

**Work Environment:** Work is performed in a comfortable office environment which is appropriately lighted, heated and cooled. Work conditions include operation and monitoring 24 hours per day, 7 days per week.

May be required to periodically participate in continuing education opportunities in related professional development categories.

## **MEDIA SERVICES**

### **Social Media & Digital Specialist**

#### **JOB SUMMARY:**

The Social Media & Digital Specialist will be responsible for driving digital marketing strategy, assisting the Communications Manager with execution and analytics across all digital assets including the city's website, blog, social media channels

#### **RELATIONSHIPS AND CONTACTS:**

- Reports to the Communications Manager

#### **ESSENTIAL JOB FUNCTIONS:**

- Develop multimedia content for online and broadcast
- Develop video content, and grow subscriber base for Youtube
- Implement the social media strategy, coordinating with the City's Communications Office to ensure its effectiveness and effectuating relevant social media techniques into the City's culture
- Manage social media day-to-day activities and campaigns
- Manage presence in social networking sites including Facebook, Twitter, and other similar community sites, posting relevant blogs, and seeding content into social applications as needed
- Become an advocate for the City in social media spaces, engaging in dialogues and answering questions where appropriate
- Monitor effective benchmarks for measuring the impact of social media programs, and analyze, review, and report on effectiveness of campaigns in an effort to maximize results
- Regularly feedback insights gained from social media monitoring to the Communication's team, to help evolve strategies in a timely fashion
- Monitor trends in social media tools, trends and applications
- 

#### **EDUCATION AND EXPERIENCE:**

- 3-5 years of experience with social media tools and techniques
- Active involvement in social media networks: blogs, Facebook, Twitter, etc.
- Strong results-driven project management experience; detail-oriented
- Excellent oral and written communication skills

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- In-depth knowledge and understanding of social media platforms and their respective participants (Facebook, Youtube, Twitter, etc.) and how they can be deployed in different scenarios
- Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships



City of Detroit

**DELIVERY DRIVER- Detroit Police Dept. Employees Only**

<b>CLASS CODE</b>	722021	<b>SALARY</b>	\$12.64 - \$14.21 Hourly
<b>REVISION DATE</b>	August 02, 2016		

**Description**

Under general supervision, picks up and delivers equipment, supplies, mail and materials; or routinely transports persons to and from designated locations. Receives, sorts and processes incoming and outgoing mail.

**Examples of Duties**

Major duties:

- 1) Picks up and delivers equipment, supplies and materials.
- 2) Loads, unloads, wraps, stacks and otherwise prepares items for transport.
- 3) Transports people to and from health clinics, social service and community service agencies, private homes and other designated locations utilizing an assigned light commercial or passenger vehicle.
- 4) Assists inform person into and out of vehicles and buildings and up and down steps.
- 5) Assists passengers with seat restraints.
- 6) Stores and secure ambulatory aids.
- 7) Delivers meals to assigned homebound senior citizens.
- 8) Maintains records of persons transported, location of deliveries and collections.
- 9) Checks operating condition on a daily basis, maintains proper fluid levels and cleanliness, and performs other minor services on the assigned vehicle.
- 10) Performs miscellaneous routine clerical, stock handling or custodial duties.
- 11) Collects, sorts and distributes departmental mail.
- 12) Picks up and delivers mail between various departments.
- 13) Prepares outgoing U.S. mail for departments.
- 14) Weighs and affixes postage to all outgoing mail and parcels, including Certified and Express mail.
- 15) Operates and maintains meter equipment.

**Minimum Entrance Qualifications**

High school graduation or G.E.D is preferred.

One year of commercial driving experience is preferred.

**Supplemental Information****Evaluation Plan**

- Computerized Assessment 70%
- Interview: P/F

- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

**Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

LRD:07/12/2023 TT

**Licensing and Certifications**

Valid State of Michigan Chauffeur's License  
Good driving record

**Knowledge, Skills and Abilities**

Knowledge of:

- Traffic laws, rules and regulations.
- The location of city streets and public buildings.
- United States Postal Service mailing procedures.

Skill in:

- Operating light commercial and passenger vehicles in a safe manner.
- Maintaining a cordial demeanor and treating passengers with dignity and respect.
- Sorting documents based upon established criteria. Ability to:
- Assist passengers with entering and exiting vehicles.
- Operate light commercial and passenger vehicles in inclement weather.
- Effectively communicate verbally and in writing.
- Interact effectively with supervisors, employees and customer contacts.
- Prepare basic reports of work activities.
- Lift, stack, load/unload items for transport.

**Distinguishing Characteristics**

Work assignments involve operating a light passenger or commercial motor vehicle and includes exposure to seasonal weather conditions.



## City of Detroit Detention Facility Officer

<b>CLASS CODE</b>	333506	<b>SALARY</b>	\$27,200.00 - \$32,400.00 Annually
<b>ESTABLISHED DATE</b>	May 14, 2014	<b>REVISION DATE</b>	May 14, 2014

### Description

Under general supervision, receives prisoners to process, guard, escort, inspect, and search for unauthorized items.

### Examples of Duties

- Makes thorough searches of prisoners for contraband articles
- Processes prisoner monies into kiosk, and creates prisoner debit cards.
- Patrols assigned areas to ensure that prisoners do not escape or have access to unauthorized areas.
- Inspects prisoners processing area for safety and sanitary conditions.
- Prepares and maintains reports and logs.
- Screens visitors for unauthorized items.
- Oversees interviews between visitors and prisoners
- Escorts prisoners to scheduled court appearances, and the hospital for treatments.
- Testifies in court on search procedures and behavior patterns of prisoners
- Monitors and processes information for the video arraignments and digitized mugging system procedures.
- Delivers court records and documents to the courts or receiving agency.

### Minimum Entrance Qualifications

- High School graduation or GED.
- Two (2) Years of recent experience in security operations

### Supplemental Information

#### Evaluation Plan

- Computerized Assessment: 70%
- Interview: Pass/Fail
- Evaluation of Training, Experience and Personal Qualifications (T.E.P.): 30%
- Total Computerized Assessment, Interview and Evaluation of T.E.P: 100%
- Domicile Credit: 15 Points
- Veteran Points: 0-15 Points

### Licensing and Certifications

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

### **Knowledge, Skills and Abilities**

- Correctional security techniques and practices
- Applicable laws, rules, regulations, and orders governing detention facilities.
- Safety rules and regulations, including first aid.
- The use of a personal computer and related software, a two-way radio, and standard office equipment.
- The use of specialized equipment such as electronic security and monitoring equipment, restraining devices, breath analyzer, and metal detectors.
- Apply personal defense techniques.
- Perform arithmetic computations.
- Communicate effectively
- Learn and follow oral and written instructions
- Enforce regulations.
- Administer basic first aid.

### **Distinguishing Characteristics**



City of Detroit  
**Director of Police Personnel**

<b>CLASS CODE</b>	932504	<b>SALARY</b>	\$80,961.00 - \$134,997.00 Annually
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### Description

Under the appointment of and reporting to the Board of Police Commissioners (Board), the Director of Police Personnel plans, directs, develops, and coordinates the policies, services, activities, and staff of the Detroit Police Department Personnel (DPD)/Human Resources Unit. This position is also responsible for providing consultation to the Board, the Chief of Police, and other key stakeholders regarding the development and implementation of human resource strategies and policy matters while maintaining a work environment that enhances employee morale and productivity. The DPD is composed of approximately 3,200 employees with several centralized commands, a precinct structure, and various administrative and support operations. The DPD has an (11) member Board with supervisory control and oversight of the department.

### Examples of Duties

- Direct a team of sworn and civilian employees at the leadership and individual contributor level in the Human Resources Unit by overseeing daily workflow and ensuring staff provides support services through subordinate supervisors; coordinate staff efforts with those of other organizational units within the DPD.
- Develop, interpret, coordinate, administer, implement, make recommendations for and ensure compliance with established policies, practices and procedures throughout the Human Resources Unit.
- Represent the department before City Council, Council Committees, at various civic and governmental functions, and with other police agencies, civilian organizations, other external/internal committees, and civic groups.
- Develop and maintain cooperative relationships with governmental officials, agencies and civic organizations.
- Develop the Human Resources Unit annual budget; create and implement a spending plan based upon approved allocated resources.
- Provide a portion (for personnel-related issues) of the Chief of Police's annual improvement plan to the Board.
- Advise the Board, the Chief of Police, and executive management in the department regarding human resource strategies and policy matters.
- Evaluate operating efficiency and adequacy of support or technical services provided by the Human Resources Unit.
- Maintain knowledge of City of Detroit personnel rules, policies and procedures
- Forecast the impact of technological changes on management information systems and on the Integrated Systems Plan especially related to payroll, benefits administration and timekeeping.

- Review development of requests for proposals (RFPs), analyze bids, and monitor contract and vendor performance.
- Ensure the preparation and presentation of monthly public reports to the Board; review and coordinate the preparation of administrative and technical reports.
- Ensure compliance with federal, state, and local employment laws and regulations which include, but are not limited to the: Equal Employment Opportunity (EEO), Affirmative Action (AA), and American with Disabilities Act (ADA).
- Under the Director's immediate span of control, responsible for a full range of supervisory activities which include, but are not limited to: discipline administration, processing and resolution of grievances, evaluation of employee performance as prescribed by law, charter, ordinance or administrative rules, approval of time-off requests, and initiation of training activities.
- Apply sound supervisory principles and techniques to build and maintain an effective work force.
- Implement strategies to attract a diverse applicant pool for service as Police Officers, with an emphasis on hiring Detroit residents.
- Prepare, administer, and conduct examinations for hiring and promoting Police Officers and other employees within the department; report to the Board and Chief of Police the results of applicable examinations.
- Confer with other members of the department to determine personnel needs and requirements.
- Apply job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates within the Human Resources Unit.
- Enforce protocol that allow disadvantaged workers with disabilities to work for the DPD within the rules, regulations, ordinances and other directed programs of the City of Detroit.

### **Minimum Entrance Qualifications**

#### **Qualifications (required):**

- Bachelor's Degree from a college or university in Personnel Management, Organizational Management or other related field that demonstrates competency for planning, administering and operating a complex organization similar to the Personnel Unit of the Detroit Police Department (DPD).
- Minimum ten (10) years' personnel managerial experience in a position equivalent to the level of a Director, Deputy Director, Senior Administrator, Coordinator or Senior Supervisor.

*Equivalent combinations of education, experience, and special certifications may be substituted to meet the education and experience requirements of this position.*

#### **Qualifications (preferred):**

- Certifications in personnel related programs (e.g. PHR, SPHR, SHRM-SCP, SHRM-CP).

### **Supplemental Information**

#### **Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

**Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

**Licensing and Certifications**

- A valid Michigan driver's license or State Identification is required.
- Certifications in personnel related programs (e.g. PHR, SPHR, SHRM-SCP, SHRM-CP).

**Knowledge, Skills and Abilities**

- Sound knowledge of responsibilities, functions and procedures of the DPD, principles and practices at other municipalities or complex organizations with multiple employees/sections/ divisions, administration and management practices for personnel services, systems development of the DPD, and grants and contract administration.
- Working knowledge of the City Charter, Administrative Code, and Memorandums of Understanding (MOU) as they apply to Police personnel administration.
- General knowledge of the City's personnel rules, policies and procedures.
- Strong knowledge of federal, state, and local employment laws and regulations.
- Knowledge of training techniques, evaluating employee work performance, grievance handling and best practices for counseling, disciplining, and motivating employees.
- Knowledge of computerized software designed to organize or administer personnel related work including payroll and work assignments is also a plus.
- Good knowledge of strategies for policy formulation, effective safety principles and practices, budgeting, and financial and personnel administration.
- Strong ability to influence and tactfully interface with sworn and civilian employees of the Police Department, Board, City officials, officers of other agencies, and the public.
- Excellent leadership, interpersonal, negotiation, organization, verbal and written skills.
- Excellent supervisory skills which include planning, delegating, and directing the work of employees.

**Distinguishing Characteristics**

This is an at-will appointment and the candidate selected serves at the pleasure of the Board of Police Commissioners.



City of Detroit

## Director- Office of Professional Development

<b>SALARY</b>	\$99,986.00 Annually	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Special Service-Temp Seasonal (usually fulltime)	<b>JOB NUMBER</b>	2021392910837
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	01/21/2022
<b>BARGAINING UNIT</b>	9000-Non Union Salary Regular Service General		

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### Description

#### Description

The Director of Office of Professional Development is responsible for the functional oversight of Risk Management, Planning, Training, and Diversity, Equity & Inclusion. As a direct report to the Assistant Chief, the Director will work closely with other Department executives on strategic projects as well as lead Department policy, audits, and risk management. Collectively, the portfolio of projects under the Director will help ensure the Department remains as a national standard in constitutional policing.

### Examples of Duties

#### Example of Duties

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Coordinate amongst internal and external stakeholders to ensure project objectives are met
- Create and effectively manage program to ensure timely completion of deliverables
- Partner with external agencies to plan, launch, and monitor cross-departmental collaborations
- Lead policy development and implementation to ensure Department follows national best practices and Constitutional Policing
- Identify emergent issues, create mechanisms to evaluate policy compliance and highlight need for corrective action following policy updates
- Oversee the Management Awareness System and the new Risk Management program helping ensure that members are provided opportunities to improve their skills before issues emerge
- Develop key performance indicators to measure command performance and strategic projects

- Guide the Diversity, Equity, and Inclusion (DEI) implementation Plan in the Department alongside the DEI Executive Manager
- Work alongside City and DPD public relations and engagement professionals to manage external communications
- Establish and maintain relationships internally and externally with stakeholders, vendors, and consultants.
- Present on key findings and strategic project updates to the Mayor, City Council, and the Board of Police Commissioners
- Develop detailed project plans to monitor and track progress.
- Manage civilian and sworn members on strategic initiatives and day-to-day operations of Office of Professional Development

## Minimum Qualifications

### Minimum Qualifications

Sufficient education, training, and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- Master's degree in related field with 3-5 years of increasingly responsible experience
- Bachelor's Degree in related field with 5-7 years of increasingly responsible experience

### Special Requirements

- Must successfully pass a background investigation.

### Knowledge, Skills, and Abilities

- Strong interpersonal skills to build and sustain relationships with individuals, businesses, and organizations.
- Demonstrated leadership in managing multiple projects.
- Self-driven, results-oriented with a positive outlook.
- Ability to quickly analyze datasets to inform decision-making.
- Excellent written and oral communication skills.
- Thrive in a fast-paced work environment.
- Ability to set and meet project goals and objectives

## Supplemental Information

**RESUME ARE REQUIRED TO BE CONSIDER FOR FURTHER CONSIDERATION**

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### Employer

City of Detroit

### Address

Coleman A. Young Municipal Center  
2 Woodward Ave ste 316  
Detroit, Michigan, 48226

### Website

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>





City of Detroit  
**Emergency Services Deployment Operator**

<b>CLASS CODE</b>	013139	<b>SALARY</b>	\$30,000.00 - \$49,500.00 Hourly \$62,400,000.00 - \$102,960,000.00 Annually
<b>ESTABLISHED DATE</b>	January 30, 2014	<b>REVISION DATE</b>	January 20, 2015

### Description

Under general supervision, receives and processes emergency telephone calls for public safety emergency services; and have charge of police dispatch and communications operations.

### Examples of Duties

1. Receives emergency calls from the public and prioritizes and processes them into a pre-established computer format for a concise event at a precise location.
2. Instructs callers in the performance of urgent procedures prior to arrival of emergency services, as required.
3. Refers citizens' non-emergency calls to the appropriate agencies.
4. Relays information and contacts appropriate agencies or personnel to resolve routine problems.
5. Executes accurate and expedient public safety communications work in response to a high volume of emergency and non-emergency calls.
6. Handles routine contacts with other divisions or sections of the department.
7. Operates the Telecommunications Device for the Deaf (TDD).
8. Receives emergency service telephone calls from police officers and/or other authorized personnel.
9. Transmits requests for immediate information received from public safety communicators, authorized personnel and radio field units on wanted persons and vehicles, gun and vehicle registrations, driver's licenses and routing inquiries.
10. Receives computer print-out and routes to appropriate location.
11. Operates dispatch monitoring and activity consoles and equipment.
12. Dispatches runs to police field personnel.
13. Performs related clerical work.
14. Assists new operators with on-the-job training.

### **Minimum Entrance Qualifications**

High school graduation or G.E.D.; preferably completion of two years of college with courses in criminal justice, public administration and/or computer science.

Six months to one (1) year of experience in the use of, and familiarity with computer-aided dispatch and communication equipment.

Three (3) years of customer service experience.

### **Supplemental Information**

#### **Evaluation Plan**

Computerized Based Test: 70%

Interview: P/F

Evaluation of Training, Experience & Personal Qualifications: 30%

Total of Interview and Evaluation T.E.P: 100%

#### **Additional points may be awarded for:**

Veteran Points: 0 – 15 points

Detroit Residency Credit: 15 point

### **Knowledge, Skills and Abilities**

- City of Detroit streets and geographical locations.
- Office work, terminology and equipment.

#### **SKILL IN:**

- Use of terminal keyboards.
- Use of data and voice communication devices.
- The operation of dispatch equipment.

#### **ABILITY TO:**

- Perform essential functions which include reading and writing standard English text.
- Communicate orally to the general public in stressful situations in the English language.
- Key information into dispatch system, verbalize and listen simultaneously.
- Key brief verbal statements accurately.
- Perform clerical tasks with speed and accuracy.
- Learn and participate in continuous in-serve training.
- Accept responsibility and work any assigned shift and overtime when required.
- Handle emergency and non-emergency calls for service.
- Interact effectively with the public, police, fire and EMS personnel and co-workers.
- Exhibit articulate speech patterns and voice modulation.
- Operate personal computers and keyboard input devices with dexterity.

- Learn police emergency codes and priorities.
- Dispatch police runs accurately.
- Identify dispatch problems and address accordingly.
- Instruct newly hired operators.

### **Distinguishing Characteristics**

Work is performed in an open-office environment using hands free telephone computer technology. Work involves a high volume of telephone calls and extensive interaction with the general public. This position is in a 24/7 operation. A person holding this position is considered an essential worker and is subject to work mandatory overtime (i.e., double shifts) that may occur over a number of consecutive days.



## City of Detroit Employee Services Consultant II

<b>CLASS CODE</b>	13119902	<b>SALARY</b>	\$50,454.00 - \$67,716.00 Annually
<b>REVISION DATE</b>	June 06, 2016		

### Description

The Employee Services Consultant class includes all positions whose duties are to perform and support the application and execution of established policies, procedures and processes. The Employee Services Consultant must have a detailed understanding of the knowledge, and theory of Human Resources and Relationship Management. Human Resources Assistants and Employee Services Consultants in a lower series report through this position.

### Examples of Duties

- Answers questions as a knowledgeable resource in one or more HR functional areas.
- Assists with training newer professional and technical staff.
- Assist with the development of employee engagement initiatives through data analysis, consultation, and action planning to drive organizational effectiveness.
- Assists with creating and establishing HR best practices regarding onboarding strategies, talent retention, and absence management programs.
- Collaborates with internal and external key stakeholders to develop and implement change management initiatives, and human resources policies and programs in support of city-wide initiatives.
- Conceptualizes and develops HR strategies, processes and procedures to increase customer service efficiencies.
- Develops a good working knowledge of assigned business areas and the operating processes and procedures within the City.
- Develops goals, objectives and performance metrics.
- Develops, recommends, and implements personnel policies, procedures, and programs consistent with city, state, and federal laws and regulations.
- Interprets city policies, procedures, collective bargaining agreements, laws, and regulations that affect business areas.
- Investigates employee relations and workplace concerns related to workplace violence, discrimination and harassment to ensure fair, consistent and equitable treatment of employees.
- Manages assigned special projects and programs.
- Proactively develops solutions; facilitates problem solving among different individuals/groups to reach effective outcomes.
- Provides human resources consultation and support services including, but not limited to employee relations, position management, employee engagement, and employee development.
- Provides interpretation, guidance and training in the application of city rules and regulations as they apply to employee relations and human resource policies.

- Serves as a liaison between the Human Resources Department and assigned customers by communicating and facilitating Human Resources needs.
- Works independently to define and meet customer needs, facilitating innovation and exploration of non-traditional ideas.

### **Minimum Entrance Qualifications**

#### Education

Bachelor's degree with major in human resources, business, management, organizational development, or Human Resources.

#### Experience

Employee Services Consultant II – Increased levels of responsibility and two to three (2-3) years of human resources experience in any combination of the following components: compensation, recruitment/staffing, benefits, human resources, employee relations, talent development, performance management and organizational development.

### **Supplemental Information**

#### Evaluation Plan

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

#### **Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 point

LRD:01/20/2026

### **Licensing and Certifications**

#### License / Certificates

May be required to periodically participate in continuing education opportunities in related professional development categories.

Designations from the Society of Human Resources Management, International Personnel Management Association – HR

- SHRM-CP/SCP Certification preferred.

#### Equivalency

Equivalent combinations of education and experience may be substituted to meet the education and experience requirement of this position.

### **Knowledge, Skills and Abilities**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Human resources information technology.
- Human resources staff planning and employee progression and succession plans.
- Management principles and practices affecting human resources administration.
- Quality management and process improvement principles.
- Regulations, policies and procedures pertinent to service areas.
- The laws, regulations and methods governing public sector human resources management.

Skill in:

- Analysis.
- Business Writing.
- Collaboration.
- Confidentiality.
- Consulting and Advising.
- Critical & Analytical Thinking.
- Customer Service and Client Focus.
- Decision making.
- Effective written and oral communication.
- Gathering, organizing and analyzing information.
- Human Resources Information Systems applications.
- Initiative and Self-Management.
- Interpersonal relationship building.
- Organization.
- Policy administration.
- Problem Solving/Decision Making.
- Professionalism and Credibility.
- Relationship Management.
- Teamwork.
- Time Management.

Ability to:

- Accurately secure, evaluate, analyze, and record facts.
- Collect, analyze and interpret statistical data.
- Communicate effectively orally and in writing with tact and diplomacy.
- Compute mathematical calculations with speed and accuracy.
- Coordinate multiple priorities.
- Cultivate a climate of integrity and ethics.
- Develop and maintain effective working relationships.
- Establish and maintain effective relationships with customer base.

- Exercise appropriate judgment in answering questions and releasing information.
- Gather, analyze and present facts.
- Identify change management issues; evaluate and implement changes in procedures and activities.
- Interpret and effectively communicate regulations, policies and procedures
- Organize and prioritize work.
- Prepare clear and succinct reports, graphs, correspondence, and statistical reports.
- Respond to workplace dynamics in a timely and pro-active manner.
- Respond to workplace dynamics in a timely, visionary and proactive manner.
- Secure cooperation of public officials, department managers, employee organization representatives, and others.



## City of Detroit Employee Services Consultant III

<b>CLASS CODE</b>	13119903	<b>SALARY</b>	\$63,937.00 - \$79,410.00 Annually
<b>REVISION DATE</b>	June 06, 2016		

### Description

The Employee Services Consultant class includes all positions whose duties are to perform and support the application and execution of established policies, procedures and processes. The Employee Services Consultant must have a detailed understanding of the knowledge, and theory of Human Resources and Relationship Management. Human Resources Assistants and Employee Services Consultants in a lower series report through this position.

### Examples of Duties

- Answers questions as a knowledgeable resource in one or more HR functional areas.
- Assists with training newer professional and technical staff.
- Assist with the development of employee engagement initiatives through data analysis, consultation, and action planning to drive organizational effectiveness.
- Assists with creating and establishing HR best practices regarding onboarding strategies, talent retention, and absence management programs.
- Collaborates with internal and external key stakeholders to develop and implement change management initiatives, and human resources policies and programs in support of city-wide initiatives.
- Conceptualizes and develops HR strategies, processes and procedures to increase customer service efficiencies.
- Develops a good working knowledge of assigned business areas and the operating processes and procedures within the City.
- Develops goals, objectives and performance metrics.
- Develops, recommends, and implements personnel policies, procedures, and programs consistent with city, state, and federal laws and regulations.
- Interprets city policies, procedures, collective bargaining agreements, laws, and regulations that affect business areas.
- Investigates employee relations and workplace concerns related to workplace violence, discrimination and harassment to ensure fair, consistent and equitable treatment of employees.
- Manages assigned special projects and programs.
- Proactively develops solutions; facilitates problem solving among different individuals/groups to reach effective outcomes.
- Provides human resources consultation and support services including, but not limited to employee relations, position management, employee engagement, and employee development.
- Provides interpretation, guidance and training in the application of city rules and regulations as they apply to employee relations and human resource policies.

- Serves as a liaison between the Human Resources Department and assigned customers by communicating and facilitating Human Resources needs.
- Works independently to define and meet customer needs, facilitating innovation and exploration of non-traditional ideas.

### **Minimum Entrance Qualifications**

#### Education

Bachelor's degree with major in human resources, business, management, organizational development, or Human Resources.

#### Experience

Employee Services Consultant III – Advanced levels of responsibility and three to four (3-4) years of human resources experience in any combination of the following components: compensation, recruitment/staffing, benefits, human resources, employee relations, talent development, performance management, and organizational development.

### **Supplemental Information**

#### Evaluation Plan

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

#### **Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

LRD: 10/13/2025

### **Licensing and Certifications**

#### License / Certificates

May be required to periodically participate in continuing education opportunities in related professional development categories.

Designations from the Society of Human Resources Management, International Personnel Management Association – HR

- SHRM-CP/SCP Certification preferred.

#### Equivalency

Equivalent combinations of education and experience may be substituted to meet the education and experience requirement of this position.

### **Knowledge, Skills and Abilities**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Human resources information technology.
- Human resources staff planning and employee progression and succession plans.
- Management principles and practices affecting human resources administration.
- Quality management and process improvement principles.
- Regulations, policies and procedures pertinent to service areas.
- The laws, regulations and methods governing public sector human resources management.

## Skill in:

- Analysis.
- Business Writing.
- Collaboration.
- Confidentiality.
- Consulting and Advising.
- Critical & Analytical Thinking.
- Customer Service and Client Focus.
- Decision making.
- Effective written and oral communication.
- Gathering, organizing and analyzing information.
- Human Resources Information Systems applications.
- Initiative and Self-Management.
- Interpersonal relationship building.
- Organization.
- Policy administration.
- Problem Solving/Decision Making.
- Professionalism and Credibility.
- Relationship Management.
- Teamwork.
- Time Management.

## Ability to:

- Accurately secure, evaluate, analyze, and record facts.
- Collect, analyze and interpret statistical data.
- Communicate effectively orally and in writing with tact and diplomacy.
- Compute mathematical calculations with speed and accuracy.
- Coordinate multiple priorities.
- Cultivate a climate of integrity and ethics.
- Develop and maintain effective working relationships.

- Establish and maintain effective relationships with customer base.
- Exercise appropriate judgment in answering questions and releasing information.
- Gather, analyze and present facts.
- Identify change management issues; evaluate and implement changes in procedures and activities.
- Interpret and effectively communicate regulations, policies and procedures
- Organize and prioritize work.
- Prepare clear and succinct reports, graphs, correspondence, and statistical reports.
- Respond to workplace dynamics in a timely and pro-active manner.
- Respond to workplace dynamics in a timely, visionary and proactive manner.
- Secure cooperation of public officials, department managers, employee organization representatives, and others.

**City of Detroit**  
**Human Resources Department**  
**JOB SPECIFICATION**  
**EMPLOYEE SERVICES MANAGER**

**OCCUPATIONAL INFORMATION:**

This position manages the day-to-day operations and functions of the Office of Employee Service. Services are provided to several departments that include, but are not limited to managing, monitoring, analyzing data, and providing support to the Human Resource staff and internal and external customers. Responsibilities include customer service, and the daily administration and application of the laws and regulations as they apply to Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Americans with Disabilities (ADA) and other federal, state and city mandated programs. The manager provides direction to the professional staff within the function and addresses training, and coaching of the Employee Services Consultants in the areas of onboarding, employee relations, leave administration, talent retention, employee engagement, and unemployment.

**Major Functions**

The Employee Services Manager provides direction and focus for the Employee Services function through fostering a culture of high ethical standards and demonstrating ethical behavior and fair and consistent treatment of policies and employees. The Employee Services function provides Human Resources and Employee Services support for all city departments.

**DEFINITION OF CLASS**

The Employee Services Manager position reports to the Employee Services General Manager and has a high level of responsibility for leading the Employee Services function to effectively and efficiently provide service to internal customers while ensuring that all laws, rules and regulations are met and applied. Employee Services Consultants and Human Resource Assistants report through this position.

**MAJOB JOB DUTIES: (Illustrative)**

- Develops workforce through staff planning, competency development, succession and progression planning.
- Implements new techniques, procedures, processes, and workable solutions to accomplish organizational strategies.
- Manage the development and implementation of regulations, policies and procedures.
- Manage, instruct, schedule, train and evaluate the work activities of the Office of Employee Services and its employees.
- Manages the methods, procedures, work flow, priorities, and operations of the employee services function.
- Motivate and engage staff towards effective delivery of core responsibilities.
- Prepare metrics, analytical and statistical reports to measure performance.
- Provide direction and update regarding daily office administration and issue resolution.
- Provide employee relations support for walk-in customers.
- Provide technical, informational and professional support to City departments.
- Review and resolve discipline issues as they arrive.
- Review practices and procedures, to improve performance of core functions to adequately support departments and administration.

Employee Services Manager I – Managers in this level have demonstrated expertise and background experience and in-depth knowledge of policies and procedures as well as analyses and application of

**City of Detroit**  
**Human Resources Department**  
**JOB SPECIFICATION**

**EMPLOYEE SERVICES MANAGER**

processes. They display skills in the responsibilities required to perform at this level. The Employee Services Manager I has a highly developed understanding of the scope, depth and breadth of the position responsibilities.

Employee Services Manager II – Managers at this level have developed and demonstrated advanced policy and administration skills. They are viewed as functional experts and resources and may provide direction and support to other levels within the manager role. The Employee Services Manager II has significant skill and background, as well as breadth and depth, in the development, implementation and application of policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge Of:**

- An in depth understanding and ability to apply the necessary policies and procedures to administer effective employee relations treatment of an extensive population within the City of Detroit.
- Extensive knowledge of employee services, policies and procedures is required.
- Knowledge of laws, rules, regulations, case law, principles and practices related to employee administration, including FMLA, and other mandated programs and the administration of unemployment rules and regulations and other policy application as is necessary.
- Thorough knowledge of management and supervisory principles.

**Skill In:**

- Analyzing policies, data and information to make effective and economical decisions.
- Current business principles, policies and practices.
- Customer Service and service orientation.
- Decision making.
- Effective and accurate communication, both oral and written.
- Effective problem solving.
- Organizational awareness.
- Policy administration
- Project management.
- Quality management and process improvement principles.
- Team work and team development.

**Ability To:**

- Ability to conduct and perform successful administration and development of staff employees.
- Acquire additional training and knowledge of contemporary principles and best practices of function managed.
- Bring focus and perspective to group and team projects.
- Build and maintain relationships with entire network.
- Conduct and perform successful administration and development of staff employees.
- Determine City of Detroit business requirements by conferring with departmental functional experts.
- Develop an environment of continuous improvement and innovation.

**City of Detroit**  
**Human Resources Department**  
**JOB SPECIFICATION**  
**EMPLOYEE SERVICES MANAGER**

- Display professionalism and credibility.
- Identify change management issues; evaluate and implement changes in procedures and activities.
- Identify compliance issues.
- Identify problems and conceptualize solutions, prioritize tasks and meet deadlines.
- Implement improvements to operating procedures.
- Implement strategic management plans.
- Interpret and analyze statistical data.
- Lead and cultivate a climate of integrity and ethics.
- Maintain records, prepare reports and compose correspondence related to work.
- Make effective and timely decisions when lines of authority are unclear.
- Manage effectively as a team leader.
- Manage multiple priorities.
- Plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature.
- Proficiently utilize standard office and pertinent specialized software.
- Provide prompt and effective customer service.
- Respond to workplace dynamics in a timely, visionary and pro active manner.

**SUPERVISORY CONTROLS**

The level and nature of the responsibilities attributed to the Employee Services Manager are critical to the effective implementation and support of all administrative responsibilities. Development, implementation and application of relevant policies and procedures as appropriate to the employees of the City of Detroit are extremely important to the ability of the Human Resources function to operate successfully on a day-to-day basis.

**GUIDELINES**

A wide range of guidelines exist at the management level. Differences in judgment are required as to which guidelines to use, how to interpret these guidelines, and how to make judgment decisions with missing, incomplete or conflicting information are required. Guidelines exist in the form of agency regulations, legislation, procedures, manuals and requirements; local, state, and federal rules and regulations.

**COMPLEXITY**

The complexity of the work derives from the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed, the difficulty in identifying what needs to be done, and the difficulty and originality involved in performing the work. Work complexity is further driven by the policies and procedures that guide the work and from communications with the Executive team of the City of Detroit as it pertains to providing effective policy development, adherence and application as they apply to employees of the City of Detroit.

**SCOPE AND EFFECT**

The scope and effect of the position requires this position to provide direction, policy development and policy application at the management level as it applies to all services provided for employees of the City of Detroit.

**City of Detroit**  
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**JOB SPECIFICATION**  
**EMPLOYEE SERVICES MANAGER**

**PERSONAL CONTACTS**

Contacts with the Employee Services General Manager and other members of the Management and General Management team to ensure consistency of application of policies and procedures as they impact the employees of the City of Detroit.

**PURPOSE OF CONTACTS**

At the manager level, the purpose of contacts is to manage and coordinate actions to ensure the quality, reliability and application of developed rules and regulations as they apply to employees. This may involve obtaining management or customer cooperation in submitting work or other information.

**PHYSICAL DEMANDS**

The work is characterized as sedentary. Employee Services employees sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, and extended periods requiring the use of computer terminals and technology to accomplish work objectives.

**WORK ENVIRONMENT**

Work is performed in a comfortable office environment which is appropriately lighted, heated, and cooled. The work environment contains no significant hazards. Some work may require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the work site.

**MINIMUM QUALIFICATIONS**

These minimum qualifications establish the education, training, experience, special skills and/or license(s), which are required for employment in the Manager of Employee Services classification. Minimum qualification increase based on the level of the position. Note: additional qualifications (i.e. degree or certification) may apply to a particular position.

Education

Bachelor's degree in Human Resource Management, Business Administration, Public Administration or other related field of study. Must be able to perform the essential functions of the position,

Experience

Employee Services Manager I - must have a minimum of four (4) years of work related experience, with a minimum of three (3) years of direct management/supervisory experience.

Employee Services Manager II - must have a minimum of six (6) years of total experience, with a minimum of (4) years of direct management/supervisory experience.

Licenses and Certifications and Other Special Requirements

Designations from the Society of Human Resources Management, International Personnel Management Association – HR

- SHRM-CP/SCP Certification preferred.

**City of Detroit**  
**Human Resources Department**  
**JOB SPECIFICATION**  
**EMPLOYEE SERVICES MANAGER**

Equivalency

An equivalent combination of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**WRITTEN TEST REQUIREMENTS:**

Applicants may be required to take written tests or work simulations to illustrate proficiency in other skill sets as may be determined based on the duties and responsibilities to be performed.

**BACKGROUND AND OTHER CHECKS:**

Applicants may be subject to background and criminal checks.

**IDENTIFICATION:**

Valid government issued identification will be required at time of hire.

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*The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position.*

**CODE DESIGNATION**

Class Code: 13-119921, 13-119922

EEO Code: 2

Date Established: August 2015



## City of Detroit Executive Administrative Assistant II

<b>CLASS CODE</b>	013374	<b>SALARY</b>	\$61,490.00 - \$82,528.00 Annually
<b>REVISION DATE</b>	October 17, 2023		

### Description

Under the general supervision of the department or division head, manage the flow of information into and out of the department, maintain the executive's calendar, and serve as the liaison between executive and key stakeholders, including the Mayor's Office, departmental staff at all levels, and representatives of other City departments and outside agencies.

### Examples of Duties

- Schedule meetings and maintain the executive's calendar; ensure the executive is informed of upcoming appointments and confirm meetings with all participants.
- Answer and screen telephone calls and visitors, handling most inquiries directly and referring others to the appropriate staff member.
- Facilitate communication between the Mayor's Office, the executive and administrative staff, departmental personnel, department heads, and external agencies.
- Notify the executive of important matters, messages, or emergency situations that require immediate attention.
- Review incoming mail and route it to the appropriate staff with memo of instructions; alert the executive to mail requiring urgent attention and independently handle routine matters.
- Prepare routine, non-technical correspondence for the executive's review and apprise the executive of significant matters referred to other staff for disposition.
- Gather and organize information in advance of meetings for the executive's review and transcribe and compile meeting notes for future reference.
- Ensure that documents submitted by management staff are properly formatted prior to forwarding them to the executive for approval.
- Organize and maintain the executive's files, including confidential records and documents.
- Support department managers, department directors, or related management staff.
- Prepare standard and custom reports as required.
- Greet visitors, respond to inquiries or direct them to the appropriate staff member in accordance with their needs.
- Coordinate conferences, meetings, or special events, and arrange travel accommodations for departmental personnel.
- Maintain scheduling systems and event calendars.
- Locate, compile, and assemble documents and materials for briefings and conferences.
- Serve as a liaison between management and staff by conveying information, clarifying work instructions, and following up on assignments.

- Prepare simple or repetitive, non-technical correspondence such as letters of acknowledgement in accordance with established formats.
- Develop materials for supervisor's use in public speaking engagements.
- Maintain information and documentation needed for budget purposes.
- Perform special projects and other related duties as assigned.

### **Minimum Entrance Qualifications**

#### **Qualifications (required):**

- High school diploma or G.E.D.
- Executive Administrative Assistant I – Two (2) years of experience in administrative support work.
- Executive Administrative Assistant II – Three (3) years of experience in administrative support work.
- Executive Administrative Assistant III – Four (4) years of experience in administrative support work.

#### **Qualifications (preferred):**

- Associate's degree in secretarial science or business administration.

### **Licensing and Certifications**

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

### **Knowledge, Skills and Abilities**

- Knowledge of departmental organization and work functions, practices, procedures, rules and regulations and municipal organization.
- Knowledge of general office work, terms, methods and practices.
- Proficient in standard English usage, grammar, spelling and punctuation.
- Skill in the use of Microsoft Office and other office suite software packages and database software.
- Skill in operating a personal computer, telephone system, fax machine and other standard office equipment.
- Skill in coordinating and expediting activities involving multiple organizational levels and contacts.
- Ability to demonstrate proficiency with integrated word processing and spreadsheet functions.
- Ability to organize and prioritize work to assure timely and effective completion of assignments.
- Ability to manage several priorities and concurrently respond to workplace dynamics in a timely and proactive manner.
- Ability to assume individual accountability with resourcefulness and minimal supervision.
- Ability to interact effectively with department officials, employees, external agency representatives, vendors and the public with tact and diplomacy.
- Ability to develop and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle routine and non-routine administrative detail.

### **Distinguishing Characteristics**

#### **Physical Demands**

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is

expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 20 pounds.

**Work Environment**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.



City of Detroit  
**Executive Administrative Assistant III**

<b>CLASS CODE</b>	43013377	<b>SALARY</b>	\$69,673.00 - \$90,888.00 Annually
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### Description

Under the general supervision of the department or division head, manage the flow of information into and out of the department, maintain the executive's calendar, and serve as the liaison between executive and key stakeholders, including the Mayor's Office, departmental staff at all levels, and representatives of other City departments and outside agencies.

### Examples of Duties

- Schedule meetings and maintain the executive's calendar; ensure the executive is informed of upcoming appointments and confirm meetings with all participants.
- Answer and screen telephone calls and visitors, handling most inquiries directly and referring others to the appropriate staff member.
- Facilitate communication between the Mayor's Office, the executive and administrative staff, departmental personnel, department heads, and external agencies.
- Notify the executive of important matters, messages, or emergency situations that require immediate attention.
- Review incoming mail and route it to the appropriate staff with memo of instructions; alert the executive to mail requiring urgent attention and independently handle routine matters.
- Prepare routine, non-technical correspondence for the executive's review and apprise the executive of significant matters referred to other staff for disposition.
- Gather and organize information in advance of meetings for the executive's review and transcribe and compile meeting notes for future reference.
- Ensure that documents submitted by management staff are properly formatted prior to forwarding them to the executive for approval.
- Organize and maintain the executive's files, including confidential records and documents.
- Support department managers, department directors, or related management staff.
- Prepare standard and custom reports as required.
- Greet visitors, respond to inquiries or direct them to the appropriate staff member in accordance with their needs.
- Coordinate conferences, meetings, or special events, and arrange travel accommodations for departmental personnel.
- Maintain scheduling systems and event calendars.
- Locate, compile, and assemble documents and materials for briefings and conferences.
- Serve as a liaison between management and staff by conveying information, clarifying work instructions, and following up on assignments.

- Prepare simple or repetitive, non-technical correspondence such as letters of acknowledgement in accordance with established formats.
- Develop materials for supervisor's use in public speaking engagements.
- Maintain information and documentation needed for budget purposes.
- Perform special projects and other related duties as assigned.

### **Minimum Entrance Qualifications**

#### **Qualifications (required):**

- High school diploma or G.E.D.
- Executive Administrative Assistant I – Two (2) years of experience in administrative support work.
- Executive Administrative Assistant II – Three (3) years of experience in administrative support work.
- Executive Administrative Assistant III – Four (4) years of experience in administrative support work.

#### **Qualifications (preferred):**

- Associate's degree in secretarial science or business administration.

### **Licensing and Certifications**

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

### **Knowledge, Skills and Abilities**

- Knowledge of departmental organization and work functions, practices, procedures, rules and regulations and municipal organization.
- Knowledge of general office work, terms, methods and practices.
- Proficient in standard English usage, grammar, spelling and punctuation.
- Skill in the use of Microsoft Office and other office suite software packages and database software.
- Skill in operating a personal computer, telephone system, fax machine and other standard office equipment.
- Skill in coordinating and expediting activities involving multiple organizational levels and contacts.
- Ability to demonstrate proficiency with integrated word processing and spreadsheet functions.
- Ability to organize and prioritize work to assure timely and effective completion of assignments.
- Ability to manage several priorities and concurrently respond to workplace dynamics in a timely and proactive manner.
- Ability to assume individual accountability with resourcefulness and minimal supervision.
- Ability to interact effectively with department officials, employees, external agency representatives, vendors and the public with tact and diplomacy.
- Ability to develop and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle routine and non-routine administrative detail.

### **Distinguishing Characteristics**

#### **Physical Demands**

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is

expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 20 pounds.

**Work Environment**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.



City of Detroit  
**Executive Manager - Police**

<b>CLASS CODE</b>	011805	<b>SALARY</b>	\$74,956.00 - \$104,757.00 Annually
<b>REVISION DATE</b>	June 15, 2015		

### Description

Under general direction manages, plans, directs, coordinates and administers all of the professional, administrative and supervisory activities of the Police Law Unit. Organize all activities of the unit, which is primarily responsible for organizing legal activities in compliance with federal, state, city and municipal laws and ordinances; to ensure efficient delivery of public safety services, and reduce crime in the City of Detroit.

### Examples of Duties

1. Represents superior in non-technical matters and acts as a liaison between superior, subordinates, other command units, other departments, law firms, courts and administrative boards and outside attorneys.
2. Prepare various legal documents including, but not limited to, answers to complaints, praecipes, motions, legal memoranda, affidavits, stipulations, settlement resolutions, case files, proofs of service and unit activity summaries.
3. Accepts service of a variety of legal documents, including, but not limited to motions, briefs and notarizes documents.
4. Independently answers routine but important correspondence and drafts replies to non-routine correspondence, subject to review and approval by superior.
5. Sorts and prioritizes legal correspondences, motions, legal and/or court documents, and brings important or urgent matters to the attention of the Executive staff.
6. Establishes goals, measurements and performance standards for the delivery of efficient, legal service.

### Minimum Entrance Qualifications

Bachelor's degree in public administration, business administration, criminal justice or related field; Master's degree preferred.

Three (3) years of recent office experience, with one (1) year of supervisory experience.

Working knowledge of federal, state, city and municipal laws and ordinances preferred.

## Supplemental Information

**SPECIAL NOTE:** This is an at-will appointment and the candidate selected serves at the pleasure of the Chief of Police.

### Evaluation Plan

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

### **Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 point

### **Knowledge, Skills and Abilities**

Knowledge of departmental organization and work functions, practices, procedures, rules and regulations and municipal organization.

Knowledge of general office work, terms, methods and practices.

Knowledge of common English usage, grammar, spelling and punctuation.

Skill in speaking and writing well, with correct grammatical usage.

Skill in operating a personal computer and using standard office word processing, spreadsheet and database software.

Skill in recording and transcribing dictation with speed and accuracy.

Skill in coordinating and expediting activities involving multiple organizational levels and contacts.

Ability to organize and prioritize work to assure timely and effective completion of assignments.

Ability to interpret legal briefings and summarize for executive level interpretation.

Ability to manage several priorities and concurrently respond to workplace dynamics in a timely and proactive manner.

Ability to assume individual accountability with resourcefulness and minimal supervision.

Ability to exercise tact and discretion in interacting with departmental officials and staff, representatives of various outside agencies and the public.

Ability to develop and maintain effective working relationships.

Ability to handle routine and non-routine administrative detail.



## City of Detroit Executive Secretary I

<b>SALARY</b>	\$17.21 - \$22.18 Hourly \$35,790.00 - \$46,136.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Appointed (Other)	<b>JOB NUMBER</b>	2025301336548
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	09/03/2025
<b>BARGAINING UNIT 0500</b>			

### Description

An Executive Secretary to a department head, manages the flow of information in and out of the administrative office; maintains the executive's calendar; and acts as liaison between department head, the Mayor's Office, all levels of departmental staff, representatives of other City departments and agencies, outside agencies and others.

### RELATIONSHIPS AND CONTACTS:

Has contact with all levels of departmental staff, staff of the Mayor's Office, officials and representatives of other City departments, outside agencies and interests, citizens, boards of commissioners, service providers, contractors, consultants, and elected officials.

**SPECIAL NOTE: This is an at-will appointment and the candidate selected serves at the pleasure of the Chief of Police.**

**Applications with no resumes will not be considered.**

### Examples of Duties

1. Schedules meetings and maintains calendar for executive; keeps executive apprised of scheduled appointments; and confirms meetings with expected participants.
2. Answers and screens telephone calls and visitors; handles most calls on the initial contact; and refers all others to appropriate staff.
3. Facilitates communication between the Mayor's Office, the executive and administrative staff, and other departmental staff, department heads and outside agencies.
4. Contacts and informs executive of important matters, messages or emergency situations requiring immediate attention.
5. Reviews incoming mail and refers to appropriate staff with memo of instructions attached; informs executive of mail requiring immediate attention; and independently processes routine matters.
6. Drafts correspondence of a routine, non-technical nature for executives review and apprises executive of important issues referred to others for disposition.
7. Ensures timely turnaround of issues routed to management staff by keeping abreast of pending items.

8. Gathers and organizes information prior to meetings for executive review and transcribes and organizes notes from meetings for future reference.
9. Ensures that documents from management staff are in proper format before submitting to executive for approval.
10. Organizes and maintains executive files, including confidential records and files.
11. Draws on personal knowledge of past precedents, protocol and major decisions and actions to ensure continuity of departmental processes and procedures in the absence of the executive, particularly during periods of concurrent absences of executive and senior administrative staff.

## Minimum Qualifications

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited high school; preferably an Associate's degree in secretarial science or business administration; preferably some continuing education classes in customer service.

Four (3) years of experience in secretarial work which has demonstrated proficiency in handling office administrative duties.

## Supplemental Information

### **PHYSICAL DEMANDS:**

Must be able to perform essential functions which typically involve seeing well enough to read standard English text and speaking well enough to communicate with others.

### **STRENGTH RATING:**

Work is sedentary.

### **WORKING CONDITIONS:**

Work is performed in a typical office environment with frequent exposure to computer monitors.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of departmental organization and work functions, practices, procedures, rules and regulations and municipal organization.

Knowledge of general office work, terms, methods and practices.

Knowledge of common English usage, grammar, spelling and punctuation. Skill in speaking and writing well, with correct grammatical usage.

Skill in operating a personal computer and using standard office word processing, spreadsheet and database software.

Skill in recording and transcribing dictation with speed and accuracy.

Skill in coordinating and expediting activities involving multiple organizational levels and contacts.

Ability to organize and prioritize work to assure timely and effective completion of assignments. Ability to manage several priorities and concurrently respond to workplace dynamics in a timely and proactive manner.

Ability to assume individual accountability with resourcefulness and minimal supervision.

Ability to exercise tact and discretion in interacting with departmental officials and staff, representatives of various outside agencies and the public.

Ability to develop and maintain effective working relationships.

Ability to handle routine and non-routine administrative detail.

### **CLASS EVALUATION FACTORS:**

Executive Secretary positions are allocated as secretarial assistants only to appointed or elected department heads, their appointed deputies and appointed division heads, and to administrative commissions.

### **SPECIAL NOTE:**

The duration of an appointment or promotion to this assignment shall be at the discretion of, and as determined by,

the department executive or administrative commission to which assigned, and no tenure shall vest in this class. Employees appointed to this classification will be advised of the temporary nature of assignment to the position.

*The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in the specification. Some of these responsibilities may be incorporated in departmental position descriptions. Essential duties may vary from position to position.*

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**Employer**

City of Detroit

**Address**

Coleman A. Young Municipal Center  
2 Woodward Ave ste 316  
Detroit, Michigan, 48226

**Website**

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>



## City of Detroit Executive Secretary III

**CLASS CODE** 013367 **SALARY** \$37,100.00 - \$47,600.00 Annually  
**ESTABLISHED DATE** June 14, 2015

### Description

#### CLASS SUMMARY

As secretary to a department head, manages the flow of information into and out of the administrative office; maintains the executive's calendar; and acts as liaison between department head, the Mayor's Office, all levels of departmental staff, representatives of other City departments and agencies, outside agencies and others.

#### RELATIONSHIPS AND CONTACTS

Has contact with all levels of departmental staff, staff of the Mayor's Office, officials and representatives of other City departments, outside agencies and interests, citizens, boards of commissioners, service providers, contractors, consultants, and elected officials.

### Examples of Duties

#### MAJOR JOB FUNCTIONS:

1. Schedules meetings and maintains calendar for executive; keeps executive apprised of scheduled appointments; and confirms meetings with expected participants.
2. Answers and screens telephone calls and visitors; handles most calls on the initial contact; and refers all others to appropriate staff.
3. Facilitates communication between the Mayo's Office, the executive and administrative staff, and other departmental staff, department heads and outside agencies.
4. Contacts and informs executive of important matters, messages or emergency situations requiring immediate attention.
5. Reviews incoming mail and refers to appropriate staff with memo of instructions attached; informs executive of mail requiring immediate attention; and independently processes routine matters.
6. Drafts correspondence of a routine, non-technical nature for executives review and appraises executive of important issues referred to others for disposition.
7. Ensures timely turnaround of issues routed to management staff by keeping abreast of pending items.
8. Gathers and organizes information prior to meetings for executives review and transcribes and organizes notes from meetings for future reference.
9. Ensures that documents from management staff are in proper format before submitting to executive for approval.
10. Organizes and maintains executive=s files, including confidential records and files.
11. Draws on personal knowledge of past precedents, protocol and major decisions and actions to ensure continuity of departmental processes and procedures in the absence of the executive, particularly during periods of concurrent absences of executive and senior administrative staff.

## Minimum Entrance Qualifications

### EDUCATION AND EXPERIENCE:

Graduation from an accredited high school; preferably an Associate's degree in secretarial science or business administration; preferably some continuing education classes in customer service.

Four (4) years of experience in secretarial work which has demonstrated proficiency in handling office administrative duties.

## Supplemental Information

### PHYSICAL DEMANDS:

Must be able to perform essential functions which typically involve seeing well enough to read standard English text and speaking well enough to communicate with others. Strength Rating: Work is sedentary.

### WORKING CONDITIONS:

Work is performed in a typical office environment with frequent exposure to computer monitors.

### CLASS EVALUATION FACTORS:

Executive Secretary positions are allocated as secretarial assistants only to appointed or elected department heads, their appointed deputies and appointed division heads, and to administrative commissions. The executive secretary grade will be determined by the executive grade of the assigned executive. In those departments where there is also a Charter or ordinance mandated administrative commission, the commission executive secretary grade will be equal to that of the deputy department head.

### SPECIAL NOTE:

The duration of an appointment or promotion to this assignment shall be at the discretion of, and as determined by, the department executive or administrative commission to which assigned and no tenure shall vest in this class. Employees appointed to this classification will be advised of the temporary nature of assignment to the position.

*The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in the specification. Some of these responsibilities may be incorporated in departmental position descriptions. Essential duties may vary from position to position.*

## Knowledge, Skills and Abilities

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of departmental organization and work functions, practices, procedures, rules and regulations and municipal organization.

Knowledge of general office work, terms, methods and practices.

Knowledge of common English usage, grammar, spelling and punctuation.

Skill in speaking and writing well, with correct grammatical usage.

Skill in operating a personal computer and using standard office word processing, spreadsheet and database software.

Skill in recording and transcribing dictation with speed and accuracy.

Skill in coordinating and expediting activities involving multiple organizational levels and contacts.

Ability to organize and prioritize work to assure timely and effective completion of assignments.

Ability to manage several priorities and concurrently respond to workplace dynamics in a timely and proactive manner.

Ability to assume individual accountability with resourcefulness and minimal supervision.

Ability to exercise tact and discretion in interacting with departmental officials and staff, representatives of various outside agencies and the public.

Ability to develop and maintain effective working relationships.

Ability to handle routine and non-routine administrative detail.



## City of Detroit Forensic Technician Trainee

<b>Class Spec Code</b>	258521	<b>Established Date</b>	11/29/2015
<b>Last Revised Date</b>	12/01/2025	<b>Salary Range</b>	\$35,096.00 - \$43,323.00 Annually
<b>Bargaining Unit</b>	7800-Service Employees Intrntnl Union Local 517M P	<b>EEO</b>	EEO1-Technicians
<b>Occupational Group</b>	310000	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	General City	<b>Physical Class</b>	PE

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### Description

Under general supervision, responds to and processes crime scenes in the City of Detroit. Serves as a support service to the Detroit Police Department; arrival to the crime scene occurs when the scene is secured and preserved by the responding uniform officers.

### Examples of Duties

- Identifies, evaluates, collects, and properly preserves all evidence collected from the crime scene including, but not limited to proper chain of custody of the evidence, including latent prints, and maintains the proper custody chain.
- Measures locations and distances of evidence, victims, and other important landmarks utilizing a variety of equipment; both manual and automated.
- Prepares sketches based on measurements and location of collected evidence at crime scenes.
- Photographs crime scenes, locations, victims, perpetrators, related evidence and performs general overall photography in such a way as to show the viewer the entire crime scene in neutrality.
- Enters the collected evidence into the DPD Tracker System.

- Develops latent fingerprints on a variety of surfaces at the scene and items processed in the C.S.S office using fingerprint powders, chemicals and alternate light sources.
- Testifies in the District courts, State courts, and occasionally in the Federal Court System regarding the nature and appropriateness of work performed.

### **Minimum Entrance Qualifications**

High school graduation or G.E.D. with successful completion of coursework in biology, chemistry, physical science, and algebra.

**A Valid State of Michigan Operators License is Required.**

### **Supplemental Information**

#### **Evaluation Plan**

Interview: 5%

Computerized Assessment: 70%

Evaluation of Training, Experience & Personal Qualifications: 25%

Total of Interview, Computerized Assessment and Evaluation T.E.P: 100%

#### **Additional points may be awarded for:**

Veteran Points: 0 – 15 points

Detroit Residency Credit: 15 points

### **Licensing and Certifications**

- Due to the confidential nature of work performed and access to illegal and controlled substances, qualification for employment in this class is subject to a Police Department background check. Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on requirements of the position.
- This is training class for promotion to Forensic Technician. Employment in this classification is limited to a maximum of four (4) years. **Employees promoted in this class must successfully complete two (2) years of college level studies with courses in chemistry, biology, and mathematics, and qualify for promotion within the four (4) year period.** Employees who do not qualify for promotion to Forensic Technician will be considered for transfer to available positions in some other appropriate classification, reverted to their former classification or separated from City employment.
- **Valid State of Michigan Operator License Required.**

**Knowledge, Skills and Abilities**

- Forensic laboratory methods and procedures.
- Record keeping methods and techniques.
- Firearm Safety
- Biohazard safety.
- Use of hand tools
- Observation
- Sketch Drawing
- Focus on the entirety of the crime scene area.
- Pay attention to detail
- Precisely document observations and prepare basic technical reports

**Distinguishing Characteristics**

- Work is performed in a variety of locations, including typical office environments, laboratories, specialized work areas, close spaces, residential, commercial or outside locations under seasonal weather conditions. Work situations often require strict adherence to state and federal guidelines, and established safety requirements to protect against risk of injury.
- Work involves walking up and down stairs while carrying a minimum of 40 lbs.; test firing weapons; lifting, bending, stooping, crawling, and climbing; able to work in confined spaces and tolerate heights.



## City of Detroit Garage Attendant - DPD

<b>CLASS CODE</b>	631025	<b>SALARY</b>	\$31,200.00 Annually
<b>REVISION DATE</b>	September 01, 2022		

### Description

Under general supervision, assists in and around a garage, performs general preventive maintenance, transports vehicles, ensures cleanliness of vehicles, and removes emergency equipment from out-of-service vehicles.

### Examples of Duties

Performs basic maintenance tasks including not limited to: changing batteries and tires, filling vehicles and automotive equipment with gas, oil, and/or other fluids.

Transports vehicles to and from various locations including departmental facilities, City garages and vendors.

Cleans, washes, and polishes the interior and exterior of vehicles which include automobiles and trucks.

Reports to superior any defects observed while cleaning vehicles.

Cleans automotive parts.

Transports and moves material around garage.

Removes snow from driveways.

Assists repair workers with lifting heavy automotive parts.

Sweeps and cleans garage floors and washes garage windows.

### Minimum Entrance Qualifications

Qualifications (required):

Completion of two (2) years of high school.

Qualifications (preferred):

High school graduation or GED.

One (1) year of experience in lubricating and washing automotive equipment.

### Licensing and Certifications

Valid State of Michigan Operator License required at time of application. Persons subsequently hired in this title shall be required to obtain a State of Michigan Chauffeur's License with a Class 1 or 2 endorsement, or, a

Commercial Driver License with a Group A endorsement and airbrake qualification. (In addition, P endorsement required for placement in the Department of Transportation).

Successful applicants must meet physical standards prescribed by the Michigan State Police Motor Carrier Division and must possess and carry a valid current Medical Examiner's Certificate certifying physical fitness for driving in accordance with State of Michigan Motor Carrier Safety Act-1988.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

### **Knowledge, Skills and Abilities**

Knowledge of automotive equipment and methods of lubricating and cleaning such equipment.

Skill in observation.

Skill in physical strength and agility.

Ability to follow oral and written instructions.

Ability to operate automotive equipment.

Ability to display mechanical aptitude.

Ability to display industriousness and willingness to perform the duties of the classification.

Ability to interact effectively with others with tact and diplomacy.

### **Distinguishing Characteristics**

#### **Physical Demands**

The employee generally engages in light to strenuous physical activity which may include operating machinery, motor vehicles, heavy equipment, and using tools for an extended period of time. The employee is expected to move about and ascend/descend (e.g. stairs, ladders, trees etc.) to accomplish tasks. The employee must be able to lift, push, pull, and carry up to 100 pounds.

#### **Work Environment**

Work is performed in a vehicle repair garage/facility and involves exposure to seasonal weather conditions. Duties may involve field work.



# City of Detroit Graphic Designer

<b>SALARY</b>	\$23.03 - \$32.24 Hourly \$47,896.00 - \$67,052.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	20250219302548CJB
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	11/10/2024
<b>CLOSING DATE</b>	11/14/2024 2:46 PM Eastern	<b>BARGAINING UNIT</b>	0500

## Description

Under general supervision, designs finished materials for a variety of communications, promotional and advertising vehicles

## Examples of Duties

(may perform other duties as assigned)

- Confers with supervisors, publicists and representatives of the client department to understand objectives, audience, schedule and other related issues regarding the requested materials, such as brochures, pamphlets, posters, charts, advertisements, logos, reports, publications, exhibits and videos.
- Develops and presents one or more design concepts which includes selecting colors, photographs or other graphics, appropriate paper stock, and development of printing specifications.
- Reviews work of subordinates to ensure quality and suitability of finished work as defined by budget limitations and the original work order. • Informs supervisors and colleagues of work in progress.
- Ensures that vendors meet departmental quality standards.

## Minimum Qualifications

Bachelor's degree with specialization in commercial art or graphic design.

One (1) year of experience in the design and production of communication and promotional materials.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position

## Supplemental Information

### Knowledge, Skills, and Abilities

- Knowledge of graphic software such as Photoshop, QuarkXpress, Freehand, PageMaker, Illustrator, etc.

- Knowledge of a variety of artistic techniques and media. • Skill in techniques and applications of computer graphics and desktop publishing.
  - Ability to communicate effectively, both orally and in writing.
  - Ability to operate a personal computer.
  - Ability to be creative in dealing with limited budgets.
  - Ability to motivate subordinate staff.
  - Ability to interact effectively with subordinates and vendors.
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**Employer**

City of Detroit

**Address**

Coleman A. Young Municipal Center  
2 Woodward Ave ste 316  
Detroit, Michigan, 48226

**Website**

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>



## City of Detroit Head Clerk - Police

<b>CLASS CODE</b>	011995	<b>SALARY</b>	\$43,934.00 - \$55,703.00 Annually
<b>REVISION DATE</b>	November 01, 2016		

### Description

Under general supervision, is responsible for the administrative routine involved in specialized and diversified clerical and office work; supervises a group of clerical employees engaged in general office or administrative activities; and performs semi-specialized administrative assignments.

### Examples of Duties

1. Directs the clerical and other activities of an office staff engaged in maintaining automated and manual records and providing clerical support services for the department.
2. Supervises a group of clerical employees engaged in a specialized or administrative process or activity, or the general office activities of a large organization.
3. Performs difficult and responsible general clerical and office work.
4. Performs specialized assignments requiring extensive knowledge of the departmental mission, processes, policies, and procedures.
5. Assists in the preparation of the division's budget.
6. Prepares correspondence in response to inquiries and complaints.
7. Initiates new office procedures.
8. Supervises the submission of reports to local, state and federal agencies.

### Minimum Entrance Qualifications

High School graduation or GED. Preferably, completion of two years of college coursework in criminal justice, business and/or public administration or a related field.

Three years of experience performing semi-specialized and non-routine clerical, office or administrative work including supervisory experience.

### Supplemental Information

#### Evaluation Plan

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

**Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points
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### **Licensing and Certifications**

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

### **Knowledge, Skills and Abilities**

#### **KNOWLEDGE OF:**

- Accounting and personnel terms, methods, and practices.
- Office work, terms, and equipment.
- Basic business and statistical concepts.

#### **SKILL IN:**

- Performing semi-specialized and non-routine clerical, office or administrative work.
- Use of personal computers, common office word processing, spreadsheet and database software.
- Supervising and directing the work of others.
- Oral and written communication.
- Use of office equipment.

#### **ABILITY TO:**

- Supervise, train and instruct a moderately large group of employees.
- Learn City data management systems such as DRMS, LEIN or NCIC.
- Perform very difficult or responsible clerical and office work.
- Interact effectively with the public and subordinates with tact and diplomacy.
- Communicate effectively both orally and in writing.
- Organize and prioritize work.
- Demonstrate resourcefulness and initiative in work performance.



## City of Detroit Human Resources Assistant III

<b>CLASS CODE</b>	43416103	<b>SALARY</b>	\$32,698.00 - \$39,037.00 Annually
<b>REVISION DATE</b>	January 06, 2016		

### Description

#### DEFINITION OF CLASS

The Human Resources Assistant class is a non-supervisory role that organizes and expedites office management activities in each major division of the department. Administrative Assistants in this class are classified as Human Resources Assistants, levels I-IV, with varying degrees of responsibility.

Human Resource Assistants in this class lead and perform general office assistant work in support of Employee Services, Classification & Compensation, Human Resource Management, Human Resource Information Systems, Labor Relations, Policy & Planning, Operations, Recruiting and Talent Development and Performance Management. The work requires knowledge of the procedures, techniques and practices involved in carrying out the work of an organization within established guidelines, and the skill to use various office equipment including fax machines, photocopiers, scanners, videoconferencing, telephone systems, and the ability to create and edit documents.

### Examples of Duties

#### DUTIES AND RESPONSIBILITIES (Illustrative)

The duties specified below are representative of the range of duties assigned to this job class and are not intended to be an inclusive list; responsibilities.

- Administers pre-employment tests and performs background checks.
- Answers telephones and gives information to callers, takes messages, or transfer calls as appropriate.
- Assists departments in carrying out various human resource programs and procedures for all employees.
- Assists Human Resource staff members by providing information about procedures, practices and policies within the function or division.
- Assists in administration of the compensation and classification program.
- Assists in organizational training and development efforts.
- Checks and/or compares documents, forms, applications, or other materials for Human Resource function and divisional accuracy, completeness, grammar, and format.

- Conducts or assists in the process of new-employee orientations.
- Coordinates conferences, meetings, or special events, and arranges travel reservations for office personnel.
- Creates, maintains, and enters information into HRMS databases.
- Develops material for use in public speaking engagements.
- Greets visitors or callers and handles their inquiries or directs them to the appropriate persons according to their needs.
- Helps maintain organizational charts and related human resource function directories.
- Helps monitor the performance appraisal process.
- Independently notes and follows up on commitments made at meetings and conferences by Human Resources management, functional management, and Human Resource specialists and analysts.
- Locates and assembles documents for briefings and conferences.
- Maintains functional information needed for budget purposes.
- Maintains HRMS records and compiles reports from the database as needed.
- Maintains scheduling and event calendars.
- Makes copies of correspondence or other printed material.
- Monitors and maintains human capital development, talent development measurement strategy and all related metrics, reporting and special reports.
- Operates electronic mail systems and coordinates the flow of information with Human Resources divisions or with other organizations.
- Operates office equipment, such as fax machines, copiers, or phone systems and arranges for repairs when equipment malfunctions.
- Participates in recruitment efforts; helps coordinate the use of temporary employees.
- Performs human resource related duties as required and assigned.
- Performs special projects and other duties as assigned.
- Prepares minutes of meetings from notes and/or recordings.
- Prepares standardized and custom reports of a financial, personnel, payroll, or department- specific nature.
- Requisitions office supplies, repairs on office equipment and printing services.
- Serves as a liaison between members of the Human Resource divisions, management and staff by transmitting information, explaining appropriate work instructions, and following up on assignments.
- Sets up, manages, and develops systems for paper or electronic filing systems, records information, updates paperwork, or maintains documents, such as attendance records, correspondence or other material.
- Sorts, opens, and distributes incoming mail to staff.
- Supports department managers, department directors or related management staff.

- Uses computers for various applications, such as database management, or word processing.
- Writes simple or repetitive, non-technical correspondence such as letters of acknowledgement in accordance with a given format.

### **Minimum Entrance Qualifications**

#### **MINIMUM QUALIFICATIONS**

These minimum qualifications establish the education, training, experience, special skills and/or license(s), which are required for employment in the classification. Note: additional qualifications (i.e., special conditions) may apply to a particular position.

#### Education

For all Human Resources Assistants, it is a requirement to have completed High School graduation or General Educational Development (GED) certificate. Preferred Associates in Business Administration or related field.

#### Experience

Background, experience or exposure in one or several of the Human Resource roles and responsibilities - Employee Services, Classification & Compensation, Human Resource Management, Human Resource Information Systems, Labor Relations, Policy & Planning, Operations, Recruiting and Talent Development and Performance Management.

In addition to the minimum education requirements, the following experience requirements also apply:

For selection, appointment to a Human Resources Assistant level II or higher, in addition to the minimum education requirements, more progressive levels of experience are required based on the following:

Human Resources Assistant III – at least three (3) years of experience

### **Supplemental Information**

#### Evaluation Plan

- Computerized Assessment: 25%
- Interview: 75%
- Evaluation of Training, Experience & Personal Qualifications: P/F
- Total of Interview and Evaluation T.E.P: 100%

#### **Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 point

LRD: 12/2/2025

## Licensing and Certifications

License/Certificates None

### Equivalency

Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## Knowledge, Skills and Abilities

### KNOWLEDGE, SKILLS, AND ABILITIES

the intermediate level, knowledge requirements might include detailed, intensive knowledge of:

- Administrative and clerical procedures and systems, such as word processing, managing files and records, designing forms, and other office procedures and terminology; for example, to file material and obtain requested data from files.
- Advises clerks or secretaries in subordinate organizations of the appropriate Human Resources procedures to use.
- Basic or commonly used Human Resource rules, procedures, or operations, which typically require some previous experience and training in Human Resources divisions.
- Extensive body of rules, procedures, or operations applied to clerical assignments and knowledge of the organization and functions of the office in order to perform all of the procedural work of the office. This includes knowledge to carry out and coordinate, in a timely and effective manner, many different procedures, each of which might involve numerous steps.
- Grammar, spelling, punctuation, and required formats sufficient to recognize and correct such errors in correspondence and reports.

### Skill in:

- Adapting policies or procedures to emergency situations and establishing practices or procedures to meet new situations.
- Communicating effectively, both orally and in writing.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Managing one's own time and the time of others.

- Recognizing how and when certain policies, procedures, or guidelines will be confusing to others.
- Talking to others to convey information effectively.
- Understanding written sentences and paragraphs in work related documents.
- Use of Excel (e.g. Formulas, Pivot Tables, VLookup, Hlookup, other functions, charts, tables) and other financial management software packages functionality, HRIS system functionality.
  - Use of Microsoft Office (e.g. Word, Excel, Access, PowerPoint) and other office suite software packages.
- Use of personal computers, telephone systems, fax machines and other standard office equipment.  
Ability to:
  - Effectively speak, write, read, and understand the English language.
  - Establish and maintain effective working relationships with both external and internal contacts.
  - Follow written and oral directions.
  - Hear at a conversational level.
  - Process and integrate simple data.
  - Read and comprehend relevant documents.



## City of Detroit Identification Technician Trainee

<b>SALARY</b>	\$15.38 Hourly \$31,980.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2025233851137
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	11/14/2025
<b>CLOSING DATE</b>	11/18/2025 5:00 PM Eastern	<b>BARGAINING UNIT</b>	1410-AFSCME NonSupervisory Local 1023 Police

### Description

Under immediate supervision, learns and gains competence and experience in performing fingerprint identification work; processes and classifies fingerprints; searches, verifies and files fingerprint records.

### Examples of Duties

- Classifies fingerprints of police prisoners, applicants for licenses, and others.
- Searches files to identify and verify information on specific individuals.
- Files fingerprints by specific identification classifications.
- Prepares and maintains arrest records, indices and other identification information.
- Initiates and processes background checks for the Police Department new hires and any department requiring police clearances.
- Processes fingerprints.

### Minimum Qualifications

#### Qualifications (required):

- High School graduation or G.E.D. equivalent.

#### Qualifications (preferred):

- One (1) year of experience in performing clerical duties.

#### Licenses, Certifications, and Other Special Requirements:

This is a training class for promotion to Identification Technician. Employment in this class is limited to one year. Trainees are expected to qualify for promotion to the class of Identification Technician within this period. Trainees who do not qualify for the Technician class in the one-year period will either be transferred to some other appropriate class or separated from City employment.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Work Environment**

Work is performed primarily in an office environment. The Detroit Police Department is a 24/7 operation. Candidates must be flexible, will be assigned to day, afternoon or midnight shift. This is an on-site position.

The Detroit Police Department's pre-employment background screening process includes a review of your social media account(s). To continue with the application process, you must provide all names and/or social media handles associated with your social media account(s); including but not limited to any of the following social media platforms: **Facebook, Instagram, Tik Tok, Twitter, Google, YouTube, Snapchat, LinkedIn, etc.**

**Supplemental Information**

	<u>MAX.</u>	<u>MIN.</u>
<b>Written Exam:</b>	<b>70%</b>	<b>45.5%</b>
<b>Evaluation of T.E.P. :</b>	<b>30%</b>	<b>19.5%</b>
<b>Additional points may be awarded for:</b>		
<ul style="list-style-type: none"> <li>• Veteran Points: 0 – 15 points</li> <li>• Detroit Residency Credit: 15 points</li> </ul>		

**Employer**

City of Detroit

**Address**

Coleman A. Young Municipal Center  
2 Woodward Ave ste 316  
Detroit, Michigan, 48226

**Website**

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>

**Identification Technician Trainee Supplemental Questionnaire**

**\*QUESTION 1**

Do you have a high school diploma or G.E.D?

- Yes
- No

**\*QUESTION 2**

The Detroit Police Department is a 24/7 operation, which means we have shifts scheduled 7 days a week, 24 hours a day. Do you have the availability and flexibility to be assigned to any shift i.e. days, afternoons or midnights?

- Yes

No

\* Required Question



City of Detroit  
**Director of Crime Data Analytics**

<b>SALARY</b>	\$61.73 - \$74.11 Hourly \$128,388.00 - \$154,147.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	20260211422448
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	10/22/2025
<b>CLOSING DATE</b>	10/29/2025 11:59 PM Eastern	<b>BARGAINING UNIT</b>	9077

## Description

The Director of Crime Data Analytics leads data-driven initiatives and oversees the analytics team to deliver insights that inform strategies toward crime reduction. As a direct report to the Deputy Chief of the Crime Strategies Bureau, the Director will work closely with other Department executives on strategic projects.

## Examples of Duties

The Director of Crime Data Analytics is responsible for overseeing the day-to-day operations, the management of all personnel, and the delegation of work assignments to project managers, Crime Analysts, and/or work professionals assigned to the unit.

Determines the most appropriate principles, practices, and methods to apply in all phases of assignments, including the approach to be taken, degree of intensity, and depth of research in management advisories.

Interprets regulations on his/her own initiative, applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems, and resolves most of the conflicts that arise.

Keeps their supervisors informed of progress and of potentially controversial matters.

Outlines overall objectives and available resources.

Works with project managers and department heads to understand analytics needs and deliver timely insights.

Collects, organizes, and maintains data from primary and secondary sources while ensuring quality and accuracy.

Cleans, prepares, and validates data sets for reliable analysis and reporting.

Build dashboards, charts, and reports that simplify data findings for both technical and non-technical audiences.

Develops and automates processes for data collection, integration, and reporting to improve efficiency.

Evaluates existing systems and recommends improvements for data handling and analysis.

Collaborates with cross-functional teams to align data-driven insights with organizational goals.

Reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

Oversees Geographic Information System (GIS) Data.

Designs or prepares graphic representations of GIS data, using GIS hardware or software applications.

Performs geospatial data building, modeling, or analysis, using advanced spatial analysis.

Modifies existing software to correct errors, to adapt it to new hardware, or to upgrade interfaces and improve performance.

Designs or prepares graphic representations of GIS data, using GIS hardware or software applications.

Analyzes GIS data to identify spatial relationships or display results of analyses, using maps, graphs, or tabular data.

Designs or coordinates the development of integrated GIS spatial or non-spatial databases.

Maintains or modifies existing GIS database.

Reviews existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation.

Provides technical support to users regarding the maintenance, development, or operation of GIS databases, equipment, or applications.

Develop applications documentation, user training materials, and quality control procedures.

Trains users in the use of GIS and related software, workstations, printers, plotters, digitizing tablets, tables, and GIS networking systems.

Develop presentations to be released to the public for community input.

Consulting with other DoIT personnel on project status, proposals, or technical issues, such as software system design or maintenance.

Preparing reports or correspondence concerning project specifications, activities, or status.

Provides technical and functional advice to users as needed.

Responds to user email inquiries or sets up automated systems to send responses.

Trains users to use new or modified equipment.

Expands or modifies systems to serve new purposes or improve workflow.

Develops specifications, diagrams, and flowcharts for Project Managers, Crime Analysts, and/or work professionals assigned to the unit to follow.

Recommends new equipment or software packages.

Provides users with assistance in solving computer data-related problems, such as malfunctions and program problems.

Reads manuals, periodicals, and technical reports to learn how to develop programs that meet user requirements.

Coordinates and links computer systems to increase compatibility so information can be shared within city departments.

Develops complex spreadsheet, word processing, or desktop publishing applications.

Trains users to work with computer systems and programs.

Performs special projects and other duties as assigned.

## Minimum Qualifications

It is a requirement to have completed a bachelor's degree from an accredited college or university, with a major course of work in Computer Science, Information Systems, Statistics, Criminal Justice, Data Analytics, Business Administration, Public Administration, or other related field of study.

### **EXPERIENCE (PREFERRED)**

Two or more years of professional experience as a data analyst or in a similar role.

Experience with advanced analytics tools such as Tableau, Power Business Intelligence, or Statistical Analysis System.

## Supplemental Information

Knowledge of databases and data model design.

Familiarity with data privacy regulations and compliance practices.

Ability to work collaboratively in a fast-paced environment with multiple stakeholders.

ESRI platforms, including ArcGIS Online, ArcGIS for Server, Arc Desktop, Tableau, and other products.

Information technology security concepts, standards, and methods.

Project management principles, methods, and practices, including developing plans and schedules, estimating resource requirements, defining milestones and deliverables, monitoring activities, and evaluating and reporting on accomplishments.

Oral and written communication techniques sufficient to communicate complex technical requirements to non-technical personnel and present briefings to senior management officials within the Detroit Police Department and/or the Mayor's office.

The ability to address complex and/or controversial issues.

The ability to manage employee day-to-day responsibilities, resolve issues when they arise, which can include disciplinary action.

Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Strong foundation in statistics and hands-on experience with tools such as Excel, PowerPoint, Word, Smartsheet, and Tableau.

Proven ability to analyze, structure, and present large data sets with clarity.

Experience in creating reports, dashboards, or data visualizations for decision-making.

Strong communication skills to simplify complex findings for non-technical stakeholders.

Strong personnel management skills to direct a team.

### **ROLE OBJECTIVES**

Develop and maintain analytics systems that simplify complex problems into practical solutions.

Identify patterns, trends, and opportunities for crime strategy reductions through data analysis.

Ensure accuracy and reliability of data by applying best practices in collection and management.

Create clear, goal-oriented reports and dashboards that inform decisions and drive strategy.

Partner with managers and stakeholders to translate data into actionable results.

### **PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six months, with the possibility of a six-month extension for a total of twelve months. If promoted to a position in this class, an individual will be required to serve a probationary period of six months. Performance will be carefully evaluated during the probationary period. Continued employment in this class will be contingent upon successful completion of the probationary period and meeting all of the performance expectation requirements

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#### **Employer**

City of Detroit

#### **Address**

Coleman A. Young Municipal Center  
2 Woodward Ave ste 316  
Detroit, Michigan, 48226

#### **Website**

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>



## City of Detroit Intelligence Specialist

<b>CLASS CODE</b>	932610	<b>SALARY</b>	\$76,300.00 - \$99,200.00 Annually
<b>REVISION DATE</b>	November 06, 2018		

### Description

An Intelligence Specialist shall operate as a resource and information gatherer focused on direct crime prevention and support for crime investigation and suppression efforts. Intelligence Specialists may be responsible for research using law enforcement systems, open source data, and available department technologies to complete fugitive apprehension tracking, person of interest work-ups, phone data analysis and tracking, warrant package preparation, and any other duties assigned to support the efforts of the department to reduce crime and increase the safety of the community. This position reports to the Commanding Officer of the Crime Intelligence Unit, or designee. An intelligence specialist may work at one, or more, department facilities, or partner facilities based on the assigned tasks.

### Examples of Duties

- Works with a variety of sources and technology to mine and gather data and transfer the information into a computerized form, manipulate and analyze the data, conduct strategic crime analysis and report on the analyses to identify trends, patterns and prevent criminal activity and make recommendations.
- Analyzes criminal intelligence information and prepares intelligence reports and bulletins; analyzes long term crime patterns and trends to forecast future criminal activity.
- Maintains cooperative relationships for the exchange of information with federal, state, local and private entities for the activities related to counter-terrorism.
- Attends critical incident debriefing, pre and post incident, including, but not limited to table top exercises with other members, partners and agencies.
- Serves as a resource member assigned to an investigative team to provide support to the officer in charge of individual cases.
- May be required to complete critical infrastructure information gathering and reporting regarding locations, events and/or persons that could pose a risk of terrorist activity.
- Uses information gathered to assist in planning the deployment of resources for preventing and suppressing criminal activities, aiding in investigations, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.
- Coordinates the exchange of interstate and intrastate information pertaining to criminal activity and criminal movement; interacts and coordinates with other departments and agencies.
- Analyzes relationships between offenders and incidents to increase overall intelligence; researches patterns, structures, trends and movement of criminal groups or individuals; and develops recommendations for subsequent investigations; write analyses and draws charts and maps to substantiate recommendations.

- Researches, compiles, analyzes and interprets data and criminal intelligence information collected from various sources, including previous investigations, legal instruments, information storage and retrieval systems, social media, utilized information from the department and outside agencies.
- Prepares analytical reports of intelligence information and interprets and presents to superiors.
- Makes appropriate and timely notifications based on research, analysis, and interpretation of data from department and outside agency reports.
- Utilizes and maintains general and specialized computer applications to gather, categorize, and analyze crime data and assist in the dissemination of information pertinent to law enforcement.
- Disseminates intelligence information to assist in prevention and detection of criminal activity.
- Participates in meetings that involve police mission strategies and intelligence sharing of information.
- Makes recommendations on the newest trends, methods and technology.
- Provides support to the unit and throughout the department in the efforts to control crime.

### **Minimum Entrance Qualifications**

#### **Qualifications (required):**

Bachelor's degree in intelligence analysis, criminal justice, cyber security or other related field of study, or five (5) years of experience in law enforcement in place of the degree.

At least five (5) years of experience working in crime analysis, investigative analysis, principles and/or practical application of investigations for crime suppression or apprehension.

*Equivalent combinations of education and experience may be substituted to meet the education and experience requirement of this position.*

### **Supplemental Information**

#### **Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

#### **Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

### **Licensing and Certifications**

May be required to periodically participate in continuing education opportunities in related professional development categories.

Members shall be available 24/7/365 including holidays and off hours to assist in resource and information gathering, as needed, and determined by the officer in charge of an individual case or situation.

Candidates considered for placement in this classification will be subject to a Criminal Background Investigation based on the requirements of the position.

**Knowledge, Skills and Abilities**

- Knowledge of Criminal justice process, from investigation and arrest to court and incarceration.
- Knowledge of criminal law.
- Knowledge of computer-based statistical applications.
- Skill in observation.
- Skill in oral and written communication.
- Skill in keenness to detail.
- Skill in operating a personal computer and common office software such as Word, Excel and Access.
- Ability to gather various media data, to include but not limited to, social media outlets, news outlets, and/or web based trending information to monitor and alert supervision and other members regarding significant information that may pose a threat or risk to the safety of the community or members of the department.
- Ability to apply principles of logic to define problems, organize and analyze narrative and statistical data, analyze problems, establish facts, consider options, draw valid conclusions formulate strategies and make practical recommendations.
- Ability to read and comprehend police reports and data and develop deployment strategies for enforcement efforts.
- Ability to use general and specialized computer applications.
- Ability to distinguish and develop crime patterns, trends, and series, and prepare strategic forecasts; to assist in proactive and targeted investigation, preventative enforcement and education, identification of crime patterns and of repeat and known offenders.
- Ability to utilize web-based map services that provide detailed information about geographical regions and route planning.
- Ability to manipulate, analyze and present data and present testimony in court as required.
- Ability to gather facts for a criminal investigation and maintain thorough records and documentation.
- Ability to communicate clearly, concisely and effectively orally and in writing.
- Ability to coordinate the efforts of a street investigation via radio communication focusing on officer safety.
- Ability to create and develop clear and well-documented tables, charts, graphs, spreadsheets and other forms of graphical representation.
- Ability to demonstrate initiative in performing work and in planning and completing work.
- Ability to work in a fast-paced, highly intensive environment; quickly adjust focus and multi-task.
- Ability to train and provide technical assistance to others.
- Ability to maintain working relationships with colleagues, departmental staff, and representatives of other organizations and agencies as well as with the public.
- Ability to maintain confidentiality.



City of Detroit

## Latent Fingerprint Technician ( Promotional- Crime Scene Services Employees Only)

<b>SALARY</b>	\$17.30 - \$25.00 Hourly \$35,974.00 - \$52,000.00 Annually	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2023433853237
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	05/11/2023
<b>BARGAINING UNIT 0500</b>			

### Description

Under general supervision, to perform responsible and complex technical work involved in the identification of partial, distorted or indistinct finger and palm prints, and performing related duties as required.

### Examples of Duties

- Obtain and identify single, partial, or distorted fingerprints and portions of palm prints.
- Provide expert testimony as to the accuracy of identifications in criminal court cases or civil cases involving identification disputes.
- Prepare exhibits to illustrate specific print identification concepts.
- Train sworn personnel in the technical aspects of taking prints from crime scenes from a variety of surfaces.
- Take fingerprints from burned or badly decomposed bodies.
- Instruct court and hospital personnel in the appropriate method of taking prints for identification purposes.
- Assist police departments and hospitals in making accurate identifications of deceased or injured persons.
- As necessary, remove tissue, fingers, or skin from dead bodies in order to obtain usable prints.
- Notify the appropriate agencies of the identification of corpses or suspects.
- Train less experienced staff in the methodology.
- Involved in the latent print identifications.
- Corroborate the identifications made by other staff.
- Employ chemical methods to obtain prints from porous or absorbent materials such as cardboard or newspaper.
- Enforce security methods to insure the maintenance of the legal chain of evidence.
- Maintain records of unit activities.

- Prepare reports of findings for use by superiors.
- And as necessary, act in relief of supervisory personnel assigned to other locations within the bureau.

## Minimum Qualifications

- High School graduation or GED
- One (1) year of experience in the identification and classification of latent fingerprints.
- Three (3) or four (4) years recent experience in the latent print activity, sufficient to qualify as a latent print expert.
- Three (3) or four (4) years training in fingerprinting and fingerprint identification techniques and methods.
- Three (3) or four (4) years recent experience in identification and fingerprint work.
- Three (3) or four (4) years recent experience in performance of the methodologies allied to the latent print activity.

## Knowledge, Skills, and Abilities

- Knowledge of classification and coding systems used in identification work.
- Knowledge of modern methods and procedures used in identification work.
- Skill in taking fingerprints.
- Skill in searching files, records and fingerprint cards to make positive identification.
- Skill in physical agility.
- Ability to display good memory and powers of observation.
- Ability to interact effectively with departmental personnel and others with tact and diplomacy.
- Ability to display initiative, perseverance, and resourcefulness in solving identification problems.
- Ability to have personal integrity.

## Licenses, Certifications, and Other Special Requirements:

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands

Work Environment

## Supplemental Information

### Evaluation Plan

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

### Additional points may be awarded for:

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

LRD: 05/11/2023

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**Employer**

City of Detroit

**Address**

Coleman A. Young Municipal Center

2 Woodward Ave ste 316

Detroit, Michigan, 48226

**Website**

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>

**City of Detroit  
Human Resources Department**

**Class Code:** 01-09-01  
**EEO Code:** 2

**Issued:** 5/29/2015  
**Replaces:** 4/27/2015

**TITLE: DEPARTMENT MANAGER I**

<u>Classifications in Group:</u>	<u>Class Code:</u>
Manager I - Administrative Hearings	(01-09-08)
Manager I - Airport	(01-09-10)
Manager I - Buildings & Safety Engineering	(01-09-12)
Manager I - Budget	(01-09-14)
Manager I - Human Services - Head Start	(01-09-17)
Manager I - Communications	(01-09-18)
Manager I - Fire	(01-09-19)
Manager I - Consumer Affairs	(01-09-20)
Manager I - Finance (Workers' Compensation)	(01-09-21)
Manager I - Cultural Affairs	(01-09-22)
Manager I - Environmental Affairs	(01-09-24)
Manager I - Finance	(01-09-26)
Manager I - Elections	(01-09-27)
Manager I - Employment & Training	(01-09-28)
Manager I - General Services	(01-09-41)
Manager I - Health	(01-09-30)
Manager I - Human Rights	(01-09-34)
Manager I - Human Resources (Hearings & Policy)	(01-09-35)
Manager I - Human Services	(01-09-36)
Manager I - Human Resources (IT)	(01-09-37)
Manager I - Human Resources	(01-09-38)
Manager I - Human Resources (Payroll)	(01-09-39)
Manager I - Law	(01-09-23)
Manager I - Pension	(01-09-09)
Manager I - Information Technology	(01-09-40)
Manager I - Labor Relations	(01-09-42)
Manager I - Municipal Parking	(01-09-44)
Manager I - Planning & Development	(01-09-46)
Manager I - Police	(01-09-48)
Manager I - Public Lighting	(01-09-50)
Manager I - Public Works	(01-09-52)
Manager I - Recreation	(01-09-47)
Manager I - Transportation	(01-09-54)
Manager I - Water and Sewerage	(01-09-56)
Manager I - Health - Veterinarian	(01-09-59)
Manager I - Health - Clinic Operations	(01-09-60)
Manager I - Health - WIC Program	(01-09-61)
Manager I - Health - Lead Program	(01-09-62)
Manager I - Health - Animal Control	(01-09-64)
Manager I - Health - Food Sanitation	(01-09-65)
Manager I - Water and Sewerage - Meter Operations	(01-09-57)
Manager I - Finance - Purchasing	(01-09-70)
Manager I - Finance - Assessments	(01-09-71)
Manager I - Pension - Administration	(01-09-16)
Manager I - Health - Vital Records	(01-09-66)
Manager I - Planning & Development - CDBG	(01-09-67)

**City of Detroit  
Human Resources Department**

**Class Code:** 01-09-01  
**EEO Code:** 2

**Issued:** 5/29/2015  
**Replaces:** 4/27/2015

**TITLE: DEPARTMENT MANAGER I**

**SUMMARY:**

Under general supervision, plans, manages, coordinates, and administers portions of a department or city-wide control, operational, or reporting function. An employee in this class is accountable and responsible for the management activities of a specific portion of a departmental control, operational, or reporting activity or for providing a citywide service function of equal responsibility.

**MAJOR JOB DUTIES:**

1. Manages the methods, procedures, work flow, priorities, and operations of a department major section or staff activity.
2. Develops and implements methods to evaluate current systems and identifies critical areas for improvement.
3. Develops and implements procedures to improve processes and quality of services.
4. Aligns operational goals with department strategic plan and coordinates their implementation and evaluation.
5. Manages Function's tasks and obtains approval and assistance from higher level management for actions to broaden service or control strategies.
6. Administers the implementation and management of special programs and projects.
7. Instructs employees on policy interpretation.
8. Participates in joint activities with other division managers and department representatives to address customer service concerns.
9. Implements and evaluates plans to resolve organizational and operational problems.
10. Establishes goals, measurements, and performance standards aligned with department mission.
11. Evaluates employee performance through collaboration on assignments and projects and review of results.
12. Collaborates with employees on their professional skill and competency development.
13. Confers with employees on questions and concerns of performance, attendance, conduct, and changes to policies and procedures.
14. Prepares section annual budget.
15. Supervises and prepares analytical and statistical reports.
16. Serves on committees and teams for special projects and initiatives.

**QUALIFICATIONS:**

Bachelor's degree in a related field of study. Certain positions may prefer, or require, a Master's or Juris Doctor degree.

Five years of work related experience that includes two years of professional administrative experience directly related to the specified position, including line supervisory or team leader responsibility and authority.

Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

**City of Detroit  
Human Resources Department**

**Class Code:** 01-09-01  
**EEO Code:** 2

**Issued:** 5/29/2015  
**Replaces:** 4/27/2015

**TITLE:** DEPARTMENT MANAGER I

**KNOWLEDGE OF:**

- Generally accepted methodologies used in the function managed.
- Laws, policies, and procedures that affect the function managed.
- The capabilities and applications of information technology that support function.
- Contemporary financial management concepts and best practices.
- Quality management and process improvement principles.

**SKILL IN:**

- Project management.
- Analyzing information to make effective and economical decisions.
- Implementing service delivery procedures.

**ABILITY TO:**

- Manage effectively as a team leader.
- Implement strategic management plans.
- Make effective and timely decisions when lines of authority are unclear.
- Bring focus and perspective to group and team projects.
- Respond to workplace dynamics in a timely, visionary and pro active manner.
- Plan and manage budgets.
- Proficiently utilize standard office and pertinent specialized software.
- Interpret and analyze statistical data.
- Manage multiple priorities.
- Acquire additional training and knowledge of contemporary principles and best practices of function managed.

**LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:**

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Some positions may require special licenses and/or certifications.

**DISTINGUISHING CHARACTERISTICS:**

Must be able to perform the major job duties of the class, which involve reading standard English text, conducting team meetings, and frequent oral and written communication with others. Work is sedentary to light. Work is performed in a typical office environment with exposure to computer monitors. Some assignments require site visits and occasional travel.

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*The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position.*

**City of Detroit  
Human Resources Department**

**Class Code:** 01-09-01  
**EEO Code:** 2

**Issued:** 5/29/2015  
**Replaces:** 4/27/2015

**TITLE:** DEPARTMENT MANAGER I

**NOTES:**

Sub-Classifications added:

Elections	11/22/1999
Police	5/15/2000
Administrative Hearing	03/28/2003
Human Resources (IT)	09/13/2006
Human Resources (Payroll)	09/13/2006
Pension	01/26/2006
Human Resources (Hearings & Policy)	08/08/2007
Health - Veterinarian	07/27/2009
Health - Clinic Operations	07/27/2009
Health - WIC Program	07/27/2009
Health - Lead Program	07/27/2009
Health - Animal Control	07/27/2009
Health - Food Sanitation	07/27/2009
Finance (Workers' Compensation)	07/07/2010
Human Services - Head Start	02/12/2010
Water and Sewerage - Meter Operations	04/11/2011
Finance - Purchasing	04/11/2011
Finance - Assessments	04/11/2011
Finance - Safety	05/03/2011
Fire	09/01/2011
Pension - Administration	11/08/2012
Health-Vital Records	03/21/2013
Planning & Development - CDBG	03/28/2013
Law	04/27/2015



## City of Detroit Manager II Police (DPD Employees Only)

<b>SALARY</b>	\$29.37 - \$41.14 Hourly \$61,083.00 - \$85,562.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Appointed-Directors-Discretion of Mayor/Leg Body	<b>JOB NUMBER</b>	20250201094848CJB
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	11/06/2024
<b>CLOSING DATE</b>	11/8/2024 8:59 AM Eastern	<b>BARGAINING UNIT</b>	3000-Detroit Police Officers Association

### Description

Under general supervision, plans, manages, coordinates, and administers portions of a department or citywide control, operational, or reporting function. An employee in this class is accountable and responsible for the management activities of a specific portion of a departmental control, operational, or reporting activity or for providing a citywide service function of equal responsibility.

Under general supervision, directs, plans, manages, coordinates, and administers the programs and activities of a major functional group or essential service area of a city department. An employee in this class is accountable and responsible for these programs and activities.

### Examples of Duties

*(may perform other duties as assigned)*

- Manages the methods, procedures, work flow, priorities, and operations of an agency major service function, or activity.
- Establishes or implements service goals, measurements, and performance standards aligned with agency's governance goals.
- Individually, and through designated managers, coordinates the work of several units or sections in accomplishing objectives.
- Evaluates the efficiency of designated processes, methods, procedures, and policies to identify critical areas for improvement.
- Consults with higher level management and recommends broad service or control strategies to accomplish organizational goals.
- Aligns operational goals with department strategic plan and coordinates their implementation and evaluation.
- Implements new techniques, procedures, processes, and workable solutions to accomplish organizational strategies.
- Manages and evaluates effects of process improvement initiatives.
- Administers the implementation and management of special programs and projects.

- Confers with managers and instructs employees on legal requirements and policy interpretation.
- Leads joint activities with other division managers and department representatives to address service concerns.
- Implements and evaluates plans to resolve organizational and operational problems.
- Develops workforce through staff planning, succession and progression planning, coaching and counseling, collaboration with employees on career paths, and competency development.
- Develops and implements methods to evaluate current systems and identifies critical areas for improvement.
- Develops and implements procedures to improve processes and quality of services
- Evaluates employee performance through collaboration on assignments and projects and review of results.
- Confers with employees on questions and concerns of performance, attendance, conduct, and changes to policies and procedures..
- Supervises the preparation of analytical and statistical reports.
- Manages Function's tasks and obtains approval and assistance from higher level management for actions to broaden service or control strategies.
- Instructs employees on policy interpretation.
- Participates in joint activities with other division managers and department representatives to address customer service concerns.
- Evaluates employee performance through collaboration on assignments and projects and review of results.
- Collaborates with employees on their professional skill and competency development.
- Confers with employees on questions and concerns of performance, attendance, conduct, and changes to policies and procedures.
- Supervises and prepares analytical and statistical reports.
- Serves on committees and teams for special projects and initiatives

### Minimum Qualifications

Bachelor's degree in a related field of study. Certain positions may prefer, or require, a Master's or Juris Doctor degree.

Seven (7) years of work related experience that includes four years of professional administrative experience directly related to the specified position, including line supervisory or team leader responsibility and authority.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

### Supplemental Information

#### Knowledge, Skills, and Abilities

- Knowledge of generally accepted methodologies used in the function managed.
- Knowledge of laws, policies, and procedures that affect the function managed.
- Knowledge of capabilities and applications of information technology that support function.
- Knowledge of contemporary financial management concepts and best practices.
- Knowledge of quality management and process improvement principles.
- Skill in project management.
- Skill in analyzing information to make effective and economical decisions.
- Skill in implementing service delivery procedures.
- Ability to implement strategic financial management plans.
- Ability to bring focus and perspective to group and team projects.
- Ability to respond to workplace dynamics in a timely, visionary and pro-active manner.
- Ability to plan and manage budgets.
- Ability to proficiently use standard office and pertinent specialized software.

- Ability to interpret and analyze financial statistical data.
- Ability to manage multiple priorities.
- Ability to manage effectively as a team leader.
- Ability to make effective and timely decisions with insufficient information.
- Ability to acquire additional training and knowledge of contemporary principles and best practices of function managed.

**Licenses, Certifications, and Other Special Requirements:**

- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

(a) Requirements for physical, educational, mental and moral fitness. (A Criminal Background Screening will be conducted prior to entry into position)

**Work Environment:**

Work is performed in a typical office environment with exposure to computer monitors. Some assignments require site visits and occasional travel

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**Employer**

City of Detroit

**Address**

Coleman A. Young Municipal Center  
2 Woodward Ave ste 316  
Detroit, Michigan, 48226

**Website**

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>



## City of Detroit Office Assistant III

<b>SALARY</b>	\$15.00 - \$16.24 Hourly \$31,200.00 - \$33,777.00 Annually	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2022401313137
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	05/17/2022
<b>CLOSING DATE</b>	9/29/2022 12:00 AM Eastern	<b>BARGAINING UNIT</b>	1100

### Description

Under general supervision, perform moderately complex and semi-specialized clerical support duties; may supervise other clerical employees.

### Examples of Duties

- Type from rough draft important and/or confidential correspondence and reports.
- Assemble data and information and enter into defined tabular format.
- Determine the pertinence, adequacy, arrangement and form of reports or correspondence requiring familiarity with departmental rules, policies and procedures.
- Proofread and check accuracy of work.
- Determine classification of material for filing.
- Perform filing of correspondence, records and reports.
- Maintain records in databases, spreadsheets and logs, requiring knowledge of departmental practices and procedures.
- Maintain confidential records and files.
- Schedule appointments and maintain calendars.
- Issue licenses and permits, determining eligibility through verifying documentation.
- Accept payments and issue receipts.
- Screen telephone calls and visitors and assist with nontechnical inquiries
- Plan, schedule and review work of subordinates.
- Supervise group of clerical employees.
- Procure and monitor inventory of office materials and supplies.

### Minimum Qualifications

#### Qualifications (required):

- High School graduation or G.E.D. (General Educational Development) equivalent with coursework in typing, keyboarding, word processing, and office management or business related subjects.
- Two (2) years of recent office experience performing moderately complex clerical and office work.

**Qualifications (preferred):**

- Experience in a City department.
- Two (2) years of college courses preferable with proficiency in Microsoft Office products.

**Supplemental Information**

Subjects and Weights

Computerized Assessment: 80%

Evaluation of Training, Experience, & Personal Qualifications: 20%

Interview: Pass/Fail

Total of Computerized Assessment, Interview and Evaluation T.E.P 100%

Detroit Residency Credit: 15 Points

Veteran Points: 0-15 Points

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**Employer**

City of Detroit

**Address**

Coleman A. Young Municipal Center  
2 Woodward Ave ste 316  
Detroit, Michigan, 48226

**Website**

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>



## City of Detroit Office Management Assistant

<b>CLASS CODE</b>	019210	<b>SALARY</b>	\$41,191.00 - \$52,225.00 Annually
<b>ESTABLISHED DATE</b>	August 21, 1994	<b>REVISION DATE</b>	February 01, 2011

### Description

Under general supervision, organizes and expedites routine office activities in the administrative office of a major division of a large department.

### Examples of Duties

1. Reviews correspondence and determines the appropriate method for routing.
2. Answers and types responses to routine correspondence.
3. Drafts replies to non-routine correspondence, subject to the review and approval by superiors in non-technical matters.
4. Serves as the liaison between superiors and subordinate staff, other departmental staff, departments and outside agencies.
5. Schedules appointments and maintains appointment calendar for superior.
6. Screens callers and visitors.
7. Records and transcribes important or confidential material.
8. Analyzes routine but important issues independently, in order to determine the proper method for resolution and expedites remedies.
9. Maintains assignment logs for staff, documents action taken, and follows up to ensure timely response.
10. Provides information to citizens about departmental, division and section policies and procedures.
11. Maintains time keeping and confidential records and files.
12. Attends meetings with superiors to record the proceedings, and as r required, records verbatim statements.
13. Assists staff by providing information about procedures, practices and policies in division.
14. Proofreads all typed material for grammar, spelling, punctuation and typographical errors before submission to superior.
15. Develops and revises the format of forms to facilitate work flow.
16. Plans, schedules, reviews and assigns the work of a small group of clerical employees.
17. Instructs and trains employees on new procedures and/or operations.
18. Evaluates work performance and administers discipline.

### Minimum Entrance Qualifications

#### Qualifications (required):

- High school graduation or GED.
- Three (3) years' of experience in secretarial work that has demonstrated the ability to handle important office duties.

**Qualifications (preferred):**

- Preferably some college courses in secretarial science or business administration.

**Supplemental Information****Evaluation Plan**

- Computerized Examination: 30%
- Interview: P/F
- Evaluation of Training, Experience & Personal Qualifications: 70%
- Total of Computerized Exam and Evaluation T.E.P: 100%

**Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

LRD: 06/13/2025

**Licensing and Certifications**

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Knowledge, Skills and Abilities****Knowledge, Skills, and Abilities**

- Knowledge of departmental organization and work functions, practices, procedures, rules and regulations.
- Knowledge of common English usage, grammar, spelling and punctuation.
- Skill in typing with speed and accuracy.
- Skill in exercising tact and discretion.
- Skill in use of common office equipment, personal computers and software.
- Skill in oral and written communication.
- Skill in tactful interaction with departmental personnel and others.
- Ability to draft non-routine original documents.
- Ability to handle routine and some non-routine administrative detail.
- Ability to supervise the work of others.

**Distinguishing Characteristics****Physical Demands**

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to (25) pounds.

**Work Environment**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.



City of Detroit  
**Performance and Compliance Analyst - Civil Rights Integrity  
 Bureau**

<b>CLASS CODE</b>	338870	<b>SALARY</b>	\$42,959.00 - \$60,120.00 Annually
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### Description

Under general supervision, performs research, statistical analyses and evaluations of procedures and practices of the City of Detroit's Police Department.

### Examples of Duties

- Compiles qualitative and quantitative data on organization structure, work processes, and personnel performance.
- Performs research and statistical analyses, including but not limited to, utilizing sampling techniques in data analyses, identifying and monitoring data trends, and performing tests to establish statistical validity and reliability.
- Collects information through interviews, observations, surveys, record reviews and other appropriate research methods for interpretation, review and analysis.
- Researches, analyzes, and evaluates the practices and procedures of the Police Department with regards to specified compliance standards, including, but not limited to, consent judgments, legal requirements from legislation, judicial decisions, and other provisions.
- Reviews organization charts, work and process flow charts, systems' analyses diagrams, work sheets, recorded statements and other material for use in process analyses.
- Prepares statistical and narrative reports (audit reports) which include, but are not limited to, flow diagrams, graphic presentations, charts, and spreadsheets.
- Assists in conducting special reviews and systems analyses.
- Coordinates work activities of project personnel.
- Maintains and utilizes databases for data management, statistical analysis, and data compilation.
- Identifies findings and recommendations for analysis potential areas of improvement within the Police Department.

### Minimum Entrance Qualifications

#### Qualifications (required):

- Bachelor's degree with specialization in business administration, organizational development, public administration, economics, accounting, auditing, mathematics or engineering.
- Two (2) years of experience conducting performance audits, organizational analysis, or other work related to conducting complex performance compliance reviews.

*Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.*

**Qualifications (preferred):**

- Experience performing audits in a public sector or law enforcement environment.

**Supplemental Information****Writing Sample: P/F****Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

**Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 point

**Licensing and Certifications**

- State of Michigan registration as a Certified Public Accountant or certification as a Certified Internal Auditor is preferred.
- Certification in ISO and/or Six Sigma is preferred.
- Employees in this class may be required to provide and operate a motor vehicle on a reimbursed mileage basis. A valid State of Michigan Driver License is preferred.

**Knowledge, Skills and Abilities**

- Knowledge of statistical procedures applicable to the work of the department.
- Knowledge of statistical process control methodologies.
- Knowledge of management theory, administrative systems, qualitative and quantitative analysis methods.
- Knowledge of principles of organizational effectiveness as applied to complex organizations.
- Knowledge of work standardization practices.
- Knowledge of legal provisions in conducting audits.
- Knowledge of principles and techniques of work systems' analysis and design.
- Skill in conducting research and investigations.
- Skill in writing detailed and specialized audit reports.
- Skill in performing statistical computations and analyses.
- Skill in preparing statistical statements and exhibits.
- Skill in operating a personal computer and utilizing common word processing, database, spreadsheet and work related software.
- Skill in project management.
- Skill in analysis and correlation of multiple events.
- Ability to develop precise, accurate reports.
- Ability to meet deadlines.
- Ability to organize and prioritize work.
- Ability to work effectively in teams as well as independently.

- Ability to communicate effectively and tactfully with Police Department personnel, City employees and officials, and the public.
- Ability to perform research to identify best practices in policing operations.



City of Detroit

## Performance & Compliance Manager-Civil Rights Integrity Bureau

<b>SALARY</b>	\$29.42 - \$41.17 Hourly \$61,192.00 - \$85,625.00 Annually	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2020333888037
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	04/01/2021
<b>BARGAINING UNIT</b> 0500			

### Description

#### SUMMARY

Under general supervision, directs, assists and performs the duties of subordinate staff engaged in complex, technical, precise research, investigations, analyses, and evaluations of the organization, operations, practices and procedures of the City of Detroit's Police Department. Designs and implements systems, practices and procedures to improve the operational efficiency of the Police Department.

### Examples of Duties

#### MAJOR JOB DUTIES:

1. Directs, plans, organizes, schedules, reviews, assists, and performs the work of subordinates compiling, evaluating, analyzing and interpreting data regarding the efficiency of the Department in regards to meeting established compliance standards.
2. Designs, develops, implements, directs, monitors and modifies internal operational reviews and database management plans for the Police Department, including, but not limited to, designing work plans, task statements, and methods.
3. Performs reviews of internal controls.
4. Acts as an internal consultant in designing, developing, implementing, and modifying departmental operations.
5. Prepares and reviews reports and recommendations regarding the practices and procedures of the Police Department and insures the timely communication of report findings to the appropriate personnel.
6. Appraises organization efficiency and makes recommendations for improvements, including, but not limited to, designing new systems, procedures, work processes, records, and information management systems.
7. Reviews and approves work and sampling plans.

8. Reviews and amends operational review protocols on a periodic basis to ensure compliance with current Police Department standards.
9. Conducts training in obtaining supporting documentation and analysis.

## Minimum Qualifications

### QUALIFICATIONS:

Bachelor's degree with specialization in business administration, organizational development, public administration, economics, accounting, auditing, mathematics or engineering.

Seven years experience conducting operational or organizational performance reviews, organizational analyses, and/or other work related to implementing operational performance measurement systems, preferably in a public sector or law enforcement environment. Two years of team leadership, project management or high level supervisory audit experience.

Preferably, one year of experience managing a database or similar automated management information system.

### KNOWLEDGE OF:

- The principles and techniques of system analysis and design.
- Statistical procedures applicable to the work of the employing department/division.
- Statistical process control methodologies.
- Management theory, administrative systems, qualitative and quantitative analysis methods.
- Principles of organizational effectiveness as applied to complex organizations.
- Work standardization practices.
- Legal provisions in conducting audits.
- Principles and techniques of work systems' analysis and design.

### SKILL IN:

- Designing, implementing and administering process control measurement systems.
- Writing detailed and specialized audit reports.
- Designing reporting formats and methodologies.
- Directing complex research projects.
- Project management.
- Conducting research and investigations.
- Creating and issuing reports in various formats.
- Operating a personal computer and utilizing common word processing, database, spreadsheet and work related software.
- Translating complicated and voluminous data and data assessments into value added findings and recommendations.
- Performing and reviewing statistical computations and analyses.
- Preparing statistical statements and exhibits.

- Analysis and correlation of multiple events.

**ABILITY TO:**

- Supervise subordinate employees engaged in technical research and analysis activities.
- Issue precise, accurate reports.
- Meet deadlines.
- Organize and prioritize work.
- Work effectively in teams as well as independently.
- Communicate effectively and tactfully with Police Department personnel, City employees and officials, and the public.
- Finalize reports of operations.

**SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS:**

State of Michigan registration as a Certified Public Accountant or certification as a Certified Internal Auditor (CIA) is required.

Government Auditing Professional certification is preferred.

**SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS (cont.):**

Employees in this class may be required to provide and operate a motor vehicle on a reimbursed mileage basis. A valid State of Michigan Driver License is preferred.

**DISTINGUISHING CHARACTERISTICS:**

Some assignments include field studies. Employees in this class have extensive interaction with members of the City of Detroit's Police Department as needed to obtain and assess data and to issue subsequent reports.

**Supplemental Information****Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

**Additional points may be awarded for:**

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 point

**Employer**

City of Detroit

**Address**

Coleman A. Young Municipal Center  
2 Woodward Ave ste 316  
Detroit, Michigan, 48226

**Website**

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>

