



City of Detroit

## Photographer Police Investigation Support

<b>CLASS CODE</b>	439135	<b>SALARY</b>	\$46,900.00 - \$61,000.00 Annually
<b>REVISION DATE</b>	July 01, 2025		

### Description

Under general supervision, to take color and black-and-white photographs of a variety of subjects, some of which may be used as evidence by law enforcement authorities in support of crime investigation; to post-process and print color and black-and-white photographs routinely and using techniques that will enhance the representations of evidence characteristics on photographs; to prepare photographs for court presentations, testify in court and to perform related work as required. Work also includes taking photographs at department events and activities, including award presentations, graduations, promotional ceremonies, and precinct events.

### Examples of Duties

Subject to general assignments, and with responsibility to superior for results, and in accordance with established departmental policies, procedures, and methods in the preservation of integrity in evidence management:

- Individually, or with one or more co-workers, to take color and black-and-white photographs of persons, groups, crime scenes, corpses, fingerprints, objects submitted as evidence, aerial photographs, situations, and person under surveillance or observation.
- Arrange lights, cameras, backgrounds, and subjects.
- Control the results by varying iso, exposures, use of filters, choice of light sources for lighting effects, and/or color temperatures.
- In a photographic laboratory, develop color and black-and-white films and prints with the purpose of enhancing photographic representations of evidence characteristics and routine work.
- Operate special purpose and/or automated equipment to process prints.
- Maintain physical negative film files.
- Scan, color correct, and re-touch negative film files with digital software.
- Maintain a mini lab, paper, and ink.
- Diagnose and make minor repairs and adjustments to printing equipment.
- Confer with others on layout, format, special post-processing requirements, and related matters.
- Maintain files and records of negatives, slides, prints, and technical photographic literature.
- Testify in court.
- Maintain the chain of custody and integrity of photographic evidence.

### Minimum Entrance Qualifications

**Qualifications(required):**

- High School graduation or GED
- Three(3) to four (4)years of employment experience in a variety of photographic fields.

**Qualifications(preferred)**

- Completion of two(2)years in a university or college of recognized standing with courses in chemistry, physics, and some coursework in photography.
- Completion of some advanced coursework in criminal justice.

**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**

None

**Knowledge, Skills and Abilities**

- Considerable knowledge of photographic techniques and practices in taking and processing photographs in color and black-and-white. 46900
- Reasonable knowledge of technical specifications and performance characteristics of photographic equipment.
- Knowledge of operation of cameras and related equipment.
- Working knowledge and experience with Adobe Photoshop and Lightroom.
- Skill in mechanical aptitude.
- Ability to have tact in dealing with peers and public.
- Ability to display neatness in appearance and work.
- Ability to have normal color perception.
- Ability to take initiative.
- Ability to be willing to perform any assigned task.
- Ability to have resourcefulness.
- Ability to be reliable.
- Ability to present testimony of a technical nature in court.



# City of Detroit Police Officer

<b>SALARY</b>	\$28.66 - \$39.48 Hourly \$59,618.00 - \$82,116.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Uniformed Police	<b>JOB NUMBER</b>	202207331011PO
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	07/01/2022
<b>BARGAINING UNIT</b> 3000-Detroit Police Officers Association			

## Description

The Detroit Police Department offers an extraordinary range of career options, from street patrol and investigations to advanced tactical units, crime analysis, community relations and more. The Detroit Police Department has it all for anyone who is seeking the full spectrum of being a law enforcement officer in a major city.

For more information on becoming a Detroit Police Officer, please visit the link below and watch the DPD hiring/training experience video.

<http://www.detroitmi.gov/Police>

Todd A. Bettison, Chief of Police  
City of Detroit

## Examples of Duties

A police officer shall be responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, preservation of the public peace, and the apprehension of criminals:

1. A police officer is responsible for the detection, prevention, and suppression of crime (e.g., proactive policing, etc.);
2. A police officer shall also be responsible for performing clerical duties as assigned by proper authority; and
3. A police officer shall ensure that all required forms, logs, etc., that are created by the officer are properly completed.

A police officer shall assume any other duties and responsibilities, which may be delegated by a superior officer or an entity with authority within the department.

## Minimum Qualifications

- Must be at least 18 years of age
- Possess a valid Driver's License
- Must have a high school diploma or GED from an accredited institution
- U. S. Citizen
- No felony convictions

**\*\*All applicants must attach a front and back copy of a valid Driver's License to their application\*\***

## Supplemental Information

**\*\*All Out of State applicants must attach a copy of their Police Clearance and Department of Motor Vehicle Record to their application\*\*\***

- **Detroit Residency Credit: 15 point**

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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>

## Police Officer Supplemental Questionnaire

### \*QUESTION 1

Are you 18 years or older?

- Yes  
 No

### \*QUESTION 2

Are you a United States citizen?

- Yes  
 No

### \*QUESTION 3

Do you possess a valid Operator's License (Driver or Chauffeur)?

- Yes  
 No

### \*QUESTION 4

Do you possess a high school diploma or GED?

- Yes  
 No

**\*QUESTION 5**

Have you ever been convicted of a felony?

- Yes
- No

**\*QUESTION 6**

Are you presently or in the past used, sold, or purchased illegal narcotics, i.e., cocaine, heroin, mushrooms, etc. (excluding marijuana)?

- Yes
- No

**\*QUESTION 7**

Driver's License Number?

**\*QUESTION 8**

Are you currently employed as a certified officer with a law enforcement agency?

- Yes
- No

**QUESTION 9**

If you answered YES to the above question, please list the law enforcement agency, along with the city and state.

\* Required Question



City of Detroit  
**Police Assistant (Part -Time)**

<b>SALARY</b>	\$25.98 Hourly	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Appointed-Directors-Discretion of Mayor/Leg Body	<b>JOB NUMBER</b>	2014233905548
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	07/17/2017
<b>BARGAINING UNIT</b> 3000-Detroit Police Officers Association			

## Description

Under general supervision, performs a variety of administrative, clerical support and general law enforcement functions to assist law enforcement personnel at Police Department precincts, administrative units and police commands.

## Examples of Duties

Work involves the responsibility for performing routine police assignments that are received from police officers of superior rank.

## Minimum Qualifications

High School Graduation or G.E.D.; preferably including completion of two (2) years of college coursework.

Two (2) years of experience as a **SWORN** law enforcement officer in the State of Michigan in accordance with Public Act 203 of 1965. Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.) Certification or will become certified within ninety (90) days after hire.

- **Detroit Residency Credit: 15 point**

## Supplemental Information

Please be advised that in order for this website to function properly you must use one (1) of the following browsers: Internet Explorer 9.0 or greater, Google Chrome or Mozilla Firefox.

**THIS POSITION DOES NOT OFFER BENEFITS; REQUIRED TO WORK 29 HRS PER WEEK**

Police Assistants may be assigned to work as a sworn officer in the following areas:

- Court Officer ~ Assist with processing warrant requests
- Crime Analysis ~ Research and report crime patterns
- Crime Scene Services ~ Process evidence and dispatch evidence technicians

- Disciplinary Administration ~ Research and review disciplinary statements
- Firearms Inventory ~ Issue, repair and maintain departmental weapons and other items
- Fiscal Operations ~ Perform administrative duties as assigned
- Forfeiture ~ Investigate asset forfeitures
- Labor Relations ~ Prepare documents for grievances, review contracts and general office work
- Liquor License ~ Investigate 24hr permits or outdoor service requests
- Media Relations ~ Prepare press releases, maintain social media accounts and perform videography duties
- Police Law ~ Assist the legal team with various requests for civil litigation, 3rd party subpoenas and provide law enforcement information
- Police Medical ~ Process case files and perform general clerical duties
- Police Personnel ~ Maintain personnel records and data
- Prisoner Transport/Processing ~ Assist with the process of prisoner intake
- Property Control ~ Receive, process and maintain evidence throughout the criminal process
- Records Management ~ Service a high volume of requests for background and/or clearances from citizens and other agencies
- Recruiting ~ Attend job fairs providing employment opportunity information
- Resource & Facilities Management ~ Maintain the issuance of departmental uniforms and other equipment, manage contracts with tow companies in the city and assist with the maintenance of DPD occupied facilities
- Secondary Employment ~ Provide account management services to vendors, assist with recruiting new vendor accounts and maintain the operational flow of the unit
- Technology Bureau ~ Provide personal computer installation and maintenance, work with in-car video and maintain user data bases
- Traffic ~ Assist with downtown traffic control and special events
- Training ~ Act as a firearms instructor, or training records clerk

#### **WORKING CONDITIONS - YOU WILL BE REQUIRED TO WORK 29 HOURS PER WEEK**

Job assignment may require:

- Lifting up to 100lbs
- Working in tight/confined spaces
- Working in inclement weather
- Driving/Standing for extended periods of time
- Standing, bending, twisting
- Working various shifts

**Please be advised that this is a sworn position. You will be required to work 29 hours per week.**

#### **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>

## **Police Assistant (Part -Time) Supplemental Questionnaire**

### **\*QUESTION 1**

Please select the areas in which you have experience:

- Court Officer
- Crime Analysis
- Disciplinary Administration
- Fire Arms Inventory
- Fiscal Operations
- Labor Relations
- Liquor License
- Media Relations
- Police Law
- Police Medical
- Police Personnel
- Prisoner Transport/Processing
- Property Control
- Records Management
- Recruiting
- Resource & Facilities Management
- Secondary Employment
- Technology Bureau
- Traffic
- Training

**\*QUESTION 2**

Please rate your proficiency with Microsoft Word.

- Beginner
- Intermediate
- Expert

**\*QUESTION 3**

Please rate your proficiency with Microsoft Excel.

- Beginner
- Intermediate
- Expert

**\*QUESTION 4**

Please rate your proficiency with Microsoft PowerPoint.

- Beginner
- Intermediate
- Excel

**\*QUESTION 5**

Please rate your proficiency with Microsoft Access.

- Beginner
- Intermediate
- Expert

**\*QUESTION 6**

Do you currently possess a valid Driver License?

- Yes
- No

**\*QUESTION 7**

On a scale of 1-5, (with 5 being very knowledgeable and 1 being unknowledgeable), how knowledgeable are you with working with a variety of computer software?

- 5
- 4
- 3
- 2
- 1

**\*QUESTION 8**

Do you have experience with the installation and maintenance of personal computers?

- Yes
- No

**\*QUESTION 9**

On a scale of 1-5, (with 5 being very experienced and 1 being least experienced), please rate your experience with conducting investigations.

- 5
- 4
- 3
- 2
- 1

**\*QUESTION 10**

Please rate your proficiency with budgetary/fiscal tasks.

- Beginner
- Intermediate
- Expert

**\*QUESTION 11**

Please rate your proficiency with public speaking and community relations.

- Beginner
- Intermediate
- Expert

**\*QUESTION 12**

Please describe your experience with social media and videography.

**\*QUESTION 13**

Please rate your knowledge with the narcotics industry and the lingo used.

- Beginner
- Intermediate
- Expert

**\*QUESTION 14**

Please rate your mathematical skills.

- Beginner
- Intermediate
- Expert

**\*QUESTION 15**

Please rate your proficiency with researching, gathering and compiling data.

- Beginner
- Intermediate
- Expert

**\*QUESTION 16**

Are you a former Detroit Police Department Police Officer?

- Yes
- No

**\*QUESTION 17**

How did you hear about the Police Assistant (Part-Time) position?

- City of Detroit Website
- DPD Website
- DPD Facebook Page
- DPD Direct Mailing
- Referral by DPD Member
- MCOLES Website

\* Required Question



## City of Detroit Police Detective

<b>SALARY</b>	\$37.90 - \$38.66 Hourly \$78,840.00 - \$80,417.00 Annually	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Uniformed Police	<b>JOB NUMBER</b>	202203331020
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	12/16/2022
<b>CLOSING DATE</b>	1/20/2023 11:59 PM Eastern	<b>BARGAINING UNIT</b>	6400-Detroit Police Lieutenants and Sergeants Asso

### Description

Thorough knowledge of department rules and regulations; departmental procedures, criminal law and court procedures; laws of arrest and search and seizure; traffic laws; liquor rules and regulations; city ordinances; and general patrol work; sufficient verbal and writing skills to prepare the necessary reports and records; firm and tactful temperament in dealing with subordinates, peers, supervisors and the public; sound judgment; and a sensitivity for and knowledge of fundamental concepts in the area of police community relations and police ethics.

### Examples of Duties

A detective is directly accountable to a sergeant and shall be responsible for the following:

1. Responding and directing activities at crime scene (both preliminary and ongoing investigations);
2. Conducting and directing of investigations along with the gathering of evidence (including witness statements);
3. Follow-up investigations;
4. Complete and thorough case notes documented in the ascribed records management system;
5. Accountability for case notes and investigatory progress during case investigations;
6. Awareness of crime patterns, changes and trends affecting an assigned area;
7. Keeping supervisors apprised of significant issues of importance;
8. Recovering and processing of evidence/property;
9. Conducting live or photo line ups;
10. Apprehending wanted persons;
11. Typing of Search Warrants and participation in the execution of same;
12. Interrogating and processing of detainees;
13. Preparing cases for presentation to the prosecutor;
14. Assisting the prosecutor through each step of the judicial process;
15. Court case preparation and presentation;
16. Testifying in court; and
17. Establishing and fostering shared communication with department personnel, entities and other law enforcement agencies.

## Minimum Qualifications

All Police Officers, Neighborhood Police Officers and Corporals of the department shall be eligible to compete for the rank of Detective provided they meet one of the following requirements:

A. Completion of at least three (3) years of current, consecutive service as a Police Officer after appointment to this department as of March 19, 2023.

B. Completion of at least two and one-half (2 ½) years of current, consecutive service as a Police Officer after appointment to this department as of March 19, 2023, **AND** completion of two (2) years of college (90 quarter hours or 60 semester hours) at the time of filing the application for this examination.

C. Completion of at least two (2) years of current, consecutive service as a Police Officer after appointment to this department as of March 19, 2023, **AND** having earned a baccalaureate college degree at the time of filing the application for this examination.

**Note (1): Any transcripts necessary to establish minimum eligibility requirements must be uploaded and attached to the examination application.**

**Note (2):** A member on leave of absence shall not participate in any promotional examination, unless appropriate documentation is submitted to Police Medical verifying the member's fitness and permission to take the examination.

**Note (3):** A member who is suspended with pay on the date the examination is conducted, will be allowed to take the examination, if all other requirements are met.

Additionally, consistent with Article 6.1.a. of the DPOA contract, a review and assessment of the disciplinary history of the applicant will be conducted to determine eligibility to sit for the exam.

Members who are determined to be ineligible to sit for the exam will be notified by Human Resources. Members who are determined to be ineligible may appeal the decision to the Chief of Police in writing via the Director of Human Resources.

Please be advised that you should use one (1) of the following browsers: Internet Explorer 9.0 or greater, Google Chrome or Mozilla Firefox. **Applications will be accepted beginning Friday, December 16, 2022 through Friday, January 20, 2023.**

**Deadline: All applications must be filed before 11:59 p.m. on Friday, January 20, 2023 .**

**Applications will not be accepted after the last filing date, Friday, January 20, 2023 .**

**When submitting an application, members must upload and attach an Adobe scanned copy of all ORIGINAL OR CERTIFIED university transcripts to his/her application.**

**In addition, hardcopies of Original or Certified university transcripts must be presented in person or postage mailed or electronically transmitted directly from the college or university to the Human Resources Bureau, 1301 Third, DPSH, Room 659, on or before 3:00 p.m. on Sunday, March 5, 2023 for further verification, regardless if transcripts were uploaded when application was submitted.**

Only those courses that are a matter of record as of Sunday, March 5, 2023 are acceptable toward qualifying for the college credit points.

To qualify for Military Points, members shall submit military discharge papers (DD214) to the Human Resources Bureau on or before 3:00 p.m. on Sunday, March 5, 2023.

If Original or Certified university transcripts and military discharge papers (DD214) are already on file in the Human Resources Bureau, they will be evaluated for proper credit.

**IMPORTANT: It is the responsibility of every officer to be certain they have complied with all guidelines and received proper college and military credit by the referenced due date.**

The due date referenced will not be extended under any circumstances. It is the responsibility of the member to ensure certified transcripts and military discharge papers (DD214) are received by the Human Resources Bureau by the due date.

All eligible candidates will be permitted to take the examination and receive their merited positions on the promotional register. However, in order to be considered for promotion, it is an absolute requirement that candidates must have earned forty-five (45) quarter hours of college credits or thirty (30) semester hours of college credits. The credits will be evaluated in accordance with the traditional college credit policy for promotions.

## Supplemental Information

### BIBLIOGRAPHY FOR PROMOTIONAL EXAMINATION

A. The following eighty-one (81) policies, special orders, and training directives in their entirety. These documents have been placed in a promotional examination study material folder on the department intranet.

#	Document Type	TITLE
1	Policy	101.7 - Jurisdiction and Authority
2	Policy	101.10 – Supervision
3	Policy	102.1– Non-Discrimination
4	Policy	102.2– Bias Based Policing
5	Policy	102.3– Code of Conduct
6	Policy	102.4– Discipline/Misconduct Investigations
7	Policy	102.7 –Violence in the Workplace
8	Policy	102.9 –The Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Community
9	Policy	102.12– Duty to Intervene
10	Policy	201.1– Patrol
11	Policy	201.4 –Canine (K-9) Operations
12	Policy	201.7 – Deaf or Hearing Impaired Persons
13	Policy	201.8– Public Vehicles
14	Policy	201.9– Animal Procedures
15	Policy	201.10– Sick and Injured Persons

16	Policy	202.4– Case Preparation
17	Policy	202.6 –Diplomatic/Legislative Immunity and Foreign Nationals
18	Policy	202.7– Foot Pursuit
19	Policy	203.1– Crime Scene Investigation
20	Policy	203.2– Collection and Preservation of Evidence
21	Policy	203.3 –Notifications
22	Policy	203.4– Missing or Lost Persons
23	Policy	203.9 – Custodial Questioning
24	Policy	203.12– Polygraph Examinations
25	Policy	203.13 – Electronic Recordings of Interviews and Interrogations
26	Policy	203.14 – Real Time Crime Center (RTCC)
27	Policy	204.1 – Crash Investigations
28	Policy	204.2 – Traffic and Ordinance Violations
29	Policy	204.5 – Drivers Licenses, and Permits
30	Policy	205.1 – Critical Incident Response
31	Policy	205.2 – Tactical Alert Procedures
32	Policy	205.3 – Mobilization
33	Policy	205.5 – Bomb Threats, Explosives, and Unattended or Suspicious Items
34	Policy	205.6 – Armed and Barricaded Persons
35	Policy	205.7 – Hazardous Materials Procedure
36	Policy	205.8 – Emergency Plans
37	Policy	205.10 – International Border Crossing Threat Response Protocol by Detroit Police Department Personnel
38	Policy	303.2 – Vehicular Pursuits
39	Policy	303.3 – In-Car Video Camera
40	Policy	304.3 – Chemical Spray Device
41	Policy	304.4 – PR-24 Collapsible Batons
42	Policy	304.7 – Taser X2 Conducted Energy Weapon (CEW)
43	Policy	305.1 – Detainee Intake
44	Policy	305.2 – Detainee Bonding
45	Policy	305.3 – Detainee Registration
46	Policy	307.5 – Facial Recognition
47	Policy	403.7 – Family Medical Leave Act (FMLA)
48	Special Order	22-23 – Citizen Complaints (102.6)
49	Special Order	22-28 –Responding to Mental Health Crises (201.5)
50	Special Order	22-29 – Department Internet Usage, Web Pages, Social Networking (102.8)
51	Special Order	22-30 – Patrol Related Reports (201.2)
52	Special Order	22-31 – Surveillance (203.6)
53	Special Order	22-32– Domestic Violence (201.3)
54	Special Order	22-33– Radio Procedures (301.1)
55	Special Order	22-34– Search Warrants and Execution (202.3)
56	Special Order	22-35 – Court Appearances (202.5)
57	Special Order	22-36 – Juveniles and School Incidents (203.5)

58	Special Order	22-37– Stolen and Wanted Vehicles (201.6)
59	Special Order	22-38 – Transportation of Detainees (305.4)
60	Special Order	22-39 – Evidence Property (306.1)
61	Special Order	22-40 –Vice and Narcotics (203.7)
62	Special Order	22-41 – Crime Intelligence Unit (203.8)
63	Special Order	22-42– Child Abuse and Safe Delivery of Newborns (203.10)
64	Special Order	22-43 –First Amendment Activities (205.4)
65	Special Order	22-44 –Uniforms and Appearance (303.5)
66	Special Order	22-45 –Use of Force (304.2)
67	Special Order	22-46 –Performance Evaluation Ratings (401.1)
68	Special Order	22-47– Firearms (304.1)
69	Special Order	22-48– Arrests (202.1)
70	Special Order	22-49– Drug and Alcohol Abuse by Department Personnel Policy (403.5)
71	Special Order	22-50 – Special Events and Escorts (204.7)
72	Special Order	22-51 – Environmental Ordinances (204.8)
73	Special Order	22-52 – Officer Involved Shooting Investigations (205.11)
74	Special Order	22-53– Eyewitness Identification and Lineups (203.11)
75	Special Order	22-54– Body-Worn Cameras (304.6)
76	Special Order	22-55 –Search and Seizure (202.2)
77	Special Order	22-56 –Operating While intoxicated (204.3)
78	Special Order	22-57 –Use of Force and Detainee Injury Reporting and Investigation (201.11)
79	Special Order	22-58– Emergency Resources (205.9)
80	Training Directive	22-02– Squatters and Rights of Property Owners
81	Training Directive	22-03 –Michigan Regulation And Taxation Of Marijuana Act (“MRTMA”)

B. Final Report of the President’s Task Force on 21st Century Policing – Pages 9 through 68 (2015)

C. Bleeding Out – The Devastating Consequences of Urban Violence – And a Bold New Plan for Peace in the Streets (2019)

## BOOK INFORMATION

Due to consumer use of the Internet and E-Book devices, book publishers limit the amount of printed books available for in-store purchase. Additional information regarding online purchasing is provided.

Final Report of the President’s Task Force on 21st Century Policing – Pages 9 through 68 (2015)

- Available as a PDF at [https://cops.usdoj.gov/pdf/taskforce/taskforce\\_finalreport.pdf](https://cops.usdoj.gov/pdf/taskforce/taskforce_finalreport.pdf) (Download PDF reader).

**Bleeding Out – The Devastating Consequences of Urban Violence – And a Bold New Plan for Peace in the Streets (2019) by Thomas Abt, ISBN 978-1541645721**

- Available as either a digital or hard copy version at [www.amazon.com](http://www.amazon.com)

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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 Police Lieutenant

<b>SALARY</b>	\$47.38 - \$49.76 Hourly \$98,550.00 - \$103,499.00 Annually	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Uniformed Police	<b>JOB NUMBER</b>	20220333103148
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	12/16/2022
<b>CLOSING DATE</b>	1/20/2023 11:59 PM Eastern	<b>BARGAINING UNIT</b>	3000-Detroit Police Officers Association

### Description

Thorough knowledge of management functions, department organization, rules and regulations, and procedures; familiarity with modern procedures, police practices, laws and the rules of evidence; ability to command subordinates; and sufficient verbal and writing skills to prepare the necessary reports and records; good powers of observation; tact and recognition of human relations values in dealing with fellow officers and the public; initiative and resourcefulness in meeting and disposing of difficult and unusual situations; sound judgment; even temperament; and a sensitivity for and knowledge of fundamental concepts in the area of police-community relations and police ethics.

### Examples of Duties

Lieutenants shall be directly accountable to his/her commanding officers and shall be responsible for the following:

1. Managing the total operations of a platoon or command;
2. Command and discipline of subordinates;
3. Proper conduct and appearance of all personnel under the lieutenant's command;
4. Being cognizant of patterns and developing crime trends;
5. Proper utilization of personnel under the lieutenant's command;
6. Preparation of monthly and daily assignments of personnel under the lieutenant's command;
7. Proper dissemination and explanation of information and new orders to personnel;
8. Training of subordinates under the lieutenant's command;
9. Briefing of superior officers on situations and conditions, which require attention;
10. Responding to field situations, which necessitate the lieutenant's appearance;
11. Maintenance and inventory of all department vehicles, equipment and material;
12. A lieutenant has ultimate responsibility for all operations under the lieutenant's control;
13. Ensuring that all required forms, logs, reports, and the desk blotter are completed on a daily basis; and
14. If assigned as the officer-in-charge of the precinct station desk, a lieutenant shall also be responsible for the duties stated below.

A lieutenant shall assume any other duties and responsibilities, which may be delegated by a superior officer or as set forth in department rules, regulations, orders, or procedures.

The officer-in-charge of the precinct desk shall be responsible for the following duties:

1. Control of the precinct station facility and its personnel;
2. Efficient desk operation;
3. Initial processing of walk-in or telephoned into the precinct citizen complaints;
4. Cleanliness of the precinct station;
5. Proper preparation and transmittal of required reports;
6. Safe storage of personal, evidence, found, and safekeeping property;
7. Ensuring that all required forms, logs, blotters, etc., are properly completed; and
8. Reassigning members as needed and notifying patrol supervisors of these changes.

## Minimum Qualifications

All Sergeants of the department shall be eligible to compete for the rank of Lieutenant provided they meet one of the following requirements:

A. Completion of at least two (2) years of current, consecutive service as a Sergeant after appointment to this department as of March 19, 2023.

B. Completion of at least one and one-half (1 ½) years of current, consecutive service as a Sergeant in this department as of March 19, 2023, **AND** completion of two (2) years of college (90 quarter hours or 60 semester hours) at the time of filing the application for this examination.

C. Completion of at least one (1) year of current, consecutive service as a Sergeant after appointment to this department as of March 19, 2023 **AND** having earned a baccalaureate college degree at the time of filing the application for this examination.

**Note (1): Any transcripts necessary to establish minimum eligibility requirements must be uploaded and attached to the examination application.**

**Note (2):** A member on leave of absence shall not participate in any promotional examination, unless appropriate documentation is submitted to Police Medical verifying the member's fitness and permission to take the examination.

**Note (3):** A member who is suspended with pay on the date of the examination is conducted, will be allowed to take the examination, if all other requirements are met.

Additionally, a review and assessment of the disciplinary history of the applicant will be conducted consistent with Article 51 of the DPLSA contract to determine eligibility to sit for the exam.

Members who are determined to be ineligible to sit for the exam will be notified by Human Resources. Members who are determined to be ineligible may appeal the decision to the Chief of Police in writing via the Director of Human Resources.

Please be advised that you should use one (1) of the following browsers: Internet Explorer 9.0 or greater, Google Chrome or Mozilla Firefox. **Applications will be accepted beginning Friday, December 16, 2022 through Friday, January 20, 2023.**

**Deadline: All applications must be filed before 11:59 p.m. on Friday, January 20, 2023.**

**Applications will not be accepted after the last filing date, Friday, January 20, 2023.**

**When submitting an application, members must upload and attach an Adobe scanned copy of all ORIGINAL OR CERTIFIED university transcripts to his/her application.**

**In addition, hardcopies of Original or Certified university transcripts must be presented in person or postage mailed or electronically transmitted directly from the college or university to the Human Resources Bureau, 1301 Third, DPSH, Room 659, on or before 3:00 p.m. on Sunday, March 5, 2023, for further verification, regardless if transcripts were uploaded when an application was submitted.**

**Only those courses that are a matter of record as of Sunday, March 5, 2023, are acceptable toward qualifying for the college credit points.**

**To qualify for Military Points, members shall submit military discharge papers (DD214) to the Human Resources Bureau on or before 3:00 p.m. on Sunday, March 5, 2023.**

**If Original or Certified university transcripts and military discharge papers (DD214) are already on file in the Human Resources Bureau, they will be evaluated for proper credit.**

**IMPORTANT: It is the responsibility of every officer to be certain they have complied with all guidelines and received proper college and military credit by the referenced due date.**

**The due date referenced will not be extended under any circumstances.** It is the responsibility of the member to ensure certified transcripts and military discharge papers (DD214) are received by the Human Resources Bureau by the due date.

All eligible candidates will be permitted to take the examination and receive their merited positions on the promotional register. However, in order **to be considered for promotion, it is an absolute requirement that candidates must have earned seventy (70) quarter hours of college credits or forty-five (45) semester hours of college credits.** The credits will be evaluated in accordance with the traditional college credit policy for promotions.

### Supplemental Information

#### BIBLIOGRAPHY FOR PROMOTIONAL EXAMINATION

A. The following eighty-one (81) policies, special orders, and training directives in their entirety. These documents have been placed in a promotional examination study material folder on the department intranet.

#	Document Type	TITLE
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2	Policy	101.10 – Supervision
3	Policy	102.1– Non-Discrimination
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5	Policy	102.3– Code of Conduct
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18	Policy	202.7– Foot Pursuit
19	Policy	203.1– Crime Scene Investigation
20	Policy	203.2– Collection and Preservation of Evidence
21	Policy	203.3 –Notifications
22	Policy	203.4– Missing or Lost Persons
23	Policy	203.9 – Custodial Questioning
24	Policy	203.12– Polygraph Examinations
25	Policy	203.13 – Electronic Recordings of Interviews and Interrogations
26	Policy	203.14 – Real Time Crime Center (RTCC)
27	Policy	204.1 – Crash Investigations
28	Policy	204.2 – Traffic and Ordinance Violations
29	Policy	204.5 – Drivers Licenses, and Permits
30	Policy	205.1 – Critical Incident Response
31	Policy	205.2 – Tactical Alert Procedures
32	Policy	205.3 – Mobilization
33	Policy	205.5 – Bomb Threats, Explosives, and Unattended or Suspicious Items
34	Policy	205.6 – Armed and Barricaded Persons
35	Policy	205.7 – Hazardous Materials Procedure
36	Policy	205.8 – Emergency Plans
37	Policy	205.10 – International Border Crossing Threat Response Protocol by Detroit Police Department Personnel
38	Policy	303.2 – Vehicular Pursuits
39	Policy	303.3 – In-Car Video Camera
40	Policy	304.3 – Chemical Spray Device
41	Policy	304.4 – PR-24 Collapsible Batons
42	Policy	304.7 – Taser X2 Conducted Energy Weapon (CEW)

43	Policy	305.1 – Detainee Intake
44	Policy	305.2 – Detainee Bonding
45	Policy	305.3 – Detainee Registration
46	Policy	307.5 – Facial Recognition
47	Policy	403.7 – Family Medical Leave Act (FMLA)
48	Special Order	22-23 – Citizen Complaints (102.6)
49	Special Order	22-28 – Responding to Mental Health Crises (201.5)
50	Special Order	22-29 – Department Internet Usage, Web Pages, Social Networking (102.8)
51	Special Order	22-30 – Patrol Related Reports (201.2)
52	Special Order	22-31 – Surveillance (203.6)
53	Special Order	22-32 – Domestic Violence (201.3)
54	Special Order	22-33 – Radio Procedures (301.1)
55	Special Order	22-34 – Search Warrants and Execution (202.3)
56	Special Order	22-35 – Court Appearances (202.5)
57	Special Order	22-36 – Juveniles and School Incidents (203.5)
58	Special Order	22-37 – Stolen and Wanted Vehicles (201.6)
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B. Final Report of the President’s Task Force on 21st Century Policing – Pages 9 through 68 (2015)

## C. Challenging the Law Enforcement Organization – Proactive Leadership Strategies – Updated Edition (2022)

**BOOK INFORMATION**

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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 Police Sergeant

<b>SALARY</b>	\$42.12 - \$44.39 Hourly \$87,600.00 - \$92,330.00 Annually	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Uniformed Police	<b>JOB NUMBER</b>	20220433102148
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	12/16/2022
<b>CLOSING DATE</b>	1/20/2023 11:59 PM Eastern	<b>BARGAINING UNIT</b>	3000-Detroit Police Officers Association

### Description

Thorough knowledge of the techniques of supervision, department rules and regulations; departmental procedures, criminal law and court procedures; laws of arrest and search and seizure; traffic laws; liquor rules and regulations; city ordinances; and general patrol work; sufficient verbal and writing skills to prepare the necessary reports and records; firm and tactful temperament in dealing with subordinates, peers, supervisors and the public; sound judgment; and a sensitivity for and knowledge of fundamental concepts in the area of police community relations and police ethics.

### Examples of Duties

A sergeant shall be directly accountable to the lieutenant in charge of a specific assignment. In the absence of the lieutenant, the designated sergeant or senior ranking sergeant shall assume the duties and responsibilities of the lieutenant. A sergeant shall be responsible for the following duties:

1. Supervision and discipline of subordinates under the sergeant's control;
2. The appearance and conduct of officers under the sergeant's control and the proper maintenance of vehicles and equipment;
3. Instructing subordinates concerning police operations;
4. The proper preparation and transmittal of required reports;
5. Ensuring that all required forms, logs, and reports are properly completed; and
6. Taking the necessary disciplinary action as set forth in department rules, regulations, directives, orders, or procedures.

A sergeant shall assume any other duties and responsibilities, which may be delegated by a superior officer or as set forth in department rules, regulations, directives, orders, or procedures.

### Minimum Qualifications

All Police Officers, Neighborhood Police Officers, Corporals, Detectives and Investigators, of the department shall be eligible to compete for the rank of Sergeant provided they meet one of the following requirements:

- A. Completion of at least three (3) years of current, consecutive service as a Police Officer after appointment to this department as of March 18, 2023.
- B. Completion of at least two and one-half (2 ½) years of current, consecutive service as a Police Officer after appointment to this department as of March 18, 2023, **AND** completion of two (2) years of college (90 quarter hours or 60 semester hours) at the time of filing the application for this examination.
- C. Completion of at least two (2) years of current, consecutive service as a Police Officer after appointment to this department as of March 18, 2023, **AND** having earned a baccalaureate college degree at the time of filing the application for this examination.

**Note (1): Any transcripts necessary to establish minimum eligibility requirements must be uploaded and attached to the examination application.**

**Note (2):** A member on leave of absence shall not participate in any promotional examination, unless appropriate documentation is submitted to Police Medical verifying the member's fitness and permission to take the examination.

**Note (3):** A member who is suspended with pay on the date of the examination is conducted, will be allowed to take the examination, if all other requirements are met.

Additionally, for current DPOA members, consistent with Article 6.1.a. of the DPOA contract, a review and assessment of the disciplinary history of the applicant will be conducted to determine eligibility to sit for the exam.

For current DPLSA members, a review and assessment of the disciplinary history of the applicant will be conducted consistent with Article 51 of the DPLSA contract to determine eligibility to sit for the exam.

Members who are determined to be ineligible to sit for the exam will be notified by Human Resources. Members who are determined to be ineligible may appeal the decision to the Chief of Police in writing via the Director of Human Resources.

Please be advised that you should use one (1) of the following browsers: Internet Explorer 9.0 or greater, Google Chrome or Mozilla Firefox. **Applications will be accepted beginning Friday, December 16, 2022 through Friday, January 20, 2023.**

**Deadline: All applications must be filed before 11:59 p.m. on Friday, January 20, 2023 .**

**Applications will not be accepted after the last filing date, Friday, January 20, 2023 .**

**When submitting an application, members must upload and attach an Adobe scanned copy of all ORIGINAL OR CERTIFIED university transcripts to his/her application.**

**In addition, hardcopies of Original or Certified university transcripts must be presented in person or postage mailed or electronically transmitted directly from the college or university to the Human Resources Bureau, 1301 Third, DPSH, Room 659, on or before 3:00 p.m. on Sunday, March 5, 2023 for further verification, regardless if transcripts were uploaded when application was submitted.**

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**IMPORTANT: It is the responsibility of every officer to be certain they have complied with all guidelines and received proper college and military credit by the referenced due date.**

The due date referenced will not be extended under any circumstances. It is the responsibility of the member to ensure certified transcripts and military discharge papers (DD214) are received by the Human Resources Bureau by the due date.

All eligible candidates will be permitted to take the examination and receive their merited positions on the promotional register. However, in order to be considered for promotion, it is an absolute requirement that candidates must have earned forty-five (45) quarter hours of college credits or thirty (30) semester hours of college credits. The credits will be evaluated in accordance with the traditional college credit policy for promotions.

### Supplemental Information

#### BIBLIOGRAPHY FOR PROMOTIONAL EXAMINATION

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**Website**

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City of Detroit  
**Program Analyst III – Policy Development and  
 Implementation Specialist III**

<b>CLASS CODE</b>	13111509	<b>SALARY</b>	\$74,896.00 - \$93,021.00 Annually
<b>REVISION DATE</b>	September 30, 2020		

### Description

Under general supervision, the Program Analyst III – Policy Development and Implementation Specialist III is an experienced-level professional responsible for advancing research, analysis, and strategy development in the Housing and Revitalization Department.

The Policy & Strategy Management Team (“Policy Team”) supports the department’s mission to invest funds and deliver services to ensure that housing and neighborhoods are high quality, affordable, and accessible to and for Detroiters. The charge of the Policy Team is to advance policies and strategies that support the department’s mission and the work of its divisions and the collaborating City departments.

### Examples of Duties

- Utilize data collection and analysis techniques to evaluate individual housing and community development strategies, policies, and programs; submit oral and written reports to management personnel for their consideration and decision-making.
- Research and investigate new or improved business and management practices for application to HRD programs or operations.
- Develop new or modified administrative program policies, regulations, goals, or objectives.
- Attend meetings of other governmental agencies, business, and community groups as assigned and summarize discussion and action items; draft responses to requests for information.
- Assist in drafting proposed statements of work, requests for proposals, and requests for qualifications for subject matter expert vendors to augment capacity of HRD in meeting strategy development goals.
- Ensure that project status, issues, and successes are communicated to project team, stakeholders, sponsors, steering committee, and all levels of management, and are documented appropriately.
- Recognize problems or situations that are new or without clear precedent; Evaluate alternatives and find solutions using a systematic, multi-step approach.
- Pro-actively engage present and future stakeholders in design, priority setting, and implementation.
- Consult and provide advice, facilitate discussion, and resolve conflict, establish trust, build and use cross-functional relationships to accomplish work objectives.
- Convey goals and objectives clearly and in a compelling manner; listen effectively and clarifies information as needed; interpret verbal and non-verbal messages that others communicate; produce clear status reports; communicate tactfully and candidly.
- Ensure open communication on the project team; address delicate situations and handle in such a way as to maximize opportunity and minimize risk.

- Undertake continual adjustments with stakeholders in a persuasive manner to keep the project on course, by use of positive win/win negotiation.
- Prioritize work; anticipate consequences of actions, potential problems, or opportunities for change.
- Set and meet realistic deadlines; forecast changes and communicate current and projected issues.

### **Minimum Entrance Qualifications**

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

- Bachelor's degree from an accredited college or university, with major course of work in social work, community development, public administration, public policy, urban studies, or a related field.
- Minimum of three (3) years of professional experience in program development/administration, program evaluation, and communications. Experience should involve the administration of affordable housing, resident advocacy and organization, housing counseling, or closely related activities.

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

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

- Experience in designing, administering, and/or evaluating community development activities.
- Experience with advanced software applications used for data and geospatial analysis (such as GIS, relational databases, Tableau).

### **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**

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 principles, practices and techniques of program development, implementation, and evaluation.
- Knowledge of data collection, management and analysis practices.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.
- Knowledge of Federal, State, and local laws, regulations, rules, policies, procedures, and methods governing fair housing and the administration of grants, cooperative agreements, and awards.

- Knowledge of standard procurement/contract management policies and practices.
- Skill in obtaining, compiling, and summarizing narrative information and quantitative data for use by others.
- Skill in identifying, synthesizing, and evaluating program related issues and assignments, consolidating information from a variety of sources, and selecting appropriate analytical approaches.
- Skill in identifying customer requirements, analyzing business processes and data, evaluating possible solutions, and presenting recommendations to stakeholders and higher-grade personnel.
- Skill in project management processes, resource management, risk management, scope, and change request management, schedule management, communication plans and internal controls, and quality management.
- Skill in making decisions or recommendations significantly changing, interpreting, or developing important public policies or programs.
- Skill in identifying key performance indicators and reliable ways to collect data.
- Ability to demonstrate a high level of emotional intelligence in sensitive situations with members of the public.
- Ability to communicate information and ideas clearly and effectively both orally and in writing.
- Ability to operate a personal computer, Microsoft Office (i.e. Word, Excel, Teams, Outlook and PowerPoint) and other comparable databases.
- Ability to prioritize among competing interests and resource or budgetary constraints.
- Ability to collect, interpret, and analyze information from a variety of sources, apply criteria, draw conclusions, and develop recommendations, guides, and policies.

### **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, residential locations, and other work sites with exposure to seasonal weather conditions.



## City of Detroit Program Analyst Manager 4 Police

<b>CLASS CODE</b>	13111194	<b>SALARY</b>	\$117,794.00 - \$154,492.00 Annually
<b>ESTABLISHED DATE</b>	March 06, 2025	<b>REVISION DATE</b>	March 13, 2025

### Description

Under direction of the Department Director or designee, the Program Analyst Manager 4 leads and manages other professional staff who analyze and advise on the evaluation of the effectiveness and feasibility of government programs and operations relating to development, policy projects or grant projects. Additionally, the Program Analyst Manager 4 is responsible for contributing to the strategic development and policy aims of the department. This process improvement and project management professional will improve internal processes and support complex project management assignments in the Police Department as well as lead initiatives to improve operational efficiency, enhance service delivery, and reduce waste across the Detroit Police Department (DPD).

The Program Analyst Manger 4 is accountable for the success of specific line or staff programs, monitors the progress of the organization toward goals and periodically evaluates and makes appropriate adjustments.

### Examples of Duties

- Champions the implementation and continuous improvement methodologies throughout the DPD to optimize processes, eliminate inefficiencies, and deliver superior service to the community.
- Determines program goals and develops plans for the organization independently of or jointly with higher management.
- Conducts thorough assessments of existing departmental processes, identifies bottlenecks, and uses data-driven insights to redesign workflows for greater efficiency, effectiveness, and quality.
- Determines resource needs and allocation of resources and accounts for their effective use.
- Determines the need and develops plans for organizational changes which have considerable impact, such as those involving basic structure, operating costs, or key positions.
- Trains and mentors DPD personnel at all levels on process improvement techniques and fosters a culture of continuous improvement and empowers staff to actively contribute to problem-solving and process optimization.
- Considers a broad spectrum of factors when making decisions (or recommendations to higher level management) including public relations, City Council, County and State relations, labor management relations, public policy stances, effect on other organizations and other parts of the organization, economic impact, and the like.
- Leads and oversees process improvement projects from conception through implementation, ensures alignment with department priorities, timelines, and resource constraints. Monitors progress and adjusts strategies as needed.

- Leads efforts to address recurring issues or inefficiencies, applies root cause analysis tools to understand underlying problems and develops sustainable solutions.
- Ensures all process improvements align with legal, regulatory, and departmental policies and procedures.
- Coordinates program efforts with other internal activities or with the activities of other agencies.
- Assesses the impact on organization programs of substantive developments in programs and policies in other parts of the agency, in other Government entities, and in the private sector.
- Sets policy for the organization managed in such areas as determining program emphasis and operating guidelines; Understand and communicate agency policies and priorities throughout the organization managed.
- Deals with general human resources management policy matters affecting the organization managed, with human resource actions affecting key employees, and other actions with possible serious repercussions.
- Delegates authority to subordinate supervisors and hold them responsible for the performance of their organizational units.
- Responsible for functions of subordinate employees.
- Makes decisions on work problems presented by subordinates.
- Collaborates with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units.
- Advises officials with broader and higher responsibilities on problems involving the relationship of the work of the unit supervised to broader programs, and its impact on such programs.
- Conducts regular check-ins and performance reviews with subordinates, providing an opportunity to give and receive feedback on a regular basis. Reviews evaluations made by supervisors on other employees.
- Manages recruiting, hiring, onboarding, offboarding for management, supervisory, and nonsupervisory positions; support management with selections for supervisor and professional level positions.
- Hears group grievances and serious employee complaints, or ones not resolved at a lower level; reviews serious disciplinary cases those proposing suspensions and removals, and disciplinary problems involving key employees.
- As needed, consults with specialists on training needs, and decides on training problems related to the units supervised.

### **Minimum Entrance Qualifications**

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

- Bachelor's degree from an accredited college or university, with major course of work in business administration, public administration, public policy, economics, finance, accounting, urban studies, information technology, or a closely related field.
- Minimum of five (5) years of total experience is required: Four (4) years of professional experience involving project management-related activities or a systematic review, analysis, interpretation, and evaluation of grants, housing development, or other financial and operational data and/or systems and one (1) year experience in a supervisory capacity over professional level staff.

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

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

- Master's degree in one of the above fields.
- Minimum of seven (7) years of total experience is preferred: Four (4) years of professional experience involving the systematic review, analysis, interpretation, and evaluation of grants, housing development, or other financial data and three (3) years of experience in a supervisory capacity over professional level staff.

## Licensing and Certifications

Valid State of Michigan Driver's License.

May be required to periodically participate in continuing education opportunities in related professional development categories. Some positions within a department have preferred certifications which may include the following: PMP Certification; PgMP Certification; CAPM Certification; PMI-PBA Certification; PMI-ACP Certification; Lean Six Sigma Certification; or ITIL Certification.

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 business and management principles, practices and techniques of program development, implementation, and evaluation involved in formal project management processes, strategic planning, human resources modeling, leadership techniques, management principles (including quality, resources, risk, change and schedule), and coordination of people and resources.
- Knowledge of obtaining, compiling, and summarizing narrative information and quantitative data for use by others including research and analysis methods, data and/or statistical analysis.
- Knowledge of process improvement tools and methodologies to identify opportunities for process and/or technology improvements.
- Knowledge of interdependencies between business processes and technology.
- Knowledge of enterprise resource planning systems for finance, budget, general ledger, human resources, and other management systems and software programs, including centralized grants management systems.
- Skill in identifying, synthesizing, and evaluating program-related issues and assignments, consolidating information from a variety of sources, and selecting appropriate analytical approaches.
- Skill in making decisions or recommendations significantly changing, interpreting, or developing important public policies or programs.
- Skill in assessing customer requirements, analyzing business processes and data, evaluating possible solutions, and presenting recommendations to stakeholders and higher-grade personnel.
- Skill in personal computer capabilities and the application of computer systems (Microsoft Office, Excel, and other software packages functionality) to issues of format and content in City and departmental financial management.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to collect, quickly interpret, and analyze information/ data from a variety of sources, apply criteria, draw conclusions, and develop recommendations, guidelines, professional and technical reports and policies.
- Ability to plan, coordinate, set priorities, provide direction, guidance, and supervise staff, project teams and others engaged in program management activities.
- Ability to participate in decision-making sessions, provide guidance, and advise a number of program managers on legal and regulatory requirements, financial policies, the interpretation of data, potential

roadblocks, and program improvements through analysis of fund requests, program operations, monthly reports, and special analysis.

- Ability to communicate information and ideas diplomatically, clearly and effectively both orally and in writing so they can be understood.
- Ability to establish and maintain effective working relationships and communicate at all levels, in order to obtain or provide information or negotiate challenging situations, with both internal and external stakeholders to the City.
- Ability to work in a high-pressure environment and manage multiple priorities effectively.
- Ability to demonstrate a high-level of integrity, professionalism, and discretion in handling sensitive and confidential information.



## City of Detroit Project Manager Analytics Specialist 1

<b>CLASS CODE</b>	111001	<b>SALARY</b>	\$50,609.00 - \$59,368.00 Annually
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### Description

The Project Manager & Analytics Specialist is responsible for supporting the Operations initiatives established by the Operations General Manager. They possess knowledge of project development and the ability to manage a project or program from start to finish. They assist with the development and implementation of divisional goals and initiatives. The Project Manager & Analytics Specialist possesses expertise in data analysis and has the ability to work with advanced levels of data analytics.

They drive change and process improvements within the customer base. The position of the Project Manager & Analytics Specialist is focused heavily on managing a wide range of projects involving data collection, production, and dissemination relating to strategy, planning, and organizational effectiveness efforts. This position reports to the Operations General Manager.

This is an entry level position in this series. Incumbents assist higher-level professionals in the conduct of their duties and/or perform specific tasks as directed. Work is reviewed at frequent intervals for accuracy, adherence to goals and technical soundness.

### Examples of Duties

- Analyzes data from a variety of database sources and formats for research, systems, and report design.
- Assists stakeholders in understanding generated reports, outputs, and operational interfaces, and counsels them on their use, and in finding ways to be used to improve their functionality.
- Assists with the implementation of divisional goals, initiatives and plans.
- Develops and implements initiatives to improve work processes.
- Drives fact-based decision making at all levels within the organization.
- Drives process improvement initiatives, including automation, on the processes/tools used to increase the capability and efficiency of reporting efforts.
- Investigates and analyzes complex proposed departmental reorganizations of City departments.
- Manages project development and execution from inception to closure.
- Presents results of analyses concisely and effectively to ensure adoption.
- Produces summarization reports, outputs, and operational interfaces that present research findings to stakeholders.
- Provides recommendations for improving business results, operational efficiencies, and system experiences through in-depth analysis.
- Provides supporting information to substantiate research findings.
- Responsible for HR Data Management best practices, quality standards and advanced HR Data Management activities (Acquisitions, Reorganizations, Advanced Data Setup, etc.).
- Tracks and reports project milestones and status reports to project sponsors.

- Works in conjunction with the Operations General Manager to manage change control and ensure consistency and alignment of change control management across the Department.
- These minimum qualifications establish the education, training, experience, special skills, and/or license(s) which are required for employment in the classification. Minimum qualifications increase based on the level of the position. Note: additional qualifications (i.e. special conditions) may apply to a particular position.

### Minimum Entrance Qualifications

- Education
- Bachelor's degree with major in human resources, data analytics, project management, business, management, organizational development, or labor relations.
- Experience
- Project Manager & Analytics Specialist I- One to three (1-3) years of human resources experience in any combination of the following components: compensation, recruitment/staffing, benefits, labor relations, employee relations, training and development, 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: 04/14/2025

### Licensing and Certifications

Employees in this class are expected to remain current in human resources best practices and legal requirements and will be required to participate in continuing education and training opportunities.

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

- SHRM-CP/SCP Certification preferred.

### **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.

### **WRITTEN TEST REQUIREMENTS:**

Applicants may be required to illustrate proficiency in the use of software packages such as the Microsoft Office Suite including Word and Excel. 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. These written tests might include mathematical skills and writing skills, including grammar and reading comprehension.

### 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 Of:**

- Business and management principles involved in strategic planning, resource allocation and human resources modeling.
- Employee progression and succession plans.
- Familiarity with current human resources issues and best practices.
- Human Resources information technology.
- Laws, policies, regulations and methods governing public sector human resources management processes.
- Management principles affecting human resources and generally accepted human resources methodologies and procedures.
- Project management tools and software packages.
- Regulations, policies, procedures and labor contracts pertinent to service areas.
- Staffing practices.
- Understanding and administration of data development and data analytics processes.
- Understanding and application of lean six sigma process improvement methods.

#### **Skill In:**

- Analysis.
- Change Management.
- Coordinating and expediting employee actions affecting department services.
- Customer and Client Focus.
- Data analysis.
- Driving results.
- Effective written and oral communication.
- Gathering, organizing and analyzing information.
- Human Resources Capacity.
- Initiative and Self-Management.
- Organization.
- Organizational Development.
- Quality Management and Process Improvement.
- Policy/Planning.
- Problem Solving/Decision Making.
- Professionalism and Credibility.
- Project, change and time management.
- Team work and team development.

- Thoroughness and attention to detail.
- Time Management.
- Various project management applications.

**Ability To:**

- Assume individual accountability for achieving organizational goals with resourcefulness and minimal supervision.
- Bring focus and perspective to group and team projects.
- Communicate effectively in both oral and written formats.
- Communicate effectively verbally with tact and diplomacy.
- Concurrently manage multiple priorities.
- Develop and maintain effective working relationships.
- Learn quality management and process improvement principles.
- Learn the essentials of organizational development.
- Learn the services, jobs, and skills required and business activities of department(s) supported.
- Organize and prioritize work to assure timely and effective completion of assignments and attainment of goals
- Participate in labor-management ventures.
- Remain current in human resources best practices and legal requirements.
- Respond to workplace dynamics in a timely and pro-active manner.

**Distinguishing Characteristics****PHYSICAL DEMANDS**

The work is characterized as sedentary. Typically Project Manager & Analytics Specialists 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 in which is appropriately lighted, heated and cooled. The work environment contains no significant hazards. Some conferences away from the worksite.





City of Detroit  
**Project Manager Analytics Specialist II**

<b>CLASS CODE</b>	13111002	<b>SALARY</b>	\$59,102.00 - \$79,323.00 Annually
<b>REVISION DATE</b>	July 11, 2022		

### Description

The Project Manager & Analytics Specialist class includes all positions whose duties are to identify and address process and project improvement opportunities within the City of Detroit. The Project Manager & Analytics Specialist must possess a detailed understanding of project management, project development, project implementation and project resolution. They are expected to have a broad understanding of change management and change implementation.

### Examples of Duties

- Analyzes data from a variety of database sources and formats for research, systems, and report design.
- Assists stakeholders in understanding generated reports, outputs, and operational interfaces, and counsels them on their use, and in finding ways to be used to improve their functionality.
- Assists with the implementation of organizational goals, initiatives and plans.
- Develops and implements initiatives to improve work processes.
- Drives fact-based decision making at all levels within the organization.
- Drives process improvement initiatives, including automation, on the processes/tools used to increase the capability and efficiency of reporting efforts.
- Investigates and analyzes complex proposed departmental reorganizations of City departments.
- Manages project development and execution from inception to closure.
- Presents results of analyses concisely and effectively to ensure adoption.
- Produces summarization reports, outputs, and operational interfaces that present research findings to stakeholders.
- Provides recommendations for improving business results, operational efficiencies, and system experiences through in-depth analysis.
- Provides supporting information to substantiate research findings.
- Responsible for Data Management best practices, quality standards and advanced Data Management activities (Acquisitions, Reorganizations, Advanced Data Setup, etc.).
- Tracks and reports project milestones and status reports to project sponsors.
- Works in conjunction with the department/division leader to manage change control and ensure consistency and alignment of change control management across the Department.

### Minimum Entrance Qualifications

**Education**

Bachelor's degree with major in data analytics, project management, business, management, organizational development, or a related field.

**Experience**

**Project Manager & Analytics Specialist II**– Increased levels of responsibility and two to three (2-3) years of project management or data analytics 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

LRD: 07/28/2025

**Licensing and Certifications****License/Certificates**

Employees in this class are expected to remain current in project management best practices and may be required to participate in continuing education and training opportunities.

**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 Of:**

- Business and management principles involved in strategic planning, resource allocation and human resources modeling.
- Information technology.
- Laws, policies, regulations and methods governing public sector processes.
- Management principles and generally accepted methodologies and procedures.
  - Project management tools and software packages.
- Regulations, policies, procedures and labor contracts pertinent to service areas.

- Understanding and administration of data development and data analytics processes.
- Understanding and application of lean six sigma process improvement methods.

**Skill In:**

- Analysis.
- Change Management.
  - Coordinating and expediting employee actions affecting department services.
- Customer and Client Focus.
- Data analysis.
  - Driving results.
  - Effective written and oral communication.
  - Gathering, organizing and analyzing information.
- Initiative and Self-Management.
  - Organization.
  - Organizational Development.
  - Quality Management and Process Improvement.
- Policy/Planning.
- Problem Solving/Decision Making.
- Professionalism and Credibility.
- Project, change and time management.
  - Team work and team development.
- Thoroughness and attention to detail.
  - Time Management.
- Various project management applications.

**Ability To:**

- Assume individual accountability for achieving organizational goals with resourcefulness and minimal supervision.
- Bring focus and perspective to group and team projects.
- Communicate effectively in both oral and written formats.
- Communicate effectively verbally with tact and diplomacy.
- Concurrently manage multiple priorities.
- Develop and maintain effective working relationships.
- Learn quality management and process improvement principles.
- Learn the essentials of organizational development.
- Learn the services, jobs, and skills required and business activities of department(s) supported.
- Organize and prioritize work to assure timely and effective completion of assignments and attainment of goals
- Remain current in best practices and legal requirements.
- Respond to workplace dynamics in a timely and pro-active manner.

**Distinguishing Characteristics**

**PHYSICAL DEMANDS**

The work is characterized as sedentary. Typically Project Manager & Analytics Specialists 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.



## City of Detroit Project Manager Analytics Specialist III

<b>CLASS CODE</b>	111003	<b>SALARY</b>	\$74,896.00 - \$93,021.00 Annually
<b>REVISION DATE</b>	June 15, 2016		

### Description

The Project Manager & Analytics Specialist class includes all positions whose duties are to identify and address process and project improvement opportunities within the City of Detroit. The Project Manager & Analytics Specialist must possess a detailed understanding of project management, project development, project implementation and project resolution. They are expected to have a broad understanding of change management and change implementation.

### Examples of Duties

- Analyzes data from a variety of database sources and formats for research, systems, and report design.
- Assists stakeholders in understanding generated reports, outputs, and operational interfaces, and counsels them on their use, and in finding ways to be used to improve their functionality.
- Assists with the implementation of divisional goals, initiatives and plans.
- Develops and implements initiatives to improve work processes.
- Drives fact-based decision making at all levels within the organization.
- Drives process improvement initiatives, including automation, on the processes/tools used to increase the capability and efficiency of reporting efforts.
- Investigates and analyzes complex proposed departmental reorganizations of City departments.
- Manages project development and execution from inception to closure.
- Presents results of analyses concisely and effectively to ensure adoption.
- Produces summarization reports, outputs, and operational interfaces that present research findings to stakeholders.
- Provides recommendations for improving business results, operational efficiencies, and system experiences through in-depth analysis.
- Provides supporting information to substantiate research findings.
- Responsible for HR Data Management best practices, quality standards and advanced HR Data Management activities (Acquisitions, Reorganizations, Advanced Data Setup, etc.).
- Tracks and reports project milestones and status reports to project sponsors.
- Works in conjunction with the Operations General Manager to manage change control and ensure consistency and alignment of change control management across the Department.

Project Manager & Analytics Specialist III – This is the senior level of this series in which an employee acts as a subject matter expert and/or in a leadership type of role. They perform a wide scope of responsibilities.

Employees may perform duties which have City-wide impact and involve working with a wide variety of

individuals and groups. The work of a Project Manager & Analytics Specialist III is reviewed on an as-needed basis.

### **Minimum Entrance Qualifications**

#### Education

Bachelor's degree with major in human resources, data analytics, project management, business, management, organizational development, or labor relations.

#### Experience

Project Manager & Analytics Specialist 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, labor relations, employee relations, training and development, 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: 08/05/2025

### **Licensing and Certifications**

#### License/Certificates

Employees in this class are expected to remain current in human resources best practices and legal requirements and will be required to participate in continuing education and training opportunities.

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**

#### **Knowledge Of:**

- Business and management principles involved in strategic planning, resource allocation and human resources modeling.
- Employee progression and succession plans.
- Familiarity with current human resources issues and best practices.
- Human Resources information technology.
- Laws, policies, regulations and methods governing public sector human resources management processes.
- Management principles affecting human resources and generally accepted human resources methodologies and procedures.
- Project management tools and software packages.
- Regulations, policies, procedures and labor contracts pertinent to service areas.
- Staffing practices.
- Understanding and administration of data development and data analytics processes.
- Understanding and application of lean six sigma process improvement methods.

**Skill In:**

- Analysis.
- Change Management.
- Coordinating and expediting employee actions affecting department services.
- Customer and Client Focus.
- Data analysis.
- Driving results.
- Effective written and oral communication.
- Gathering, organizing and analyzing information.
- Human Resources Capacity.
- Initiative and Self-Management.
- Organization.
- Organizational Development.
- Quality Management and Process Improvement.
- Policy/Planning.
- Problem Solving/Decision Making.
- Professionalism and Credibility.
- Project, change and time management.
- Team work and team development.
- Thoroughness and attention to detail.
- Time Management.
- Various project management applications.

**Ability To:**

- Assume individual accountability for achieving organizational goals with resourcefulness and minimal supervision.
- Bring focus and perspective to group and team projects.
- Communicate effectively in both oral and written formats.
- Communicate effectively verbally with tact and diplomacy.
- Concurrently manage multiple priorities.
- Develop and maintain effective working relationships.

- Learn quality management and process improvement principles.
- Learn the essentials of organizational development.
- Learn the services, jobs, and skills required and business activities of department(s) supported.
- Organize and prioritize work to assure timely and effective completion of assignments and attainment of goals
- Participate in labor-management ventures.
- Remain current in human resources best practices and legal requirements.
- Respond to workplace dynamics in a timely and pro-active manner.

### **Distinguishing Characteristics**

#### **PHYSICAL DEMANDS**

The work is characterized as sedentary. Typically Project Manager & Analytics Specialists 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 and conferences away from the worksite.





## City of Detroit Publicist I

<b>SALARY</b>	\$17.25 - \$24.12 Hourly \$35,885.00 - \$50,171.00 Annually	<b>LOCATION</b>	MI, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2023209951548
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	11/06/2023
<b>BARGAINING UNIT 0500</b>			

### Description

#### Job Summary

Under general supervision, performs responsible publicity work as part of comprehensive public information campaigns to acquaint the public with municipal operations, services, and activities.

### Examples of Duties

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

- Research, locate, collect, and summarize requested information and indicates sources.
- Draft news releases, ceremonial documents for elected officials, feature stories, brochure copy, Public Service Announcements, and cutlines, and other documents.
- Write, edit, proof, and release spot news and feature releases, speeches, radio and television scripts, bulletins, brochures, fliers, throw-aways, articles, organizational reports, newsletters, ceremonial documents and related graphic material.
- Assist in preparation of exhibits, radio, television and video scripts, brochures, fliers, newsletters, organizational reports and publications, and related graphic material.
- Assist in making studies and surveys related to the activities of the department and efficacy of the publicity program.
- Follow copy through reproduction processes and ensure that final results conform to plan.
- Plan and implement public relations campaigns and special events.
- Proofread copy for grammar, clarity, style, spelling, punctuation, syntax, structure, continuity, integration, unity, emphasis, order and other technical characteristics.
- Select and prepare photographic material to be used as an adjunct to the public information program.
- Plan and organize meetings by contacting speakers, arrange for the presentation of visual aids and exhibits and appear as a participant when required.
- Answer correspondence received from the public.
- Make calls, answer phones, photocopies, and maintain files.
- Prepare documents on computer using word processing programs.
- Assist other divisional personnel.

## Minimum Qualifications

### Qualifications (required):

- Bachelor's degree in Journalism, Communications, Marketing, Public Relations Speech or English.
- Six (6) months to two (2) years of commercial, institutional or governmental experience in preparing news copy, broadcast copy, and related graphic material.

### Qualifications (preferred):

- Experience in pictorial material and video production.

## Supplemental Information

### Knowledge, Skills, and Abilities

- Knowledge of correct English usage.
- Knowledge of municipal organization and functions.
- Knowledge of publicity media characteristics and their use.
- Skill in preparing news copy, advertising, and broadcast copy.
- Ability to proficiently use standard office and pertinent specialized software.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with superiors, the public, and communications media representative in a tactful and effective manner.
- Ability to assemble and present publicity material.
- Ability to operate a personal computer.

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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 Records System Specialist II

<b>CLASS CODE</b>	012002	<b>SALARY</b>	\$1,361.54 - \$1,811.54 Biweekly \$35,400.00 - \$47,100.00 Annually
<b>REVISION DATE</b>	February 02, 2011		

### Description

Under general supervision, plans, directs and coordinates complex clerical work involving recording, updating and otherwise maintaining records of a detailed, specialized, and/or confidential nature.

### Examples of Duties

1. Ensures the accuracy and up-to-date maintenance of a major departmental or City-wide record keeping system, including master records and files.
2. Ensures the confidentiality and security of records and record systems.
3. Ensures the verification of employees' personal data on submitted documents with data maintained in master records.
4. Ensures the implementation of procedural changes to record keeping systems resulting from changes in labor agreements, City ordinances, governmental laws and court rulings.
5. Develops strategic plans, resolves organizational and operational problems, designs new projects and establishes policies in conjunction with management.
6. Responds to difficult problems and/or inquiries falling outside of regular procedures and initiates actions for resolution.
7. Prepares summary and detailed reports, charts and tables.
8. Prepares programming codes to generate specific reports within programmed parameters.
9. Oversees the training of staff, monitors their development and evaluates their performance.
10. Gathers and compiles information through file searches, record reviews and database inquiries.
11. Organizes and disburses pension checks, employee paychecks, and central disbursement account checks.
12. Oversees the implementation of stop payment checks, replacement checks, pay advances and adjustments.
13. Oversees the distribution of checks due and payable by the City of Detroit for obligations incurred, which includes but is not limited to payroll, pension, pension refund, and personal services checks.
14. Investigates and implements garnishments, tax levies, court orders, and similar assignments against monies due from City employees and officials.
15. Provides administrative and technical support in monitoring, evaluating and auditing departmental data and internal computer systems.
16. Provides administrative support in monitoring and evaluating technological communication devices.
17. Serves as the departmental representative with other agencies.

### **Minimum Entrance Qualifications**

High school graduation or GED and preferably two (2) years of college or an associate degree with a specialization in business or records management is preferred.

Three (3) years of office experience involving high volume records maintenance, preferably involving timekeeping, payroll, employee records. One (1) year of supervisory, team or project leadership experience is preferred.

### **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**

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

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

#### **KNOWLEDGE OF:**

- The principles and standards of computerized information systems administration.
- Office work, terms and methods, particularly as applied to the area of responsibility.
- Departmental rules and procedures, municipal ordinances and provisions governing records maintenance in the assigned functional areas.
- Common office database, spreadsheet and word processing software.

#### **SKILL IN:**

- Operating a personal computer and utilizing data base, spreadsheet and word processing software.
- Entering data and performing arithmetic computations with speed and accuracy.
- The use of network operations, administrative and analytical software tools.

#### **ABILITY TO:**

- Speak and write well, with correct grammatical usage.
- Interact effectively with staff, management and other contacts.
- Respond to work place dynamics in a timely and proactive manner.
- Focus staff on customer service and teamwork accountability.

**Distinguishing Characteristics**

None



City of Detroit  
**Public Information Director (Second Deputy Chief)**

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Appointed-Directors-Discretion of Mayor/Leg Body	<b>JOB NUMBER</b>	20240201181048CJB
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	12/23/2024
<b>CLOSING DATE</b>	1/5/2025 11:59 PM Eastern	<b>BARGAINING UNIT</b>	0500

**Description**

Under General direction, plans, supervises and manages the work of professional, technical and clerical employees engaged in a comprehensive program of public relations for the City of Detroit Police Department.

**Special Note: This is an at-will appointment, and the candidate selected serves at the pleasure of the Chief of Police.**

Reports to the Chief of Police or Chief of Staff

The Chief of Police may designate a member of the Department to serve as Public Information Director in order to promote cooperation between the news media and this Department and to ensure the flow of accurate information to the news media in a timely fashion regarding specific police functions and incidents that are of interest to the general public.

Supervises all departmental professional, technical and clerical employees through subordinate supervisors, direct assignments, meetings, reports, and reviews of work produced. Consults with the Human Resources Department on recruitment, training, and disciplinary issues related to departmental staff.

Represents the department in contact with the City of Detroit departmental representative, the City Council, the Mayor’s Office, the news media, and other agencies to explain or negotiate services, consult on the project, reply to inquiries, provide information, or resolve conflicts.

Responsibilities include organizing data and facts, generating and distributing press releases, managing questions from press and media outlets, and addressing the public via press conferences. Duties will also involve managing social media accounts. We are seeking a diligent Public Information Director to become the new face of the organization. You will be responsible for developing media strategies that promote a positive public image, organizing interviews between the press and executive staff, and stepping in to manage and alleviate any public relations crisis which may occur.

**Examples of Duties**

The Public Information Director shall be responsible for the dissemination of information to the community and news media in accordance with all applicable laws.

Specific responsibilities of the Public Information Director include, but are not limited to the following:

1. Preparing and distributing department news releases.
2. Coordinating and authorizing the release of information regarding victims, witnesses, and suspects.
3. Being available 24/7 for on-scene responses to the news media.
4. Serves as the designated spokesperson for the organization and its affiliates, if applicable.
5. Assisting the news media at critical incidents or unusual incidents.
6. Responding to requests for information by the news media.
7. Planning and hosting press conferences to announce major news or address crises.
8. Consulting with and assisting other members of the department regarding media and public requests for police information, reports and statistical data, information concerning confidential agency investigations and operations, ongoing criminal investigations, and information relative to the Freedom of Information Act and other applicable laws governing the release of information.
9. Initiates and oversees the establishment of integrated strategies, plans, and programs designed to ensure that all communication and public relations efforts are cohesive, consistent, and effective in supporting the mission and advancement goals of the organization.
10. Plans, develops, directs, and coordinates comprehensive communication programs, to include media, public affairs and publications, in close collaboration with other institutional communications and/or public relations activities.
11. Provides direct and proactive advice, consultation, and assistance to Chief of Police and his/her executive management team, as well as members throughout the department, regarding public information matters, to include providing direct assistance in researching, providing information and developing messages.
12. Assures quality and appropriateness of institutional communication programs and initiatives, whether internally or externally produced.
13. Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
14. May supervise personnel which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
15. Preparing press releases, speeches, articles, social media posts, and other materials for public consumption.
16. Developing strategies and procedures for working effectively with the media.
17. Maintaining good working relationships with media organizations.
18. Collaborating with the Chief of Police and executive management team to ensure a cohesive public image.
19. Working with various teams to organize and host public events and promotions.
20. Speaking directly to the public or media to address questions and represent the organization.
21. Reviews, edits and approves printed and other material prepared by staff.
22. Write press releases, prepare information to be distributed to the media, draft speeches, arrange interviews for government officials, and respond to requests for information from media outlets.
23. Provide technical public relations expertise to all City of Detroit agencies.
24. Performs miscellaneous job-related duties as assigned.

## Minimum Qualifications

- Completion of a baccalaureate degree in journalism, speech, communications or public relations preferably completion of an advanced degree in a related field.
- Seven to ten years of experience in the design and management of comprehensive public relations program including experience in the supervision of Publicists, Illustrators, Photographers, Videographers and related support staff.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

To be successful as a public information officer, you should have the following:

- Prior experience in a public relations role.
- Superior organizational and communication skills, both written and verbal.
- Experience working with the media and speech writing skills
- Organized, detail-oriented work ethic with strong project management skills
- Demonstrated success in developing and implementing communications strategies.
- Ability to work effectively in a fast-paced team environment with multiple stakeholders, while meeting deadlines and maintaining high-quality work.
- Media savvy and detail-oriented. (Strong understanding of the media, including social media.)
- Great public speaking and interpersonal skills.
- Ability to travel on short notice.

## Supplemental Information

### Knowledge, Skills and Abilities Required:

- Ability to establish and implement cohesive communication and public relations strategies and plans on an institutional basis.
- Knowledge and understanding of the mission, goals, and objectives of a major Law enforcement agency.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Strong strategic planning and management skills.
- Knowledge of communication principles and applications, media, and public relations techniques.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Employee development and performance management skills.
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Organizational planning, structuring, and staffing skills.
- Skill in financial planning and fiscal management.
- Ability to use independent judgment and to gather, manage and impart information to the media and various other internal and external audiences.
- Ability to communicate with the press and other media.
- Strong knowledge of local and regional media contacts and/or a proven ability to develop such relationships quickly.
- Ability to provide effective advice and counsel on strategic and/or critical communication issues and to exercise effective judgement.
- Ability to write executive-level communications for internal and external audiences.
- Skills in effectively interacting with the news media, superiors, peers, subordinates and the public.
- Demonstrated ability to maintain confidentiality.

### Conditions of Employment

- Employees in this job title are subject to the terms and conditions of an employment contract. Employment contracts are typically subject to review and renewal on an annual basis.

**Salary Range:** Commensurate with experience (includes full benefits package)

**Special Note:** This is an at-will appointment, and the candidate selected serves at the pleasure of the Chief of Police.

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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  
**Sr. Detention Facility Officer**

<b>CLASS CODE</b>	334014	<b>SALARY</b>	\$30,200.00 - \$36,900.00 Annually
<b>ESTABLISHED DATE</b>	August 12, 2015		

### Description

Under general supervision, supervises personnel engaged in receiving prisoners to process, escort, inspect, and search for unauthorized items, or is individually responsible for performing such duties.

Most work is performed within a penal institution environment. Must be able to perform major duties which involve frequent walking, standing, and bending; and restraining prisoners or quelling disturbances. May be required to work outside of normal work hours.

### Examples of Duties

1. Assigns and monitors the work of correctional officers.
2. Maintains and prepares administrative and personnel records, logs, and reports.
3. Oversees interviews between visitors and prisoners.
4. Consults with Police Department personnel regarding prisoners in custody.
5. Ensures prisoners locations and status changes are updated through a network of personal computers.
6. Responsible for terminal clearance of outstanding warrants that have been discharged.
7. Investigates and resolves detention facility problems.
8. Makes inspections of the physical condition of the facility and takes corrective action when necessary.
9. Ensures that all prisoners pending criminal charges and holds have been cleared prior to release.
10. Assists with pre-video arraignment and digitized mugging system procedures.
11. Updates and maintains prisoners status and location changes on computer terminal.
12. Approves employees' requests for time off and recommends employee disciplinary actions.
13. Trains staff and monitors their development and performance.
14. Inputs and retrieves information from the computer terminal.
15. Procures general supplies and equipment.

### Minimum Entrance Qualifications

High School graduation or G.E.D

Three (3) years of recent experience in overseeing the activities of inmates and security operations.

## 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: 05/05/2025

### 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

1. Correctional security techniques and practices.
2. Behavior patterns of incarcerated persons.
3. Applicable laws, rules, regulations, and orders governing detention facilities.
4. Safety rules and regulations and orders governing detention facilities.
5. Safety rules and regulations, including first aid.
6. The use of a personal computer and related software, a two-way radio, and standard office equipment.
7. The use of specialized equipment such as electronic security and monitoring equipment, restraining devices, breath analyzer, and metal detectors.
8. Apply personal defense techniques
9. Maintain order and supervise subordinate personnel.
10. Perform arithmetic computations.
11. Communicate effectively both orally and in writing.
12. Enforce regulations.
13. Administer basic first aid.



## City of Detroit Senior Emergency Services Deployment Operator

<b>CLASS CODE</b>	013142	<b>SALARY</b>	\$49,717.00 - \$60,935.00 Annually
<b>REVISION DATE</b>	April 07, 2022		

### Description

Under general supervision, receives and processes emergency telephone calls for public safety emergency services; responsible for police dispatch and 911 call taking.

### Examples of Duties

- Monitor calls to ensure proper and timely response.
- Monitor transmission of data to the dispatchers to ensure that the form is correct, the transmission is legible and the coding is correct and concise.
- Monitor the dispatching of units to ensure proper and timely response.
- Take immediate corrective action where calls have been answered and/or processed improperly and/or where a unit has not been properly dispatched in a timely response.
- Monitor incoming call volumes and adjust the number of operating personnel to ensure adequate service inclusive of answering and processing emergency calls.
- Inform immediate superior concerning the number of incoming calls and need for additional personnel during high volume situations.
- Ensure the operators have the required reference material including maps, code books, directives, procedures manuals and training bulleting.
- Perform operational checks of telephones, communication devices and all processing equipment to ensure proper operation at each operating terminal.
- Assist and/or troubleshoot in correcting mechanical defects.
- Inform immediate supervisor of any equipment needed to perform job assignment.
- Monitor work performance of Message Center staff ensuring all incoming LEIN requests for information are processed within section, City and State guidelines utilizing TALON and /or NCIC.
- Perform the daily operational check of the intra-departmental public communication systems to ensure proper operation.
- Complete assignments assigned by the Administrative Office to function for the floor and the daily command.
- Assist in training and/or train other new Senior Emergency Services Deployment Operators.
- Make announcements on the intra-departmental public communication system.
- Process special requests for information by encoding and entering the data on a computer terminal.
- Review message center records to ensure that the postings are current.
- Verify the warrant and missing person validations files ensuring they are canceled and removed from LEIN on a monthly basis.
- Instruct new employees on standard practices and details of procedures.

- Instruct operators on the function and operation of equipment.
- Interpret and explain directives and policy statements.
- Investigate complaints regarding calls received and submit reports to superiors.
- Receive, discuss and attempt to settle any first line employee grievances in accordance with departmental rules and union contracts.
- Recommend and/or issue discipline and/or corrective action for poor or substandard work performance and violations of standard practices.
- Perform any of the duties supervised, as required.

### **Minimum Entrance Qualifications**

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

- High School graduation or G.E.D.
- Minimum of two (2) years as an Emergency Services Deployment Operator or equivalent job title within a Public Safety Answering Point (PSAP).

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

- Preferably completion of two (2) years of college with courses in criminal justice, public administration and/or computer science.

### **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: 05/29/2024

### **Licensing and Certifications**

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

Possession of a valid Community Cardiopulmonary Resuscitation (CPR) Certificate as issued by the American Red Cross or the American Heart Association of Michigan.

Emergency Medical Dispatcher Certification.

Emergency Telecommunicator (ETC) Certification.

Communications Center Supervisor Certification.

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 office work, terms and equipment.
- Knowledge of Detroit Police Department rules and policies.
- Knowledge of terms and equipment used in communications work in the Detroit Police Department.
- Skill in speed and accuracy in performing clerical tasks.
- Skill in writing and speaking clearly and with good speech and voice modulation.
- Skill in working and responding calmly in stressful and emergency situations.
- Skill in handling emergency and non-emergency service calls.
- Skill in use of personal computers and common office software.
- Ability to supervise, train and instruct others.
- Ability to prepare formal and informal reports.
- Ability to interact effectively with departmental personnel and the public with tact and diplomacy.
- Ability to preserve confidentiality and discern what is confidential.

### **Distinguishing Characteristics**

#### **Physical Demands**

The work may require mandatory overtime and can involve mentally stressful or strenuous situations, involving the public and the ability to meet the needs and demands as it relates to the Public Safety Call Center. The operations of the Public Safety Call Center is twenty-four (24) hours a day and seven days (7) a week.

#### **Work Environment**

Work is performed in an open office environment using hands free telephone computer technology with exposure to alarms and other loud noises. 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. Uniform attire may be required at management's discretion.



## City of Detroit

# Sr Performance & Compliance Analyst - DPD Civil Rights Employees Only

<b>SALARY</b>	\$26.12 - \$36.54 Hourly \$54,322.00 - \$76,004.00 Annually	<b>LOCATION</b>	MI, MI
<b>JOB TYPE</b>	Promotional	<b>JOB NUMBER</b>	2024133887537
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	09/09/2024
<b>CLOSING DATE</b>	9/18/2024 11:59 PM Eastern	<b>BARGAINING UNIT</b>	0500

## Description

### Job Summary

Under general supervision, performs complex research, analyses and evaluations of procedures and practices of the City of Detroit's Police Department. Performs highly complex and specialized reviews. Functions as team leader and/or supervisor, as required.

## Examples of Duties

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

- Compiles data on organization structure, work processes, and personnel performance.
- Performs research and comprehensive 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, record reviews and other appropriate research methods for 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' 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 complex comprehensive statistical and narrative reports, which include, but are not limited to, flow diagrams, graphic presentations, charts, and spreadsheets.
- Reviews and evaluates review reports, and related data, performed by assigned personnel and project team members. Specifies areas requiring correction or improved presentation.
- Conducts special reviews and systems analyses.
- Devises and recommends new records, reporting systems, or information management procedures.
- Recommends improvements in departmental organization, operations, processes, and procedures.
- Directs the work of assigned personnel.
- Maintains and utilizes electronic databases for data management, statistical analysis, and data compilation.
- Identifies and recommends for analysis potential areas of improvement within the Police Department.

## Minimum Qualifications

### Qualifications (required):

- Bachelor's degree with specialization in business administration, organizational development, public administration, economics, accounting, auditing, mathematics or engineering.
- Four (4) years of progressive experience conducting performance audits, organizational analysis, or other work

*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, preferred.

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

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.

### Work Environment

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

Writing Sample Pass/Fail

Interview 70%

Evaluation of T.E.P. 30%

### Additional points may be awarded for:

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

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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>

## Sr Performance & Compliance Analyst - DPD Civil Rights Employees Only Supplemental Questionnaire

**\*QUESTION 1**

Are you a current employee with the City of Detroit Police Department in the Civil Rights Division?

- Yes  
 No

**\*QUESTION 2**

Do you possess a Bachelor's Degree in Business Administration, Organizational Development, Public Administration, Economics, Accounting, Auditing, Mathematics or Engineering or a related field of study?

- Yes  
 No

**\*QUESTION 3**

How many years of experience do you have in conducting performance audits, organizational analysis, or other complex performance compliance reviews?

- 0 to 2 Years of Experience  
 2 to 3 Years Experience  
 4 or more Years of Experience

\* Required Question



## City of Detroit

# Senior Records and Identification Technician

<b>SALARY</b>	\$16.37 - \$18.79 Hourly \$34,058.00 - \$39,087.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2025333853137
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	03/06/2025
<b>BARGAINING UNIT</b>	1410-AFSCME NonSupervisory Local 1023 Police		

## Description

Under general supervision, supervises a group of civilian employees and/or performs difficult and complex identification and records activities.

## Examples of Duties

- Leads a group of civilian employees engaged in performing administrative activities to support law enforcement personnel regarding processing records and the receipts of classification and entry of records in compliance with Law Enforcement Information Network (LEIN) and National Crime Information Center (NCIC) systems.
- Classifies fingerprints, prepares fingerprint cards and index records, searches files for information on specific individuals and files fingerprints and related records.
- Creates work assignments and reviews and inspects work upon completion.
- Maintains confidential files and records.
- Performs record checks in response to inquiries.
- Issues various City licenses and permits.
- Performs functions and tasks directly related with management of police records.
- Files, maintains, and searches criminal history files and furnishes authorized information to City, State, and Federal Officers.
- Initiates and processes background checks for the Police Department new hires and any department requiring police clearances.
- Prepares reports, correspondence, statistical analysis, spreadsheets, and other documents, as instructed.
- Solves and provides instruction on the more difficult identification problems.
- Trains employees in proper identification procedures, techniques, and methods.
- Notifies precincts and other law enforcement agencies of arrested criminals.
- Obtains information from other law enforcement agencies.
- Corresponds with various law enforcement agencies concerning identification records and disposition of criminal charges.
- Performs special investigations.

## Minimum Qualifications

High School graduation or G.E.D., completion of coursework in Criminal Justice preferred.

One (1) years of recent experience in identification, fingerprint work or managing police records.

## Supplemental Information

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

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.**

**The Detroit Police Department is a 24/7 operation. Candidates must be flexible as you will be assigned to day, afternoon or midnight shift. This is an on-site position.**

### 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

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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>

## Senior Records and Identification Technician Supplemental Questionnaire

### \*QUESTION 1

Are you a current employee with the City of Detroit Police Department?

- Yes
- No

### \*QUESTION 2

Do you have at least 1 year of experience in identification, fingerprint work or managing police records.

- Yes

No

**\*QUESTION 3**

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

Yes

No

**\*QUESTION 4**

Please indicate your experience in a municipal setting.

1 - 2 years

3 - 4 years

5 years or more

**\*QUESTION 5**

Describe in detail how your education and work experience makes you uniquely qualified for this position. This is your opportunity to identify any training programs that you completed; or other distinctive experience and skills that you possess that elevates your candidacy above the other applicants.

\* Required Question



City of Detroit

## Senior Social Worker (For Certified Department DPD Employees Only)

<b>SALARY</b>	\$22.88 - \$25.21 Hourly \$47,594.00 - \$52,427.00 Annually	<b>LOCATION</b>	MI 48226, MI
<b>JOB TYPE</b>	Promotional	<b>JOB NUMBER</b>	2020341203148BJ
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	08/18/2020
<b>CLOSING DATE</b>	9/10/2020 11:59 PM Eastern	<b>BARGAINING UNIT</b>	1025-AFSCME Supv Local 2394 City Wide Senior/Princ

### Description

Under general supervision, performs the more difficult and complex professional social work.

### Examples of Duties

1. Conducts the more difficult or emergency cases including intensive case work, study and treatment which may involve multi-agency and multi-disciplinary assistance social work.
2. Interviews clients, families, associates and other agencies.
3. Obtains records and develops social histories.
4. Works with clients to identify problems and realistic solutions and enlists assistant of other agencies when appropriate.
5. Applies group theory and practice to improve social functioning, individual growth and environmental change of groups of clients subjected to similar internal and/or external stresses.
6. Works with individuals, families, and organizations according to their particular needs.
7. Fosters relationships between group and members and facilitates therapeutic relationships among members, promotes individual and group actions toward socially desirable goals.
8. Collects data and determines need for social service aid and assists in the development of social service programs.
9. Works with community organizations and groups to strengthen group leadership; assists in development of social goals and identification of steps to be taken to achieve goals; and guides groups toward goal achievement.
10. Oversees the work of and training of non-professional and/or professional employees, interns and volunteers engaged in social service work.
11. Maintains appropriate client, case and public records.
12. Enters and retrieves data from computer information systems.
13. Develops and oversees the implementation of training programs.
14. Assists in training and provides consultation to other employees engaged in social service work.
15. Gives instructions and guidance to a variety of individuals in personal and group settings.
16. Makes presentations on proposals for social action.

## Minimum Qualifications

Master of Social Work degree.

Two years of experience in social work in a recognized agency which includes responsibility for decisions regarding individual client social problems.

## Supplemental Information

### KNOWLEDGE OF:

- Principles and methods of social work. National Association of Social Work code of ethics.
- Legal requirements governing public social work.
- Work of public and private social agencies.

### SKILL IN:

- Tactful and effective interpersonal relations with clients, client associates, community organizations, human services agencies, and citizens.
- Case work and social case diagnoses.
- Operating personal computers and common office software.
- Crisis intervention.

### ABILITY TO:

- Plan and execute treatment and secure client cooperation.
- Establish and maintain relationships with community organizations and human services agencies.
- Manage multiple cases and priorities under time constraint pressure.

### LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Employees in this class must maintain registration as a Licensed Social Worker with the State of Michigan.

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

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

**DISTINGUISHING CHARACTERISTICS:** None.

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

### 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
- Domicile Credit: 15 points

**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  
**Senior Telecommunications Operator (Current DPD  
 Employees Only)**

<b>SALARY</b>	\$19.23 Hourly \$39,997.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Promotional	<b>JOB NUMBER</b>	2026301316337
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	01/14/2026
<b>CLOSING DATE</b>	1/26/2026 7:00 AM Eastern	<b>BARGAINING UNIT</b>	1025-AFSCME Supv Local 2394 City Wide Senior/Princ

## Description

Under general supervision, on an assigned shift, supervises a group of Telecommunications Operators to ensure the efficient performance of staff assigned to receive and process high volumes of telephone crime reports.

## Examples of Duties

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

- Ensures that staff has the necessary reference materials including, but not limited to, code books, directories, value charts and procedure manuals.
- Performs operation checks on telephones and report processing equipment.
- Prepares reports for monthly leave days and schedules daily work and relief to ensure adequate section coverage.
- Monitors staff attendance.
- Instructs staff on standard procedures, equipment use, and changes to practices and procedures.
- Monitors staff work performance to ensure rapid and accurate preparation of reports and responses to customer inquiries.
- Interprets and explains directives and policy statements.
- Conducts performance evaluations.
- Prepares investigative and misconduct reports and recommends discipline of supervised staff.
- Performs any of the supervised duties, as required.

## Minimum Qualifications

### Qualifications (required):

- High School graduation or GED.
- Two (2) years of recent office experience in high volume telecommunications work involving computerized entry of reported information.

**Qualifications (preferred):**

- **One (1) year of telecommunications or dispatch experience in a public safety agency**

**Supplemental Information****Knowledge, Skills, and Abilities**

- Knowledge of terms and equipment used in telecommunication reporting in the Police Department.
- Knowledge of activities associated with the processing of stolen and recovered vehicles.
- Knowledge of standard English grammar and spelling usage.
- Skill in computer data entry with speed and accuracy.
- Skill in performing clerical task with speed and accuracy.
- Skill in listening and observation.
- Skill in use of personal computers and common office software.
- Ability to supervise, instruct and direct the work of others.
- Ability to demonstrate visual and auditory acuity, and good speech and voice modulation.
- Ability to demonstrate willingness to assume responsibility, and initiative and resourcefulness in performance of duties.
- Ability to demonstrate mental alertness and emotional stability.
- Ability to demonstrate tact in dealing with the public, police personnel, and co-workers.
- Ability to participate in and attain on-going training to remain current in work methods and procedures.

**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.

**Work Environment**

Work is performed in an open office setting with multiple work stations and involves continuous exposure to computer monitors and the use of 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; must be willing and able to work any assigned shift. 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. Required to participate in on-going training as prescribed by the department.**

**Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications (T.E.P.): 30%
- Total Interview and Evaluation of T.E.P: 100%
- Detroit Residency Credit: 15 Points
- Veteran Points: 0-15 Points

**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>

**Senior Telecommunications Operator (Current DPD Employees Only) Supplemental Questionnaire**

**\*QUESTION 1**

Are you a current employee with the City of Detroit Police Department?

- Yes
- No

**\*QUESTION 2**

Do you possess one (1) year of telecommunications or dispatch experience in a public safety agency?

- Yes
- No

**\*QUESTION 3**

Do you possess two (2) years of recent office experience in high volume telecommunications work involving computerized entry of reported information?

- Yes
- No

\* Required Question



## City of Detroit Social Worker

<b>SALARY</b>	\$27.64 Hourly \$57,500.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	20250141202148SB
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	12/03/2025
<b>BARGAINING UNIT 0500</b>			

### Description

Under general supervision, performs professional social work and maintains case records.

### Examples of Duties

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

- Conducts social work, study and treatment of individual cases of social malfunction, maladaptive behavior, family conflict, victimization and difficulties in meeting community and institutional requirements.
- Interviews clients and, when appropriate, families, associates and other agencies.
- Develops case history of clients.
- Develops and implements individual treatment plans.
- Determines eligibility and suitability for group therapy.
- Plans and conducts group therapy sessions.
- Promotes individual and group action towards individual growth and socially desirable goals.
- Encourages group dynamics towards therapeutic relationships.
- Assists community groups in developing community leadership and solving community problems.
- Investigates problems and develops proposals for social action.
- Maintains appropriate client, case and public records.
- Assists in training and provides consultation to other employees engaged in social service work.
- Provides instruction and guidance to a variety of individuals in personal and group settings.
- Makes presentations on proposals for social action.

### Minimum Qualifications

#### Qualifications (required):

- Master of Social Work degree.
- One (1) year of experience in social work in a recognized agency which includes responsibility for decisions regarding handling of individual client social problems.

*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 principles and methods of social work.
- Knowledge of legal requirements governing public social work.
- Knowledge of work of public and private social agencies.
- Skill in tactful and effective oral and interpersonal communication with clients, client associates, community organizations, human services agencies, and citizens.
- Skill in operating personal computers and common office software.
- Skill in crisis intervention.
- Ability to diagnose social cases.
- Ability to plan and execute treatment and secure client cooperation.
- Ability to perform crisis intervention.
- Ability to establish and maintain relationships with community organizations and human services agencies.
- Ability to work effectively under deadline pressure.

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

Employees in this class must have and maintain registration as a Licensed Social Worker with the State of Michigan. Employees in this class may be required to provide and operate a motor vehicle on a reimbursed mileage basis; valid State of Michigan Operator License is required.

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 20 pounds.

### Work Environment

Work is performed primarily in indoor and outdoor environments (e.g. home visits, office, care center, clinic. etc.). Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

*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.*

### 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

### 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  
**Supervising Identification Technician (Current DPD  
 Employees Only)**

<b>SALARY</b>	\$42,384.00 - \$45,696.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2025333854137
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	01/21/2025
<b>CLOSING DATE</b>	2/12/2025 6:00 PM Eastern	<b>BARGAINING UNIT</b>	1065-AFSCME SupvLocal 2394 Senior Emergency Servic

## Description

Under general supervision, supervises employees engaged in preparing, classifying, searching, verifying and maintaining identification and arrest records.

## Examples of Duties

- Prepare work schedules for civilian and sworn police employees involved in preparing, classifying, searching and maintaining identification and arrest records.
- Determine work priorities in conformance with police procedures.
- Instruct and train staff on proper identification techniques, policies and procedures.
- Initiate and process background checks for the Police Department new hires and any department requiring police clearances.
- Review and inspect work to ensure conformance with Department procedures.
- Perform and/or advise staff on difficult cases.
- Review and communicate changes in practices and procedures to supervised staff.
- Ensure proper operation and care of specialized equipment used in work unit.
- Evaluate work performance and counsel staff on work improvement and professional development.
- Monitor staff performance and recommend disciplinary action as needed.
- Interface with other law enforcement agencies in sharing information.
- Prepare and maintain required records and reports.
- Perform any of the work supervised and related duties, as needed.

## Minimum Qualifications

### Qualifications (required):

- High School graduation or G.E.D.
- Four (4) years of recent progressive experience in identification and fingerprint work.

### 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.

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

### Knowledge, Skills, and Abilities

- Knowledge of modern methods and procedures used in police identification work.
- Knowledge of classification and coding systems used in police identification work.
- Knowledge of work related Department rules, regulation and procedures.
- Knowledge of identification functions performed on various shifts.
- Skill in the application of modern methods and techniques used in police identification work.
- Skill in coding and classifying fingerprints.
- Skill in precise documentation of records and data.
- Skill in performing logical and sequential searches of files, records, and fingerprint cards to make positive identifications.
- Skill in oral and written communication.
- Skill in use of personal computers and common office software.
- Skill in supervising, directing and organizing the work of others.
- Skill in displaying good memory and astute powers of observation.
- Ability to maintain the security of critical records.
- Ability to effectively organize, prioritize, and plan work activities.
- Ability to acquire additional knowledge and skills to remain current in field.
- Ability to interact effectively with subordinates, department personnel and others with tact and diplomacy.

### 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 (40) pounds.

**Work is performed primarily in an office environment. The Detroit Police Department is a 24/7 operation. Must be flexible, will be assigned to day, afternoon or midnight shift.**

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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>

## Supervising Identification Technician (Current DPD Employees Only) Supplemental Questionnaire

### \*QUESTION 1

Are you a current City of Detroit Police Department Employee?

Yes

No

**\*QUESTION 2**

**How many years of identification and fingerprint work experience do you possess?**

- 0 to 1 year of experience
- 1 to 2 years experience
- 2 to 3 years of experience
- 3 to 4 years of experience
- 4+ yrs of experience

\* Required Question



## City of Detroit Telecommunications Operator

<b>SALARY</b>	\$18.27 Hourly \$37,996.00 Annually	<b>LOCATION</b>	Michigan, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2026301316237
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	01/14/2026
<b>CLOSING DATE</b>	1/26/2026 7:00 AM Eastern	<b>BARGAINING UNIT</b>	0500

### Description

Under general supervision, on an assigned shift, receives and processes high volumes of telephone crime reports, condenses this information on an input-output device, advises alternate courses of action, and processes requests for information from citizens and police personnel utilizing telecommunications devices; operates various computerized systems to generate reports

### Examples of Duties

1. Codes various types of information into machine compatible formats.
2. Processes information from the public regarding criminal activities into a concise description of events at a precise location.
3. Processes information from police personnel and citizens on stolen and recovered motorized vehicles, stolen licensed plates and carjacked vehicles.
4. Verifies with speed and accuracy vehicle information for police personnel, citizens, automobile insurance companies, and automobile repossessions by operating an input-output terminal device keyboard.
5. Provides timely and accurate responses to inquiries to citizens regarding the recovery, condition and location of stolen vehicles; general auto theft reporting procedures and other general information inquiries.
6. Processes miscellaneous precinct calls and auto pound inquiries.
7. Enters incident reports, stolen car records and official complaints into a CRT or manually prepares such reports as required, and performs other related clerical duties.
8. Processes citizens' emergency call requests in situations where City 911 emergency call operations are impaired.
9. Determines if calls require immediate police response transfers and coordinates call to 911 operators.
10. Telephones reports of such activity to public safety communicators and provides concise description and location of such activity.
11. Prepares incident reports and performs other related clerical activities as required.

### Minimum Qualifications

High School graduation or GED.

One year of recent customer service experience including one year of recent office experience that required the exercise

of responsibility for methods and results.

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

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.

The Detroit Police Department is a 24/7 operation. Candidates must be flexible as you will be assigned to day, afternoon or midnight shift. This is an on-site position.

## Supplemental Information

### Evaluation Plan

- Computer Based Test: 30%
- Interview: 70%
- 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

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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>

## Telecommunications Operator Supplemental Questionnaire

### \*QUESTION 1

Have you ever worked for the City of Detroit Police Department?

- Yes
- No

### \*QUESTION 2

Do you have at least (1) year of experience in customer service that required the exercise of responsibility for methods and results?

Yes

No

**\*QUESTION 3**

A Telecommunications Operator is required to type with speed and accuracy. Can you type at least 35 words per minute?

Yes

No

**\*QUESTION 4**

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

**\*QUESTION 5**

Individuals in this position are considered an essential worker and will be subject to work mandatory overtime. Are you willing to work mandatory overtime if required?

\* Required Question



## City of Detroit Traffic Control Officer

<b>CLASS CODE</b>	339302	<b>SALARY</b>	\$39,900.00 - \$49,000.00 Annually
<b>REVISION DATE</b>	August 23, 2019		

### Description

Under general direction, ensures the safe movement of pedestrians, vehicles, and bicycles as needed during peak traffic times, during special events or at accident scenes. Traffic Control Officers may need to take appropriate enforcement action to maintain compliance with traffic laws and enforce parking regulations as needed. Traffic Control Officers will not engage in traffic enforcement duties but will engage in traffic and crowd control under the guidance of, and in conjunction with certified Police Officers and Supervisors.

### Examples of Duties

- Directs traffic to promote continuous mobility and prevent gridlock.
- Assists in traffic control during, before and after special events, in high congested areas and on unsafe roads.
- Assists in crowd management duties during large events.
- Responds to accidents or stranded motorists.
- Testifies in court.
- Calls for backup if needed.
- Provides road assistance to motorists and gives directions if necessary.
- Directs traffic flow and reroutes traffic in case of accidents or emergencies.
- Notifies supervisor or certified Police Officer of people who may have violated motor vehicle laws and pedestrian violations.
- Prepares required reports.
- Assists in parking enforcement as directed by the supervisor or certified Police Officer.
- Supports police when they are managing traffic incidents.
- Provides rolling road closures to hold traffic back to allow removal of debris, installation of temporary traffic management equipment and other purposes.
- Provides temporary road closures as directed by the supervisor or certified Police Officer

### Minimum Entrance Qualifications

- High school graduation or G. E. D.
- Previous experience with enforcing regulations is a plus.

### Supplemental Information

#### Evaluation Plan

Computerized Assessment 35%

Interview 35%

Evaluation of Training, Evaluation and Personal Qualifications (T.E.P.)

30%

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

Additional points may be awarded for:

Veteran Points: 0 – 15 points

Detroit Residency Credit: 15 points

LRD; 01/17/2023

### **Licensing and Certifications**

Valid State of Michigan Operator License.

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 basic traffic laws.
- Skill in communicating verbally and in writing.
- Skill in exercising tact, diplomacy, and patience with diverse groups of people.
- Skill in utilizing available information to make quick and accurate decisions regarding action needed.
- Skill in conflict resolution and negotiation.
- Skill in following and giving directions.
- Ability to work under pressure.
- Ability to pay close attention to details.
- Ability to clearly communicate by radio.
- Ability to think strategically, problem-solve, exercise good judgment and make sound decision.
- Ability to manage conflict and resolve issues efficiently and effectively.
- Ability to provide excellent customer service and develop interpersonal respect and credibility with diverse groups.
- Ability to work autonomously and exercise excellent judgment in outlined areas of responsibility.

### **Distinguishing Characteristics**

#### **Physical Demands**

Must be able to lift 20 lbs.

#### **Work Environment**

Work is performed usually outdoors in all types of weather.



City of Detroit  
**Urban Government Intern II - Limited Service**

<b>CLASS CODE</b>	830320	<b>SALARY</b>	\$0.01 - \$0.01 Hourly
<b>REVISION DATE</b>	May 10, 2016		

### Description

Under immediate supervision, works on specific projects of limited duration and provides semi-professional support to a City department/agency.

### Examples of Duties

1. Confers with school officials and City department/agency management, to develop objective and scope of the project and its expected results.
2. Prepares appropriate process and project management charts, questionnaires, abstracts, descriptions and other data presentation formats.
3. Collects project information by survey, file review, field observation, interview and research.
4. Analyzes the information in terms of City department mission and best practices in the field of study.
5. Prepares reports and recommendations on the results of investigation and analysis.
6. Presents project procedure, conclusions and recommendations.
7. Utilizes word processing, spreadsheet, database, presentation and other office software as required by project specifics.
8. Receives training and experience in the activities of a City department or agency.

### Minimum Entrance Qualifications

Enrollment in a college or university with junior, senior or graduate level class standing. Possess a minimum 2.0 grade point average.

### Licensing and Certifications

Valid State of Michigan Operator's License. Employees in this class will be required to provide their own automotive vehicle for transportation on a reimbursed mileage basis.

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 fundamentals, principles and practices of the professional field pertinent to the activities of the assigned project or the employing City department/agency.
- Information technology software typically associated with the project and the major field of study.
- Terminology and subject matter in the area of work to be performed

**SKILL IN:**

- Utilizing office software applications including but not limited to word processing, spread sheet, database, and presentation packages.

**ABILITY TO:**

- Gather and analyze data.
- Communicate effectively both orally and in writing.
- Work effectively as a team member on projects and work assignments.

**Distinguishing Characteristics**

Most projects will be conducted from a typical office environment. Field surveys may briefly expose the employee to a variety of working conditions. However, specific working conditions will be addressed in project descriptions and/or based upon the work activities of the employing department/agency.

Persons employed in this class are not eligible for any fringe benefits.

In order for persons employed in this class to acquire a regular, full-time, classified position, they must possess the minimum qualifications for the pertinent job classification, successfully complete a qualifying examination that meets open competitive standards for the class, and meet City of Detroit employment conditions.

**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.

*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.*



## City of Detroit Tow Truck Driver Vehicle Operator II

<b>SALARY</b>	\$18.87 Hourly \$39,249.60 Annually	<b>LOCATION</b>	MI, MI
<b>JOB TYPE</b>	Certified-Regular Civil Service	<b>JOB NUMBER</b>	2023172152537
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	07/07/2023
<b>BARGAINING UNIT</b> 8000-Teamsters Local 214 Craft Unit			

### Description

Under general supervision, drives and operates special purpose vehicles and equipment consistent with the specified class evaluation factors.

### Examples of Duties

- Drives and operates special purpose vehicles and equipment consistent with departmental standards and procedures.
- Operates mounted equipment, implements, and accessories associated with or attached to the vehicle.
- Loads and unloads materials or transported equipment.
- Plans sequence of operations.
- Changes various attachments.
- Directs the work activities of assigned helpers.
- Performs minor maintenance on assigned vehicles and equipment, including, but not limited to, cleaning and servicing with gasoline, diesel fuel, water, oil, and grease.
- Assists in performing repairs of vehicles and equipment during inclement weather.
- Assists crew of assigned vehicle.

### Minimum Qualifications

#### Qualifications:

- High school graduation or GED.
- Two (2) years' of experience in the operation of special purpose vehicles and equipment.

#### Knowledge, Skills, and Abilities

- Knowledge of operating and minor maintenance of special purpose vehicles and equipment.
- Knowledge of traffic rules and regulations.
- Skill in operating special purpose vehicles and equipment and associated auxiliary equipment.
- Ability to perform mechanical work, including minor emergency repairs to equipment.
- Ability to interact effectively with other employees and the public.

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

- Valid State of Michigan Chauffeur License and Commercial Driver License with Group B Designation and Air Brake Endorsement.
- A current valid Medical Examiner’s Certificate certifying physical fitness for driving in accordance with State of Michigan Motor Carrier safety Act of 1998.
- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the 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.

NOTE: The preexisting education requirement (completion of eight grades of schooling) will apply to current employees promoted or certified to this classification who were affiliated with Teamsters Local 214 in a classification listed in the Teamsters Craft Unit Schedule as of the date of this specification's adoption (12/15/2011).

## Supplemental Information

### Evaluation Plan

- Interview: P/F
- Evaluation of Training, Experience & Personal Qualifications: 100%
- 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>

## Tow Truck Driver Vehicle Operator II Supplemental Questionnaire

### QUESTION 1

Do you have a CDL B or higher

- Yes
- No

### QUESTION 2

Experience in the operation of special purpose vehicles and equipment. Please list the special purpose vehicle you have driven.

### QUESTION 3

Do you have experience in Tow Truck Driving

- Yes
- No

**QUESTION 4**

**Are you available to work afternoon/midnights**

- Yes
- No

**QUESTION 5**

**Are you available to work weekends and holidays**

- Yes
- No

**QUESTION 6**

**Are you available to work 12 hour shifts**

- Yes
- No

**QUESTION 7**

**Can you work overtime?**

- Yes
- No

\* Required Question



## City of Detroit Virtual Patrol Operator

<b>CLASS CODE</b>	046008	<b>SALARY</b>	\$27,600.00 - \$41,400.00 Annually
<b>ESTABLISHED DATE</b>	January 21, 2020	<b>REVISION DATE</b>	February 04, 2020

### Description

The Virtual Patrol Operator (VPO) is an entry-level analytical position in the Detroit Police Department's Crime Intelligence Unit. Individuals who aspire to become a civilian Crime Analyst with the Detroit Police Department, but do not have the requisite qualifications will be able to create a pathway towards such a career by first working as a VPO. Under general supervision, monitors Green Light partner locations through high-definition security cameras and reports elements of crime and crime in progress.

### Examples of Duties

#### MAJOR JOB DUTIES: (Illustrative)

1. Monitor Project Green Light (PGL) locations as well as other video assets.
2. Document events at PGL locations as well as other video assets.
3. Notify supervision of important and/or critical incidences at PGL locations or other camera assets.
4. Observe, detect and report elements of crime through video streams.
5. Notify dispatch of location or crimes in progress.
6. Prepare and present written reports of activities and conditions observed.

### Minimum Entrance Qualifications

High School Diploma or GED; college student (junior or senior status) with coursework in Criminal Justice or related field is preferred.

One (1) year of recent customer service experience working in an office that required the exercise of responsibility for methods and results is preferred.

One (1) to three (3) years of experience in video monitoring, investigations, or security operations is preferred.

### Supplemental Information

#### Evaluation Plan

- Work Sample: 35%

- Interview: 35%
- Evaluation of Training, Experience and Personal Qualifications (T.E.P.): 30%
- Total Work Sample, Interview and Evaluation of T.E.P:100%
- Detroit Residency Credit:15 Points
- Veteran Points:0-15 Points

### **Licensing and Certifications**

Valid government issued identification.

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:**

- Office work, terms, and equipment.
- Standard English grammar and spelling usage.

#### **Skill In:**

- Typing, keyboarding and performing clerical tasks with speed and accuracy.
- Observation.
- Communicating effectively, both orally and in writing.
- Keenness to detail.
- Operating a personal computer and using common office software.

#### **Ability To:**

- Categorize crime and produce reports based on knowledge.
  - Act independently.
  - Type brief and concise verbal statements.
  - Concurrently perform multiple duties with accuracy.
  - Demonstrate visual and auditory acuity, and good speech and voice modulation.
- 
- Perform duties in stressful situations.
  - Demonstrate willingness to assume responsibility, and initiative and resourcefulness in performance of duties.
  - Demonstrate mental alertness and emotional stability.
  - Interact effectively with subordinates and the general public with tact and diplomacy.

- Take direction from supervision.
- Participate in and attain on-going training to remain current in work methods and procedures.

### **Distinguishing Characteristics**

Work is performed in an open office setting with multiple work stations and involves continuous exposure to computer monitors and the use of 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; must be willing and able to work any assigned shift. 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. Required to participate in on-going training as prescribed by the department.