



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1100
Detroit, Michigan 48226

Phone: 313 -628-2535
Fax: 313 -224-2135
www.detroitmi.gov

MEMORANDUM

TO: Department Directors, Group Executives, Agency CFOs
FROM: David Massaron, Chief Financial Officer *DM*
DATE: April 24, 2020
RE: Position Control

On Monday, April 27, the Office of the Chief Financial Officer (OCFO) and Human Resources Department will launch position control through NeoGov. In a city where employees and employee benefits make up for about 70% of the total appropriation, position management is necessary in normal times and fundamental to our fiscal sustainability. OCFO and HR will also initiate a SmartSheet process for requesting a status change for 10% (Furlough) and 80% (Workshare) workers.

Position Control in NeoGov

Beginning Monday, April 27, any request to post a position must be submitted through NeoGov. For most departments, this change will streamline the position requisition process and give visibility into the status of your request. These requisitions will be reviewed and updated by your Agency CFO and then approved by the Office of Budget and CFO prior to HR's posting of the position. Following the posting, interview and selection process, the OCFO will review requests to hire to ensure that proposed salaries are within constrained budgets. Please remember that the City of Detroit is under a hiring freeze, and any requests to post should include a justification within the exceptions in the attached directive.

To begin using the NeoGov process, please review the attached list of active department designees. If your department isn't listed or you would like to change your designee, please submit those to Bennie Tolbert at tolbertb@detroitmi.gov. All department designees will need to be trained prior to using the new form.

SmartSheet Process for Employee Status Change

On April 20, the City initiated workforce changes to reduce personnel spending by \$50 million given the projected \$348 million revenue shortfall. To balance the budget, the employees must remain on 10% (Furlough) or 80% (Work Share) until assumed savings are achieved. Beginning April 27, any requests for employee status change must be submitted by your ACFO through SmartSheet and approved by the OCFO prior to HR making any changes. The employee status and hours can not change until all approvals have been completed. In most cases, departments will need to identify alternative equivalent savings prior to bringing employees back. Please remember that the State Unemployment Agency requires all employees within each Work Share unit to be treated the same; one employee cannot leave Work Share without the rest of the unit leaving Work Share.

The OCFO and HR will be reviewing status change requests each month. The following are the deadlines for each month's start date:

Monthly Status Change Timing		
Deadline for ACFO to Submit to Smartsheet	Deadline for OCFO to Submit to HR	Employee Start Date (1st day of pay period)
May 20, 2020	May 26, 2020	June 1, 2020
June 17, 2020	June 23, 2020	June 29, 2020
July 15, 2020	July 21, 2020	July 27, 2020
August 12, 2020	August 18, 2020	August 24, 2020
September 23, 2020	September 29, 2020	October 5, 2020
October 21, 2020	October 27, 2020	November 2, 2020
November 18, 2020	November 24, 2020	November 30, 2020
December 16, 2020	December 22, 2020	December 28, 2020

I want to thank all department heads for their diligence in working with us to reduce employee costs in light of the dramatic revenue shortfall the City of Detroit is projected to see. To keep the City from returning to active state oversight, we must be disciplined in controlling our personnel expenses.

ACTIVE DEPARTMENT DESIGNEES
(see attached)

POSITION CONTROL DEPARTMENT LISTING

Dept Name	Requisition Dept Designee #1	Requisition Dept Designee #2
36 DISTRICT		
Administrative Hearings		
Airport Department		
Auditor General		
Board of Ethics		
BOPC		
Board of Zoning Appeals		
Buildings and Safety Department	Ladiva Holmanholman@detroitmi.gov224-3903	
City Clerk Department	Christian Madukamadukac2978@detroitmi.gov876-0080	
CITY COUNCIL		
Civil Rights, Inclusion and Opportunity	Arielle Johnsonarielle.johnson@detroitmi.gov	
Demolition	LaJuan Countscounts1@detroitmi.gov	
Department of Elections	Christian Madukamadukac2978@detroitmi.gov876-0080	
PUBLIC LIGHTING		
Department of Public works	Reshanda Banksbanksr@detroitmi.gov	
Department of Transportation	Enriquita Ortiz (Ki Ki)enrort@detroitmi.gov833-5678	
General Services - Sustainability	Nikita Blandnblend@detroitmi.gov224-1134	
Fire Department	La Tonya Finleyfinleyl@detroitmi.gov	
General Services	Nikita Blandnblend@detroitmi.gov224-1134	
Health Department	Angelique Rodriguez-Edge rodriguez-edgea@detroitmi.gov	
Housing & Revitalization Department	Valeria Millermiller@detroitmi.gov	
Human Resources Department	Marcus Holmesholmesm@detroitmi.gov	Kimberly Hall-Wagnerhall-wagner@detroitmi.gov
Information Technology Department	Monique Ellis monique.ellis@detroitmi.gov224-9715	
Mayor's Office - Innovation Team	Pamela McClainmclainp@detroitmi.gov224-4782	Kenyatta Walkerwalkerken@detroitmi.gov
Law Department		

POSITION CONTROL DEPARTMENT LISTING

Dept Name	Requisition Dept Designee #1	Requisition Dept Designee #2
LIBRARY		
Mayor's Office	Pamela McClainmclainp@detroitmi.gov224-4782	Kenyatta Walkerwalkerken@detroitmi.gov
Mayor's Office - Lean Team	Pamela McClainmclainp@detroitmi.gov224-4782	Kenyatta Walkerwalkerken@detroitmi.gov
Municipal Parking Department	Gloria Woodardwoodardg@detroitmi.gov	
Non-Dept - DBA		
Non-Dept - Department of Homeland Security		
Non-Dept - Media Services		
Non-Dept - Pension		
OCFO-Office of Budget	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
OCFO-Office of Contracting & Procurement	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
OCFO-Office of Departmental Financial Services	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
OCFO-Office of Development & Grants	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
OCFO-Office of Financial Planning & Analysis	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
OCFO-Office of the Assesor	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
OCFO-Office of the Controller	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
OCFO-Office of the Treasury	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
Office of Inspector General	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
Office of the Chief Financial Officer	Joyce E. Henderson-McCoyHendersj@Detroitmi.gov628-0275	Sarah Gageraugageraus@detroitmi.gov
Ombudsperson		
Planning and Development Department	Susan Burrowsburrowss@detroitmi.gov	
Police Department	Brandi Jenkinsjensinsb306@detroitmi.gov	Lawana Duckerduckerl@detroitmi.gov
Water and Sewerage Department		