CITY OF DETROIT

Department of Innovation and Technology

October 7, 2015

Agenda

- The Case for Reform

- Impact on Employment Opportunities

- Organizational Structure

- Restructuring Process

- Position Classification System

- Compensation System

- Implementation Process

- Recruitment, Interviewing, Selection Process

- Training and Development Opportunities

- Transition Services

- Implementation Timeline

- Questions & Answers

The Case for Reform

Required by
Emergency Manager
Order Number 39

Propel Detroit Forward to Meet Current & Future Challenges

Impact on Employment Opportunities

- Approximately 140 information technology personnel currently employed citywide

- Approximately 130 Department of Innovation and Technology (DoIT) personnel will be employed citywide following DoIT restructuring

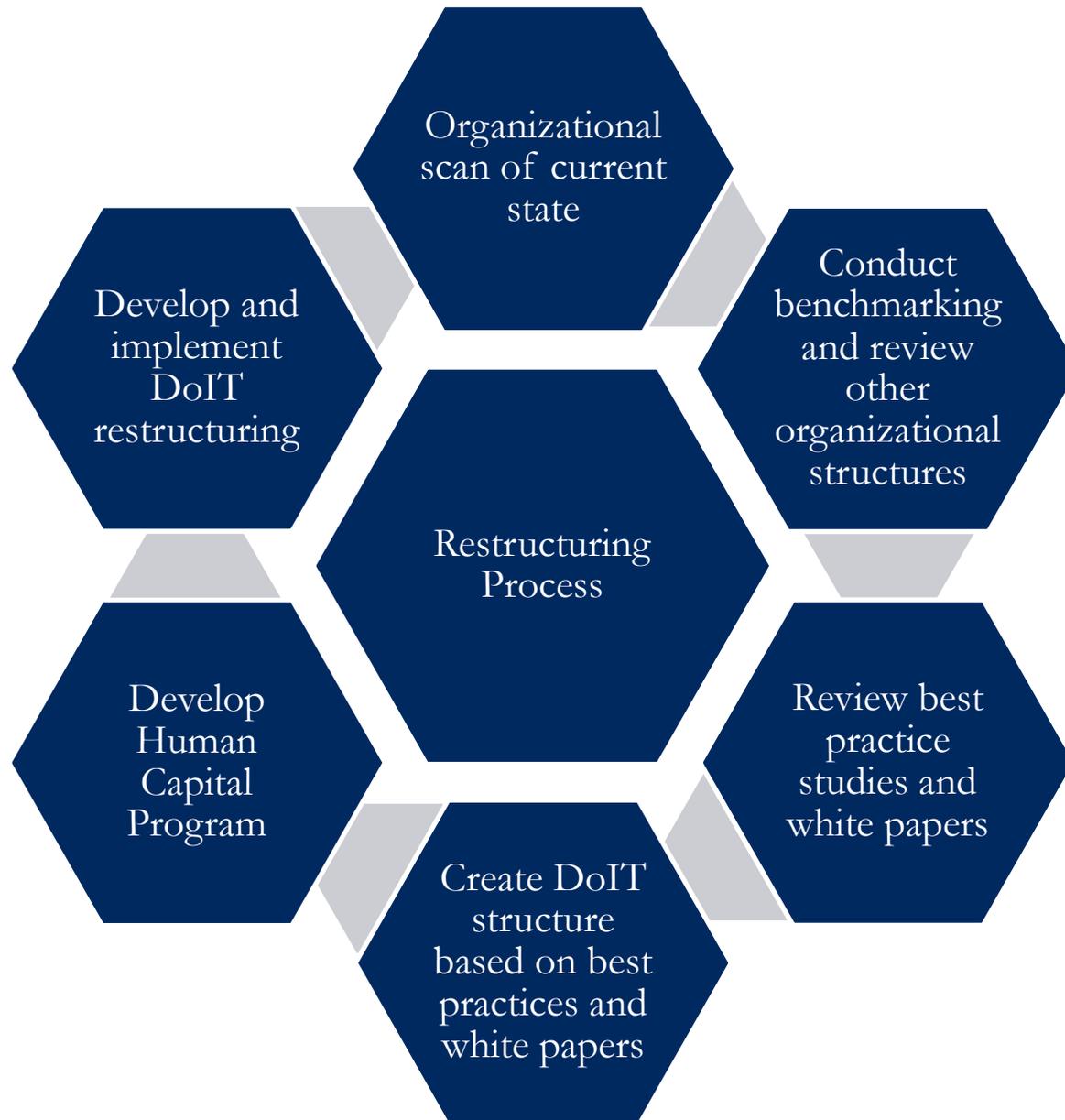| Current Information Technology FTEs	Current Information Technology Contractors	Current Information Technology Restructuring and Reinvestment Personnel
• ITS: 45 • DPD: 21 • PDD: 2	• ITS: 39 • DPD: 11 • DDOT: 5 • BSEED: 3 • DFD: 3 • PDD: 3 • DAH: 1 • GSD: 1 • MPD: 1 • REC: 1	• DFD: 1 • DPD: 1 • Law: 1 • PDD: 1

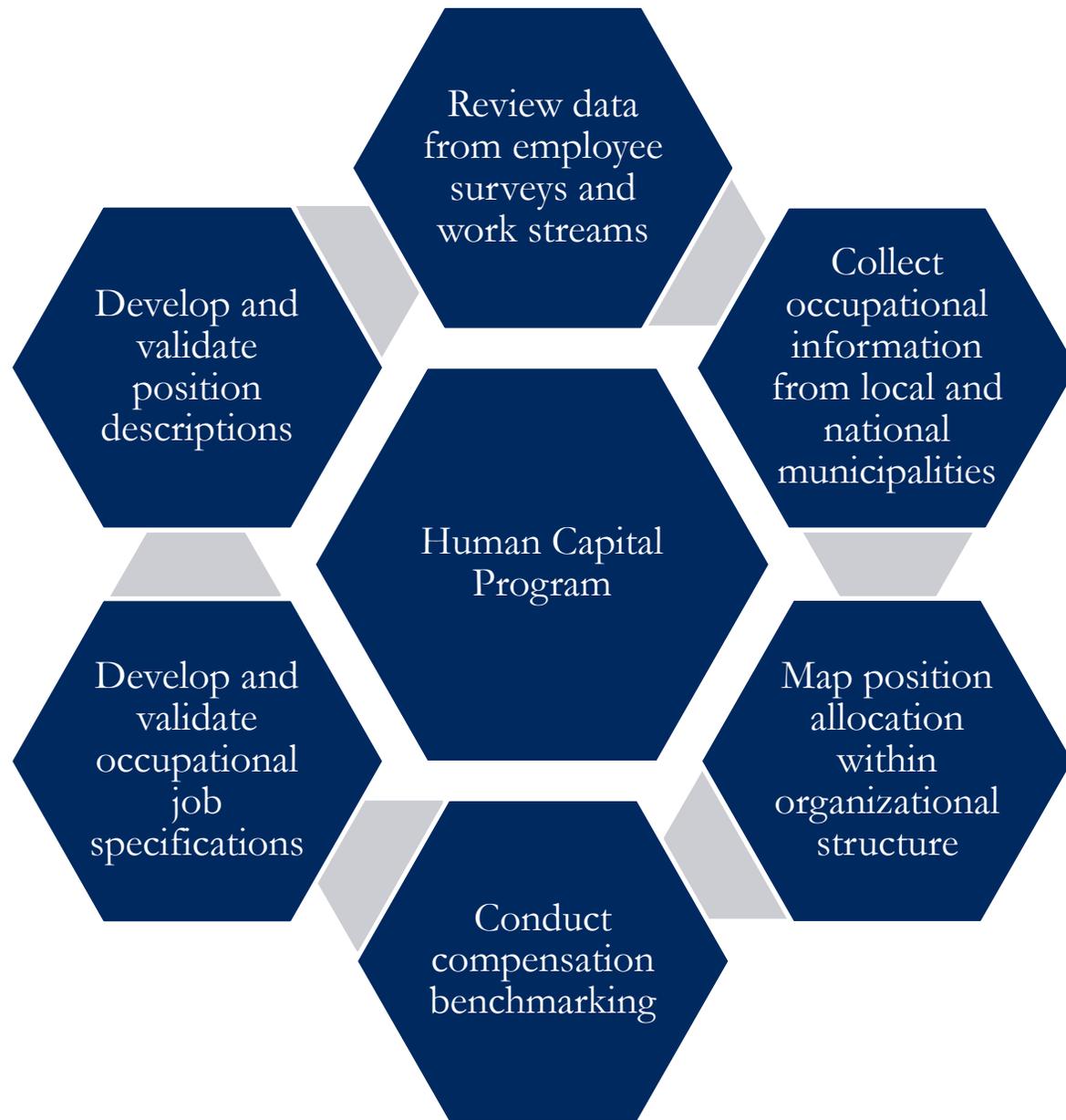# Organizational Structure
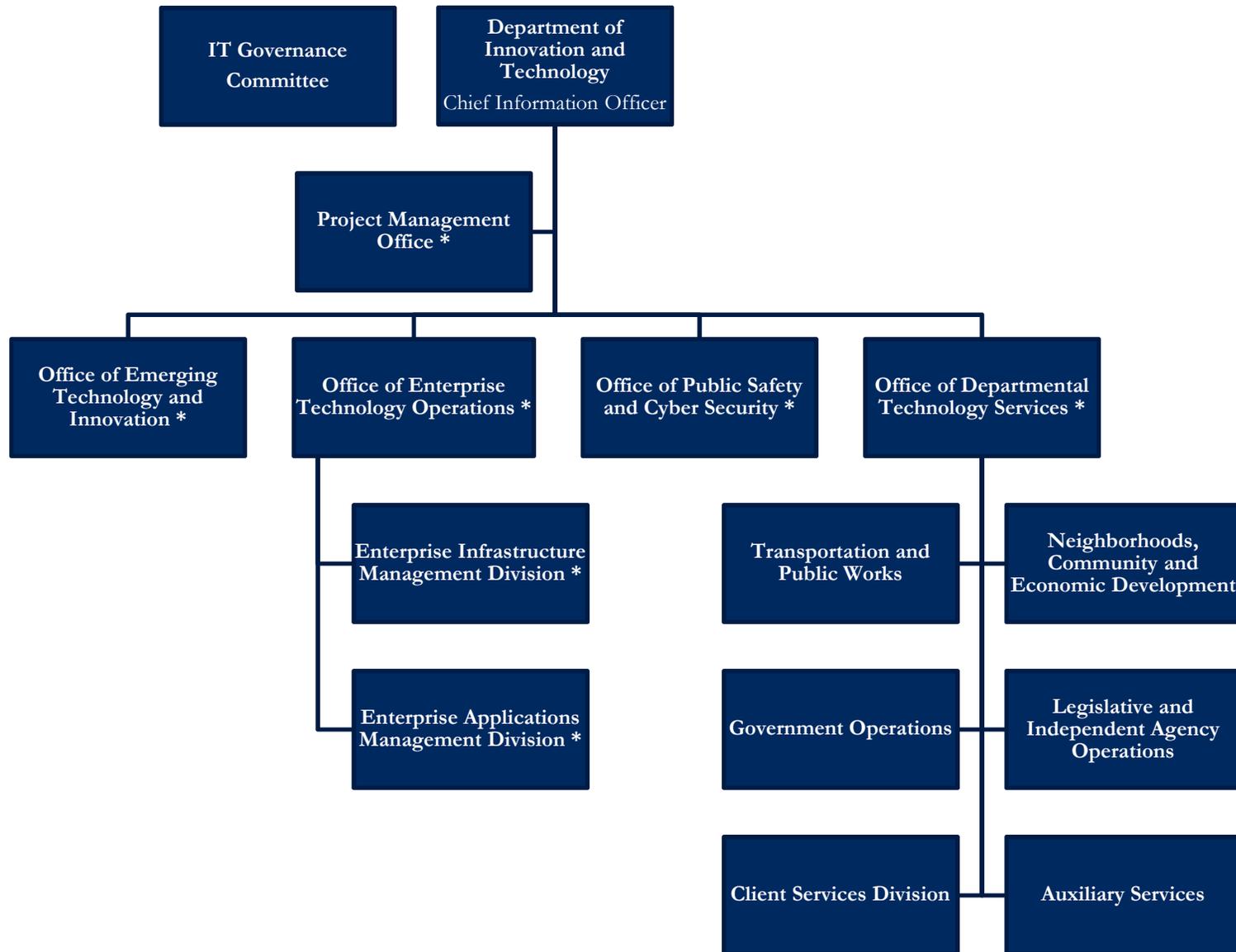
* Appointed positions

Restructuring Process

Restructuring Process

Position Classification System

Occupational Classes: A group of occupations with assigned duties and responsibilities which are sufficiently alike.

Occupational Series: A subdivision of an occupational group or job family consisting of positions similar as to specialized line of work and qualification requirements.

Occupational/Job Specifications: Written statements used for all positions in an Occupational Series. They define the principal characteristics of the work; provide examples of duties; list the knowledge, skills and abilities required to perform the work; and state the minimum qualifications for initial appointment or promotion to positions in the class.

Class II: Clerical, Technical, General, and Administrative Service	Class III: Professional Services	Class IV: Management Supervisory Service	Class V: Executive Service
• Administrative Assistant • Information Technology Technician • Web Developer	• Information Technology Specialist (Parenthetical Titling) • Program Analyst • Web Developer	• Managers • Service Level Managers • Supervisors	• CIO • Director

▪ Extensive validation process to map newly created occupational / job specifications

Position Classification System

Position Descriptions: Provide more detailed information on what is expected of an incumbent of a specific position in the fulfillment of work assignments on a daily basis.

Class II: Clerical, Technical, General, and Administrative Services	Class III: Professional Services	Class IV: Management Supervisory Service	Class V: Executive Service
• Administrative Assistant (I-IV) • Information Technology Technician (I-IV) • Web Developer (I-II)	• Information Technology Specialist (I-IV) • Program Analyst (I-IV) • Web Developer (III-IV)	• Managers (I-IV) • Service Level Managers (I-IV) • Supervisors (I-IV)	• CIO • Director of Enterprise Technology Operations • Director of Public Safety and Cyber Security • Director of Emerging Technology and Innovation • Director of Departmental Technology Services • Program Management Officer

- Conducted similar validation process
- Supervisors and managers are required to prepare new or updated position descriptions based on written guidelines and instructions
- Position evaluation manual is under development and will be used as the basis for evaluating the level of all future new positions

Position Classification System

Parenthetical Titling: Specialty titles are typically displayed in parentheses and referred to as parenthetical titles. Parenthetical titles may be used with the basic title of the position to further identify the duties and responsibilities performed and the special knowledge and skills needed.

> ### Class III: Professional Services
> ### Information Technology Specialist – Parenthetical Titling
>
> - Information Technology Specialist (Software Engineer) (I-IV)
> - Information Technology Specialist (Network/Enterprise Engineer) (I-IV)
> - Information Technology Specialist (Systems Engineer) (I-IV)
> - Information Technology Specialist (Systems Analyst) (I-IV)
> - Information Technology Specialist (Systems Administrator) (I-IV)
> - Information Technology Specialist (Database Administrator) (I-IV)
> - Information Technology Specialist (GIS Analyst) (I-IV)
> - Information Technology Specialist (Information Security Analyst) (I-IV)

Compensation System

- Current salary levels are below benchmarks; DoIT needs to offer competitive pay to attract and retain qualified personnel
- Extensive and rigorous process to determine grade levels and pay bands

Pay Band Benchmarking Surveys

City of Detroit existing White Book pay bands

Local Municipal benchmark comparison

- State of MI; Wayne Co., MI; Grand Rapids, MI; Livonia, MI; Warren, MI

National Municipal benchmark comparisons

- Albuquerque, NM; Austin, TX; Boston, MA; Denver, CO; Fairfax Co., VA; Fort Worth, TX; Jacksonville, FL; Long Beach, CA; Mesa, AZ; Montgomery Co., MD; Philadelphia, PA; Phoenix, AZ; Raleigh, NC; Riverside, CA; Sacramento, CA; Seattle, WA; Virginia Beach, VA
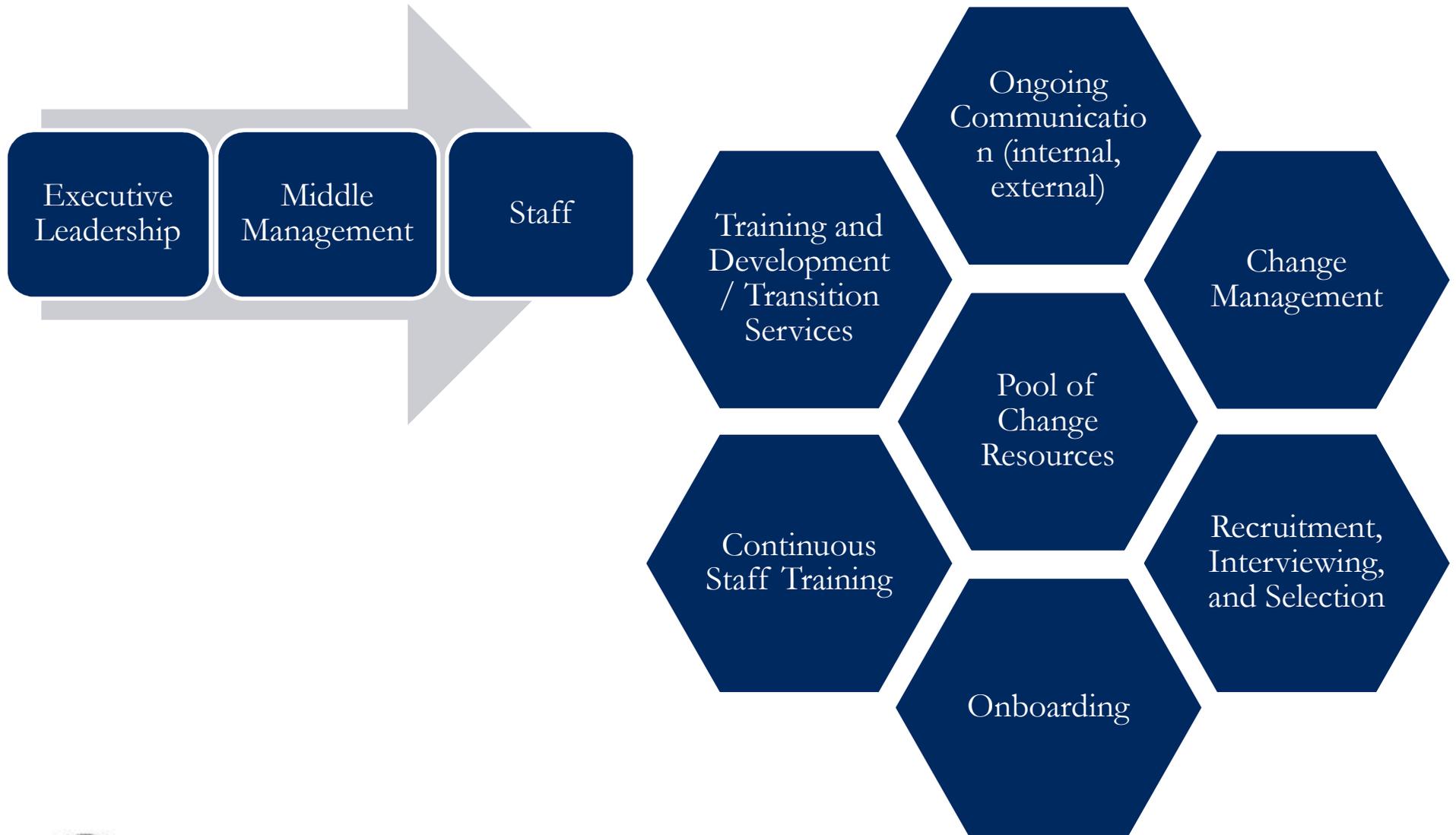
U.S. Bureau of Labor Statistics data contained in O*Net

U.S. Bureau of Labor Statistics Occupational Employment Statistics
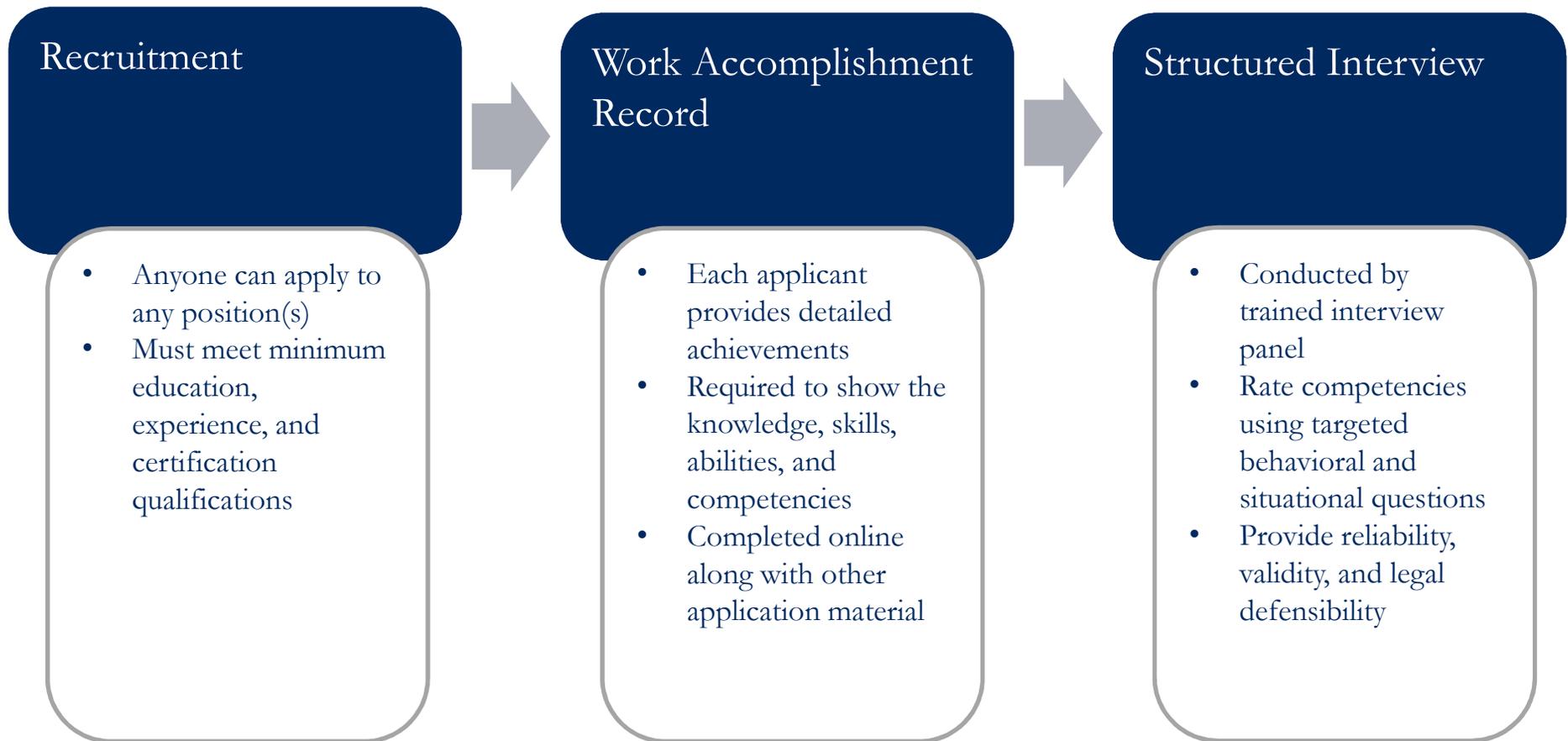
Blended public and private salary data

Implementation Process

Recruitment, Interviewing, Selection Process

Recruitment

- Anyone can apply to any position(s)
- Must meet minimum education, experience, and certification qualifications

Work Accomplishment Record

- Each applicant provides detailed achievements
- Required to show the knowledge, skills, abilities, and competencies
- Completed online along with other application material

Structured Interview

- Conducted by trained interview panel
- Rate competencies using targeted behavioral and situational questions
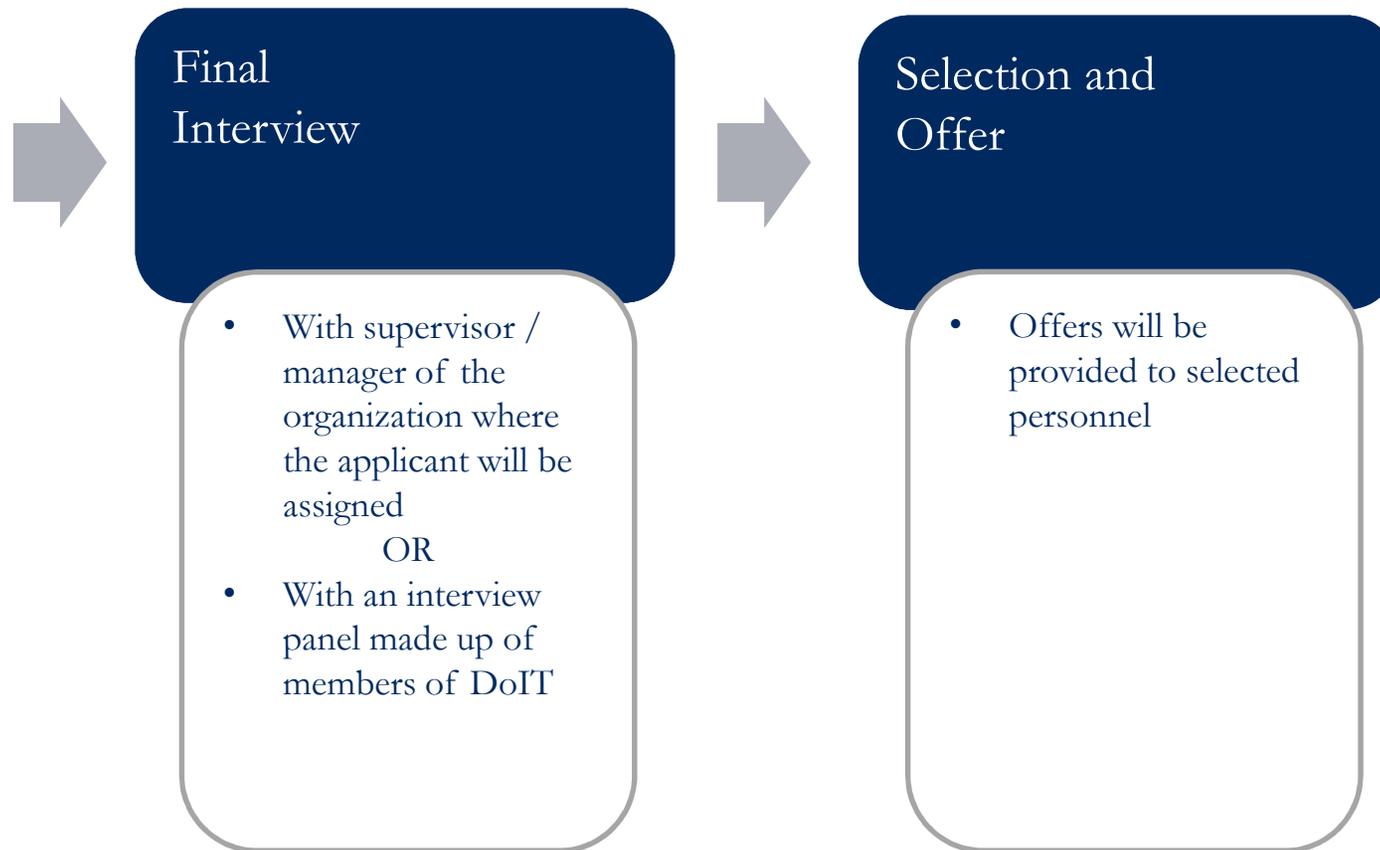- Provide reliability, validity, and legal defensibility

Certifications and Testing:
- Certifications may be required; Written, online, work samples, and/or other test may be required to demonstrate possession of a knowledge, skill or ability

Recruitment, Interviewing, Selection Process

Final Interview

- With supervisor / manager of the organization where the applicant will be assigned

    OR

- With an interview panel made up of members of DoIT

Selection and Offer

- Offers will be provided to selected personnel

Training and Development Opportunities

- Open Enrollment; employees **must** request to participate.

<table>
<tr><td>**Applying for New DoIT Positions**</td><td>**Skill Development & Enhancement if Selected for New DoIT Positions**</td></tr>
<tr><td>

- Personal Branding
- Resume Writing
- Work Accomplishment Record Writing
- Interview Techniques

</td><td>

- Leading Change
- Managing People
- Teamwork
- Conflict Management
- Other educational opportunities as deemed necessary

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Transition Services

Employees <u>must</u> request to participate.

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Transition Services

Provided Up to 60 Days

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- Job Searches
- Resume Writing
- Interviewing Skills (advanced)
- Career Counseling
- Financial Planning
- Retirement Planning
- Career Transition/Change

Implementation Timeline

	OCT	NOV	DEC	JAN	FEB
Appoint executive leadership	▬▬				
Vacancy announcements, Applicant evaluations, and Interviews		▬▬▬▬▬▬▬▬▬▬▬▬			
Appoint Management Supervisory Service				▬▬	
Appoint Professional Service				▬▬	
Appoint Clerical, Technical, General, and Administrative Service					▬▬

QUESTIONS AND ANSWERS

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