DEPARTMENT OF INNOVATION AND TECHNOLOGY

October 2014 Report
Submitted November 17, 2014

Emergency Manager Order No. 39 created the Department of Innovation and Technology. The order granted restructuring powers and responsibilities to various members of the executive branch. The order also made the following stipulations:

1. "The Human Resources Director shall file any employment position or new classification that is created on or after the date of this Order with the City Clerk and the Council on the 15th day of each month (or if such date is not a business day, the next succeeding business day), commencing on November 17, 2014. Such report shall include the compensation range of that employment position. Any new position that is created and filled shall be within available appropriations."
2. "For transparency, the Executive Branch department of the City described herein shall prepare a monthly report describing actions taken pursuant to this order on the 15th day of each month (or if such date is not a business day, the next succeeding business day) commencing on November 17, 2014. This report shall be filed with the City Clerk and City Council and posted on the City's website."

Both reports for the period of September 25, 2014 through October 31, 2014 are found below.

POSITIONS AND CLASSIFICATIONS

Actions Completed to Date:
No new positions or classifications were created.

RESTRUCTURING

Actions Completed to Date:
- Assessment of information technology City-wide
- Organizational scan of the existing City technology resources of the City completed
- Benchmarking and best practices review begun
- Collection of occupational information and pay band information local and national municipalities begun
- Reviewing data from City of Detroit employees completed surveys started

Refine Organization Model (November 2014-January 2015):
- Finalize organizational structure
- Complete benchmarking
- Create job specifications and position descriptions
- Develop pay band and grading system in collaboration with the Human Resources Department
- Identify training and development needs in information and technology
- Develop implementation plan

Implementation (February 2015- October 2015):
- Recruit, interview and select Department of Innovation and Technology staff
- Continue to assess new organization configuration and make adjustments as necessary

ENTERPRISE RESOURCE PLANNING (ERP) IMPLEMENTATION

Actions Completed to Date:
- Planning and vendor negotiation of Finance and HR IT system need
- First solution functionality sessions completed narrowing potential ERP solutions
- Second solution functionality sessions completed
- Final identification and selection of Finance and HR ERP solutions completed

Final Negotiation (November 2014- December 2014):
- Negotiating with selected Finance ERP solution vendor
- Negotiation with selected Human Resource Management Solution vendor
- Continuing validation of selected ERP systems

Implementation (January 2015- December 2015):
- Implementation of Finance ERP solution
- Implementation of Human Resource ERP onboarding, time and attendance capture, and payroll processing solutions