

December 7, 2022

To: Mayor and Members of City Council

From: Sheryl M.M. Long, City Manager 

202202151

Subject: **Ordinance:** New Classification and Salary Range for the classification of Executive Assistant Police Chief

Attached is an Ordinance captioned:

**ESTABLISHING** the salary schedule and classification title for the new employment classification of Executive Assistant Police Chief (Job Code 037) by enacting Section 037 of Division 5, Chapter 307 of the Cincinnati Municipal Code.

The Charter of the City of Cincinnati provides for the rank of Executive Assistant Police Chief, which has heretofore not been created. This unclassified and unrepresented position will be filled by an employee to act in the Police Chief's absence and is authorized to exercise the authority and perform the duties of the Police Chief, including overseeing and coordinating work and assigning duties to the other Assistant Police Chiefs.

The Administration recommends passage of this Emergency Ordinance.

cc: Edward G. Ramsey, Human Resources Director 