

EMERGENCY

AEP

-2026

MODIFYING the provisions of Chapter 307, “Classified Compensation Schedules,” of the Cincinnati Municipal Code by **ORDAINING** new Section 060 of Division 5 to establish the classification title and salary range schedule for the new employment classification of Chief of Staff for the City Manager.

WHEREAS, the Human Resources Department, in consultation with the City Manager’s Office, has determined that it is necessary to create a new Chief of Staff for the City Manager classification specification to recruit and retain quality employees; and

WHEREAS, the Chief of Staff for the City Manager classification and compensation plan is necessary to ensure consistency in the knowledge, skills, and abilities required to carry out the duties and tasks prescribed for the position; and

WHEREAS, the position is responsible for strategic leadership, coordination, and oversight of all offices, divisions, business functions, personnel, and general office operations for the Office of the City Manager; and

WHEREAS, this position will provide highly responsible and complex administrative and legislative support to the City Manager, including policy development, project oversight, and management of high-priority initiatives; and

WHEREAS, the Human Resources Department has performed due diligence and conducted appropriate internal comparisons to ensure that the new classification and salary range are consistent with the scope of work and the level of responsibility of the position of Chief of Staff for the City Manager, with factors considered throughout the evaluation process including scope of responsibility, judgment and independent action, and accountability; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That Section 060 of Division 5 of Chapter 307, “Classified Compensation Schedules,” of the Cincinnati Municipal Code is ordained as follows:

Section	Classification	Minimum Annual Salary	Maximum Annual Salary	Division
060	Chief of Staff for the City Manager	\$138,889.65	\$212,569.86	D5

Section 2. That the proper City officials are authorized to do all things necessary and proper to carry out the terms of Section 1.

Section 3. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety, and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is the immediate need to establish the new classification title and salary range schedule for Chief of Staff for the City Manager to recruit and retain qualified employees.

Passed: _____, 2026

Aftab Pureval, Mayor

Attest: _____
Clerk