

February 24, 2022

**To:** Mayor and Members of City Council 202200481  
**From:** John P. Curp, Interim City Manager  
**Subject:** **Emergency Ordinance:** Establishing the classification and salary range schedule for the new full-time employment classification of Public Employees Assistance Program Counselor

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Attached is an Emergency Ordinance captioned:

**ESTABLISHING** the classification and salary range schedule for the new full-time employment classification of Public Employees Assistance Program Counselor; and **ENACTING** Section 247 of Division 0, Chapter 307 of the Cincinnati Municipal Code, in order to establish a new salary schedule and classification title for the new classification consistent with the organizational changes described herein.

The Human Resources Director has approved the request for this ordinance to establish the classification and salary range schedule for the new employment classification of Public Employees Assistance Program Counselor. The Department of Human Resources has done due diligence and conducted appropriate evaluation to ensure that the new salary schedule is consistent with similar positions with factors considered throughout the evaluation process including, scope of work and responsibility. The modification of the salary schedule is necessary to fit the needs of the City, and consistent with the organizational changes described herein.

The Administration recommends passage of this Ordinance.

cc: Edward G. Ramsey, Human Resources Director