

February 20, 2025

**To:** Mayor and Members of City Council

202500277

**From:** Sheryl M.M. Long, City Manager

**Subject: Emergency Ordinance: Zoning Career Ladder**

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Attached is an Emergency Ordinance captioned:

**MODIFYING** Chapter 307, “Classified Compensation Schedules,” of the Cincinnati Municipal Code by **ORDAINING** Sections 444 and 445 of Division 0C to establish the classification titles and salary range schedules for the positions of Zoning Technician and Senior Zoning Plan Examiner; and **AMENDING** Section 441 of Division 0C to update the salary range schedule for the position of Zoning Plan Examiner.

The Department of Human Resources has done its due diligence and conducted appropriate internal comparisons to ensure that the new classification titles and salary ranges align with the scope of services and level of responsibility required. These changes establish a structured career pathway, support employee retention, and maintain market competitiveness.

The Administration recommends passage of this Emergency Ordinance to facilitate immediate implementation, ensuring the City can effectively recruit and retain qualified personnel to support its planning and zoning objectives.

cc: Latisha Hazell, HR Director