

March 1, 2023

To: Mayor and Members of City Council

From: Sheryl M.M. Long, City Manager

202300703

Subject: Emergency Ordinance: Establishing the Salary Range for the classification of Law Fellow

Attached is an Emergency Ordinance captioned:

ESTABLISHING, the classification and salary range schedule for the new employment classification of the Law Fellow, and **ORDAINING** Section 163 of Division Law, Chapter 307, of the Cincinnati Municipal Code.

Classification	Minimum (Annual)	Maximum (Annual)
Law Fellow	\$ 48,000	\$58,000

The Human Resources Director has approved to establish the salary schedule for the employment classification of Law Fellow. The Department of Human Resources has done due diligence and conducted appropriate internal comparisons to ensure that the new salary range is consistent with the scope of services and the level of responsibility of the position, with factors considered throughout the evaluation process including liability, scope of responsibility, judgment and independent action, and accountability. The modification of the classification is necessary to fit the needs of the City, and consistent with the organizational changes described herein.

The Administration recommends passage of this Emergency Ordinance.

cc: Edward G. Ramsey, Human Resources Director