

April 8, 2026

To: Mayor and Members of City Council 202601229
From: Sheryl M.M. Long, City Manager
Subject: Emergency Ordinance: Chief of Staff for the City Manager

Attached is an Emergency Ordinance captioned:

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.

The Department of Human Resources has done its 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. The creation of the Chief of Staff, City Manager’s Office, is necessary to attract and retain a quality employee, and to ensure consistency in the knowledge, skills, and abilities required to carry out the duties and tasks prescribed to the position.

The Administration recommends passage of this Emergency Ordinance.

cc: Latisha Hazell, HR Director