

**June 7, 2023**

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

202301544

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

**Subject: Emergency Ordinance – ESTABLISHING the classification and salary range schedule for the new employment classification of Assistant Supervisor of Wastewater Collection Maintenance**

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Attached is an Emergency Ordinance captioned:

**ESTABLISHING** the classification and salary range schedule for the new employment classification of Assistant Supervisor of Wastewater Collection Maintenance; and **ORDAINING** Section 769 of Division 0C, Chapter 307, “Classified Compensation Schedules,” of the Cincinnati Municipal Code to reflect this new employment classification.

The Human Resources Director has approved this request for this ordinance to establish the classification of Assistant Supervisor of Wastewater Collection Maintenance, and to establish the classification and salary range. The recommended salary range is based upon a market study to identify current scopes of work and future career paths for the particular classification structure. The City’s Human Resources Department conducted a market analysis to evaluate the classification and compensation for the Assistant Supervisor of Wastewater Collection Maintenance position. This classification is necessary to ensure retention of staff in this specialized area of work and ensure promotional opportunities within the classification.

The Administration recommends passage of this Emergency Ordinance.

cc: Latisha Hazell, Interim Human Resources Director 