

May 19, 2021

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

**From:** Paula Boggs Muething, City Manager

202101880

**Subject: Ordinance: New Classification and Salary Range for the  
classification of Emergency Communications Instructor**

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Attached is an Ordinance captioned:

**ESTABLISHING** the classification and salary range schedule for the new employment classification of Emergency Communications Instructor; and **ENACTING** Section 883 of Division 4, 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 salary schedule and classification title for the new employment classification of Emergency Communications Instructor. The Department of Human Resources has done due diligence and conducted appropriate evaluation to ensure that the new salary schedule and classification title is consistent with similar positions with factors considered throughout the evaluation process including, scope of work and responsibility. The creation of the classification is necessary to fit the needs of the City, and consistent with the organizational changes described herein.

City Administration recommends passage of this ordinance.

cc: William M. Brown, Human Resources Director