

April 12, 2023

To: Mayor and Members of City Council

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

202301096

Subject: **Emergency Ordinance: Modifying the salary range schedule for the classification of Printing Services and Stores Manager, Emergency Communications Assistant Manager**

Attached is an Emergency Ordinance captioned:

**MODIFYING**, the salary range schedule for the classification of Printing Services and Stores Manager by amending Section 880 of Division 8, Chapter 307 of the Cincinnati Municipal Code; and **MODIFYING** the salary range schedule and division for the classification of Emergency Communications Assistant Manager by enacting Section 826 of Division 8, Chapter 307 of the Cincinnati Municipal Code and repealing Section 826 of Division 0, Chapter 307 to ensure that the new salary ranges for these two positions are consistent with the level of responsibility of these positions and competitive with similar positions across internal and external job markets.

The Human Resources Director has approved the request for this ordinance to modify the salary schedule of Emergency Communications Assistant Manager and Printing Services and Stores Manager. The recommended salary schedule adjustment for the Emergency Communications Assistant Manager is based on an internal analysis to further assess the compensation against industry standards, and the research determined that the City is on target, as it relates to the position and confirmed the need for modification of the salary schedule range and to move the classification to Division 8 - Senior Management level.

The recommended salary schedule adjustment for the Printing Services and Stores Manager is based upon an internal review to ensure internal equity, and a market review to ensure competitiveness within the industry.

The Administration recommends passage of this Emergency Ordinance.

cc: Latisha Hazell, Interim Human Resources Director *LH*