

**E M E R G E N C Y**

**IMD**

**-2023**

**AUTHORIZING** the City Manager to establish the classifications and salary range schedules for the new employment classifications of Building Plans Examiner and Permit Specialist; and **AMENDING** Chapter 307 of the Cincinnati Municipal Code by **ORDAINING** new Section 063 of Division 0C, Chapter 307 to reflect the new Building Plans Examiner classification and new Section 431 of Division 0C to reflect the new Permit Specialist classification.

WHEREAS, the Department of Building and Inspections has determined that it is necessary to create the Building Plans Examiner and the Permit Specialist classification specifications (the “Classifications”) to recruit and retain quality employees; and

WHEREAS, the Classifications are necessary to ensure consistencies in the knowledge, skills, and abilities required to carry out the duties and tasks prescribed to each Classification; and

WHEREAS, the Classifications and their salary ranges provide an opportunity to increase effectiveness while maintaining a standard of excellence and a clear pathway for continued growth and career progression for employees; and

WHEREAS, the Department of Human Resources and the Department of Building and Inspections have done their due diligence and conducted appropriate internal comparisons to ensure that the Classifications and their salary ranges are consistent with the scope of services and the level of responsibility of the Classifications, having considered various factors throughout the evaluation process including scope of responsibility, judgment and independent action, accountability and supervisory responsibility; and

WHEREAS, the class specification evaluations, salary validations, and classification titles for the Classifications are essential to improve recruitment and retention of those positions by aligning the Classifications with the pay scale and skillset of similar classifications within comparable municipalities, including title and industry standards; and

WHEREAS, it has been determined that adopting the new salary ranges and classification titles for the Classifications is based upon a market analysis and consistent with the organization changes described herein and internal cost of living adjustment comparisons as approved by Council; now, therefore,

BE IT **ORDAINED** by the Council of the City of Cincinnati, State of Ohio:

Section 1. That the creation of the new employment classification of Building Plans Examiner and the new employment classification of Permit Specialist is authorized for the purpose

of recruiting, hiring, and retaining qualified employees in the Department of Building and Inspections.

Section 2. That new Section 063 of Division 0C, Chapter 307 of the Cincinnati Municipal Code is ordained as follows:

Building Plans Examiner

Steps	Annual
1	\$ 70,122.15
2	\$ 72,225.81
3	\$ 74,392.59
4	\$ 76,624.37
5	\$ 78,923.10
6	\$ 81,290.79
7	\$ 83,729.51
8	\$ 86,241.40
9	\$ 88,828.64
10	\$ 91,493.50
11	\$ 94,238.31

Section 3. That new Section 431 of Division 0C, Chapter 307 of the Cincinnati Municipal Code is ordained as follows:

Permit Specialist

Steps	Annual
1	\$65,067.40
2	\$67,019.42
3	\$69,030.00
4	\$71,100.90
5	\$73,233.93
6	\$75,430.95
7	\$77,693.88

8	\$80,024.69
9	\$82,425.44
10	\$84,898.20
11	\$87,445.14

Section 4. That the proper City officials are authorized to do all things necessary and proper to carry out the terms of Sections 1 through 3.

Section 5. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety, and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is the immediate need to establish the new classifications and salary ranges in order to recruit and retain qualified employees.

Passed: \_\_\_\_\_, 2023

\_\_\_\_\_  
Aftab Pureval, Mayor

Attest: \_\_\_\_\_  
Clerk