

**September 5, 2024**

**To:** Mayor and Members of City Council 202401942  
**From:** Sheryl M.M. Long, City Manager  
**Subject: Emergency Ordinance: Director of Communications**

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Attached is an Emergency Ordinance captioned:

**MODIFYING** the salary schedule for the classification of Director of Communications by amending existing Section 012 of Division D5, Chapter 307, of the Cincinnati Municipal Code.

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. Adopting a new salary schedule for the position of Director of Communications is based upon an evaluation of job factors associated with the position, and a review of the Division D5 salary structure to ensure competitiveness within the industry.

The Administration recommends passage of this Emergency Ordinance.

cc: Latisha Hazell, HR Director