

May 26, 2021

To: Mayor and Members of City Council
From: Paula Boggs Muething, City Manager
Subject: **Ordinance: New Classification and Salary Range for the classification of Maintenance Planner/Scheduler**

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Attached is an Ordinance captioned:

ESTABLISHING the classification and salary range schedule for the new employment classification of Maintenance Planner/Scheduler; and **ENACTING** Section 292 of Division 1, 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 to establish the salary schedule and classification title for the new employment classification of Maintenance Planner/Scheduler. 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.

The Administration recommends passage of this Emergency Ordinance.

cc: William M. Brown, Human Resources Director

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