

**September 9, 2021**  
202102709

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

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

**Subject: Emergency Ordinance: Salary Range Modification for the  
classification of Deputy Clerk**

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Attached is an Emergency Ordinance captioned:

**MODIFYING** the salary range for the classification of Deputy Clerk by amending existing Section 035, Division 9, of chapter 307 of the Cincinnati Municipal Code in order to ensure that the new salary range is consistent with the level of responsibility of this position and competitive with similar positions in the employment marketplace.

The Human Resources Director has approved the request for this ordinance to modify the salary range for the classification of Deputy Clerk. The Department of Human Resources has done due diligence and conducted appropriate evaluation to ensure that the new salary range is consistent with similar positions with factors considered throughout the evaluation process including, scope of work and responsibility.

The Administration recommends passage of this Emergency Ordinance.

cc: William M. Brown, Human Resources Director